



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT E

March 15, 2022

Ron Grove
Canyon Vista Partners LLC
1011 Bransten Road, Unit D
San Carlos, CA 94070

Dear Mr. Grove:

SUBJECT: Summary of Major Development Pre-application Public Workshop
206 Sequoia Avenue, Sequoia Tract
APN: 069-341-050; County File No.: PRE 2021-00047

Thank you for your participation in the virtual public workshop held pursuant to Zoning Regulations Section 6415 on December 14, 2021 via Zoom for the proposal of a subdivision and grading permit for a four-story, 23-unit condominium development (3 of the units to be designated for very low income and 8 of the units proposed under State Density Bonus Law) on an 18,951 sq. ft. lot located at 206 Sequoia Avenue in the unincorporated Sequoia Tract area of San Mateo County. The proposal includes a ground-level parking garage with 33 parking spaces plus bicycle parking, 21 two-bedroom residential units and 2 one-bedroom residential units. Approximately 1,200 cubic yards of excavation is estimated to accommodate foundation and site work. The property is zoned R-3/S-3 (Multiple-family Residential/5,000 sq. ft. lot minimum, 1,250 sq. ft. minimum lot area per dwelling unit) with a General Plan land use designation of High Density Residential (17.5 – 87.0 dwelling units per acre).

The purpose of the Pre-application Public Workshop is to provide for and foster early public involvement and input on a major development project and, to the extent feasible, identify potential issues before the applicant submits necessary Planning applications and plans to initiate the County's formal review process. The purpose of this letter is to summarize the comments received at the public workshop and include comments from County Planning, other reviewing departments and agencies, and additional comments from interested parties.

Besides the applicant, there were about 10 members of the public in attendance at the meeting.

SUMMARY OF PUBLIC CONCERNS REGARDING THE PROJECT

Interested members of the public expressed concerns regarding the proposed condominium subdivision. There was a strong sentiment that the project would negatively impact the community and neighborhood as supported by the comments listed below:



1. **Transition Area/Neighborhood Character:** Comments were received that the proposed 4-story, 23-unit condo building is not an appropriate transition between commercial along Woodside Road and the adjacent two-story multi-family and single-family residential developments; the project “chips away” at the single-family residential character of the Sequoia Tract and will not fit in to the neighborhood character of the community; the transition in this neighborhood has always felt like it was the corner of Woodside Road at Sequoia Avenue due to lower density residential between Woodside Road and single-family residential parcels. One commentor expressed that the proposed development is not welcome in the single-family residential neighborhood. Several members of the public encouraged the applicant to consider something a little smaller in scale to better fit with the neighborhood character and that the community may be more amendable to. An example was provided of a project at Rutherford Avenue and Woodside Road that is a similar sized lot where a 3-story, 10-unit apartment building was proposed and the community felt their feedback helped the developer decide to reduce the project down to a smaller 6-unit condo development, which the community generally supports.

Staff Input: The County will obtain and provide additional information on the proposed project and its compatibility with existing development as part of the formal application review process. Staff noted, however, that the County’s ability to reduce the proposed density of the project or deny requested concessions from otherwise-applicable local standards is limited by California’s Density Bonus Law, which requires that the County approve those features if the project qualifies under the law.

2. **Traffic:** Comments were received expressing concern that the project would generate increased traffic at an already dangerous corner at Woodside Road (SR-84) and Sequoia Avenue, where a number of fatalities have occurred. Community participants described the following traffic patterns to demonstrate existing hazards, the neighbors feel the proposed project will add to these hazards:
 - There have been a number of traffic-related fatalities at the Sequoia Avenue at Woodside Road intersection and regular occurrences of hit and runs at this intersection.
 - The intersection is regularly used to make unsafe left U-turns (from traveling along SR-84(W)), and people pulling in and out of the Shell Gas Station creates even more of a safety hazard.
 - Locals leaving Sequoia Avenue to head on SR-84(W) know not to turn left across SR-84(E) traffic lanes because it’s too dangerous, so they turn right onto SR-84(E) and go down to Massachusetts Avenue to turn around to head back on SR-84(W).
 - Getting off of SR-84(E) is very unsafe when trying to turn right onto Sequoia Avenue if the person behind is trying to turn into the Shell Gas Station, bank or even next block down.
 - Pedestrians cross Woodside Road at Sequoia Avenue even though there’s no cross walk. It’s a dark area of roadway, there was a fatality last January 2021.

