

**COUNTY OF SAN MATEO  
PLANNING AND BUILDING DEPARTMENT**

**DATE:** January 18, 2018

**TO:** Zoning Hearing Officer

**FROM:** Planning Staff

**SUBJECT:** Consideration of a Use Permit Amendment and Grading Permit pursuant to Section 6500 of the County Zoning Regulations and Section 9287 of the County Grading Ordinance, to allow for the construction of three living units on a parcel currently developed with a church and pre-school located at 1095 Cloud Avenue in the unincorporated West Menlo Park area of San Mateo County.

County File Number: PLN 2017-00089 (Bethany Lutheran Church)

**PROPOSAL**

The applicant is proposing to amend the existing Use Permit, USE98-0030, to allow for the construction of staff housing to consist of a 705 sq. ft. single-story building containing one living unit and a 1,547 sq. ft. two-story building containing two living units with separate utility/storage areas. A grading permit is included with the project to allow 410 cubic yards of cut and fill in order to complete site improvements and prepare the building sites. The project also involves the removal of four significant trees, the demolition of an existing 1,040 sq. ft. storage building, and reconfiguring the existing parking lot to increase the parking lot capacity from 66 to 69 on-site parking spaces. Churches are not a principally permitted use in R-1 Zoning Districts. The existing Use Permit (as amended) allows for the church and any support structures/facilities (including staff housing).

**RECOMMENDATION**

Approve the Use Permit Amendment and Grading Permit, County File Number PLN 2017-00089, by making the required findings and adopting the conditions of approval in Attachment A of this report.

**BACKGROUND**

Report Prepared By: Angela Chavez

Applicant: Heather Young for Fergus Garber Young Architects

Owner: Bethany Lutheran Church of Menlo Park

Location: 1095 Cloud Avenue, West Menlo Park

APN: 074-081-210

Size: 58,704 sq. ft.

Existing Zoning: R-1/S-72 (Single-Family Residential/5,000 sq. ft. Minimum Parcel Size)

General Plan Designation: Medium Density Residential Urban

Sphere-of-Influence: Menlo Park

Existing Land Use: The parcel is currently developed and utilized as a church and preschool.

Water Supply: California Water Service Company-Bear Gulch District. The property has a current connection and will continue to be served by the provider.

Sewage Disposal: West Bay Sanitary District. The property has a current connection and will continue to be served by the provider.

Flood Zone: Zone X. (Areas determined to be outside the 0.2% annual chance floodplain.) FEMA Community Panels 06081C0312E; effective October 16, 2012.

Environmental Evaluation: Exempt; California Environmental Quality Act (CEQA) Section 15303, Class 3 (New Construction or conversion of Small Structures). This exemption includes the construction of up to three single-family residences, duplexes, and/or multi-family residential structures which do not exceed four dwelling units.

Setting: The subject property is located at the corner of Cloud Avenue and Avy Avenue in the unincorporated area of West Menlo Park. The parcel is developed with a church, parish hall, parsonage, accessory buildings, and a 65-space surface parking lot. The surrounding area is developed with single-family residential development.

Chronology:

Date

Action

February 1952	- Use Permit (File No. UP 739) approval to establish a church, parish hall, parsonage, and surface parking was approved by the Board of Supervisors.
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- March 1955 - The church requested a use permit amendment to allow a parochial school to operate in the existing parish hall (File No. UP 974).
- February 1961 - Variance (File No. VA 901) approval to maintain a 3' setback of an existing detached garage in association with an addition to the parsonage which would connect the structures.
- September 1962 - Variance (File No. VA 1053) approval to allow a 12' fence where a 6' fence is the maximum allowed.
- October 1963 - Use Permit (File No. X7D 1666) approval to allow a free standing 15 sq. ft. sign.
- August 1964 - Use Permit (File No. X7D 1754) approval to allow additional 33 parking spaces adjacent to main church building.
- November 1965 - Variance (File No. VA 1322) approval to allow a 7'-10' fence where 6' fence is the maximum allowed.
- May 1968 - Use Permit (File No. X7D 2071) approval to allow double faced sign for the school totaling 4 sq. ft. on each side.
- August 1971 - Use Permit (File No. X7D 2383) approval to allow a 960 sq. ft. detached garage and storage building.
- November 1998 - Use Permit (File No. USE98-0030) approval to allow a 1,300 sq. ft. addition to the parish hall.
- March 2017 - Current Use Permit application submitted.
- September 2017 - Current application deemed complete.

## **DISCUSSION**

### A. **KEY ISSUES**

#### 1. **Conformance with the General Plan**

Staff has determined that the project complies with all applicable General Plan policies, with specific discussion of the following:

##### a. **Chapter 4 – Visual Quality**

Policy 4.36 (*Urban Area Design Concept*) calls for the maintenance and where possible improvement of the appearance and visual

character of development in urban areas. Further, this policy seeks to ensure that new development in urban areas is designed and constructed in such a way to contribute to the orderly and harmonious development of the locality. The proposed project area is made up of one- and two-story single-family residences. While there are no specific design standards for this community the proposed project is consistent both in scale and general appearance with the surrounding community.

b. Chapter 8 – Urban Land Use

Policies 8.35 (*Zoning Regulations*) and 8.36 (*Uses*) calls for development which is consistent with land use designations and to utilize zoning districts to regulate development by applying specific standards. While the primary purpose of the R-1 Zoning District is to accommodate single-family residential development, churches and schools are allowed with the issuance of a use permit. This property currently operates under an existing use permit. Therefore, the proposed project requires that the use permit be modified to consider the new development. The proposed project remains consistent with the R-1 Zoning District as housing for clergy and/or other church related personnel is commonly associated with this type of use.

