

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

DATE: March 5, 2026

TO: Zoning Hearing Officer

FROM: Code Compliance and Planning staff

SUBJECT: Appeal of Administrative Citation for Unpermitted Grading

County File Number: VIO2025-00199

APPEAL/APPELLANT

In response to a complaint filed on November 4, 2025, and subsequent inspection of grading work involving approximately 2,500 cubic yards of excavation on the subject property, the County issued a Notice of Violation on November 19, 2025. On January 5, 2026, the subject property owner, John Quinlan, submitted an appeal of a citation issued on December 30, 2025, that included the \$100 fine and request for hearing in accordance with County Ordinance Code Section 1.40.090. The appeal alleges that the property owners have not been provided accessible copies of photos/videos or evidence referenced in County notices and correspondence.

PROPERTY INFORMATION

Owner/Responsible Party: John Quinlan and Candice Hixon Quinlan

Owners Address: 462-720 Circle Drive, Westwood, CA 96137

APN: 066-100-160

Address of Violation: Miramontes Point Road. The property is undeveloped and does not have an address assigned by the County Building Department

Size: Approximately 26.09 acres

Land Use: Undeveloped; no legal structure has been permitted on site.

Zoning: PAD/CD

General Plan Land Use Designation: Agriculture

Sphere-of-influence: City of Half Moon Bay

Water Supply/Sewage Disposal: Well water

Fire District: Coastside Fire Protection District

Flood Zone: Zone X, Area of Minimal Flooding

ENFORCEMENT TIMELINE SUMMARY:

<u>Date</u>	<u>Action</u>
November 3, 2025	- Complaint Received.
November 4, 2025	- Complaint Verified via Inspection.
November 19, 2025	- Notice of Violation Issued (Attachment C).
December 30, 2025	- Administrative Citation for \$100 (Attachment D).
January 5, 2026	- Appeal of Administrative Citation filed (Attachment A).
February 18, 2026	- Notification of Appeal Hearing Letter sent.
March 5, 2026	- Zoning Hearing Officer public hearing.

KEY ISSUES

A. STAFF RESPONSE TO POINTS OF APPEAL

The Appeal and Request for Hearing is based on the appellant's request for the review of the documentation supporting the citation, asserting that they were not provided accessible copies of the photographs, videos, or other evidentiary materials referenced in County notices and correspondence pertaining to the violation.

On November 17, 2025, Joe/John Quinlan submitted a Public Records Act (PRA) request for relevant documents. On December 10, 2025, staff provided documents responsive to the PRA request, including documentation contained in the County's case file and materials referenced in enforcement correspondence. On January 6, 2026, Joe/John Quinlan stated in an email that they could not access the files. Files were re-sent by County staff on January 13, 2026. The appellant confirmed via email that he received the files on February 2, 2026.

The County has posted hard copy notices at the property, including citations, a Stop Work Notice, and a Construction Site Inspection form (correction letter for erosion control).

Based upon County inspections following the posting of such notices, the owner disregarded the posted notices, continued unpermitted work, and failed to apply adequate erosion control measures.

The County provided the requested case documents. The posted notices serve as adequate notice to the owner of applicable regulations and require corrective action. In receiving these notices, the owner should have stopped all work and applied erosion control by the set deadlines but did not. Therefore, staff recommend that the Zoning Hearing Officer deny the appeal and uphold the Administrative Citation.

B. BASIS OF VIOLATION

The subject property is located on Miramontes Point Road, east of the Moonridge Apartment development, on a private road used to access the rural, subject property and other rural parcels to the east. The property is undeveloped, with a flat portion that runs along a drainage with terrain steepening to the north.

Based on the timing of the complaint, staff concluded the subject property was subject to unpermitted grading and excavation in November 2025 that cut into the hillside and modified the natural landform. The grading work involved approximately 2,500 cubic yards of grading, involving leveling of topography, gravelling of the leveled area, and excavation of an unsupported approximately 10-12 foot cut face in upslope areas of the property.

As the County informed the owner on November 4, 2025, the work was conducted without the Grading Permit required pursuant to Section 9283 of Chapter 5 of the County of San Mateo Building Code (Grading Regulations):

SECTION 9283. PERMIT REQUIREMENTS. For the purpose of this Chapter 5 and to establish an orderly procedure for excavating, grading, filling and clearing, land disturbing activities shall be handled in two distinct phases.

1. Grading: A grading permit shall be required for activities involving grading except as exempted below in Section 9284.
2. Clearing: A land clearing permit for the removal of vegetation shall be required when:
 - a. The land area to be cleared is 5,000 sq. ft. or greater, within any two-year period except in County Scenic Corridors where vegetation removal is greater than 1,000 sq. ft.
 - b. Existing slopes are greater than 20 percent.

