

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

DATE: May 7, 2026

TO: Zoning Hearing Officer

FROM: Planning Staff

SUBJECT: Consideration of a Minor Subdivision, pursuant to Section 9.04.030 of the County Subdivision Regulations, to subdivide a 10,491 sq. ft. parcel into four townhouse units and one common interest parcel located at 521 3rd Avenue in the unincorporated North Fair Oaks area of San Mateo County.

County File Number: PLN2024-00255 (Dani Lai)

PROPOSAL

The applicant proposes to subdivide a 10,491 sq. ft. legal parcel into four townhouse units and the airspace above and one common interest parcel as shows in Table 1. The purpose of the subdivision is to construct four townhomes to be sold off separately. The townhomes would be two stories, and all units would have a shared access off 3rd Avenue. No tree removal and only minor grading is proposed for the townhouses.

Table 1 Tentative Parcel Map Proposal	
	Square Footage
Common Interest Parcel	6,166
Unit 1	1,167
Unit 2	1,066
Unit 3	1,066
Unit 4	1,025

RECOMMENDATION

Staff recommends that the Zoning Hearing Officer approval of the Minor Subdivision, County File Number PLN2024-00255, based on the required findings and subject to the conditions of approval listed in Attachment A.

BACKGROUND

Report Prepared By: Kanoa Kelley, Project Planner, kkelley@smcgov.org

Applicant: Dani Lai

Owner: Ying Wang

Location: 521 3rd Avenue, North Fair Oaks (near the intersection of 3rd Avenue and Edison Way).

APN: 060-054-020

Parcel Size: 10,491 sq. ft.

Existing Zoning: R-2/S-5 (Two-family Residential/5,000 sq. ft. minimum lot size, 2,500 sq. ft. per dwelling unit)

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

North Fair Oaks Community Plan Designation: Multi-family Residential (24 - 60 dwelling units/acre)

Parcel Legality: The parcel was developed with a single-family residence constructed in 1925.

Sphere-of-Influence: Redwood City

Existing Land Use: Single-family Residential

Water Service: California Water Service, Bear Gulch

Sewage Disposal: Fair Oaks Sewer Maintenance District

Fire Authority: Menlo Park Fire Protection District

Flood Zone: FEMA Designation: Flood Zone X (Areas of Minimal Flooding), FEMA Panel No. 06081C0302E, effective October 16, 2012.

Environmental Evaluation: The project is categorically exempt, pursuant to the California Environmental Quality Act (CEQA) Guidelines, Section 15315 (Class 15), related to minor division of land (into four or fewer parcels), as the division is in conformance with the General Plan and zoning development standards, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel

within the previous two years, and the parcel does not have an average slope greater than 20 percent.

Setting: The lot is located at 521 3rd Avenue in the unincorporated North Fair Oaks area of San Mateo County. The 10,491-sq. ft. parcel is currently developed with a 1,553-sq.-ft. single-family home built in 1925. The building has been vacant for three years with no tenants living on site. The parcel is surrounded by single-family homes in the R-2 (Multi-family Residential) and R-1 (Single-family Residential) zones across Park Road to the south.

DISCUSSION

A. KEY ISSUES

1. Conformance with the General Plan

The County General Plan designates this area for Medium High Density Residential, which allows for residential development at the density of 8.8-17.4 dwelling units per acre. Based on the allowed density range, 2.2-4.1 units are permitted on the 10,491-sq.-ft. (.24-acre) parcel. Therefore, the proposed four units are consistent with the general plan density. All public services and infrastructure are available to serve the proposed lots.

General Plan Policy 8.30 (*Infilling*) encourages the infilling of urban areas where infrastructure and services are available. The project was reviewed by the applicable water and sanitary districts; both districts stated that there is adequate capacity to provide respective service to the additional units. Additionally, the General Plan encourages increasing urban densities by redeveloping underutilized parcels, such as proposed with this project, as it is more cost-effective than building new communities and their related infrastructure.