Policy 8.39 (*Height, Bulk, and Setbacks*) calls for regulation of height, bulk, and setback requirements in zoning districts in order to ensure that the size and scale of development is compatible with parcel size, to provide sufficient light and air in and around structures, to ensure that development of permitted densities is feasible, and to ensure public health and safety. The proposed development complies with height, setbacks, and lot coverage as defined in the S-72 Zoning District. However, the use permit previously permitted the development to exceed the allowable building floor area by 1,777 sq. ft. The proposed project proposes to add an additional 1,212 sq. ft. of new building floor area for a total of 19,752 sq. ft. of building floor area where 16,763 sq. ft. is allowed.

2. Conformance with the Zoning Regulations

a. S-72 Zoning District Regulations

As shown in the table below, the proposed project complies with the S-72 zoning regulations with exception to the allowable building floor area and number of dwelling units allowed per parcel.

	A	B	C	D
	S-72 Standards	Existing	Proposed	Degree of Non-Conformance**
Minimum Lot Size	5,000 sq. ft.	58,704 sq. ft.	No Change	N/A
Maximum Building Floor Area	16,763.04 sq. ft.	18,540 sq. ft.*	19,752 sq. ft.	+1,212 sq. ft. (added by this project) 2,989 sq. ft. (total)
Maximum Building Site Coverage	50%	32.3%	43.1%	N/A
Minimum Front Setback	20 ft.		>20 ft.	N/A
Minimum Side Setback	5 ft.		5 ft.	N/A
Minimum Rear Setback	20 ft.		>20 ft.	N/A
Maximum Building Height	28 ft.		Building A- 23 ft. Building B- 17 ft.	N/A
Dwelling Units Per Parcel	1	1	4	3*
* Indicates aspects of existing development that are legal non-conforming. ** Degree of non-conformance calculates extent of project non-conformance with zoning district regulations, for which a use permit is requested.				

b. Zoning Non-Conformities Regulations

Section 6137 of the County Zoning Regulations allows proposed development to enlarge non-conforming situations which do not conform to the zoning regulations currently in effect upon issuance of a use permit. See chart above for details on the non-conforming aspects of the proposed project.

c. Parking Regulations

The applicant submitted a breakdown of the proposed project's compliance with Section 6119 of the County's Zoning Regulations as it pertains to the provision of off-street parking spaces (see sheet A-2 of the submitted plans). Previous use permit approvals permitted a 64 space surface off-street parking lot and two-car garage for a total of 66 parking spaces on the project site. The existing parking lot design does not meet the required standards in regards back up space (24' feet) and size of each individual parking space (9' x 19' required but only compact spaces 8.5'x16.5' are provided). The proposed project includes the reconfiguration of the existing lot while largely maintaining the design and parking space size. However, four new uncovered parking spaces are proposed for a total of 69 off-street parking spaces. The additional three residential units require that three additional covered parking spaces be provided. However, given the multiple uses on the property and that the housing is intended as staff housing, the provision of four additional uncovered parking spaces allows for greater flexibility in their usage.

3. Conformance with the Grading Regulations

The proposed grading activities for this project involve cut and fill work in order to prepare the building site locations for the two proposed structures. Approximately 325 cubic yards will be excavated and 85 cubic yards of fill will be used in order to prepare the site for the residential development and to complete site improvements.

Staff has reviewed the proposal against the required findings for the issuance of a grading permit and concluded that the project conforms to the criteria for review contained in Section 9290.1 of the San Mateo County Ordinance Code (i.e., standards for erosion and sediment controls and submittal of a geotechnical report). The areas proposed for improvement were previously disturbed for the existing development. The proposed site modifications provide additional parking and are designed to minimize impacts to adjacent property owners. Further, the modifications proposed are relatively minor considering the overall size of the parcel. In order to approve this project, the Zoning Hearing Officer must make the required findings contained in the grading regulations. Staff concludes that the findings can be made with a discussion of the findings provided below:

a. **That the project will not have a significant adverse effect on the environment.**

The project will have a less than significant impact on the environment. The project as proposed and conditioned limits the area of disturbance to previously developed, or immediately adjacent to developed areas. The project proposes to remove four significant trees (two 13" diameter acacia trees, one 15" diameter oak tree, and a 13" diameter podocarpus or plum pine tree) located in a planting strip at the rear of the property in order to accommodate the modifications to the parking lot. The requirement to provide replacement trees for those to be removed has been waived as the parcel has no room to accommodate replacement trees with the expanded parking lot. Further, the front and right side yards are fully landscaped with plantings that are consistent with the surrounding single-family neighborhood. The project serves as infill development and has been determined to be exempt under CEQA. The project will have no significant adverse effects on the environment.

b. **That the project conforms to the criteria of Chapter 5, Division VII, of the San Mateo County Ordinance Code, including the standards referenced in Section 9296.**

The project, as proposed, conforms to the criteria for review contained in the Grading Ordinance. As discussed in previous sections, the

proposed grading and site impacts associated with this project are minimal and the project is consistent with the County's General Plan Policies regarding land use compatibility in urban lands and development standards to minimize land use conflicts with the surrounding community. The project is also consistent with the intent of the Grading Ordinance that calls for the minimization of alterations to topography.

c. **That the Project is Consistent with the General Plan.**

The project has been reviewed against the applicable policies of the San Mateo County General Plan and found to be consistent with its goals and objectives. Please refer to Section A.1 of this report for a detailed discussion regarding the project's compliance with General Plan Policies.

4. Conformance with the Use Permit

As previously stated, Section 6137 of the County Zoning Regulations allows proposed development to enlarge non-conforming situations which do not conform to the zoning regulations currently in effect upon issuance of a use permit. Further, 6161.k.1 requires that churches and schools (among other uses) obtain a use permit when located in an R-1 (One-Family Residential District) Zoning District.

A review of the last Use Permit approved in 1998 did not include a requirement that the approved use permit be renewable nor did it provide any conditions of approval under which the church should operate. Staff sees no need to add these types of conditions at this time as the church/school has operated with minimal complaints for many years. In the event that complaints are raised they can be addressed through the County's Code Compliance process.

