



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Planning and Building



**Date:** October 1, 2014  
**Board Meeting Date:** November 4, 2014  
**Special Notice / Hearing:** Newspaper and 10-Day  
Notice to Property  
Owners within 500 Feet  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Steve Monowitz, Acting Community Development Director

**Subject:** Public hearing to consider a Zoning Text Amendment to amend the Planned Unit Development (PUD) 136 Zoning District to permit a 20 space parking lot and community garden area rather than a 37 space parking lot for the Siena Youth Center located at 2625 Marlborough Avenue; the parking lot/garden area is to be located on the San Francisco Public Utility Commission (SFPUC) Hetch Hetchy right-of-way on the 2600 Block of Marlborough Avenue between Nottingham Avenue and Buckingham Avenue in the unincorporated North Fair Oaks area of San Mateo County.

**RECOMMENDATION:**

Adopt an ordinance amending the Planned Unit Development (PUD) 136 Zoning District to permit a 20 space parking lot and community garden area in the San Francisco Public Utility Commission (SFPUC) right-of-way for the Siena Youth Center and waiver of reading of the ordinance in its entirety.

**BACKGROUND:**

Proposal: The applicant, St. Francis Center, proposes to amend the PUD-136 Zoning District, which was approved in 2011 and authorized construction of the Siena Youth Center. The existing regulations call for a minimum of 37 off-street parking spaces to be provided. The proposed change will allow a minimum of 20 off-street parking spaces, plus a raised box community garden area to be constructed on the nearby SFPUC right-of-way. The parking lot and garden area would be enclosed by a maximum 6-foot high chain-link fence, with security gates.

Planning Commission Action: The Planning Commission, at its October 8, 2014 meeting, voted 4 to 0 to recommend that the Board of Supervisors adopt an ordinance amending the PUD-136 Zoning District to permit a 20 space parking lot and community garden area in the SFPUC right-of-way for the Siena Youth Center.

North Fair Oaks Community Council (NFOCC): On September 25, 2014, the NFOCC expressed its support for the project.

Report Prepared By: Lisa Aozasa, Acting Deputy Director, Telephone 650/363-4852

Applicant: St. Francis Center/Sister Christina Heltsley

Owner: San Francisco Public Utilities Commission (SFPUC)

Location: SFPUC's Hetch Hetchy right-of-way located on the 2600 Block of Marlborough Avenue, between Nottingham Avenue and Buckingham Avenue, North Fair Oaks

APNs: Parking Lot/Garden: 093-530-010; Siena Youth Center: 054-262-310

Size: 10,770 sq. ft.

Existing Zoning: R-3/S-5 (Multiple-Family Residential/5,000 sq. ft. minimum parcel size)

General Plan Designation: Medium High Density Residential (8.8 – 17.4 dwelling units/acre)

Sphere-of-Influence: City of Redwood City

Existing Land Use: Undeveloped utility right-of-way

Water Supply: Redwood City Municipal Water Department (existing service)

Sewage Disposal: Fair Oaks Sewer District (existing service)

Flood Zone: Zone C (areas of minimal flooding), FEMA Panel No. 060311-0252B, Effective Date: July 5, 1984

Environmental Evaluation: An Initial Study and Mitigated Negative Declaration were certified when the PUD-136 Zoning District regulations were adopted. The proposed amendment to the regulations is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15305, Class 5, related to minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density.

Setting: The project site consists of a 10,770 sq. ft. property owned by the San Francisco Public Utility Commission. The property is currently undeveloped, with utility facilities running underground. The area in the vicinity of the project site is developed with both single-family and multiple-family residences. The parcel is located within a

Multiple-Family Residential (R-3) Zoning District between El Camino Real and the Caltrain railroad right-of-way (Attachment C).

The St. Francis Center is a non-profit organization that provides non-perishable foods, vouchers, clothing and education to the economically disadvantaged residents of Redwood City and East Menlo Park. The St. Francis Center's main campus is located one block from the proposed project site. The main campus provides a number of social service programs, maintains a community garden and provides 27 units of low-income housing through the main campus and the adjacent St. Clare Apartments.