2. Conformance with the North Fair Oaks Community Plan

The North Fair Oaks (NFO) Community Plan identifies the parcel with a Multi-family Residential land use designation. The Multi-family Residential designation requires 24-60 dwelling units per acre. While the 0.24-acre parcel would need to supply a minimum of 5.7 units to comply with the NFO Community Plan designation, the project otherwise conforms with General Plan and zoning densities. The NFO Community Plan designation was intended to consolidate the medium-high and high-density General Plan land use designations. Therefore, while the project does not conform with the specified minimum Community Plan density of 24 units per acre, staff finds that the project is in substantial conformance with the intent of the Community Plan's Multi-Family Residential land use designation as the project will result in an increase in the number of entry level housing units

available.

3. Conformance with Zoning Regulations

The subject parcel is zoned R-2/S-5 (Two-family Residential/S-5 Combining District). Only single-family and two-family residential units are allowed in this zoning district. Senate Bill (SB) 330, which took effect January 1, 2020, made many changes to the Permit Streamlining Act and Housing Accountability Act. One of these changes is a prohibition on requiring a rezone if the project is consistent with the general plan. As discussed in Section A.1 above, the project is in compliance with the general plan therefore no rezoning is required. The applicant submitted a development footprint analysis that includes the building envelope of the four townhouse units. The building envelope complies with the R-2/S-5 Zoning Standards as shown in Table 2 below.

The project is exempt from the minimum lot size requirements per Section 9.32.010.2.b of the County Subdivision Regulations which exempts single-family attached residential units from this provision.

Table 2 S-5 Combining District Standards		
	S-5 Development Standards	Proposed
Minimum Site Area	5,000 sq. ft.	10,491 sq. ft. (legal parcel)
Average Width	50 feet	87 feet
Minimum Lot Area Per Dwelling Unit	2,500 sq. ft.	2,622 sq. ft.
Minimum Front Setback	20 ft.	20 ft.
Minimum Rear Setback	20 ft.	20 ft.
Minimum Right Side Setback	5 ft.	24 ft.
Minimum Left Side Setback	5 ft.	5ft.
Maximum Building Height	36 feet/3 stories	28 feet/ 2 stories
Maximum Coverage Permitted	50%	41%

Parking Compliance

The townhome development footprint shows each townhome unit is designed with a two-car garage. Per the San Mateo County Zoning Regulations, Section 8.344.030 (Parking Spaces Required), two spaces are required for each dwelling unit having two or more bedrooms. Each of the townhouses will have three bedrooms, therefore a total of eight parking spaces will be required. The townhome development will provide two covered parking spaces per unit within individual private garages. One guest parking space is required for every five units, but the proposed plan will have an additional guest parking space provided on site. The anticipated townhome development would conform with County parking requirements.

4. Conformance with Subdivision Regulations

The proposed tentative parcel map for the minor subdivision has been reviewed by staff under the provisions of the County Subdivision Regulations which implement the Subdivision Map Act (Section 66410, et seq., of the Government Code of the State of California). The County's Building Inspection Section and Drainage Section, Department of Public Works, and the Menlo Park Fire Protection District, Fair Oaks Sewer Maintenance District, and California Water Service have also reviewed the proposed project and found that, as conditioned, it complies with their respective standards.

A geotechnical report was reviewed and approved by the Planning and Building Department's Geotechnical Section, with a condition that additional analysis would be required during the building permit phase for the residential units. Additionally, a conceptual drainage plan has been reviewed and approved with conditions by the Drainage Section.

To approve this subdivision, the Zoning Hearing Officer must make the following findings as defined in Section 9.20.030.3.b. of the Subdivision Regulations:

Subdivision Findings:

- (1-2) That the proposed map and the design and improvement of the proposed subdivision is consistent with applicable general and specific plans. As discussed in Section A.1, the County General Plan designates this area as Medium High Density Residential, 8.8-17.4 dwelling units per acre. The proposed density, after subdivision, would be 16.6 dwelling units per acre, which is within the allowed General Plan range. The NFO Community Plan designates the parcel as Multi-family Residential, 24 – 60 dwelling units per acre, however, this community plan designation was intended to consolidate the General

Plan land use designations of Medium-High and High Density Residential. Therefore, while the project does not conform with the minimum Community Plan density of 24 units per acre, the project results in an increase in the number of housing units on site and is in substantial conformance with the General Plan and the intent of the NFO Community Plan's Multi-Family Residential land use designation. Additionally, all public services and infrastructure are available to serve the proposed lots.