The following finding, as required by Section 6503, must be made in order to approve a use permit for the proposed project:

- a. **That the establishment, maintenance and/or conducting of the proposed use will not, under the circumstances of the particular case, result in a significant adverse impact to coastal resources, or be detrimental to the public welfare or injurious to property or improvements in said the neighborhood.**

The proposed project site is not located within the coastal zone and therefore poses no risk to coastal resources. The proposed project is designed to conform to the overall development standards set by the underlying S-72 Zoning District. While the density on the single parcel is

higher than that which is currently allowed, the parcel is large enough to accommodate the development in a nature which is consistent with the surrounding neighborhood. Given the large parking lot, the location of the housing (within existing parking lot) provides an increased public presence on the site which increases security for both the church and immediately adjacent neighbors. Therefore, the project as designed will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

B. ENVIRONMENTAL REVIEW

The project is categorically exempt from further environmental review under Section 15303, Class 3, of the California Environmental Quality Act (CEQA) for the new construction of a duplex in an urbanized area where public services are available.

C. REVIEWING AGENCIES

Building Inspection Section  
Department of Public Works  
Geotechnical Section  
California Water Service Company  
West Bay Sanitary District

**ATTACHMENTS**

- A. Recommended Findings and Conditions of Approval
- B. Location Map
- C. Plans

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County of San Mateo  
Planning and Building Department

**RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL**

Permit or Project File Number: PLN 2017-00089      Hearing Date: January 18, 2018

Prepared By: Angela Chavez  
Project Planner

For Adoption By: Zoning Hearing Officer

**RECOMMENDED FINDINGS**

Regarding the Grading Permit, Find:

1. That this project, as conditioned, will not have a significant adverse effect on the environment. The project has been reviewed by Planning staff and the Department of Public Works, which found that the project can be completed without significant harm to the environment as conditioned.
2. That this project, as conditioned, conforms to the criteria of the San Mateo County Grading Ordinance and is consistent with the General Plan. Planning staff and the Department of Public Works have reviewed the project and have determined its conformance to the criteria of Chapter 8, Division VII, San Mateo County Ordinance Code, including the standards referenced in Section 8605 and the San Mateo County General Plan.

Regarding the Use Permit, Find:

3. That the establishment, maintenance, and/or conducting of the use will not, under the circumstances of the particular case, result in a significant adverse impact to coastal resources, or be detrimental to the public welfare or injurious to property or improvements in said neighborhood. While the staff housing results in an overage to number of dwelling units allowed on a parcel and an overage to the allowable maximum floor area, the development otherwise complies with the zoning regulations currently in effect. The applicant has utilized a design and site planning which continue the existing design aesthetic of the property and minimizes impacts to adjoining properties.

## **RECOMMENDED CONDITIONS OF APPROVAL**

### **Current Planning Section**

1. This approval applies only to the proposal, documents, and plans described in this report and approved by the Zoning Hearing Officer on January 18, 2018. The Community Development Director may approve minor revisions or modifications to the project if they are consistent with the intent of, and in substantial conformance with, this approval.
2. The Grading Permit final approval shall be valid for one (1) year from the date of approval, in which time a building permit and grading permit shall be issued concurrently. If the grading permit (issued as the “hard card” with all necessary information filled out and signatures obtained) has not been issued within this time period, the Grading Permit approval will expire. The Community Development Director will consider an extension of this approval upon written request and payment of the applicable fees sixty (60) days prior to the permits’ expiration.
3. Noise sources associated with the demolition, construction, repair, remodeling, or grading 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).
4. Four trees are approved for removal. Removal of any additional trees shall require review and approval by the Community Development Director and may require a modification or amendment to this project approval.
5. Prior to commencement of the project, the applicant shall submit to the Planning and Building Department for review and approval an erosion and drainage control plan that shows how the transport and discharge of soil and pollutants from and within the project site shall be minimized. The plan shall be designed to minimize potential sources of sediment, control the amount of runoff and its ability to carry sediment by diverting incoming flows and impeding internally generated flows, and retain sediment that is picked up on the project site through the use of sediment-capturing devices. The plan shall also limit application, generation, and migration of toxic substances, ensure the proper storage and disposal of toxic materials, and apply nutrients at rates necessary to establish and maintain vegetation without causing significant nutrient runoff to surface waters. Said plan shall adhere to the San Mateo Countywide Stormwater Pollution Prevention Program “General Construction and Site Supervision Guidelines,” including:
  - a. Sequence construction to install sediment-capturing devices first, followed by runoff control measures and runoff conveyances. No construction activities shall begin until after all proposed measures are in place.
  - b. Minimize the area of bare soil exposed at one time (phased grading).

- c. Clear only areas essential for project activities.
- d. Within five days of clearing or inactivity, stabilize bare soils through either non-vegetative Best Management Practices (BMPs), such as mulching, or vegetative erosion control methods such as seeding. Vegetative erosion control shall be established within two weeks of seeding/planting.
- e. Project site entrances shall be stabilized immediately after grading and frequently maintained to prevent erosion and control dust.
- f. Control wind-born dust through the installation of wind barriers such as hay bales and/or sprinkling.
- g. Soil and/or other construction-related material stockpiled on-site shall be placed a minimum of 200 feet from all wetlands and drain courses. Stockpiled soils shall be covered with tarps at all times of the year.
- h. Intercept runoff above disturbed slopes and convey it to a permanent channel or storm drains by using earth dikes, perimeter dikes or swales, or diversions. Use check dams where appropriate.
- i. Provide protection for runoff conveyance outlets by reducing flow velocity and dissipating flow energy.
- j. Install storm drain inlet protection that traps sediment before it enters any adjacent storm sewer systems. This barrier shall consist of filter fabric, straw bales, gravel, or sand bags.
- k. Install sediment traps/basins at outlets of diversions, channels, slope drains, or other runoff conveyances that discharge sediment-laden water. Sediment traps/basins shall be cleaned out when 50% full (by volume).
- l. Use silt fence and/or vegetated filter strips to trap sediment contained in sheet flow. The maximum drainage area to the fence should be 0.5 acres or less per 100 feet of fence. Silt fences shall be inspected regularly and sediment removed when it reaches 1/3 the fence height. Vegetated filter strips should have relatively flat slopes and be vegetated with erosion-resistant species.
- m. Utilize coir fabric/netting on sloped graded areas to provide a reduction in water velocity, erosive areas, habitat protection, and topsoil stabilization.
- n. Throughout the construction period, the applicant shall conduct regular inspections of the condition and operational status of all structural BMPs required by the approved Erosion Control Plan.