- c. The land area to be cleared is in any sensitive habitat or buffer zone as identified in the County General Plan

Responsible party: The property owners, John and Candice Quinlan, owned the property in 2025 when the Notice of Violation and Administrative Citation were issued and still own the property today. As owners, they are responsible for work performed on their property (even if the work was performed by tenants), including unpermitted grading into the mountain, and leveling the topography to store shipping containers. Such work occurred before and after the County provided written notice and clear communication to stop work until required permits are obtained.

Confirmed Violation: The violations were confirmed on site visits performed by Code Compliance staff on November 4, 2025, and subsequent dates.

Due Process: The Planning and Building Department has followed the codified procedures to ensure due process for the recipients of the Notice of Violation and Administrative Citation.

Integrity of Permit Requirements: Without use of administrative fines when necessary to enforce permitting and zoning requirements, there is less incentive for compliance, those property owners who abide by the requirements are unfairly subjected to added expense, and important environmental protections other regulatory objectives may be undermined.

Actions Necessary for Case Resolution: In order to close the active violation case, the property owners must bring the property into a state of compliance and notify the Code Compliance Section so verification can occur. If the Zoning Hearing Officer orders abatement by a set date and abatement occurs on or before that set date, no additional fines will be pursued, provided any outstanding fines are paid.

CASE CHRONOLOGY

The summary of key actions and events (secondary events are shown as indented), concerning the violation is compiled from Case Activity Notes from the County's permit tracking system, Accela, specifically from the violation case (No. VIO2025-00199) and other sources as noted (see Attachment E).

1. November 3, 2025: Complaint of excessive grading on the property. Photos of grading into a mountain were sent by complainant.
2. November 3, 2025: Senior Code Compliance Officer John Bologna left a voice message for property owner, advising him to stop all work, until it is determined whether a permit is required.

- a. November 4, 2025: Senior Code Officer John Bologna spoke with property owner via telephone. Property owner did not believe that a grading permit was required, and they described the active work as a “scrub.” The property owner gave John Bologna consent to view the property from the private right-of-way.
 - b. November 4, 2025: Senior Code Officer John Bologna spoke with Joe Quinlan, the son of the property owner. Joe explained that the work done is a “scrub” and for erosion purposes only. Joe also claimed to set up shipping containers temporarily on the property.
3. November 4, 2025: Code Enforcement Officer Kevin Thorpe met with Joe Quinlan at the property. Kevin Thorpe inspected the property and confirmed the violation as numerous yards of earth were removed from the hillside and placed on the property to make a parking pad for heavy equipment.
4. November 5, 2025: Kevin Thorpe updated Senior Planner Camille Leung about the violation. Camille’s direction was to stop all work and implement erosion control measures. The property is zoned for agricultural use, where the parking of equipment is not a principally permitted use. This information was relayed to Joe Quinlan in an email by Kevin Thorpe.
5. November 12, 2025: Senior Planner Camille Leung, Senior Code Enforcement John Bologna, and Code Enforcement Officer Kevin Thorpe conducted an inspection of the property. A Stop Work Notice (SWN) and Construction Site Inspection Form for corrective erosion control were issued by Kevin Thorpe and posted on site. Kevin Thorpe emailed the property owner the list of violations.
6. November 17, 2025: Staff received a Public Records Act (PRA) request within an emailed complaint against our actions.
7. November 19, 2025: A Notice of Violation was sent to the property owners by Kevin Thorpe.
8. November 19, 2025: Kevin Thorpe sent a letter to property owner identifying five items that need to be corrected by November 26, 2025.
 - a. November 25, 2025: Camille Leung responded to numerous emails from Joe Quinlan regarding the County’s authority to regulate uses within required buffer zones from and areas adjacent to streams and riparian vegetation.
 - b. December 16, 2025: Kevin Thorpe sent Joe Quinlan an email asking to meet at the property to verify if more work has been done since the Stop Work Notice was issued.

9. December 22, 2025: Joe Quinlan responded to Kevin Thorpe's email and denied the request for an inspection.
10. December 23, 2025: Kevin Thorpe conducted a site visit and confirmed that further work had been done since the Stop Work Notice was issued. Numerous posts and cross rails had been erected for a horse corral. The dirt piles near corral were not covered as mentioned in the Construction Site Inspection Form.
11. December 30, 2025: Administrative Citation of \$100 issued citing non-compliance with Zoning Regulations Section 8602. The correct/updated violation is pursuant to Section 9283 of Chapter 5 of the County of San Mateo Building Code (Grading Regulations).
12. December 31, 2025: Kevin Thorpe inspected the property from the right-of-way. During the visit, it was observed that more cross rails were erected on the corral.
13. January 5, 2026: Property owner appeals Administrative Citation.
14. January 8, 2026: Kevin Thorpe inspected the property from the right-of-way. Since the Stop Work Notice was issued, further work was done on the horse corral, where work now appears to be completed.
15. January 13, 2026: Between December 10, 2025, and January 13, 2026, the County tried three times to provide the requested case documents.
16. February 2, 2026: Joe Quinlan confirmed he received the requested documents (Attachment H).
17. March 5, 2026: Citation Appeal Hearing