Staff Input: The applicant will be required to prepare a Traffic Assessment Report for the project. The Assessment will need to evaluate traffic impacts related to the proposed development using Vehicle Miles Traveled (VMT) and Level of Service (LOS), as applicable, for a Traffic Impact Analysis and provide recommendation for mitigation measures as necessary to reduce traffic impacts. The Report will be referred to the County Department of Public Works and Caltrans District 4 for review.

Staff offers the following additional observation/information related to existing traffic concerns:

While the Woodside Road at Sequoia Avenue intersection is not a marked pedestrian crossing, there are existing streetlights in the center (west side) median and 'No U-turn' signs for both directions of traffic on Woodside Road at the Sequoia Avenue intersection. Additionally, Caltrans is working on a maintenance and rehabilitation project for Woodside Road (SR-84) that will include removal of the island and installation of a pedestrian beacon at the nearby Woodside Road at Kentucky Avenue intersection, providing improved pedestrian crossing within a block of the Sequoia Avenue intersection.

- 3. Parking:** Concerns were raised over whether sufficient on-site parking is being provided and that parking is already atrocious in the neighborhood. The proposal shows 4 future EV spaces but at least this number of EV spaces should be provided with the current proposal, not at a future date; there should be more than 1 ADA parking space since the building proposes an elevator indicating accessibility.

Staff Input: The applicant is minimally required to comply with current California Green Building standards and California Building Code Chapter 11A for EV spaces and ADA spaces, respectively.

- 4. Utilities:** Comments were received regarding the adequacy of utility services for the development; it was advised by a member of the public that one water meter should be provided for each individual unit as that will be an important factor for the residents; questions were raised what the impacts on sewer and water rates will be with the development, and that the development will increase garbage waste. Also, it was cautioned that drainage is a problem in the area and has flooded in the past; the area between the adjacent flag lot and project parcel acts as a swale and storm calculations should be carefully reviewed.

Staff Input: Staff explained that as part of a formal subdivision application, the project will be reviewed by the sewer (Fair Oaks Sewer District) and water (California Water Service – Bear Gulch) providers as well as the County Planning and Building Department's Drainage Review Section to ensure sufficient and adequate infrastructure capacity to accommodate the project's demands on utilities.

- 5. Trees:** There was question about what is planned for the existing trees along the rear property line. An adjacent neighbor indicates there is a tree in the rear right corner that is completely healthy and should be saved to maintain some privacy from the proposed 4-story building that will be looking down at the neighboring property.

Staff Input: The applicant indicated their intent is to try to save the tree in the rear right corner. Staff explained that an arborist report will be required to assess all trees on the project site and overhanging canopies for trees located on adjacent lots to determine health and survival relative to the project proposal. Tree removal typically requires replacement at a 1:1 ratio and type, size and location for replacement trees can be considered relative to existing surrounding conditions.

6. **Construction:** Comments questioned the timeline for construction and noise decibels that would be generated throughout the length of construction; where will construction workers park and how will that impact residents in the area? It was acknowledged by a member of the community that although the streets in the neighborhood are public rights-of-way, there needs to be consideration for construction parking controls and limits to avoid construction vehicles parking in front of people's houses.

Staff Input: Based on the comments, the applicant should prepare a construction schedule, types of construction equipment expected to be used for the project, and construction logistics plan as part of a formal subdivision application. The information will help staff determine anticipated construction impacts during analysis of the project.