6. The applicant shall implement the following basic construction measures at all times:
  - a. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California Airborne Toxic Control Measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers at all access points.
  - b. All construction equipment shall be maintained and properly tuned in accordance with the manufacturer's specifications. All equipment shall be checked by a certified visible emissions evaluator.
  - c. Post a publicly visible sign with the telephone number and person to contact at the lead agency regarding dust complaints. This person, or his/her designee, shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.
7. No site disturbance shall occur, including any grading or tree removal, until the grading permit "hard card" has been issued.
8. Unless approved in writing and in advance by the Community Development Director, no grading shall be allowed during the winter season (October 1 to April 30) to avoid potential soil erosion. The applicant shall submit a letter to the Current Planning Section, prior to the issuance of the hard card, which illustrates the approximate grading schedule, including start and end dates.
9. The provisions of the San Mateo County Grading Ordinance shall govern all grading activities on the project site.
10. All grading activities shall be according to the approved plans prepared by the project engineer of record, Gregory Braze.
11. The engineer who prepared the approved grading and drainage plans shall be responsible for the inspection and certification of the grading as required by Sections 9297.1 and 9297.2 of the Grading Ordinance. The engineer's responsibilities shall include those relating to non-compliance detailed in Section 9297.4 of the Grading Ordinance.
12. It shall be the responsibility of the applicant's engineer to regularly inspect the erosion control measures and determine that they are functioning as designed and that proper maintenance is being performed. Deficiencies shall be immediately corrected.

13. For final approval of the grading permit, the applicant shall ensure the performance of the following activities, within thirty (30) days of the completion of grading:
  - a. The engineer shall submit written certification to the Department of Public Works and the Current Planning Section that all grading, lot drainage, and drainage facilities have been completed in conformance with the approved plans, as conditioned, and the Grading Ordinance.
  - b. The geotechnical consultant shall submit to the Building Inspection Section's Geotechnical Engineer and the Current Planning Section a signed Section II of the Geotechnical Consultant Approval form indicating that they have observed all grading activities and that the work conforms to the approved plans.
  
14. Prior to beginning any construction activities, the applicant shall implement the approved erosion and sediment control plan, which shall be maintained throughout the duration of the project. Erosion control measure deficiencies, as they occur, shall be immediately corrected. The goal is to prevent sediment and other pollutants from leaving the project site and to protect all exposed earth surfaces from erosive forces. Said plan shall adhere to the San Mateo Countywide Stormwater Pollution Prevention Program "General Construction and Site Supervision Guidelines," including:
  - a. Stabilizing all denuded areas and maintaining erosion control measures continuously between October 1 and April 30. Stabilizing shall include both proactive measures, such as the placement of hay bales or coir netting, and passive measures, such as revegetating disturbed areas with plants propagated from seed collected in the immediate area.
  - b. Storing, handling, and disposing of construction materials and wastes properly, so as to prevent their contact with stormwater.
  - c. Controlling and preventing the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, and non-stormwater discharges to storm drains and watercourses.
  - d. Using sediment controls or filtration to remove sediment when dewatering the site and obtaining all necessary permits.
  - e. Avoiding cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
  - f. Delineating with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses.

- g. Protecting adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
  - h. Performing clearing and earth-moving activities only during dry weather.
  - i. Limiting and timing applications of pesticides and fertilizers to prevent polluted runoff.
  - j. Limiting construction access routes and stabilizing designated access points.
  - k. Avoiding tracking dirt or other materials off-site; cleaning off-site paved areas and sidewalks using dry sweeping methods.
  - l. The contractor shall train and provide instructions to all employees and subcontractors regarding the construction Best Management Practices including, but not limited to, those listed above.
  - 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 and for post-construction site stabilization. Any water leaving the site shall be clear and running slowly at all times.
15. Prior to any grading activities, the applicant shall implement and maintain, throughout the duration of the project, minimum dust control measures:
- a. Water all construction and grading areas at least twice daily.
  - b. Cover all trucks hauling soil, sand, and other loose materials, or require all trucks to maintain at least 2 feet of freeboard.
  - c. Pave, apply water two times daily, or apply non-toxic soil 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 any public street(s).
  - e. Enclose, cover, water twice daily, or apply non-toxic soil binders to exposed stockpiles (dirt, sand, etc.).
16. The site is considered a Construction Stormwater Regulated Site. Any grading and/or ground disturbance activities conducted during the wet weather season (October 1 to April 30) will require monthly erosion and sediment control inspections by the Building Inspection Section. The applicant shall apply for and

be issued a building permit concurrently with the grading permit “hard card” to track (potential) wet weather inspections.

17. Pursuant to San Mateo County Ordinance Section 9296.5, all equipment used in grading operations shall meet spark arrester and firefighting tool requirements, as specified in the California Public Resources Code.

#### Building Inspection Section

18. A building permit is required for each structure associated with this project.
19. Projections beyond an exterior wall, in which the projection is within 5 feet of the property line shall be protected on the underside of the projection with materials of 1 hour construction.

#### Geotechnical Section

20. At the building permit stage the applicant shall submit a soil and foundation study.

#### Department of Public Works

21. 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.
22. 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.
23. 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.

West Bay Sanitary District

24. The applicant shall comply with all West Bay Sanitary District requirements at the building permit stage of the project.

California Water Service Company

25. The applicant shall comply with all California Water Service Company requirements at the building permit stage of the project.