APPEAL PROCEDURES

Section 1.40.090 of the County Ordinance Code allows any recipient of an administrative citation to request an appeal hearing to contest that there was a violation or that he or she is the responsible party by completing a Request for Hearing form and returning it to the County within 14 days from the date of the administrative citation. The Request for Hearing form shall include a brief statement of material facts supporting the appellant's claim that no violation occurred, or no penalties or other remedies shall be imposed. In accordance with these procedures, the property owners filed a timely and complete appeal.

Section 1.40.120 regulates the Zoning Hearing Officer's decision and administrative order. The Zoning Hearing Officer shall only consider evidence that is relevant to whether the violation occurred and whether the person responsible has caused or maintained the violation on the date specified in the administrative citation. After considering all of the testimony and evidence submitted at the hearing, the Zoning

Hearing Officer shall issue a written decision to uphold or cancel all or part of the administrative citation and shall list the reasons for that decision.

STAFF RECOMMENDATION

Under Section 1.40.090(b), the Request for Hearing “shall include a brief statement of material facts supporting the appellant's claim that no violation occurred or no penalties or other remedies shall be imposed.” The sole basis of the appeal stated in appellant's Request for Hearing form was the County's alleged failure to produce the records supporting the citation.

The posted notices serve as adequate notice to the owner of applicable regulations and required corrective action. In receiving these notices, the owner should have stopped all work and applied erosion control by the set deadlines but did not.

The County attempted to provide the requested case documents multiple times, most recently on January 13, 2026. On February 2, 2026, Joe Quinlan confirmed he received the requested documents (Attachment H).

Staff recommends that the Zoning Hearing Officer deny the appeal and uphold the Administrative Citation. Staff requests that the decision issued by the Zoning Hearing Officer include an Administrative Order to STOP ALL WORK, apply proper erosion control, and obtain the necessary permits to resolve these violations by a set date.

ATTACHMENTS

- A. Appeal and Request for Hearing
- B. Vicinity Map
- C. Notice of Violation (2025)
- D. Administrative Citation (2025)
- E. Summary of Case Activity VIO2025-00199
- F. Site photos 2025
- G. Stop Work Notice (2025)
- H. Email between County staff and Joe Quinlan



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT A

SUBJECT: Formal Appeal and Request for Administrative Hearing – Citation No. 2025-00199

To Whom It May Concern,

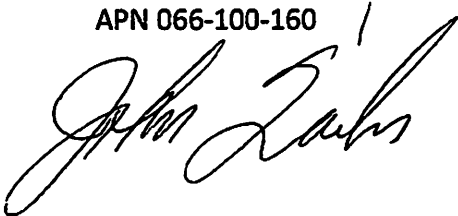
Pursuant to applicable County ordinance and California law, this correspondence serves as a formal appeal and request for an administrative hearing regarding Administrative Citation No. 2025-00199, issued on December 30, 2025, relating to APN 066-100-160 (Miramontes Point Rd., Half Moon Bay).

This appeal is timely filed and submitted to preserve all appeal rights. The required processing fee and advance deposit are being submitted solely as required for appeal and do not constitute an admission of liability or waiver of any rights.

We respectfully request administrative review of the citation. To date, we have not been provided accessible copies of the photos/videos or evidence referenced in County correspondence alleging work occurring after the Stop Work Notice. We previously notified the County that we were unable to access the materials due to the file-sharing format and requested that they be resent in an accessible format, but no such materials have been provided. As a result, we have been unable to meaningfully review or respond to the specific allegations referenced.

We are continuing to address the correction items identified by County staff while preserving our right to administrative review. Please confirm receipt of this appeal and advise regarding the scheduling of the administrative hearing.

Sincerely,
John Quinlan
APN 066-100-160

A handwritten signature in black ink, appearing to read "John Quinlan", is written over the typed name and APN information.

SUBJECT: Cover Letter – Appeal Deposit for Citation No. 2025-00199

To Whom It May Concern,

Enclosed please find the required processing fee and advance deposit submitted solely in connection with the appeal of Administrative Citation No. 2025-00199, issued on December 30, 2025, relating to APN 066-100-160.

This payment is submitted exclusively as a required deposit to preserve appeal rights and is not an admission of liability, agreement with the citation, or waiver of any rights, claims, or defenses.

Please associate this payment with the pending appeal of Citation No. 2025-00199.

Thank you.

Sincerely,

John Quinlan

APN 066-100-160

Miramontes Point Rd.