- (3-4) That the site is physically suitable for the type and proposed density of development. The proposed subdivision is in an established residential neighborhood and complies with zoning and general plan density requirements. The site is therefore physically suitable for the type and the proposed density of development. Utility connections are also available to serve future development.
- (5) That the design of the subdivision or type of improvements is not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat. The design of the subdivision and the proposed improvements would not substantially injure fish or wildlife or their habitat, as the site is not located within 100 feet of any water bodies or sensitive habitat areas. Additionally, planning staff has included conditions of approval in Attachment A to require that the project minimize the transport and discharge of pollutants from the project site into local storm drain systems and water bodies by adhering to the San Mateo Countywide Stormwater Prevention Programs and General Construction and Site Supervision Guidelines throughout the duration of subdivision improvements.
- (6) That the design of the subdivision or type of improvements is not likely to cause serious public health problems. There is no evidence to suggest that the project would create a public health problem or cause substantial environmental damage from the introduction of four housing units in an urban area.
- (7-8) That the design of the subdivision or the type of improvements will not conflict with easements acquired by the public-at-large for access through or use of property within the proposed subdivision. There are no existing access easements on the parcel.
- (9) That the discharge of waste from the proposed subdivision into an existing community sewer system would not result in violation of existing requirements prescribed by a State Regional Water Quality Control Board pursuant to Division 7 (commencing with Section 13000) of the State Water Code. The Fair Oaks Sewer Maintenance District has indicated that sewer capacity is available.

- (10) That, since the land is not subject to a Williamson Act Contract, the finding regarding Williamson Act Contract compliance related to sustaining agricultural use is not applicable.
- (11) That, since the land is not located in a very high fire hazard severity zone or state responsibility area, as defined in Section 51177 of the California Government Code, the project is not subject to the fire safety provisions of Section 9.20.030.3.b.(11) (a-c) of the County Subdivision Regulations.
- (12) That, since the proposed subdivision does not include land designated in the County General Plan as open space and is not located in a state responsibility area or a very high fire hazard severity zone, the finding regarding consistency with open space purposes and the requirement for a recorded restriction prohibiting the development of a habitable, industrial or commercial building or structure is not applicable.
- (13) That pursuant to Section 9.04.060 of the Subdivision Regulations, in carrying out the provisions of the Subdivision Regulations, the County has considered the effect of actions taken pursuant to these regulations on the housing needs of the region and the housing needs of the County as expressed in the Housing Chapter of the County's General Plan and has balanced these needs against the public service needs of residents. The proposed subdivision will support an increase in housing supply in the North Fair Oaks area that is expected to be more affordable as townhome units than individual detached single-family residences.

5. Compliance with In-Lieu Park Fees

Section 9.96.030.3 (Fees In-Lieu of Land Dedication) of the County Subdivision Regulations requires that, as a condition of approval of the tentative map, the subdivider pay an in-lieu fee prior to recordation of the Final Parcel Map. This fee is for acquisition, development or rehabilitation of County parks and recreation facilities, and/or to assist other providers of park and recreation facilities to acquire, develop or rehabilitate facilities that will serve the proposed subdivision. The section further defines the formula for calculating this fee. The fee for this subdivision is \$77,942; however, fees are based on the current land value provided by the County Assessor's Office at the time of payment and are subject to change. A worksheet showing the prescribed calculation is shown in Attachment D.

B. NORTH FAIR OAKS COMMUNITY COUNCIL

The North Fair Oaks Community Council considered this project on March 26, 2026. Several members of the public spoke in opposition of the project and two comment letters in opposition of the project were received by staff. The public in opposition of the project acknowledged that the community needs housing but could not support the condo subdivision due to existing traffic concerns in this area that have not been addressed; other concerns were that of street parking, with community members stating that these townhomes would create an additional burden on their street parking and further decrease parking opportunities for residents. Members of the Council in support of the project stated that they welcome much needed new housing and recognized the developers right to utilize their property, the project met all of the standards for the zoning district, and they did not want to discourage investment in their community by consistently denying projects.