Menlo Park Fire Protection District (MPFPD)

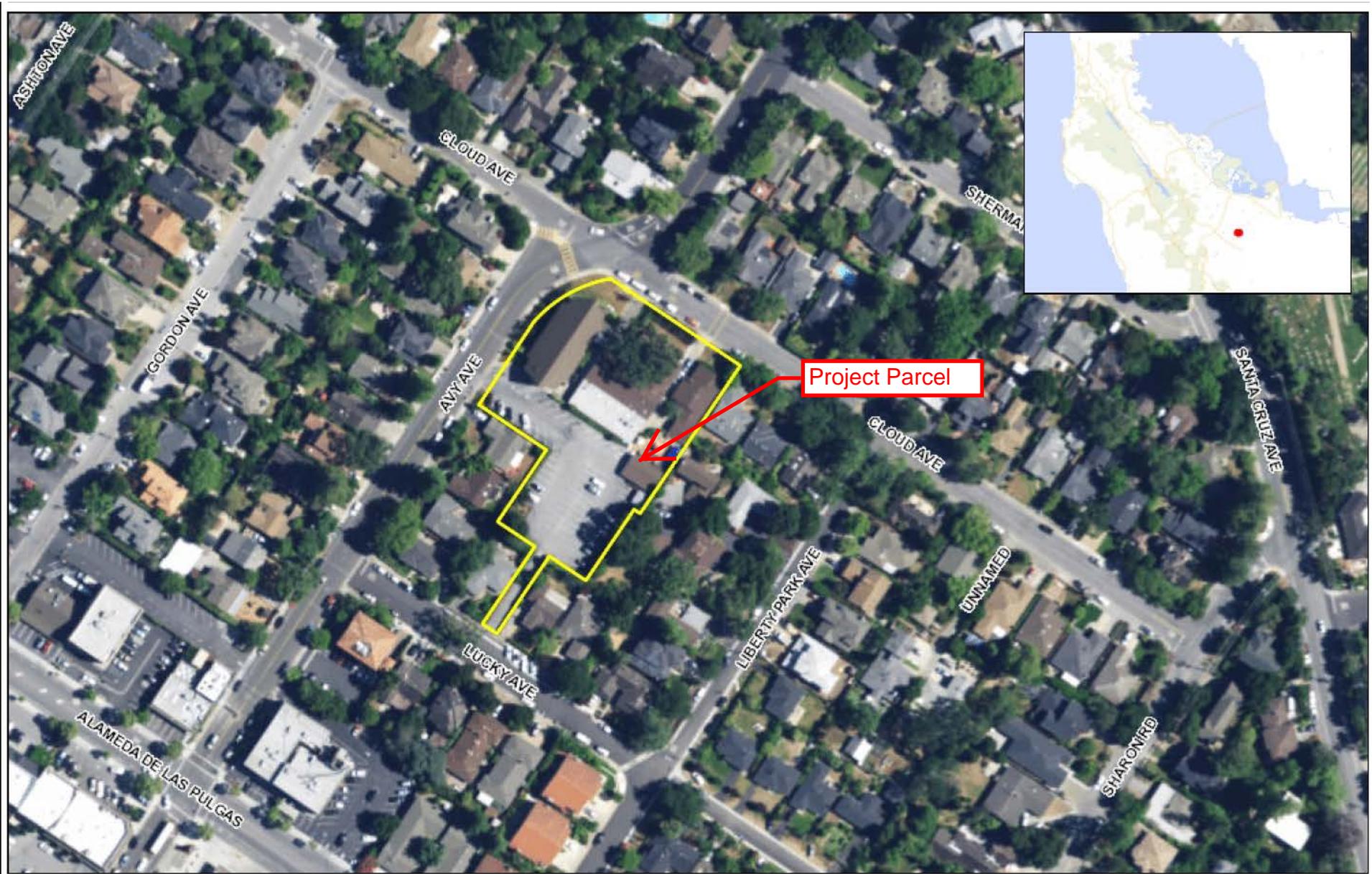
26. Access to the public fire hydrant shall require installation of a new public fire hydrant at the driveway entrance on Avy Avenue. Fire hydrant shall meet the provisions listed in CFC Section 507 for Fire Hydrant Access:
  - a. A public hydrant is required at the driveway entrance to subject property on Avy Avenue. All hydrants to comply to the following:

All fire hydrants shall be wet barrel standard steamer type with 1-4 1/2" (114.3 mm) and 2-2 1/2" (63.5 mm) outlets. MPFPD CFC Sec. 507.5.1 Appendix C.
27. Roadway Specifications – Private roadways serving this project site shall be all-weather roads with a minimum width of 20 feet (6096 mm) and a clear height of 13 feet 6 inches (4115 mm). Roadways shall be designed to accommodate the weight of fire apparatus and the minimum turning radii of 36 feet for fire apparatus. Dead-end roads in excess of 150 feet (45720 mm) in length shall be provided with turnarounds as specified by CFC Appendix D, Table D103.4:
  - a. The current parking lot configuration shall be redesigned to meet the dimensions outlined above in the charging condition, in lieu of the required turnaround the parking lot may be designed to allow the fire apparatus to negotiate the parking lot and exit through the Avy Avenue entrance.
28. Install a NFPA 13-D fire sprinkler system under separate fire permit for each residence. Fire sprinkler system to comply with Menlo Park Fire Protection District Standards.
29. Each residential fire sprinkler system shall have an interior alarm activated by the water-flow switch that is to be audible in all sleeping areas.
30. The NFPA 13D Sprinkler System shall require two sets of plans, specifications, equipment lists, hydraulic calculations for the required fire sprinkler system shall be submitted to the Menlo Park Fire Protection District for review and approval

prior to installation. A separate plan review fee will be collected upon review of each submittal. CFC, 2016, Sec. 105.4

31. Fire flow data to be provided at time of deferred submittal for the fire suppression system.
32. Smoke Detector-Pursuant to CFC Sections 1103.8.1 and 1103.8.5 and Health and Safety Code Section 13113.7. Carbon Monoxide Detector Pursuant to CFC Section 1103.9 the following apply:
  - a. Install smoke detectors which shall be located in each sleeping area and the area outside sleeping areas. Install carbon monoxide detector outside sleeping areas. Smoke and carbon monoxide detectors shall be hardwired and inter-connected for alarm.
33. The applicant shall provide at least 4-inch tall with 1/2-inch stroke illuminated address numbers. The address shall be visible from the street and contrasting to its background. Address numbers shall be maintained:
  - a. The residences for this project are to be positioned off of Avy Avenue and will not be visible from the street; therefore, install an illuminated address at the driveway entrance on Avy Avenue.
  - b. The assigned address for the new residences shall be assigned to Avy Avenue.