Half Moon Bay, CA 94019

John R. Quinlan
462-720 Circle Dr
Clear Creek , CA 96137

0970
90-3828/1211

DATE Jan-5-2026

TO RECORDER VISIT WWW.CHECKFRUITINGSOLUTIONS.COM

PAY San Mateo Planning and Building \$ 100⁰⁰
TO THE ORDER OF One Hundred Dollars & ⁰⁰/₁₀₀ DOLLARS  Security Features Details On Back

PLUMAS BANK
888.375.8627 • plumasbank.com

FOR Deposit - 2025-00199 NOT Admiss^{ion} John Quinlan MP
NOT Admiss^{ion}

⑆ 121138288⑆0970⑆ 192085884⑆ 066-100-160



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT B



0.57 0 0.28 0.57 Miles

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

1:18,056



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT C



NOTICE OF VIOLATION
COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT
CODE COMPLIANCE DIVISION
455 COUNTY CENTER, 2ND FLOOR
REDWOOD CITY, CA 94063
(650) 363-4825

APN: 066-100-160

CASE # 2025-00199

DATE ISSUED 11/19/2025

Location of Violation(s)	Vacant Lot on Miramontes APN-066-100-160
Property Owner(s)	John R & Candance Hixon Quinlan
Mailing Address (if different)	462-720 Circle Drive, Westwood, CA, 96137-9400
THE VIOLATION(S) NOTED BELOW MUST BE CORRECTED BY	12/03/2025

A REINSPECTION WILL BE MADE ON OR AFTER THE CORRECTION DATE TO VERIFY COMPLIANCE. If the violation(s) has/have not been corrected by the date shown above, Administrative Citations ranging from \$100.00 to \$500.00 per violation, per day, and/or other enforcement remedies may be implemented. If you need further information and/or an extension (not guaranteed), you must contact the Code Enforcement Officer listed below. To apply for building permits, please visit: <https://aca-prod.accela.com/smcgov>

SEE REVERSE SIDE FOR FAILURE TO COMPLY NOTICE

SMC Ordinance Code Section(s) and Zoning Regulation Section(s)	Violation(s) and Required Correction(s)
<input type="checkbox"/> SMC Sec 1.12.010(5) - Nuisance SMC Sec 2.60.40 - IPMC 302.8 Motor Vehicles	Remove all inoperative, wrecked, dismantled, not currently registered vehicles, and/or parts from the exterior of your property, or relocate into a fully enclosed structure. Motor vehicle includes cars, trucks, trailers, boats, RVs, and ATVs. DO NOT relocate onto street
<input type="checkbox"/> SMC Sec. 1.12.010(4) - Nuisance SMC Sec 2.60.40 - IPMC 302 Exterior Property Areas and 308 Rubbish and Garbage	Exterior property, premises and interior structures shall be free of accumulation of garbage and rubbish. Remove accumulation of debris, garbage, rubbish, lumber, broken or discarded household items, from exterior of your property. Maintain property, premises, and structures in clean and sanitary conditions.
<input type="checkbox"/> SMC Sec. 1.12.010(4) - Nuisance SMC Sec 2.60.40 - IPMC 302.4 Overgrown/Dead Vegetation	Premises and Exterior property shall be maintained free from weeds or plant overgrowth. You must clear property and maintain property from any overgrown and/or dead weeds and/or vegetation.
<input type="checkbox"/> ZR Sec 6412 Fences, Walls & Hedges	Reduce the fence, wall and/or hedge on your property to not exceed the required 4 ft. in height within the front yard area, and 6 ft. in height within the side and rear yard area.
<input type="checkbox"/> Significant Tree Ordinance Sec 12,020 Permit required Sec 12,032 Cease and Desist Unlawful Tree Cutting	Permit required to Cut, Remove, or Destroy any Significant Tree. Must stop all work, apply for and obtain an after-the-fact tree cutting permit with the County of San Mateo Planning Department (650) 363-1825.
<input checked="" type="checkbox"/> SMC Sec 8602 Grading Permit Required SMC Sec 8607 - Stop Work	Permit required for Excavating, Grading, Filling, Clearing and Land Disturbing activities. Stop all work, apply for and obtain required grading permit from Planning and Building Department (650) 363-1825
<input type="checkbox"/> Ordinance No. 4822 Building Regulations Sec 9003 Violations and Penalties Sec 9006 Permit Required	Unlawful to erect, install, construct, enlarge, alter, repair, move, improve, remove, replace, convert, use, occupy, maintain, or demolish any building, structure, equipment or parcel of land contrary to or in conflict with or in violation of these regulation. Must obtain a valid permit. Visit: https://aca-prod.accela.com/smcgov
<input type="checkbox"/> Ordinance No. 4777 Sec 6401.3 Short-Term Rentals	STRs (Less than 30 days) are permitted only in R-1 and R-3 Zoning Districts within the Coastal Zone. Must obtain STR permit and comply with all permit performance standards.
<input checked="" type="checkbox"/>	Contact the Building & Planning Departments by 12-03-2025 to start the Permit process to correct the grading violation.
<input type="checkbox"/> Sec. 2.60.040 IPMC Property Maintenance	See attached letter indicating items that need to be corrected by 11-26-2025.