The associated Siena Youth Center was constructed and has been in operation since 2011. The Center provides a 9,577 sq. ft. gym/recreation center including a caretaker's living unit and a Sheriff's substation. Activities for youth at the Center include sports such as volleyball, basketball, soccer; classes in nutrition, cooking, CPR, digital storytelling; and a variety of other structured and fun activities.

With regard to parking, as required by the prior approval of the PUD regulations, the Center has secured a shared parking arrangement with the nearby Regency Shopping Center (Target) to allow off-site parking at the Regency Shopping Center when the Siena Youth Center hosts the four special events that are allowed annually, and the proposed amendment to the PUD clarifies that this agreement should be maintained (Attachment F). The approved PUD also required that the facility maintain a minimum of 37 vehicle off-street parking spaces. At the time, it was anticipated that the Center would obtain permission from the SFPUC to use part of their right-of-way to construct a parking lot. The SFPUC agreed to the concept, but construction of the lot could not proceed in 2011, since the proposed parking lot site was torn up and being used as a staging area for the SFPUC's pipeline replacement project. That project is now complete and the site is now available for construction of the Center's parking lot. However, rather than construct the 37 space parking lot as required by the approved PUD, the Center is proposing a 20 space lot, with space set aside for community gardens.

## **DISCUSSION:**

### **A. KEY ISSUES**

#### **1. Conformity with General Plan**

Staff has reviewed the project for conformity with the General Plan and has determined that the project is in conformity with the General Plan's Park and Recreation Resources Policies, which are the components of the plan relevant to this project. The policies applicable to this project include the following:

Policy 6.1 (*Equitable and Balanced System of Facilities*) calls for a balanced and equitable system of park and recreation facilities. The North Fair Oaks Community Plan adopted in 2011 found that the area is deficient

in neighborhood and community parks and playgrounds in comparison to the surrounding cities of Redwood City and Menlo Park. The proposed amendment will provide both parking and much needed garden/recreation space for residents of the surrounding community.

Policy 6.5 (*Access to Park and Recreation Facilities*) calls for the provision of appropriate access and conveniences for all people in park and recreation facilities while encouraging access to these facilities by transportation means other than private automobiles. The Center's experience over the last few years is that it does, as anticipated, serve the youth of the immediately adjacent community, and a substantial number of the users of the facility either bike or walk to the facility. The applicant's proposal to maximize the overall space available for recreational uses by adding community garden space and eliminating some of the parking spaces required by the PUD regulations is consistent with this policy.

Policy 6.9 (*Locate Suitable Park and Recreation Facilities in Urban Areas*) calls for park providers to locate active park and recreation facilities in urban areas, taking advantage of existing service infrastructure systems and maximizing the recreational use of limited available land. Given the high density of development in the area and limited availability of land, there are very few opportunities for the provision of park and recreation facilities in the North Fair Oaks area. In the Dumbarton Oaks portion of North Fair Oaks, the residents do not have convenient access to existing recreational sites other than the Siena Youth Center due to physical barriers to mobility such as the Caltrain railroad right-of-way and surrounding busy roadways. Therefore, the placement of the additional recreational space on the SFPUC right-of-way in this location both maximizes the use of the limited amount of undeveloped land for recreation and serves a community that is significantly lacking in access to recreational opportunities.

Policy 6.14 (*Site Planning for Public and Private Facilities*) encourages providers to design sites that can accommodate a variety of recreational uses while minimizing the adverse effects on the natural environment and adjoining privately owned properties. The proposed site will accommodate parking for the Siena Youth Center, which will help to reduce the impacts of on-street parking in the area and add much needed recreational space.

## 2. Conformity with North Fair Oaks Community Plan

The St. Francis Center currently oversees a community garden located on another section of the SFPUC's Hetch Hetchy right-of-way, on the block between Buckingham Avenue and Devonshire Avenue. As a current aerial photograph of the area shows (see Attachment C), this is the only community "green space" in the neighborhood. The applicant reports that there is currently a waiting list of families who would like a raised bed

garden box to grow their own fruits and vegetables. The North Fair Oaks Community Plan identifies the need for additional park and open space in the community, and includes the following statements and specific goals and policies that support the use of the SFPUC land for community garden space:

Land Use Goal 2.2/Policy 2D, page 31: Consider the use of centrally located vacant or underutilized parcels in residential neighborhoods for parks, play lots, community gardens and/or residential parking lots.