7. **Building Height:** Comments of concern were received that the proposed 4-stories is too tall of a building for this predominately single-family residential community; the height will block views from neighboring properties.

Staff Input: While the County has no development regulations to protect private views, the applicable "S-3" zoning development standard allows a maximum building height of 3 stories/36 feet. The proposed building is 4 stories/54 feet. The additional height is being sought through a concession under California's Density Bonus Law. The County's ability to reduce the proposed height of the project or deny requested concessions from otherwise-applicable local standards is limited by California's Density Bonus Law, which requires that the County approve those features if the project qualifies under the law.

8. **Privacy:** Clarification was requested on the location and encroachment of balconies and windows on the rear and right-side building elevations that would provide direct views onto neighboring properties resulting in a total invasion of privacy.

Staff Input: The applicant clarified that there is one balcony along the right-side rear unit that extends to the end of the building and encroaches into the rear 20-foot setback by 3 feet, on all three residential floors. There are three additional balconies on the right side of the building, on all three residential floors, that have varied encroachments of no more than approximately 2-foot into the 5-foot right side setback. One of these balconies is to the Building Management Space on the 4th floor. There is a 10-foot storm drain easement along the left side property line that prevents the building from being shifted over. Additionally, each residential floor is proposed to have the same window pattern on its rear and right-side elevations.

9. **Building Management Space:** Question was received over what the building management space on the 4th floor was intended for; there's no restroom facility shown for the space and if it is intended for management/office facility it should have a restroom for employees.

Staff Input: The applicant explained that while there is no specific layout for this space yet, it could potentially be used for building management office space or facility maintenance storage, or a combination, and/or common use space for building residents.

10. **Environmental Review:** There was question as to where the EIR (Environmental Impact Report) was for the project for review.

Staff Input: Staff explained that environmental review will be completed as part of a formal application process pursuant to, and in compliance with, the California Environmental Quality Act (CEQA) Guidelines. Any noticing as required under CEQA Guidelines would be provided to neighbors and interested parties (that we have contact information for).

11. **Public Notification:** There was question as to how far reaching the next public notification will be since the Pre-application public workshop notice included businesses along Woodside Road but should include more community residents.

Staff Input: Staff explained that while legal requirements for public noticing of the subdivision project would include a 300-foot radius from the project site, since the pre-application public workshop noticing is a 500-foot radius, staff will continue using the 500-foot radius for future public meeting notices for the project. Additionally, any member of the public requesting to be included in future noticing can send a request to staff.

12. **Concessions:** Question was asked on who decides on the granting of requested concessions that are driving increased height and number of units (from what the County's R-3/S-3 Zoning District allows); comment was received that the County should consider residents quality of life and not just rubber stamp projects.

Staff Input: Staff noted that California's Density Bonus Law (a state law) limits the County's ability to reduce the proposed density of the project or deny requested concessions (such as height) from otherwise applicable local County zoning standards; State law requires that the County approve these features if the project qualifies under the law.

13. **Existing Conditions:** Comments were received that the project site is already a problem due to noise and tenants parking their construction vehicles and dump trucks all over the neighborhood.

Staff Input: The property is zoned for residential use and is not allowed to be used as a contractor's yard or construction yard; the property owner has also been informed of this in recent past by the County's Code Compliance Section.

WRITTEN COMMENTS

Prior to and after the public workshop meeting, Planning staff received written comments from the public in opposition to the project. The comments were similar to those received during the meeting expressing concern for effects on neighborhood character, traffic, parking, and processing of concession requests.