Signature of Issuing Officer:	Printed Name of Issuing Officer:	Kevin Thorpe
	Phone Number:	650-363-1880

AVISO IMPORTANTE

Si desea una traducción, favor de llamar al número
(650) 363-4825 dentro de las horas de 7:00 a.m. y 4:00 p.m.

IMPORTANT INFORMATION - PLEASE READ

Consequences of Failure to Correct Violations

San Mateo County Ordinance Code Chapter 1.40 outlines some of the enforcement remedies available to encourage compliance with this notice.

This includes, but is not limited to, the issuance of Administrative Citations for code violations. If the violation(s) has (have) not been corrected by the date specified on the front side of this Notice of Violation, Administrative Citations, ranging from \$100.00 to \$500.00 per violation, per day, and/or more severe enforcement remedies may be implemented.

Other available enforcement remedies, include, but are not limited to: civil penalties, criminal prosecution, civil injunction, withholding of future permits, abatement, property lien, and recordation of the violation(s) with the County Recorder's office.

Per San Mateo County Ordinance Code Section 1.40.020, the above remedies are cumulative and nothing prohibits the use of more than one remedy being used at the same time.

If you are unclear on the violations or how to correct them or are requesting an extension (not guaranteed), please contact the Code Enforcement Officer designated on the front of this notice in advance of the compliance deadline given.

Please note: If your property previously had a notice recorded through the County Recorder's office, including, but not limited to, a Notice of Violation or Stop Work Notice, pre-existing violation may need to be resolved before the current violation case can be closed. Additional fines and penalties may be imposed to resolve the former violation.



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT D



**SAN MATEO COUNTY
ADMINISTRATIVE CITATION**

APN(s): 066-100-160

Date: 12-30-2025

Location of Violation(s): Vacant Lot Miramontes PT. Rd. Half Moon Bay, CA, APN 066-100-160

Property Owner(s): John R. & Candance Hixon Quinlan

Case#: 2025-00199

Mailing Address (if different): 462-729- Circle Drive, Westwood, CA, 96137-9400

CITATION AMOUNT: <input checked="" type="checkbox"/> 1ST CITATION \$100.00 <input type="checkbox"/> 2ND CITATION \$200.00 <input type="checkbox"/> 3RD CITATION \$500.00 <input type="checkbox"/> and/or subsequent violations within 12-month	Required corrections must made AND fine due by this date: 01-15-2025
	Refer to the back of this citation for additional information on payment of this citation, consequences for failure to pay citation, failure to correct violation(s), and your rights to appeal.

Description of Violation(s):	Required Correction(s):
<input type="checkbox"/> Sections 1.12.010 (5) & 2.60.40 IPMC 302.8 Inoperable Motor Vehicles	Remove all inoperable, wrecked, dismantled, and/or unregistered vehicles from the exterior of your property or place within a fully-enclosed, legal structure. "Motor Vehicle" includes cars, trucks, trailers, boats, RV's, and ATV's. DO NOT relocate onto street.
<input type="checkbox"/> Sections 1.12.010 (4) & 2.60.40 IPMC 302 Accumulations Nuisance	Remove all accumulations of debris, garbage, rubbish, lumber, broken/discarded household items, and/or junk from the exterior of your property.
<input type="checkbox"/> Sections 1.12.010 (4) & 2.60.40 IPMC 302.4 Overgrown Vegetation	Remove all overgrown and/or dead weeds and/or vegetation from the exterior of your property.
<input type="checkbox"/> Section 1.12.010 and 2.60.40 IPMC 302.9 Graffiti	Abate the graffiti on your property.
<input type="checkbox"/> Sections 1.12.010 & 2.60.40 IPMC Chapter 302 OTHER Nuisances	Abate the following nuisance: <input type="text"/>
<input type="checkbox"/> Section 6412 Fences, Walls, and Hedges: Height Limitations	Reduce the fence, wall, and/or hedge on your property to not more than 4 feet high in front yard area and 6 feet high in rear yard area or contact the Planning Department (650) 599-1825 regarding a height exception application and obtain approval for an exception.
<input type="checkbox"/> Section 12,020 Permit Required to Cut, Remove, or Destroy any Significant Tree	Apply for and obtain an after-the-fact tree-cutting permit with the County of San Mateo Planning Department (650) 599-1825.
<input checked="" type="checkbox"/> Section 8602.0 Permit Required for Grading, Excavating, Clearing, and Filling activities	STOP all work and immediately apply for and obtain a grading permit with the County of San Mateo Planning Department (650) 599-1825.
<input checked="" type="checkbox"/> Zoning and/or Building Violations Section(s): <input type="text"/>	Contact the Building & Planning Departments by 01-15-2026 to start the permit process to correct the grading violation. Please attached letter indicating items that need to be corrected by 01-15-2026. Violation #1: regarding the porta potty has been partially corrected as it has been moved more than 50 feet from the from the culvert/swale. Unknown if there is a tray underneath the porta potty in the event of a leak.