The Community Council voted 5-3 to recommend approval of the minor subdivision to the Zoning Hearing Officer.

C. ENVIRONMENTAL REVIEW

The project is categorically exempt, pursuant to the California Environmental Quality Act (CEQA) Guidelines, Section 15315 (Class 15), related to minor division of land (into four or fewer parcels), as the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous two years, and the parcel does not have an average slope greater than 20 percent.

REVIEWING AGENCIES

Department of Public Works
Building Inspection Section
Geotechnical Section
Drainage Section
Menlo Park Fire Protection District
Fair Oaks Sewer District
California Water Service - Bear Gulch District

ATTACHMENTS

- A. Recommended Findings and Conditions of Approval
- B. Vicinity and Aerial Map
- C. Proposed Tentative Parcel Map
- D. In-Lieu Park Fee Worksheet

County of San Mateo
Planning and Building Department

RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL

Permit or Project File Number: PLN2024-00255

Hearing Date: May 7, 2026

Prepared By: Kanoa Kelley, Project Planner For Adoption By: Zoning Hearing Officer

RECOMMENDED FINDINGS

For the Environmental Review, Find:

1. The project is categorically exempt, pursuant to the California Environmental Quality Act (CEQA) Guidelines, Section 15315 (Class 15), related to minor division of land (into four or fewer parcels), as the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous two years, and the parcel does not have an average slope greater than 20 percent.

For the Minor Subdivision, Find:

2. That the proposed map and the design and improvement of the proposed subdivision is consistent with applicable general and specific plans. As discussed in Section A.1 of the staff report dated May 7, 2026, the County General Plan designates this area as Medium High Density Residential, 8.8-17.4 dwelling units per acre. The proposed density, after subdivision, would be 16.6 dwelling units per acre, which is within the allowed General Plan range. The NFO Community Plan designates the parcel as Multi-family Residential, 24 – 60 dwelling units per acre, however, this community plan designation was intended to consolidate the General Plan land use designations of Medium-High and High Density Residential. Therefore, while the project does not conform with the minimum Community Plan density of 24 units per acre, the project results in an increase in the number of housing units on site and is in substantial conformance with the General Plan and the intent of the NFO Community Plan's Multi-Family Residential land use designation. Additionally, all public services and infrastructure are available to serve the proposed lots.

- 3-4. That the site is physically suitable for the type and proposed density of development. The proposed subdivision is in an established residential neighborhood and complies with zoning and general plan density requirements. The site is therefore physically suitable for the type and the proposed density of development. Utility connections are also available to serve future development.
5. That the design of the subdivision or type of improvements is not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat. The design of the subdivision and the proposed improvements would not substantially injure fish or wildlife or their habitat, as the site is not located within 100 feet of any water bodies or sensitive habitat. Additionally, planning staff has included conditions of approval in to require that the project minimize the transport and discharge of pollutants from the project site into local storm drain systems and water bodies by adhering to the San Mateo Countywide Stormwater Prevention Programs and General Construction and Site Supervision Guidelines throughout the duration of subdivision improvements.
6. That the design of the subdivision or type of improvements is not likely to cause serious public health problems. There is no evidence to suggest that the project would create a public health problem or cause substantial environmental damage from the introduction of four housing units in an urban area.
- 7-8. That the design of the subdivision or the type of improvements will not conflict with easements acquired by the public-at-large for access through or use of property within the proposed subdivision. There are no existing access easements on the parcel.
9. That the discharge of waste from the proposed subdivision into an existing community sewer system would not result in violation of existing requirements prescribed by a State Regional Water Quality Control Board pursuant to Division 7 (commencing with Section 13000) of the State Water Code. The Fair Oaks Sewer Maintenance District has indicated that sewer capacity is available.
10. That, since the land is not subject to a Williamson Act Contract, the finding regarding Williamson Act Contract compliance related to sustaining agricultural use is not applicable.
11. That, since the land is not located in a very high fire hazard severity zone or state responsibility area, as defined in Section 51177 of the California Government Code, the project is not subject to the fire safety provisions of Section 9.20.030.3.b.(11) (a-c) of the County Subdivision Regulations.

