



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

# **ATTACHMENT G**

March 24, 2021

Dazhi Chen  
1561 Blaney Avenue  
San Jose, CA 95129

Dear Mr. Chen:

**SUBJECT:** Summary of County Comments and Comments/Questions Received at a Major Development Pre-Application Public Workshop on February 25, 2021 County File Number: PRE 2020-00054

Thank you for your participation in the virtual public workshop held on February 25, 2021 via Microsoft Teams, regarding the proposed hotel development spanning 3 parcels (APN's 054-261-220, 054-261-230, 054-261-210) in the unincorporated North Fair Oaks area of San Mateo County. APN 054-261-210 will require a General Plan Amendment and Zoning Amendment. APN 054-261-210, currently zoned R-3/S-5 (Multiple-family Residential; S-5 Combining District), is proposed to be re-zoned to CMU-1 (Commercial Mixed Use-1 District, North Fair Oaks) to allow for commercial development. The General Plan Land Use Designation would change from Medium High Density Residential to Commercial Mixed Use. The proposal would yield a hotel development with approximately 69 hotel units and 51 parking spaces.

The information and comments exchanged are invaluable in fostering an understanding of the surrounding community's concerns and comments about the project. The purpose of this letter is to summarize the comments received at the workshop and include comments from the County Planning, other reviewing departments and additional comments from interested parties.

Besides the applicant, there were about 10 members of the public in attendance at the meeting. Staff did not receive any correspondence from the public prior to the meeting.

### **SUMMARY OF PUBLIC COMMENTS REGARDING THE PROJECT**

Generally, interested members of the public in attendance at the meeting expressed concerns regarding traffic and impacts to residential development adjacent to the parcel proposed for rezone. Concerns were expressed that the project would negatively impact the community and neighborhood as supported by the comments listed below:



1. **Traffic Impacts:** The project will increase traffic in the area.

*Staff Input:* The applicant is required to evaluate traffic impacts related to a hotel development use. The evaluation must show anticipated trips generated and any increase in Vehicle Miles Traveled (VMT) or decrease in Level of Service (LOS) and key intersections. A traffic study and mitigation of any impacts is required if the project will negatively impact LOS or VMT as determined by the County Public Works Department.

2. **Impacts to Adjacent Development:** The new development will impact adjacent residential development.

*Staff Input:* The parcel APN 054-261-210 will be maintained as a parking lot with car lifts to accommodate parking requirements. The adjacent parcel is developed with an existing single-family residence. The project is required to comply with the county noise ordinance and may not exceed maximum levels as outlined in county ordinance code 4.88.330 through 4.88.350. Staff recommends the project consider installing additional sound barriers such as a masonry wall to minimize any noise pollution into the adjacent residential property.

One neighboring property/business owner in attendance expressed support for the project as the proposed development would help improve and revitalize the property and immediate vicinity which has been a place where neighborhood trash would collect. The business owner would welcome the additional traffic that would generate new business for his restaurant.

### **WRITTEN COMMENTS**

In summary, prior to and after the meeting planning staff did not receive any comments from the public on this project.

### **COMMENTS FROM OTHER REVIEWING AGENCIES**

To date, Planning Staff has received preliminary comments from the following agencies:

#### **County Current Planning Section**

1. The proposed zoning, Commercial Mixed Use-1 (CMU-1), and General Plan Land Use designation, Commercial Mixed Use, would potentially allow for a 69-unit hotel.
2. Should the applicant move forward with an application for the project as proposed, the required application would include a Use Permit, General Plan Amendment and Zoning Amendment.

3. Should the applicant move forward with an application for the project as proposed, the application and all supporting documents and materials would be subject to review and approval by several departments, companies and agencies, including but not limited to: California Department of Transportation - District 4, County Department of Public Works, California Water Service – Bear Gulch District, Fair Oaks Sewer Maintenance District, and Menlo Park Fire Protection District. Agencies may request additional information if needed.
4. At the time of application, the project will be reviewed under the California Environmental Quality Act. A determination will be made as to the level of review required. A Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report (EIR) certified by the Board of Supervisors is required for the approval of this project.

#### **Building Inspection Section - Geotechnical**

5. The site is located within a State-Mandated liquefaction hazard investigation zone. A geotechnical report shall be submitted for review at the planning permit application stage.

#### **Department of Public Works (DPW)**

6. A traffic assessment is required at the time of a planning project submittal to determine if the project is below LOS and VMT thresholds in accordance with traffic impact analysis requirements and VMT analysis criteria. More information can be found at: <https://publicworks.smcgov.org/documents/traffic-impact-analysis-requirements>
7. El Camino Real is Caltrans right-of-way, please coordinate with Caltrans for access off of El Camino Real.
8. The owner shall enter into agreement with the County for the owner to maintain improvements in the right-of-way along Northumberland Avenue at no cost to the County.
9. For driveway detail, use the County's standard for driveways; see DPW's website for additional information.
10. Check sight distance for proper access.
11. This project will require a civil site plan. Runoff from this project may not exceed the pre-development condition. Please coordinate with the stormwater reviewer for specific details and Nation Pollution Discharge Elimination System (NPDES) requirements.

**Building Inspection Section - Drainage**

12. The following will be required at the time of Planning permit submittal:
  - a. A Preliminary drainage report demonstrating compliance with C.3 Treatment Requirements and the County's drainage policy.
  - b. Preliminary grading and drainage plans.
  - c. An updated C.3 and C.6 Checklist.

**California Department of Transportation – District 4**

13. If the project meets the screening criteria established in the County's adopted VMT policy to have a less-than-significant VMT impact and exempt from a detailed VMT analysis, please provide justification to support the exempt status in alignment with the County's VMT policy. Projects that do not meet the screening criteria should include a detailed VMT analysis in the Initial Study/Mitigated Negative Declaration or EIR, which should include the following:
  - a. VMT analysis pursuant to the County's guidelines. Projects that result in automobile VMT per capita above the threshold of significance for existing (i.e. baseline) city or county-wide or regional values for similar land use types may indicate a significant impact. If necessary, mitigation for increasing VMT should be identified. Mitigation should support the use of transit and active transportation modes. Potential mitigation measures that include the requirements of other agencies such as Caltrans are fully enforceable through permit conditions, agreements, or other legally-binding instruments under the control of the County.
  - b. A schematic illustration of walking, biking and auto conditions at the project site and study area roadways. Potential safety issues for all road users should be identified and fully mitigated.
  - c. The project's primary and secondary effects on pedestrians, bicycles, travelers with disabilities and transit performance should be evaluated, including countermeasures and trade-offs resulting from mitigating VMT increases. Access to pedestrians, bicycle, and transit facilities must be maintained.
  - d. Clarification of the intensity of events/receptions to be held at the location and how the associated travel demand and VMT will be mitigated.
14. Because this project is on the state transportation network (El Camino Real), the project shall obtain encroachment permits from Caltrans when applicable.

15. Please be advised that any permanent work or temporary traffic control that encroaches onto the ROW requires a Caltrans-issued encroachment permit. If any Caltrans facilities are impacted by the project, those facilities must meet American Disabilities Act (ADA) Standards after project completion. As part of the encroachment permit submittal process, you may be asked by the Office of Encroachment Permits to submit a completed encroachment permit application package, digital set of plans clearly delineating the State ROW, digital copy of signed, dated and stamped (include stamp expiration date) traffic control plans, this comment letter, your response to the comment letter, and where applicable, the following items: new or amended Maintenance Agreement (MA), approved Design Standard Decision Document (DSDD), approved encroachment exception request, and/or airspace lease agreement. Your application package may be emailed to [D4Permits@dot.ca.gov](mailto:D4Permits@dot.ca.gov). To download the permit application and to obtain more information on all required documentation, visit <https://dot.ca.gov/programs/traffic-operations/ep/applications>.

#### **Menlo Park Fire Protection District.**

16. See Attachment A.

#### **Fair Oaks Sewer Maintenance District (Sewer District)**

17. Sewer District staff time spent working on this project will be billed to the applicant. For this reason, please provide contact information of the person who will be processing the Sewer District's invoices.
18. The applicant shall submit building plans to the Sewer District for review when the building permit application is submitted to County Building Department. The plans shall indicate the location of the existing and proposed sewer laterals to the Sewer District main. The County Sanitary Sewer and Streetlight Requirements Checklist can be found on our website at <http://publicworks.smcgov.org/sewer-services>. All appropriate information and notes shall be included on the plans.
19. A Sewer Inspection Permit (SIP) must be obtained to cap the existing sewer lateral prior to demolition of the existing building. SIP may be obtained from the Sewer District office at 555 County Center, 5th Floor, Redwood City. The applicant shall pay a plan review fee in the amount of \$300. Payment shall be made to the County of San Mateo.
20. The Sewer District needs to perform a capacity analysis of the additional sewage anticipated to be generated by the new development and delivered into the Sewer district facilities to determine whether the Sewer District facilities have sufficient capacity to accommodate the increased flow. The applicant will be responsible for the capacity analysis cost incurred by the Sewer District as it is a direct cost associated with the proposed development. This evaluation and the design of any resulting upgrades to the Sewer District facilities must be completed and approved by the District prior to final approval of the building plans. The applicant shall mitigate the additional sewage to be generated by the site's change in use with a sanitary sewer project within the Sewer District to reduce the amount of inflow and infiltration (I/I) in its collection system. This type of mitigation would be considered for offsetting the project's effect on downstream

Sewer District and City of Redwood City pipes by reducing or eliminating wet weather inflow and infiltration from the Sewer District that would otherwise be conveyed to the downstream agencies' sewer systems. The applicant would be responsible for the cost of designing, constructing, and managing such improvement project.

**California Water Service – Bear Gulch District**

21. Any improvements to the water system will be at the owner(s) expense, including additional services or fire protection.
21. All storm and sewer lines must have separation from water of 10-foot horizontal separation and 1-foot vertical separation below the water main or service line.
22. Service lines which go through one property to another property must have legal easements granted with documentation submitted to California Water Service before installation.

The formal application, including all plans and materials cited earlier in this letter, should consider the comments discussed above. If you have any questions regarding this summary or need assistance with application requirements, please feel free to contact me by email at: [kkelley@smcgov.org](mailto:kkelley@smcgov.org).

Sincerely,



Kanoa Kelley, Project Planner

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ATTACHMENT A: Menlo Park Fire Protection District Comment Letter, dated September 14, 2020

cc: Board of Supervisors  
Planning Commission  
Steve Monowitz, Community Development Director  
Lisa Aozasa, Deputy Director  
Joe LaClair, Planning Services Manager  
County Department of Public Works  
County Building Inspection Section - Drainage  
County Building Inspection Section – Geotechnical  
Planning Manager, City of Redwood City  
Menlo Park Fire Protection District  
California Water Service – Bear Gulch District  
Fair Oaks Sewer Maintenance District  
California Department of Transportation, District 4  
Property Owners within a 500-foot Radius of the Proposed Project