Signature of Issuing Officer: <input type="text"/>	Printed Name of Issuing Officer: Kevin Thorpe
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IMPORTANT INFORMATION - READ CAREFULLY

Administrative Citation: The San Mateo County Ordinance Code Section 1.40.010 provides for the issuance of administrative citations for Code Violations. There are three levels of citations that can be issued progressively for a violation. The fines, as indicated on the front of the citations, are \$100.00 for the first citation, \$200.00 for the second citation, and \$500.00 for the third and subsequent citations for violations of the same San Mateo County code section within 12 months. These citations may be issued each day the violation(s) exists.

Your Appeal Rights: You have the right to file an appeal of the administrative citation. You may do so by completing a Request for Hearing form or by requesting your appeal in writing that includes a brief statement of material facts supporting your claim that no violation occurred or no penalties or other remedies shall be imposed. Return the Request for Hearing form or your written request for hearing to the County, together with a processing fee and an advance deposit of the penalty within fourteen (14) days from the citation date.

Failure of any person to timely file a written and complete appeal shall constitute a waiver of his or her right to an administrative hearing and adjudication of the administrative citation. A full description of the hearing process for the County's administrative hearing for Ordinance Code violations and your rights in that process are found in the San Mateo County Ordinance Code Chapter 1.40 Administrative Remedies.

Consequences of Failure to Pay Fine: The failure of any person to pay the fine assessed by the administrative citation within the time specified on the citation may result in any legal remedy available to collect such fee. The County has the authority to collect all costs associated with the filing of such actions. Failure to pay the fine requirements may be found in the San Mateo County Ordinance Code Section 1.40.150.

How to Pay Fine: The amount of the fine is indicated on the front of the administrative citation. You may pay by mail or in person at the Planning and Building Department located at 455 County Center, 2nd floor, Redwood City, CA 94063. Payments can be made by Visa, Master Card, personal check, cashiers' check, or money order payable to San Mateo County. Please write the CASE# on your check or money order.

If the citation is not paid or appealed within fourteen (14) days from the date of issuance or mailing of the citation, whichever is later, a late payment charge may be imposed (the schedule of penalties shall specify the amount). Please follow the instructions to ensure proper processing of your payment. Payment of the fine shall not excuse the failure to correct the violation nor shall it bar further enforcement action by the County of San Mateo.

Consequences of Failure to Correct Violation(s): There are numerous enforcement options that can be used to encourage the correction of the violation(s). These options include, but are not limited to: civil penalties, criminal prosecution, civil injunction, withholding of future permits, abatement, lien, and recordation of the violations with the County Recorder. These options can empower the County to collect fines, to demolish structures, make necessary repairs, and abate nuisances at the owner's expense. Any of these or other options may be used if the administrative citations do not achieve compliance.

If you need further clarification about payment of the citation please call San Mateo County Code Compliance at (650) 363-4825.

If you need further information about the violation(s) and/or how to comply, please contact the officer designated on the front of the citation.

Fine Due for THIS Citation:	\$100.00
Total Fines Due for ALL unpaid Citations issued for these violation(s):	\$100.00

AVISO IMPORTANTE, si desea una traducción, favor de llamar al número (650) 363-4825 dentro de las horas de 7:00 a.m. y 4:00 p.m.



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT E



COUNTY OF SAN MATEO

PLANNING AND BUILDING

County Government Center
 455 County Center, 2nd Floor
 Redwood City, CA 94063
 650-363-4161 T
 650-363-4849 F
 planning.smcgov.org

VIO2025-00199

Summary of Case Activity

APN: 066100160

ADDRESS:

Excessive grading on property

Activity	Date Assigned	Done By	Status	Status Date
Enforcement	01/21/2026	Kevin Thorpe	Notes	01/21/2026
RP's response on 01-20-2026 to my sent email on 01-20-2026. See email in DOCS on 01-21-2026				
Enforcement	01/20/2026	Kevin Thorpe	Notes	01/20/2026
On site visit on 01-15-2026 at 1242 hours. Took three photos of the eastside of the property. Appears that gravel has been added to the top tier of the property near the base of the hillside on the north side of the property. See comparison photos on 12-23-205 and 01-15-2026.				
Enforcement	01/13/2026	Kevin Thorpe	Notes	01/13/2026
Email exchange between Tim S. & Joe Q regarding the access to downloads and the acknowledgement that we have received Joe's appeal of the citation.				
See email in DOCS on 01-13-2026.				
	01/13/2026	Kevin Thorpe	Notes	01/13/2026
Emails between Tim S. & Joe Q. trying let Joe Q have access to an attachment. See emails in DOCS on 01-12-2026				
Enforcement	01/08/2026	Kevin Thorpe	Notes	01/08/2026
On 01-08-2026 at 0825 hours, I called Joe Quinlan and he picked, I said morning Joe, then line was disconnected. I called back at 0827 and went straight to VM. Message was left advising that the citation could voided as long as the erosion control is adequate per Planner Camille's opinion and we would work together.				
	01/08/2026	Kevin Thorpe	Notes	01/08/2026
On 12-22-2025, at 0915 hours I conducted a onsite inspection of the property. I took numerous photos from the public right of way dirt road. I never stepped foot on Quinlan's private property.				
	01/08/2026	Kevin Thorpe	Notes	01/08/2026
On 12-31-2025, at approximately 1026 hours I conducted a onsite inspection of the property. I took numerous photos from the public right of way dirt road. I never stepped foot on Quinlan's private property.				
Enforcement	12/31/2025	Kevin Thorpe	Notes	12/31/2025
String of emails between Code Compliance Manager Tim Sullivan and point of contact for the property on Miramontes, Joe Quinlan. Sent on 12-31-2025/				
	12/31/2025	Kevin Thorpe	Notes	12/31/2025
Onsite visit on 12-31-2025 between 1012 hours AM though 1022 hours Am. All photos were taken from the public dirt road. Photos were taken at the time listed and was confirmed by the clock in my San Mateo County vehicle. The photos are time stamped a little over an hour later than the actual time. See photos in DOCS on 12-31-2025.				
Enforcement	12/30/2025	Kevin Thorpe	Notes	12/30/2025
Per TS, an updated citation issued with a new date issued and to be corrected by date. See DOCS on 12-30-2025.				
Per TS, a new updated correction letter with a partial correction for item 1 and a new to be corrected by date of 01-15-2026. See letter in DOCS on 12-30-2025.				
Enforcement	12/24/2025	Kevin Thorpe	Notes	12/24/2025

Activity	Date Assigned	Done By	Status	Status Date
John B. and Tim email regarding the next steps for this violation. "In looking at the video provided by the neighbor for 12/11 it's clear that work is being done after the SWN, and it's been over two weeks since the SWN, so a citation seems appropriate. I'd be glad to be part of a call with Brian on Tuesday if you think that's necessary. Kevin may want to use screen shots of the video showing the work from 12/11 as part of his response to Quinlan since Quinlan said no work was occurring.	12/30/2025	Kevin Thorpe	First Citation	12/24/2025
This citation was voided per TSullivan with an updated date of 12-30-2025. see new citation in DOCS on 12-30-2025. First citation for \$100.00 sent to property owner on 12-24-2025 via regular mail.				
Enforcement Joe Quinlan's response on 12-19-2025 and denial to my email on 12-16-2025. See email in DOCS on 12-22-2025.	12/22/2025	Kevin Thorpe	Notes	12/22/2025
Enforcement Email sent to Joe Quinlan asking him to meet me at the property to see more work that has been done on the property since the SWN was sent on 11-12-2025.	12/16/2025	Kevin Thorpe	Notes	12/16/2025
Email sent to RP asking for written consent to drive/use the dirt road that leads to her property.	12/16/2025	Kevin Thorpe	Notes	12/16/2025
Enforcement Camille's email response to Joe's numerous emails on 11-17-2025.. Camille's response was sent to Joe on 11-19-2025.	11/25/2025	Kevin Thorpe	Notes	11/25/2025
Enforcement Notice of Violation sent to property owners on 11-19-2025 via regular mail. The correction date to contact the Building & Planning Departments to start the permit process is 12-03-2025.	11/19/2025	Kevin Thorpe	Violation Notice Sent	11/19/2025
Letter with 5 items that need to be corrected by 11-19-2025 sent to property owner on 11-19-2025 via regular mail. See letter in DOCS on 11-19-2025.	11/19/2025	Kevin Thorpe	Notes	11/19/2025
Enforcement On or about 11-04-2025, I spoke with RP Hoffman via the phone. We spoke about the grading violations and the dirt being moved on her neighbors property. I advised that I could not go on the property. At this point she verbally told me that i could drive on the dirt road of Miramontes that leads to her property at 3100 Miramontes.	11/18/2025	Kevin Thorpe	Notes	11/18/2025
I received numerous emails from point of contact Joe Quinlan on 11-17-2025 related to the property on Miramontes and the headings of these emails are as follows in numerical order: These emails are in DOCS entered on 11-18-2025.	11/18/2025	Kevin Thorpe	Notes	11/18/2025
Email #1 Request for Clarification of Required Actions and Extension of Compliance Timeline Email #2 Request for Inspection Documentation and Clarification of Property Access Email #3 Notice of Revocation of Consent for Entry Onto Private Property Email #4: Subject: Formal Complaint – Unauthorized Property Entry & Improper Inspection Procedure				
Enforcement Onsite visit on 11-12-2025 at 1010 AM with Code Officer John B and Planner Camille. Numerous violations were observed. A S.W.N. was issued. See SWN in DOCS. Camille issued a Construction Inspection Report for violations. See Inspection Report in DOCS. Numerous photos were taken of violations. See photos in DOCS. Email was sent to property owner with the list of violations. See email in DOCS	11/12/2025	Kevin Thorpe	SWN Issued	11/12/2025
Inspection - 111 Erosion Control	11/12/2025	Camille Leung	Fail	11/12/2025
Enforcement Spoke with Camille on 11-05-2025 regarding this violation. Camille advised that the property owner needs to stop immediately in constructing and finishing the parking pad. The immediate concern is the hillside. Advised owner to implement erosion control for the cut of the hillside. "You also need to have jute netting covering the cut that was made into the hillside. Staple the top of the jute netting at the top of the affected hillside and let the netting drape down the side of hillside to bottom of hillside. Contact Planning Department to see if you would be allowed to finish the parking pad. Not allowed to use the AG land for the parking of equipment. First thing is to implement erosion control for the hillside. This information was sent to contact person, Joe Quinlan via email on 11-05-2025.	11/05/2025	Kevin Thorpe	Notes	11/05/2025
Email sent to Joe regarding the implementation of erosion control on 11-05-2025. See email in DOCS on 11-05-2025.				