Health and Wellness Finding 1, page 89: North Fair Oaks has a few neighborhood parks, but there is high need for additional parks, play areas, and open space areas throughout the neighborhood.

Health and Wellness Goal 5.1, page 93: Provide safe neighborhood parks, playgrounds or greenways within a half mile actual walking distance of all homes in North Fair Oaks.

Health and Wellness Goal 5.1/Policy 1D, page 93: Develop additional parks, open space, or greenways along the Hetch Hetchy right-of-way.

Health and Wellness Goal 5.4/Policy 4T, page 96: Collaborate with residents and community groups to build new community gardens on vacant public parcels in neighborhoods, school yards, church yards and potentially as part of private development projects.

In addition to the above goals and policies, Health and Wellness Goal 5.5 and Policies 5A through 5G on page 97 (see Attachment E) all directly support the proposal to establish additional community garden space at this location.

### 3. Conformity with Zoning Regulations

The proposed parking lot and community garden facility comply with all aspects of the PUD-136 Zoning District regulations, except with regard to the number of parking spaces provided; Section 10 of the PUD-136 regulations calls for the project to provide a minimum of 37 vehicle off-street parking spaces, while only 20 spaces are currently proposed (Attachments F and G). However, the Siena Youth Center has been in operation for the past two plus years without any vehicle parking provided, since the SFPUC property was initially unavailable for parking lot construction. During that time, the County has received no direct complaints about Siena Youth Center patrons parking on neighborhood streets, although in response to outreach efforts, some residents who live near the Center expressed concern about the current parking situation. In response, the applicant surveyed Center participants, both youth and adults, and found that as

expected, the majority of visitors either walk or bike to the site, take the bus, are dropped off/picked up by car, or they carpool. Very few drive and park single-occupant vehicles at the Center. As such, it is expected that the addition of 20 parking spaces will actually improve the parking situation in the area, offering existing users of the Center convenient parking, freeing up on-street spaces for local residents and the public. The parking facility will not be a large expanse of asphalt, but will be surfaced with crushed gravel, giving it a more natural appearance that will blend in with the surrounding residential properties. The facility will be secured with perimeter fencing and signage limiting the parking for the use of the Siena Youth Center.

4. Conformity with Planned Unit Development (PUD) Findings

Section 6191 of the Zoning Regulations requires the following findings be made before a PUD is adopted or amended:

- a. The Planning Commission reviewed *a precise plan of the subject area and its environs, and found that the proposed zoning of the area would be in harmony with said plan, and would not be in conflict with the County Master Plan (i.e., 1986 General Plan), or with any current land use plan for a sub-area of the County previously adopted by the Commission.*

As discussed under sections A.1 and A.2 above, the proposed amendment to the PUD is consistent with the General Plan, as it will provide the community with an identified recreational resource. Furthermore, the proposed project is consistent with the North Fair Oaks Community Plan, which states that the project area is in need of not only recreational space, but also resources in general for the large number of youth located in this area. The plan also encourages creative ways of providing these resources as the traditional municipal means of providing these services are not feasible due to a lack of available land and funding.

- b. The additional required findings for the specific PUD are listed below (*italicized*), followed by staff's response, and stipulate that the specific PUD District amendment:

- (1) *Is a desirable guide for the future growth of the subject area of the County.*

Studies recently conducted for the update to the North Fair Oaks Community Plan found that where the adjacent incorporated cities (Redwood City, Menlo Park, and Palo Alto) provide approximately 3 acres of active parks per thousand people (130,680 sq. ft./1,000 people), that ratio in North Fair Oaks is

0.03 acres per thousand people (3,390 sq. ft./1,000 people). Therefore, while the proposed PUD amendment would result in the construction of a reduced number of parking spaces, it will provide a vital open space/recreational service to the community and serves as a desirable guide for future growth of the area.