- 12. That, since the proposed subdivision does not include land designated in the County General Plan as open space and is not located in a state responsibility area or a very high fire hazard severity zone, the finding regarding consistency with open space purposes and the requirement for a recorded restriction prohibiting the development of a habitable, industrial or commercial building or structure is not applicable

- 13. That pursuant to Section 9.04.060 of the Subdivision Regulations, in carrying out the provisions of the Subdivision Regulations, the County has considered the effect of actions taken pursuant to these regulations on the housing needs of the region and the housing needs of the County as expressed in the Housing Chapter of the County's General Plan and has balanced these needs against the public service needs of residents. The proposed subdivision will support an increase in housing supply in the North Fair Oaks area that is expected to be more affordable as townhome units than individual detached single-family residences.

CONDITIONS OF APPROVAL

Current Planning Section

- 1. This approval applies to the proposal, documents and plans described in this report and approved by the Zoning Hearing Officer on May 7, 2026. Minor modifications to the project may be approved by the Director of Planning and Building if they are consistent with the intent of, and in substantial conformance with, this approval.

- 2. This subdivision approval is valid for two years, during which time a parcel map shall be recorded. An extension to the time period, pursuant to Section 9.20.030.5 of the County Subdivision Regulations, may be issued by the Planning Division upon written request and payment of any applicable extension fees prior to the expiration date.

- 3. Prior to the recordation of the parcel map, the applicant shall submit a draft of the development's Homeowners Association (HOA) membership agreement with bylaws and Covenants, Conditions and Restrictions (CC&R's) for review and approval by the Director of Planning and Building.

- 4. Prior to recordation of the parcel map, the applicant shall pay to the San Mateo County Planning and Building Department in-lieu park fees as required by County Subdivision Regulations Section 9.96.030.3. The fees shall be based upon the assessed value of the project parcel at the time of payment and calculated as shown on the worksheet included as Attachment D of the staff report dated May 7, 2026.

5. Prior to the issuance of a building permit for any demolition or future construction, the applicant shall provide an erosion and sediment control plan, which demonstrates how erosion and sediment transport offsite will be minimized during demolition and construction periods. The approved plan shall be implemented prior to issuance of demolition or construction permits and shall be maintained throughout the duration of permitted activities.
6. During any demolition or future project construction, the applicant is responsible for ensuring that all contractors minimize the transport and discharge of pollutants from the project site into water bodies by adhering to the San Mateo Countywide Stormwater Pollution Prevention Program “General Construction and Site Supervision Guidelines” below:
 - a. Stabilizing all denuded areas and maintaining erosion control measures continuously between October 1 and April 30.
 - b. Removing spoils promptly and avoiding stockpiling of fill materials, when rain is forecast. If rain threatens, stockpiled spoils and other materials shall be covered with a tarp or other waterproof material.
 - c. Storing, handling, and disposing of construction materials and wastes so as to avoid their entry to the storm drain system or water body.
 - d. Avoiding cleaning, fueling or maintaining vehicles on-site, except in an area designated to contain and treat runoff.
 - e. Limiting and timing applications of pesticides and fertilizer to avoid polluting runoff.
7. The applicant shall provide for the extension of water, gas, electric, cable and television lines to service the new lots. All new electrical lines for the proposed subdivision shall be installed from the nearest existing utility pole. The extension of water, gas and electrical lines will require the issuance of a building permit.
8. Noise sources associated with demolition, construction, repair, remodeling, or grading of any real property shall be limited to the hours from 7:00 a.m. to 6:00 p.m., weekdays and 9:00 a.m. to 5:00 p.m., Saturdays. Said activities are prohibited on Sundays, Thanksgiving, and Christmas (San Mateo County Ordinance Code Section 4.88.360).
9. Prior to issuance of a demolition or construction permit, a tree protection plan shall be submitted for review and approval in accordance with Section 8.400.170 of the County’s Protected Tree Ordinance. Additionally, a tree pre-site inspection shall be passed prior to the issuance of a demolition or construction permit to ensure approved tree protection measures, including those recommended by a certified arborist as required by the relevant provisions of the County’s Protected Tree

Ordinance, have been satisfactorily implemented.