COMMENTS FROM OTHER REVIEWING AGENCIES

Planning staff has received preliminary comments from the following agencies:

Current Planning Section

1. Should the applicant move forward with the proposed project, formal applications for a Major Subdivision and Grading Permit, with application fees (\$31,385.95) and all application submittal requirements, shall be filed with the County Planning and Building Department. Application processing includes a completeness determination within 30 days of application, review by all relevant agencies: and preparation of an appropriate environmental document pursuant to the California Environmental Quality Act (CEQA) Guidelines. The project would require a public hearing for consideration by the San Mateo County Planning Commission. All public meetings would include advanced notification to property owners within 500 feet of the project site and interested parties who have requested notification.
2. As part of the Planning applications for a Major Subdivision and Grading Permit, the applicant shall submit a Traffic Assessment Report that evaluates traffic impacts related to the proposed development using Vehicle Miles Traveled (VMT) and Level of Service (LOS), as applicable, for the Traffic Impact Analysis, and provides recommendation for mitigation measures as necessary to reduce traffic impacts. More information can be found at: <https://publicworks.smcgov.org/documents/traffic-impact-analysis-requirements>.
3. The applicant shall submit a construction schedule, construction workforce, and equipment plan as part of the Planning applications to inform staff of anticipated construction impacts for consideration.
4. An updated arborist report will be required at the Planning application stage that assesses each tree on the property relative to proposed development impacts. The report shall include existing tree condition, potential tree survival and longevity, and tree protection recommendations, including special measures needed to protect trees during demolition and/or construction. The arborist should evaluate the possibility of retaining any trees on site and protecting the neighbor's walnut tree (Tree No. 5).
5. Planning application submittal documents for a Major Subdivision and Grading Permit shall minimally include the application requirements pursuant to Section 7011 of the County's Subdivision Ordinance (<https://planning.smcgov.org/subdivision-regulations>) and Grading Regulations Section 9285 (<https://planning.smcgov.org/documents/grading-regulations>).

Geotechnical Section

6. A Geotechnical Report is required at the Planning application stage for parcel development feasibility. Geotechnical hazards, if any, shall be identified, and mitigated. Excavation plans and shoring design shall be submitted for review and approval prior to issuance of a building permit.

Drainage Review Section

7. The project will be required to comply with C.3 Requirements and County Drainage Requirements. Please submit a drainage plan and calculations in compliance with Provision C.3 of the County's Municipal Regional Permit and County's Drainage policy. An updated C.3 and C.6 Development Review Checklist should be submitted with the Planning application, if changes to impervious surfaces have been made.

Department of Public Works

8. Balconies and awnings must clear a 25 feet minimum vertical distance from finished grade so that the County has adequate access to the existing storm drain within the 10-foot easement on the left side of the property. No private property facilities may be installed within the easement; a maintenance agreement will be required.

Fair Oaks Sewer Maintenance District

9. The Planning pre-application indicates that the property will be subdivided into twenty-three (23) condominium units. The Sewer District records indicate that the property has one existing sewer connection. The Sewer District will allow the proposed additional twenty-two (22) connections provided that all associated fees are paid. The Sewer District will require the applicant to purchase the additional sewer connections and obtain all appropriate permits for the installation of the connections. The fees for new sewer connections will be calculated based on the plans submitted prior to final approval of the building plans.
10. The parcel must connect to the Sewer District main with an individual 6" minimum sewer lateral.
11. The applicant shall submit building plans to the Sewer District for review when the building permit application is submitted. The plans shall indicate the location of the existing and proposed sewer laterals to the Sewer District main.
12. A Sewer Inspection Permit (SIP) must be obtained to cap the existing sewer lateral prior to demolition of the existing building. The SIP may be obtained from the Sewer District office at 555 County Center, 5th Floor, Redwood City.
13. The applicant is proposing twenty-three condominium units. 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 shall be completed at the Planning application stage. 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.

14. 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.

County Department of Housing

Summer will send site price

15. The affordable units must remain affordable for at least 55 years and reserved for very low income households. To assure the continued affordability, a deed restriction is to be recorded prior to occupancy to ensure compliance.
16. The applicant is required to use the County's regulatory covenant, or a covenant approved by the Department of Housing.