- (2) *Will not be detrimental to the character, social and economic stability of the subject area and its environs, and will assure the orderly and beneficial development of such areas.*

As discussed previously, this proposed use has been identified as a needed resource for the subject area. Use of the parking and garden areas will be exclusively for patrons associated with the Siena Youth Center; security fencing and active monitoring as defined by the PUD and conditions of approval 2 through 10 will ensure that the project/PUD amendment has limited impact on surrounding residential uses.

- (3) *Will be in harmony with the zoning in adjoining unincorporated areas.*

The adjoining unincorporated area is zoned for Multiple-Family Residential Development (R-3/S-5). The PUD-136 Zoning District, which allows the Siena Youth Center community recreation facility, is compatible with the surrounding residential neighborhood. The proposed amendment to allow a parking lot/community garden facility is also in harmony with adjoining zoning since other sections of the SFPUC right-of-way, regardless of current zoning designation, are currently used in a similar fashion for parking and community garden space.

- (4) *Will obviate the menace to the public safety resulting from land uses proposed adjacent to highways in the County, and will not cause undue interference with existing or prospective traffic movements on said highways.*

The project site is located within an urbanized area with an established network of roadways. While the nearby roadways of CA 82 (El Camino Real) and CA 84 (Woodside Road) are part of the California State Highway System and run in close proximity to the project, there is an expected negligible impact on the carrying capacity of either of these roadways based on the expected usage of the facility primarily by the youth population and their parent who live close by.

- (5) *Will provide adequate light, air, privacy and convenience of access to the subject property and further, that said property shall not be made subject to unusual or undue risk from fire, inundation, or other dangers.*

The proposed parking lot and community garden area will not substantially change the open space character of the SFPUC right-of-way, since no permanent structures will be constructed. Access to the facility will be from Nottingham Avenue and Marlborough Avenue and it will be enclosed with fencing, gates, and signage to restrict access to Siena Youth Center authorized users, which will reduce impacts on the surrounding neighborhood.

- (6) *Will not result in overcrowding of the land or undue congestion of population.*

The proposed amendment of the PUD regulations is intended to allow parking and community garden space for the existing patrons of the Siena Youth Center and any increase in use of the Center due to the availability of these additional facilities is likely to be negligible.

B. REVIEW BY THE NORTH FAIR OAKS COMMUNITY COUNCIL

On September 25, 2014, the North Fair Oaks Community Council reviewed the proposed amendment to the PUD. Although the Council did not have a quorum for this item, those Council members present discussed the item and expressed their general support.

C. ENVIRONMENTAL REVIEW

An Initial Study and Mitigated Negative Declaration were certified when the PUD-136 Zoning District regulations were adopted. The mitigation measures controlling construction impacts have been applied as requirements to be completed as part of the building permit process for the construction of the parking/community garden facility. The proposed amendment to the regulations is exempt from CEQA pursuant to CEQA Guidelines Section 15305, Class 5, related to minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density.

D. REVIEWING AGENCIES

Building Inspection Section  
Department of Public Works  
Menlo Park Fire Protection District



North Fair Oaks Community Council

County Counsel has reviewed and approved the Ordinance as to form.

The approval of the proposed amendment to the PUD-136 Zoning District regulations contributes to the 2025 Shared Vision outcome of a Livable Community by efficiently using limited open space to provide both valuable parking and much needed community garden space.

**FISCAL IMPACT:**

No fiscal impact.

**ATTACHMENTS:**

- A. Recommended Findings and Conditions of Approval
- B. Applicant's Proposal Statement
- C. Vicinity Map/Aerial Photo
- D. Project Plan
- E. NFO Community Plan Health and Wellness Goals/Policies
- F. Ordinance No. 04544 Enacting PUD-13

County of San Mateo  
Planning and Building Department

**RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL**

Permit or Project File Number: PLN 2010-00172      Hearing Date: November 4, 2014

Prepared By: Lisa Aozasa  
Acting Deputy Director

For Adoption By: Board of Supervisors

**RECOMMENDED FINDINGS**

That the Board of Supervisors:

Regarding the Environmental Review, Find:

1. That the proposed amendment to the Planned Unit Development 136 Zoning District regulations is exempt from the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15305, Class 5, related to minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density.