10. Prior to the issuance of a building permit, the applicant shall pay all applicable Affordable Housing Impact Fees, pursuant to San Mateo County Ordinance No. 4758. The impact fees for Townhomes and Condominiums of four or fewer units is assessed at \$5.00 per sq. ft. for the first 2,500 sq. ft. and then \$12.50 per each sq. ft. over 2,500 square feet.

Drainage Section

11. The project shall comply with County drainage policy to prevent stormwater from development from flowing across property lines. For projects that trigger size and/or slope thresholds, prior to the issuance of the building permit for new residential development, the applicant shall have prepared, by a registered civil engineer, a drainage analysis of the proposed project and submit it to the Planning and Building Department for review and approval. The drainage analysis shall consist of a written narrative and a plan. The flow of the stormwater onto, over, and off of the property shall be detailed on the plan and shall include adjacent lands as appropriate to clearly depict the pattern of flow. The analysis shall detail the measures necessary to certify adequate drainage. Post-development flows and velocities shall not exceed those that existed in the pre-developed state. Recommended measures shall be designed and included in the improvement plans and submitted to the Department of Public Works and Planning and Building Department for review and approval.
12. A final C.3 and C.6 Development Review Checklist, drainage analysis/drainage report, and drainage plan prepared by a registered Civil Engineer shall be provided at the time of building permit submittal.
13. Projects that install 3,000 sq. ft. or more of pervious pavement shall have and record an Operation and Maintenance Agreement (O&M Agreement). Prior to the final of the building permit for the project, the property owner shall coordinate with the Project Planner to enter into an Operation and Maintenance Agreement (O&M Agreement) with the County (executed by the Director of Planning and Building) to ensure long-term maintenance and servicing by the property owner of stormwater site design and treatment control and HM measures according to the approved Maintenance Plan(s), for the life of the project. The O&M Agreement shall provide County access to the property for inspection. The Maintenance Agreement(s) shall be recorded for the property and/or made part of the CC&Rs.
14. The project shall comply with all requirements of the Municipal Regional Stormwater NPDES Permit Provision C.3. Please refer to the San Mateo Countywide Water Pollution Prevention Program's (SMCWPPP) C.3 Regulated Projects Guide for assistance in implementing LID measures at the site.
15. Redevelopment projects that replace or alter more than 50 % of the existing on-

site impervious surface are required to treat and collect stormwater runoff from the entire site consisting of all existing, new, and/or replaced impervious surfaces (as well as any frontage area that is redeveloped). Treatment controls shall be designed and sized to treat runoff from the entire redevelopment project (including all existing, new, and/or replaced impervious areas) using flow or volume-based sizing criteria specified in Provision C.3.d of the Municipal Regional Stormwater Permit.

16. Redevelopment projects that replace or alter less than 50 % of the existing on-site impervious surface are required to treat and collect stormwater runoff from the new and replaced impervious surfaces (as well as any frontage area that is redeveloped).
17. No treatment measures (other than properly sealed and screened cisterns or rain barrels) shall have standing water more than five days for vector control. Property owner shall be responsible for conducting all servicing and maintenance as described and required by the treatment measure(s) Maintenance Plan(s). Maintenance of all site design and treatment control measures shall be the owner's responsibility.
18. The property owner is responsible for submitting an Annual Report accompanied by a review fee to the County by December 31 of each year, as required by the O&M Agreement. The property owner is also responsible for the payment of an inspection fee for County inspections of the stormwater facility, conducted as required by the NPDES Municipal Regional Permit.
19. Approved Maintenance Plan(s) shall be kept on-site and made readily available to maintenance crews. Maintenance Plan(s) shall be strictly adhered to.
20. Site access shall be granted to representatives of the County, the San Mateo County Mosquito and Vector Control District, and the Water Board, at any time, for the sole purpose of performing operation and maintenance inspections of the installed stormwater treatment systems and runoff controls. A statement to that effect shall be made a part of the Maintenance Agreement and/or CC&Rs recorded for the property.
21. The property owner shall be required to pay for all County inspections of installed stormwater treatment systems as required by the Regional Water Quality Control Board or the County.
22. Design of stormwater treatment measures shall be consistent with technical guidance for the applicable type of stormwater measures provided in Chapter 6 of the C.3 Regulated Projects Guide.