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## San Mateo County Zoning Hearing Officer Meeting

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



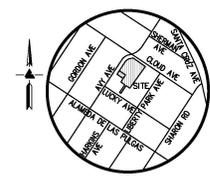


**LEA & BRAZE ENGINEERING, INC.**  
 CIVIL ENGINEERS - LAND SURVEYORS  
 SACRAMENTO REGION  
 1900  
 HAWAII CALIFORNIA Bldg  
 ROSA BLVD, CA 95821  
 (C) (707) 887-3019  
 (F) (916) 979-7363  
 WWW.LEABRAZE.COM

**2031 AVY AVENUE**  
**1095 CLOUD AVENUE**  
**MENLO PARK, CALIFORNIA**  
 SAN MATEO COUNTY  
 074-081-150 & 074-081-210

**TOPOGRAPHIC SURVEY**

DATE	BY
REVISIONS	BY
JOB NO.	2161029
DATE	11-8-16
SCALE	1" = 16'
FIELD BY	DR
DRAWN BY	DB
SHEET NO.	SU1



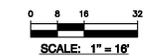
**VICINITY MAP**  
NO SCALE

**NOTES**  
 ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS OF A FOOT.  
 UNDERGROUND UTILITY LOCATION IS BASED ON SURFACE EVIDENCE.  
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 FINISH FLOOR ELEVATIONS ARE TAKEN AT DOOR THRESHOLD (EXTERIOR).  
 ALL RETAINING WALLS ARE CONCRETE EXCEPT WHERE NOTED.

**EASEMENT NOTE**  
 2031 AVY AVENUE  
 NO EASEMENTS ARE LISTED IN TITLE REPORT PREPARED BY FIRST AMERICAN TITLE COMPANY, ORDER NO. 4316-5328562, DATED SEPTEMBER 21, 2016.  
 1095 CLOUD AVENUE  
 EASEMENTS SHOWN ARE PER TITLE REPORT PREPARED BY FIRST AMERICAN TITLE COMPANY, ORDER NO. 4316-5328408, DATED SEPTEMBER 21, 2016.

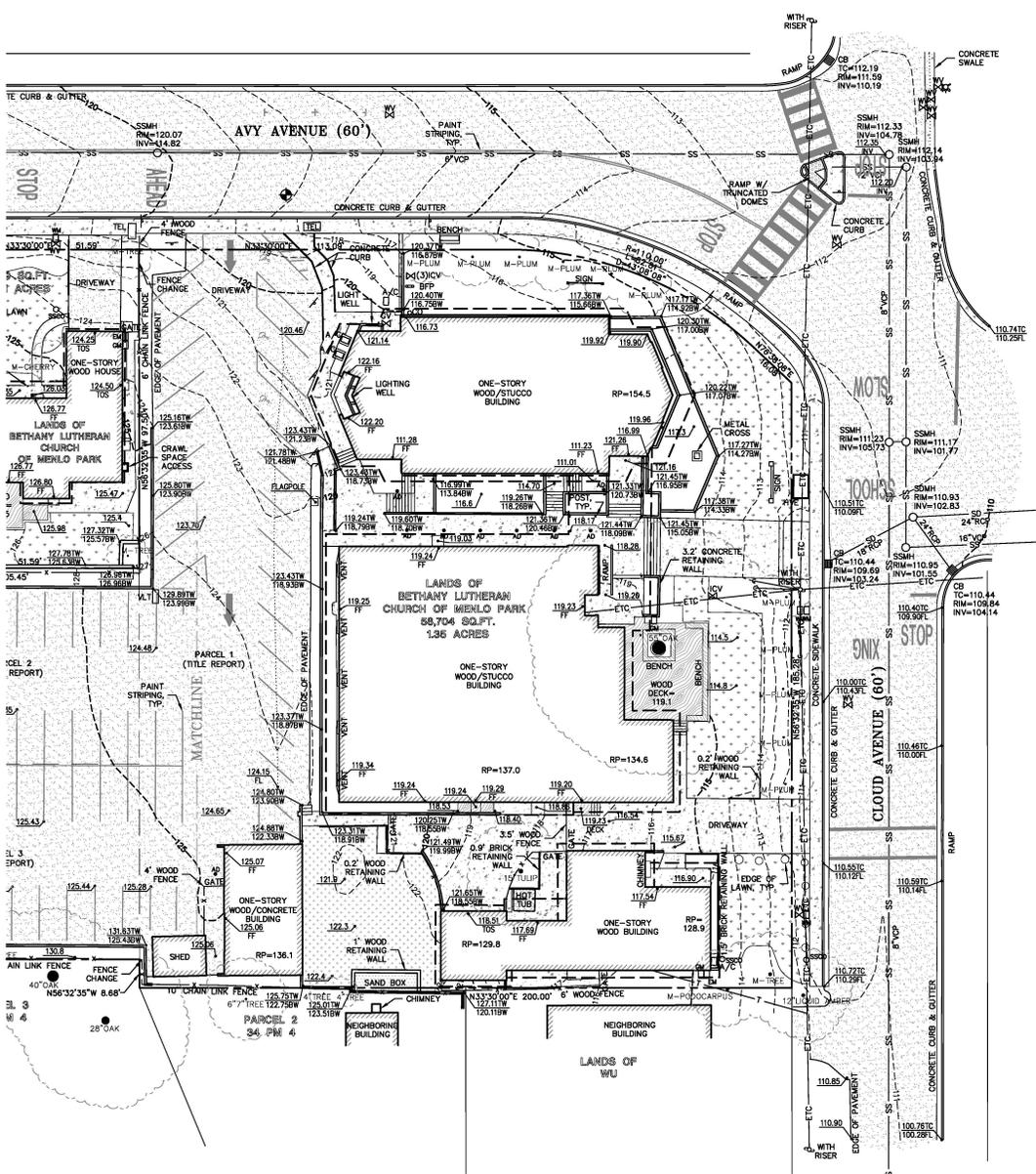
**BENCHMARK**  
 SANTA CLARA VALLEY WATER DISTRICT BENCHMARK "MARK", BRASS DISK ON TOP OF SIDEWALK AT WEST CORNER OF BRIDGE FOR SAND HILL ROAD OVER SAN FRANCISCO CREEK, 150 FEET NORTHEAST FROM OAK AVENUE.  
 ELEVATION = 118.77'  
 (NAVD 85 DATUM)