Regarding the Planned Unit Development (PUD) 136 Amendment, Find:

2. That the proposed amendment to the zoning of the area would be in harmony with the North Fair Oaks Community Plan, and would not be in conflict with the County Master Plan (i.e., 1986 General Plan), or with any current land use plan for a sub-area of the County previously adopted by the Planning Commission, and that the specific PUD District amendment under consideration provides a much needed parking and community garden resource to the North Fair Oaks community as identified by the North Fair Oaks Community Plan.
3. That it is a desirable guide for the future growth of the subject area of the County, as the proposed use of the undeveloped San Francisco Public Utility Commission (SFPUC) right-of-way land for both parking and for community gardens meets the need for two identified resources that are in short supply in the immediate area, providing a vital service to the community.
4. That it will not be detrimental to the character, social and economic stability of the subject area and its environs, and will assure the orderly and beneficial development of such areas, as use of the parking and garden areas will be exclusively for patrons associated with the Siena Youth Center; security fencing and active

monitoring as defined by the PUD will ensure that the project has limited impact on surrounding residential areas.

5. That it will be in harmony with the zoning in adjoining unincorporated areas, since other sections of the SFPUC right-of-way, regardless of current zoning designation, are currently used in a similar fashion for parking and community garden space.
6. That it will obviate the menace to the public safety resulting from land uses proposed adjacent to highways in the County, and will not cause undue interference with existing or prospective traffic movements on said highways as the proposed project, while located adjacent to roadways identified as part of the State of California's Highway System, is also located in an area of established roadways. The expected usage of the facility primarily by the youth population and their parents who live close by will not significantly impact the traffic movements or carrying capacity of these roadways.
7. That it will provide adequate light, air, privacy and convenience of access to the subject property and further, that said property shall not be made subject to unusual or undue risk from fire, inundation, or other dangers as the project will provide parking and community garden space for the Siena Youth Center which serves the immediate neighborhood.
8. That it will not result in overcrowding of the land or undue congestion of population since the amendment of the PUD is intended to allow parking and community garden space for the existing patrons of the Siena Youth Center, and any increase in use of the Center due to the availability of these additional facilities is likely to be negligible.

### **RECOMMENDED CONDITIONS TO BE COMPLETED AS PART OF THE BUILDING PERMIT PROCESS**

#### **Current Planning Section**

1. The approval applies only to the proposal as described in this report and materials submitted for review and approval by the Board of Supervisors on November 4, 2014, and subsequently by the Board of Supervisors. Any changes or revisions to the approved plans shall be submitted for review by the Community Development Director to determine if they are consistent with the intent of and in substantial conformance with this approval.
2. The applicant shall submit a copy of the agreement with SFPUC for use and development of the subject site, prior to issuance of a building permit.
3. Prior to the issuance of a building permit, the applicant shall submit to the Planning Department for review and approval an erosion and sediment control

plan that shows how the transport and discharge of soil and pollutants from and within the project site shall be minimized during construction. 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 construction.
- d. Within five days of clearing or inactivity in construction, 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. Construction 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-acre 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. 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.
4. The applicant shall submit a dust control plan to the Planning Department for review and approval prior to the issuance of a building permit for the project. The approved plan shall be implemented for the duration of any grading, demolition, and construction activities that generate dust and other airborne particles. The plan shall include the following control measures:
- a. Water all active construction areas at least twice daily.
  - b. Water or cover stockpiles of debris, soil, sand, or other materials that can be blown by the wind.
  - c. Cover all trucks hauling soil, sand and other loose materials or require all trucks to maintain at least 2 feet of freeboard.
  - d. Apply water three times daily, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking and staging areas at construction sites. Also, hydroseed or apply non-toxic soil stabilizers to inactive construction areas.
  - e. Sweep daily (preferably with water sweepers) all paved access roads, parking and staging areas at construction sites.
  - f. Sweep adjacent public streets daily (preferably with water sweepers) if visible soil material is carried onto them.
  - g. Enclose, cover, water twice daily or apply non-toxic soil binders to exposed stockpiles (dirt, sand, etc.).