California Water Service – Bear Gulch

17. Reduced pressure backflow devices will be required.

Menlo Park Fire Protection District (MPFD)

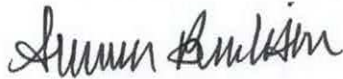
18. Aerial Ladder Access shall be established along Sequoia Avenue fronting the development. The aerial ladder placement shall meet the prescriptive distance requirements outlined in CFC Appendix D105. The following are general Access requirements that apply to subject project:
 - a. Overhead Electrical Obstruction – Overhead Electrical Utility power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building.
 - b. All Emergency Vehicle Access (EVA) Roadways shall be “Publicly Recorded with the County of San Mateo Accessors Office”.
 - c. 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 shall be provided with an all-weather driving surface. Only paved or concrete surfaces are considered to be all weather driving surfaces. CFC 2019, Appendix D.
 - d. NOTE ON FIELD PLAN: All curbing located within the complex that has not been assigned as onsite parking shall be designated as “No Parking Fire Lane”. All

- fire lanes to comply with MPFD standard for "Designation and Marking of Fire Lane". Provide a complete no parking-fire lane stripping plan with no parking signage in accordance with MPFD standard on subsequent submittal: a. Required no parking signage shall be installed at an approved location at entrances.
- e. NOTE ON FIELD PLAN: 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 the site: a. PRIOR TO COMBUSTIBLE MATERIAL ARRIVING ON THE SITE, CONTACT THE MENLO PARK FIRE PROTECTION DISTRICT TO SCHEDULE AN INSPECTION OF ROADWAYS AND FIRE HYDRANTS. CFC 2019.
 - f. For buildings 30 feet (9144 mm) and over in height above natural grade, the required fire apparatus access roadway shall be a minimum of 26 feet (7925 mm) in width and shall be positioned parallel to at least one entire side of the building, and the fire lane shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building. CFC 2019, Appendix D105:
 - a. Fire District staging areas shall be determined 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 to the charging condition listed above. Note Aerial Ladder requires minimum 4-foot setback on any side to allow for outriggers.
19. Water Supply: Direct access to the fire sprinkler riser shall be required.
- a. The applicant shall provide fire flow information through a separate engineered plan showing how this is to be achieved. This document shall be submitted to Menlo Park Fire Protection District for review and approval prior to issuance of grading and building permits. CFC 2019, Sec. 507.5.1 Appendix B Section 105.2 and Table 105.1.
 - b. A public hydrant is required at 206 Sequoia Avenue. All hydrants to comply to the following: a. All fire 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. MPFPD CFC Sec. 507.5.1 Appendix C.
 - c. Fire hydrants and fire appliances (fire department connections and post indicator valves) shall be clearly accessible and free from obstruction.
20. Means of egress components to include exit pathway throughout use, exit stairwells, exit enclosure providing access to exit doors, door hardware, exit signs, exit illumination and emergency lighting shall comply to CFC/CBC Chapter Ten.
21. A man door providing direct access to the Sprinkler Riser Assembly (for each building) shall require signage on the door stating- "Riser Room" or agreed upon language.

22. Approved plans and approval letter must be on site at the time of inspections by the MPFD.
23. Final acceptance of this project is subject to field inspection.
24. Fire Inspector Bob Blach of the Menlo Park Fire Protection District at 650/688-8430 is assigned to this project, you may contact either of us if you should have any questions.

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 at 650/363-1815 or by email at sburlison@smcgov.org.

Sincerely,



Summer Burlison, Senior Planner

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cc: Board of Supervisors
Planning Commission
Steve Monowitz, Community Development Director
Lisa Aozasa, Deputy Director
County Drainage Review Section
County Geotechnical Review Section
County Department of Public Works
County Housing Department
Fair Oaks Sewer Maintenance District
California Water Service – Bear Gulch
Menlo Park Fire Protection District
Caltrans – District 4
Interested Parties