23. The Final Drainage Report shall have information and provide calculations showing that the drainage/stormwater facilities meet the County's Peak Flow and Volume Requirement.
24. Per the State Water Board Municipal Regional Permit (MRP), if the project creates and/or replaces 5,000 sq. ft. or more of impervious surface, then the project will be classified as a C3 Regulated Project and would be subject to C3 Regulations. If during the building permit phase, the project creates and/or replaces 5,000 sq. ft. or more of impervious surface, then project will be subject to the C.3 Requirements under the State Water Board Municipal Regional Permit (MRP).
25. The applicant shall reference the SMCWPPP - San Mateo County Wide C.3 Regulated Projects Guide for requirements and Site Design Measures as well as the San Mateo County Drainage Manual.

Geotechnical Section

26. Prior to building permit submittal, the project geotechnical engineer shall submit a design level report with any site or project updates if needed as well as a project specific plan review letter of all relevant project plans and calculations.

Department of Public Works

27. Prior to the issuance of the building permit, the applicant shall submit a driveway "Plan and Profile," to the Department of Public Works, showing the driveway access to the parcel (garage slab) complying with County Standards for driveway slopes (not to exceed 20 %) and to County Standards for driveways (at the property line) being the same elevation as the center of the access roadway. When appropriate, as determined by the Department of Public Works, this plan and profile shall be prepared from elevations and alignment shown on the roadway improvement plans. The driveway plan shall also include and show specific provisions and details for both the existing and the proposed drainage patterns and drainage facilities.
28. 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. The applicant shall contact a Department of Public Works Inspector 48 hours prior to commencing work in the right-of-way.
29. Prior to the issuance of the building permit, the applicant will be required to provide payment of "roadway mitigation fees" based on the square footage (assessable space) of the proposed building per Ordinance No.3277.

30. The applicant shall submit a Parcel Map to the Department of Public Works County Surveyor for review, to satisfy the State of California Subdivision Map Act. The parcel map will be recorded only after all Inter-Department conditions have been met.
31. The applicant shall submit written certification from the appropriate utilities to the Department of Public Works and the Planning and Building Department stating that they will provide utility (e.g., sewer, water, energy, communication, etc.) services to the proposed lots of this subdivision.
32. Proposed pervious concrete sidewalk will require an operation and maintenance agreement.
33. The applicant shall provide (1) a maintenance plan, (2) Inspection and Maintenance Checklist during building permit phase. Address driveway detail comment during building permit phase.
34. Provide details for pervious concrete driveway. It shall be a commercial type driveway per detail, D-2A.

Building Inspection Section

35. Prior to recordation of the parcel map, the applicant shall apply for and have finalized a demolition permit to demolish the structures and buildings on the property. No demolition activity may occur until a valid permit is issued.

Menlo Park Fire Protection District (MPFD)

36. 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.
37. An All Emergency Vehicle Access (EVA) Driveway shall be “Publicly Recorded with the County of San Mateo Assessor’s Office”.
38. Fire apparatus driveways, 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 2022, Appendix D.
39. 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 shall comply with MPFD’s standard for “Designation and Marking of Fire Lane”; no parking fire lane striping shall include area fronting each residential unit’s garage. Since there is only a single point of access to the complex, “Entrance Sign B” is to be used at

the point of access to the complex. Provide a complete no parking-fire lane striping plan with no parking signage in accordance to MPFD standard on subsequent submittal:

- a. Driveway width for the project shall be illustrated at 20 feet width from 3rd Avenue to the end of driveway with required curb striping with no parking signage as per MPFD Standard.

To be addressed at the time of building permit review – Illustrate a driveway at 20-foot width with 13.5-foot of head clearance from 3rd Avenue to end of driveway. Provide a complete no parking-fire lane striping plan with no parking signage in accordance to MPFD standard on subsequent submittal. Additionally, provide HOA language that stipulates maintenance of no parking striping and no parking signage for the site.