- h. Limit traffic speeds on unpaved roads within the project parcel to 15 mph.
  - i. Install sandbags or other erosion control measures to prevent silt runoff to public roadways.
  - j. Replant vegetation in disturbed areas as quickly as possible.
5. All grading and construction activities associated with the proposed project shall be limited to 7:00 a.m. to 6:00 p.m., Monday through Friday, and 9:00 a.m. to 5:00 p.m. on Saturday. Construction activities will be prohibited on Sunday and any nationally observed holiday. Noise levels produced by construction activities shall not exceed the 80-dBA level at any one moment.
6. The applicant shall submit an on-site drainage plan, as prepared by a civil engineer, showing all permanent, post-construction stormwater controls and drainage mechanisms at the time of the submitted building permit application. The required drainage plan shall show, in all respective cases, the mechanisms necessary to contain all water runoff generated by on-site impervious surfaces, and to reduce the amount of off-site runoff through the use of on-site percolation facilities. The drainage plan shall also include facilities to minimize the amount of pollutants in stormwater runoff through on-site retention and filtering facilities.

The on-site drainage plan shall be submitted to the Current Planning Section for review and approval by the Community Development Director prior to the issuance of building permits. The plan shall be included as part of the project's final building permit application and construction plans. The County Building Inspection Section shall ensure that the approved plan is implemented prior to the project's final building and/or grading inspection approval.

7. Prior to building permit issuance, the project sponsor shall incorporate via a note on the first page of the construction plans that, should cultural resources be encountered during site grading or other site work, such work shall immediately be halted in the area of discovery and the project sponsor shall immediately notify the Community Development Director of the discovery. The applicant shall be required to retain the services of a qualified archaeologist for the purpose of recording, protecting, or curating the discovery as appropriate. The cost of the qualified archaeologist and of any recording, protecting, or curating shall be borne solely by the project sponsor. The archaeologist shall be required to submit to the Community Development Director for review and approval a report of the findings and methods of curation or protection of the resources. No further grading or site work within the area of discovery shall be allowed until the preceding has occurred. Disposition of Native American remains shall comply with CEQA Guidelines Section 15064.5(e). The note on the plans shall be subject to review and approval of the Current Planning Section.

8. The applicant shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section, the Department of Public Works and the respective Fire Authority.
9. No site disturbance shall occur, including any grading, until a building permit has been issued. If any trees are required to be removed, a separate tree removal permit and process are required and then only those trees approved for removal shall be removed.
10. 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 onto 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 shall impede through traffic along the right-of-way on Marlborough Avenue or Nottingham 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 Marlborough Avenue or Nottingham Avenue. There shall be no storage of construction vehicles in the public right-of-way.

#### Building Inspection Section

11. The applicant shall comply with all requirements of the Building Inspection Section.
12. A site drainage plan will be required. This plan must demonstrate how roof drainage and site runoff will be directed to an approved disposal area.
13. Sediment and erosion control measures must be installed prior to beginning any site work and maintained throughout the term of the permit. 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.
14. All drawings must be drawn to scale and clearly define the whole project including its scope in its entirety.

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Menlo Park Fire Protection District

15. Prior to the issuance of a building permit, submit two full sets of building plans to the Menlo Park Fire Protection District for review and approval.

Department of Public Works

16. 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.
17. The applicant shall submit a permanent stormwater management plan in compliance with the County's Drainage Policy and National Pollution Discharge Elimination System (NPDES) requirements for review and approval by the Department of Public Works.
18. The applicant shall have prepared, by a registered civil engineer, a drainage analysis of the proposed parcel merger 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 the property being merged 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 street improvement plans and submitted to the Department of Public Works for review and approval.
19. The applicant shall record documents, which address future maintenance responsibilities of any private drainage facilities which may be constructed. Prior to recording these documents, they shall be submitted to the Department of Public Works for review.
20. The applicant shall comply with all requirements of the Department of Public Works.