**SITE BENCHMARK**  
 SURVEY CONTROL POINT  
 MAG AND SHINER SET IN ASPHALT  
 ELEVATION = 118.16'  
 (NAVD 85 DATUM)



**LEGEND AND NOTES**

- BOUNDARY LINE
- BUILDING OVERHANG LINE
- ETC
- ELECTRICAL/TELEPHONE/CABLE TV OVERHEAD LINE
- TELEPHONE OVERHEAD LINE
- ELECTRICAL OVERHEAD LINE
- FENCE LINE
- FLOW LINE
- SANITARY SEWER LINE
- STORM DRAIN LINE
- ACCESSIBILITY PARKING
- AIR CONDITIONING UNIT
- AREA DRAIN
- BACK FLOW PREVENTER
- BENCHMARK
- BOTTOM RETAINING WALL
- CATCH BASIN
- CLEAN-OUT BOX
- ELECTRICAL METER
- FINISH FLOOR
- FIRE HYDRANT
- FLOW LINE
- GAS METER
- GAS VALVE
- GUY ANCHOR
- INVERT
- IRRIGATION CONTROL VALVE
- JOINT POLE
- MULTI-TRUNK TREE
- REINFORCED CONCRETE PIPE
- ROOF PEAK
- SANITARY SEWER CLEAN-OUT
- SANITARY SEWER MANHOLE
- STANDPIPE
- STORM DRAIN MANHOLE
- STREET LIGHT
- STREET SIGN
- TELEPHONE VAULT
- TOP OF CURB
- TOP OF RETAINING WALL
- TOP OF SLAB
- UTILITY VAULT
- VITRIFIED CLAY PIPE
- WATER METER
- WATER VALVE
- SPOTGRADE
- ASPHALT
- CONCRETE
- DECORATIVE BARK
- GRAVEL
- LAWN
- WOOD



**San Mateo County Zoning Hearing Officer Meeting**

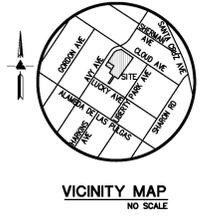
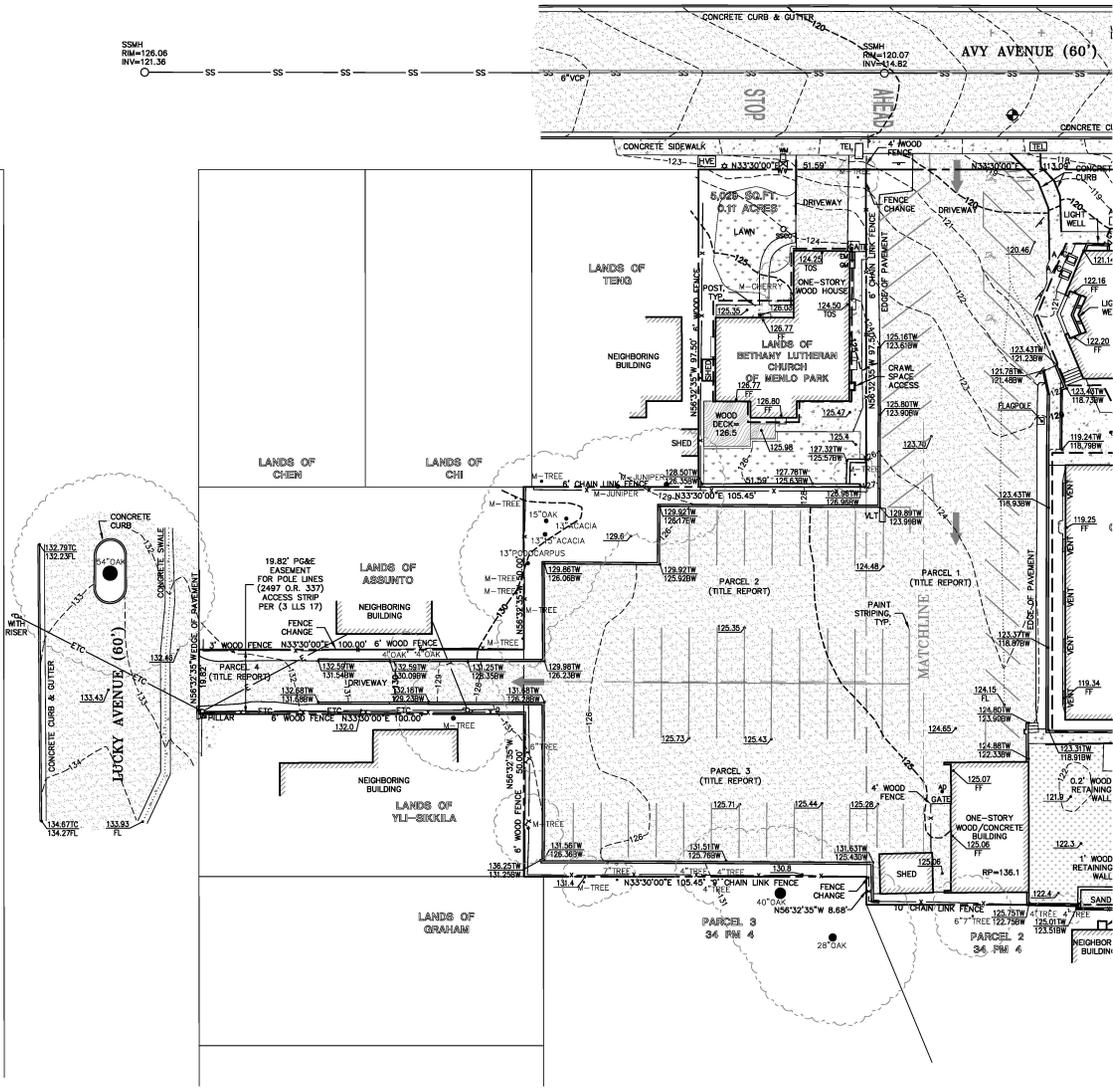
Owner/Applicant:

Attachment:

File Numbers:

**LEGEND AND NOTES**

- BOUNDARY LINE
- BUILDING OVERHANG LINE
- ETC ELECTRICAL/TELEPHONE/CABLE TV OVERHEAD LINE
- T TELEPHONE OVERHEAD LINE
- E ELECTRICAL OVERHEAD LINE
- x FENCE LINE
- ..... FLOW LINE
- SS SANITARY SEWER LINE
- SD STORM DRAIN LINE
- ♿ ACCESSIBILITY PARKING
- A/C AIR CONDITIONING UNIT
- ⊙A/D AREA DRAIN
- ⇒ BFP BACK FLOW PREVENTER
- ⊕ BENCHMARK
- ▭ BW BOTTOM RETAINING WALL
- ▭ CB CATCH BASIN
- ⊙CO CLEAN-OUT BOX
- EM ELECTRICAL METER
- FF FINISH FLOOR
- ⊕ FH FIRE HYDRANT
- FL FLOW LINE
- GM GAS METER
- ⊕GV GAS VALVE
- GUY ANCHOR
- INVERT
- ⊕ICV IRRIGATION CONTROL VALVE
- ⊕ JOINT POLE
- M MULTI-TRUNK TREE
- RCF REINFORCED CONCRETE PIPE
- RP ROOF PEAK
- SSDO SANITARY SEWER CLEAN-OUT
- SSMH SANITARY SEWER MANHOLE
- OSP STANDPIPE
- SDMH STORM DRAIN MANHOLE
- ⊕ STREET LIGHT
- TEL TELEPHONE VAULT
- TC TOP OF CURB
- TW TOP OF RETAINING WALL
- TSL TOP OF SLAB
- UVL UTILITY VAULT
- VCP VITRIFIED CLAY PIPE
- WM WATER METER
- WV WATER VALVE
- XXXX SPOTGRADE
- ASPHALT
- CONCRETE
- DECORATIVE BARK
- GRAVEL
- LAWN
- WOOD



**NOTES**

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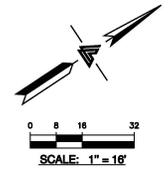
1098 CLOUD AVENUE  
EASEMENTS SHOWN ARE FOR TITLE REPORT PREPARED BY FIRST AMERICAN TITLE COMPANY, ORDER NO. 4318-5328408, DATED SEPTEMBER 21, 2016.

**BENCHMARK**

SANTA CLARA VALLEY WATER DISTRICT BENCHMARK "8448" BRASS DISK ON TOP OF SIDEWALK AT WEST CORNER OF BRIDGE FOR SAND HILL ROAD OVER SAN FRANCISCO CREEK, 150 FEET NORTHEAST FROM OAK AVENUE. ELEVATION = 118.77' (NAVD 88 DATUM)

**SITE BENCHMARK**

SURVEY CONTROL POINT MAG AND SHINER SET IN ASPHALT ELEVATION = 118.16' (NAVD 88 DATUM)



**LEA & BRAZE ENGINEERING, INC.**  
 CIVIL ENGINEERS & LAND SURVEYORS  
 1000 UNIVERSITY AVENUE, SUITE 100  
 ROSELIE, CA 95067  
 HAYWARD, CALIFORNIA 94545  
 (415) 887-3019  
 (415) 887-3019  
 WWW.LEABRAZE.COM

**2031 AVY AVENUE**  
**1095 CLOUD AVENUE**  
**MENLO PARK, CALIFORNIA**  
 SAN MATEO COUNTY  
 074-081-150 & 074-081-210

**TOPOGRAPHIC SURVEY**

NO.	DATE	BY
1	2016.09.21	DB
2	2016.09.21	DB
3	2016.09.21	DB
4	2016.09.21	DB
5	2016.09.21	DB
6	2016.09.21	DB
7	2016.09.21	DB
8	2016.09.21	DB
9	2016.09.21	DB
10	2016.09.21	DB
11	2016.09.21	DB
12	2016.09.21	DB
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17	2016.09.21	DB
18	2016.09.21	DB
19	2016.09.21	DB
20	2016.09.21	DB
21	2016.09.21	DB
22	2016.09.21	DB
23	2016.09.21	DB
24	2016.09.21	DB
25	2016.09.21	DB
26	2016.09.21	DB
27	2016.09.21	DB
28	2016.09.21	DB
29	2016.09.21	DB
30	2016.09.21	DB
31	2016.09.21	DB
32	2016.09.21	DB

**SU2**  
2 OF 2 SHEETS

**San Mateo County Zoning Hearing Officer Meeting**

Owner/Applicant:

Attachment:

File Numbers:







