

County of San Mateo
Planning and Building Department

RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL

Permit or Project File Number: PLN2025-00201

Hearing Date: August 11, 2026

Prepared By: Jonathan Bruns, Project Planner For Adoption By: Board of Supervisors

RECOMMENDED FINDINGS TO DENY APPEAL AND APPROVE PROJECT

For the Environmental Review, Find:

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

For the Design Review, Find:

2. That the project as proposed and conditioned, has been reviewed under and found to be in compliance with the Design Review Standards for Design in Emerald Lake Hills, Chapter 8.256.150, specifically as follows:

- a. Chapter 8.256.150.B, Architectural Styles:

The design of the proposed residence reflects as much as possible the predominant architectural style and natural surroundings of the immediate area.

- b. Chapter 8.256.150.G, Materials and Colors

The design of the proposed residence makes use of several materials and colors that blend and complement each other. The color proposed for the sidings of the main residence make use of beiges and lighter grays, while the proposed stone siding section make use of natural light stone color.

For the Grading Permit, Find:

3. That the proposed grading will not have a significant adverse effect on the environment. This project has been reviewed by the Department of Public Works and the Planning and Building Department's Drainage Section. Based on the

foregoing, the project, as proposed and conditioned, can be completed without significant adverse effect on the environment.

4. That the project conforms to the criteria of Chapter 10.68 of the County's Building Code, including the standards referenced in Chapter 10.68.170. The project, as proposed and conditioned, conforms to the standards in the grading ordinance, with regard to the erosion and sediment control plan, and timing of the grading activity.
5. That the project is consistent with the General Plan. As proposed and conditioned, the project complies with General Plan policies 2.23 (*Regulate Excavation, Grading, Filling, and Land Clearing Activities Against Accelerated Soil Erosion*) and 2.17 (*Erosion and Sedimentation*) because the project includes measures to control erosion and sediment both during grading and construction.

RECOMMENDED CONDITIONS OF APPROVAL

Current Planning Section

1. The project shall be constructed in compliance with the plans approved by the Board of Supervisors on August 11, 2026, and reviewed by the Emerald Lake Hills Design Review Officer (DRO) on November 4, 2025. Any changes or revision to the approved plans shall be submitted for review by the Director of Planning and Building to determine if they are in substantial compliance with the approved plans, prior to being incorporated into the building plans. Adjustments to the design of the project may be approved by the DRO if they are consistent with the intent of and are in substantial conformance with this approval. Adjustments to the design during the building permit stage may result in the assessment of additional plan resubmittal or revision fees. Alternatively, the DRO may refer consideration of the adjustments, if they are deemed to be major, to a new DRO public hearing which requires payment of an additional fee of \$3,770.
2. The design review and grading permit shall be valid for five years from the date of final approval, in which time a building permit shall be issued, and a completed inspection (to the satisfaction of the building inspector) shall have occurred within 180 days of its issuance. The design review approval may be extended by a single one-year increment with submittal of an application for a permit extension and payment of applicable extension fees 60 days prior to the expiration date.
3. The approved exterior colors and materials shall be verified prior to final approval of the building permit. The applicant shall provide photographs to the Design Review Officer to verify adherence to this condition prior to a final building permit approval by the Current Planning Section.
4. The applicant shall include an erosion and sediment control plan to comply with the County's Erosion Control Guidelines on the plans submitted for the building

permit. This plan shall identify the type and location of erosion control measures to be installed upon the commencement of construction in order to maintain the stability of the site and prevent erosion and sedimentation off-site.

5. A Tree Protection Plan for all protected trees to remain, compliant with Section 8.400.120 of the San Mateo County Protected Tree Ordinance, shall be included in the building plan set, per the stipulations below.
 - a. Tree protection for neighboring trees may be installed at dripline or property boundary, whichever is greater.
 - b. Work within the recommended tree protection zone (*dripline or 10x radius whichever is greater*) from the neighboring trees shall be done by hand.
6. The screening materials between the two subject parcels shall be increased from the proposed 5-gallon, *Pittosporum tenuifolia*, to 15-gallon minimum size, evergreen species that achieves a minimum height of 20 to 25 feet in mature growth. The applicant shall provide photographs to the Design Review Officer to verify adherence to this condition prior to a final building permit approval by the Current Planning Section. The vegetation to be planted shall be maintained as separate trees (not allowed to grow as a hedge) and located outside of the lake access pathway easement.
7. Prior to the Current Planning Section 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 of the proposed structure, (2) the finished floor elevations, (3) the topmost elevations of the roof, and (4) the garage slab elevation must be shown on the plan, elevations, and cross section (if one is provided).
8. Once the building is under construction, prior to the below floor framing inspection or the pouring of the concrete slab for the lowest floor(s), the applicant shall provide to the Building Inspection Section a letter from the licensed land survey or engineer certifying that the lowest floor height, as constructed, is equal to the elevation specified for that floor in the approved plans, similarly, certification on the garage slab and the topmost elevation of the roof are required.
9. 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 and subsequently approved by both the Building Official and the Director of Planning and Building.
10. The applicant shall adhere to all requirements of the Building Inspection Section, the Department of Public Works, and Woodside Fire Protection District.

11. No site disturbance shall occur, including any grading or vegetation removal, until a building permit has been issued.
12. To reduce the impact of construction activities on neighboring properties, comply with the following:
 - a. All debris shall be contained on-site; a dumpster or trash bin shall be provided on-site during construction to prevent debris from blowing into adjacent properties. The applicant shall monitor the site to ensure that trash is picked up and appropriately disposed of daily.
 - b. The applicant shall remove all construction equipment from the site upon completion of the use and/or need of each piece of equipment which shall include but not be limited to tractors, back hoes, cement mixers, etc.
 - c. The applicant shall ensure that no construction-related vehicles impede through traffic along the right-of-way on Jefferson Avenue. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on Jefferson Avenue. There shall be no storage of construction vehicles in the public right-of-way.
13. Noise sources associated with demolition, construction, repair, remodeling, or grading of any real property shall be limited to the hours of 7:00am to 6:00pm, weekdays, and 9:00am to 5:00pm, on Saturdays. Said activities are prohibited on Sundays, Thanksgiving, and Christmas (San Mateo County Ordinance Code Section 4.88.360).
14. All new power and telephone utility lines from the street or nearest existing utility pole to the main dwelling and/or any other structure on the property shall be placed underground.
15. 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.
16. Suggested: To further improve privacy affected by neighboring properties, the window design for the rearward facing second-floor bedroom be changed to a clerestory design.

Grading

17. No grading shall be allowed during the winter season (October 1 to April 30) to avoid potential soil erosion, unless the applicant applies for an Exception to the Winter Grading Moratorium and the Director of Planning and Building grants the exception. Exceptions will only be granted if the associated building permit is a

week or less from being issued, dry weather is forecasted during scheduled grading operations, and the erosion control plan includes adequate winterization measures (amongst other determining factors).

18. Add notes to plans submitted for a building permit with the following 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. 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 adjacent public streets.
 - e. Enclose, cover, water twice daily, or apply (non-toxic) soil binders to exposed stockpiles (dirt, sand, etc.).
19. 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. Along with the "hard card" application, the applicant shall submit a letter to the Current Planning Section, at least two 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 haul route. If the schedule of grading operations calls for the grading to be complete in one dry season, then the winterization plan shall be considered a contingent plan to be implemented if work falls behind schedule.
20. 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.
21. An Erosion Control and/or 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 protected trees and a grading permit. Once all review agencies have approved your building permit, you will be emailed an approved job copy of the Erosion Control and/or Tree Protection Plan. Once the Erosion Control and/or Tree Protection measures have been installed per the approved plans, please send photos to the Project Planner. 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 Project Planner.

22. For the final approval of the grading permit, the property owner shall ensure the performance of the following activities within 30 days of the completion of grading at the project site: (a) the engineer shall submit written certification that all grading has been completed in conformance with the approved plans, conditions of approval/mitigation measures, and the Grading Regulations, to the Department of Public Works and the Planning and Building Department's Geotechnical Engineer; and (b) the geotechnical consultant shall observe and approve all applicable work during construction and sign Section II of the Geotechnical Consultant Approval form, for submittal to the Planning and Building Department's Geotechnical Engineer and the Current Planning Section.

Geotechnical Section

23. A Geotechnical Report shall be submitted at the time of building permit application, the report shall be updated to the current adopted code. Significant grading profiles, grading proposals, foundation design recommendations, retaining wall design recommendations, and basement design recommendations, if any, shall be provided in the geotechnical report at the time of building permit application. For a vacant site, the Geotechnical Report shall provide sufficient soil investigation data to evaluate the potential hazards, for example, expansive soils, soil corrosivity, weak soil strength, and liquefaction. If any hazards are found, mitigation shall be provided in foundation design and grading proposal.

Building Inspection Section

24. A building permit is required. The applicant shall work with building counter staff to request an address assignment for the parcel prior to submittal of an application.

Drainage Section

25. Project will comply with County drainage policy to prevent stormwater from development from flowing across property lines. For projects that trigger size and/or slope thresholds, prior to the issuance of the building permit or planning permit for new residential development, the applicant shall have prepared, by a registered civil engineer, a drainage analysis of the proposed project and submit it to the Planning and Building Department 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 Planning and Building Department for review and approval.

26. A final C.3 and C.6 Development Review Checklist, drainage analysis/drainage report, and drainage plan prepared by a registered Civil Engineer will be provided at the time of building permit submittal for each lot.
27. Project shall comply with all requirements of the Municipal Regional Stormwater National Pollutant Discharge Elimination System (NPDES) Permit Provision C.3. Please refer to the San Mateo Countywide Water Pollution Prevention Program's (SMCWPPP) C.3 Regulated Projects Guide for assistance in implementing LID measures at the site.
28. Design of stormwater treatment measures shall be consistent with technical guidance for the applicable type of stormwater measures provided in Chapter 6 of the C.3 Regulated Projects Guide.
29. Redevelopment projects that replace or alter more than 50% of the existing on-site impervious surface are required to treat stormwater runoff from the entire site consisting of all existing, new, and/or replaced impervious surfaces (as well as any frontage area that is redeveloped). 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.
30. Redevelopment projects that replace or alter less than 50 percent of the existing on-site impervious surface are required to treat stormwater runoff from the new and replaced impervious surfaces (as well as any frontage area that is redeveloped).
31. No treatment measures (other than properly sealed and screened cisterns or rain barrels) shall have standing water more than five days for vector control.
32. Biotreatment soil used in the bioretention areas shall be in accordance with the biotreatment soil media specifications outlined in Appendix K of the C3 Regulated Project Guide. Applicant to submit biotreatment soil mix to County Drainage Staff prior to final of the building permit.
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 Director of Planning and Building) to ensure long-term maintenance and servicing by the property owner of stormwater site design and treatment control and HM (Hydromodification) measures according to the approved Maintenance Plan(s), for the life of the project. The O&M Agreement (Maintenance 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) Maintenance Plan(s). Maintenance of all site design and treatment control measures shall be the owner'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 runoff 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. Per County's definition of SWRS sites (Stormwater Regulated Sites), sites that disturb more than 10,000 sq ft of project area and have an average slope of less than 20 percent will be classified as a SWRS site and are subject to the State Water Board MRP provision C.6. Projects subject to MRP provision C.6 are subject to monthly inspections from October 1 to April 30. Please refer to the most recent edition of the MRP for C.6 as well as C.6.e.ii.
40. Provide Final Drainage Report. Final drainage report will have information and provide calculations showing that the drainage/stormwater facilities meet the County's Peak Flow and Volume Requirement.
41. Drainage/Stormwater Facilities shall meet the horizontal and vertical setbacks from foundations and utilities as described in the San Mateo County Drainage Manual and the C3 Regulated Project Guide.
42. Advisory Comment: Based on the information provided, this project is classified as a "C.3 Regulated" (Standard Review). This classification of project is required to have a comprehensive precise drainage plan and drainage report prepared by a California Registered Professional Civil Engineer (PE). Ensure to reference the SMCWPPP - San Mateo County Wide C.3 Regulated Projects Guide for

requirements and Site Design Measures as well as the San Mateo County Drainage Manual.

43. Provide hydraulic sizing calculations for pervious pavement. Pervious paver surface slopes and subgrade slopes to be finalized at the time of building permit submittal.
44. Provide stormwater control plan that clearly delineates impervious and pervious surfaces. Stormwater control plan to identify the different Drainage Management Areas (DMAs) to demonstrate how stormwater is being captured and treated on-site.

Department of Public Works

45. 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 percent) and to County Standards for driveways (at the property line) being the same elevation as the center of the access roadway. When appropriate, as determined by the Department of Public Works, this plan and profile shall be prepared from elevations and alignment shown on the roadway improvement plans. The driveway plan shall also include and show specific provisions and details for both the existing and the proposed drainage patterns and drainage facilities.
46. 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.
47. 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.

Woodside Fire Protection District

47. The project shall comply with the Woodside Fire Protection District comment letter titled "AS-25-0014 3865 Jefferson".