Activity	Date Assigned	Done By	Status	Status Date
Investigation On site visit on 11-04-2025 and met with Joe Quinlan. Observed the complaint of the grading and was told that it was done for fire abatement. Numerous yards of fill was removed from the hillside and placed on the property to make a pad for the parking of heavy equipment. See photos in DOCS on 11-04-2025.	11/05/2025	Kevin Thorpe	In Violation	11/05/2025
Complaint Received Complaint of excessive grading on the property. Photos sent my complainant that appears the workers are cutting into the mountain.	11/04/2025	JOHN BOLOGNA	Investigation	11/04/2025
Investigation 11/03/2025, I called the property owner and left a voice message, advising him to STOP ALL WORK until it is determined if a permit is required. 11/03/2025, I called the property owner's son. He was unaware of the grading and advised that he would contact his father. There are no permits in Accela for grading or construction.	11/04/2025	JOHN BOLOGNA	Notes	11/04/2025
11/03/2025, I contacted the Sheriffs Office and they agreed to stop the active construction since Code staff was no longer working.	11/04/2025	JOHN BOLOGNA	Notes	11/04/2025
11/04/2025, I spoke with property owner via telephone. Property owner did not believe that the work being done required a grading permit as he described the work as a "scrub." I advised him that Code staff needed to look at the potential violation and determine if a permit was required. He welcomed Code to look at the property and advised that it could be viewed from the right-of-way.	11/04/2025	JOHN BOLOGNA	Notes	11/04/2025
11/04/2025, spoke with Joe, son of property owner. He claims that the work done is a "scrub" and only for erosion control purposes. He also claims to want to set up temporary shipping containers on the property. Joe wants to meet Code at the property for the inspection.	11/04/2025	JOHN BOLOGNA	Notes	11/04/2025



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT F



11/04/2025 11:15



PRIVATE
DRIVE

NO
TRESPASSING

11/12/2025 11:22



11/12/2025 11:44



12/23/2025 10:26



12/23/2025 10:28



12/23/2025 10:36



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT G



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT H



Outlook

Re: Citation Appeal

From joey quinlan <jquinlan2013@gmail.com>

Date Mon 2/2/2026 2:02 PM

To Tim Sullivan <tjsullivan@smcgov.org>

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

Tim, we were able to access the last pdfs.

Thank you,

Joe Quinlan

On Feb 2, 2026, at 1:08 PM, Tim Sullivan <tjsullivan@smcgov.org> wrote:

Hello Mr. Quinlan,

In your correspondence requesting an appeal of the citation issued 12/30/25, you wrote that you had been unable to open the links of related documents sent to you by the time of your appeal letter of 1/5/26. I responded to this by sending photos in six separate attachments on 1/13/26. I don't have a record of your response to those messages, however. Please let me know if you were able to review the attachments or if you require another way to review them. One way this could be accomplished is to schedule a time at our office to review them on our server. Alternatively, they could be printed out and mailed to you via US Mail.

Thank you,

Tim

Tim Sullivan

Code Compliance Manager

San Mateo County Planning and Building Dept.

455 County Center, 2nd Floor

Redwood City, CA 94063

(650) 363-7821 Office

tjsullivan@smcgov.org