40. The proposed new building shall meet “Access Point” requirements as outlined in “MPFD Guideline Water Supplies, Fire Hydrants”, and is listed as the following:
 - a. “Access Point – An approved access is required for all new buildings and shall reach to a point (Access Point) within 150 feet of all exterior areas of each building. See also the 2022 CFC, Appendix C, OCCUPANCY TYPE: The purpose for which a building or part thereof is used or intended to be used.”
41. 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:
 - 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 2022.

Water Supply:

42. The applicant shall provide fire flow information from the water purveyor for the public fire hydrant located at 3rd Avenue and Edison Way. This shall be provided at the time of building permit review.
43. A Public hydrant is located at 3rd Avenue and Edison Way which meets CFC requirements for water supply access. All hydrants shall comply to the following:
 - a. Private Underground Fire Service Main is required for supplying the fire suppression system serving this R2 Occupancy and is to be designed and installed in accordance to NFPA 24 Construction Standard (2019 edition), and “MPFD Standard and Guideline for Underground Piping” and “MPFD Standard and Guideline for Water Supply, Fire Hydrants”.

- b. The fire hydrant located at the corner of 3rd Avenue and Edison Way shall be wet barrel standard steamer type with 2-4 ½-inch (114.3 mm) and 2-2 ½-inch (63.5 mm) outlets. Menlo Park Fire Protection District CFC Sec. 507.5.1 Appendix C. This shall be addressed at the time of building permit review.
44. Fire hydrants and fire appliances (fire department connections and post indicator valves) shall be clearly accessible and free from obstruction.

Fire Protection System Requirements:

45. For multi-family buildings assigned with an Occupancy Classification of R2 Occupancy Grouping, the following shall be required:
- a. The Fire Sprinkler System shall be designed and installed in accordance to NFPA 13 Construction Standard (2022 edition) and “MPFD Standard and Guideline for Installation of Commercial Fire Sprinkler System”.
 - b. The Fire Alarm System required for each multi-family building shall be designed and installed in accordance to NFPA 72 Construction Standard (2022 edition) and “MPFD Standard and Guideline for Installation of Fire Alarm and Detection System”.
 - c. Any Private Underground Fire Service Main serving a fire suppression system serving R2 Occupancies shall be designed and installed in accordance to NFPA 24 Construction Standard (2019 edition), “MPFD Standard and Guideline for Underground Piping”, and “MPFD Standard and Guideline for Water Supply, Fire Hydrants”.
46. At the time of building permit, provide HOA language for the project site that outlines the required “Testing and Maintenance for all Water-Based Fire Protection Systems” as per California NFPA 25, 2013 CA edition, and Fire Alarm System Inspection, Testing and Maintenance requirements to comply with CFC Section 907.8 and NFPA 72, 2022 edition. Meet with MPFD to review HOA language for required fire protection systems.
47. Deferred Submittal’s shall include the following: (Note on Plans)
- (1) Fire Suppression System, NFPA 13 (2022 edition)
 - (2) Private Underground Fire Service Main, NFPA 24 (2019 edition)
 - (3) Fire Alarm System, NFPA 72 (2022 edition)

Fair Oaks Sewer Maintenance District

48. The tentative parcel map indicates that a condominium subdivision for four condo units is proposed. The Sewer District records indicate that the property has one existing sewer connection. The Sewer District will allow the proposed additional three (3) 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. The fees for new sewer connections will be calculated based on the plans submitted prior to final approval of the building plans.
49. The Sewer District will allow the proposed connection providing that all associated fees are paid. The Sewer District may require payment of additional sewer connection fees and sewage treatment capacity fees.
50. 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. The County Sanitary Sewer and Streetlight Requirements Checklist can be found on our website at <http://publicworks.smcgov.org/sewer-services> . All appropriate information and notes shall be included on the plans.
51. A 6-inch minimum Sewer District standard cleanout is required at the property or easement line. The size, material, rim and invert elevation of the cleanout must be shown on the plans.
52. The sewer lateral between the property line cleanout and the sewer main shall be 6-inch minimum.
53. A Sewer Inspection Permit (SIP) must be obtained to cap the existing sewer lateral prior to demolition of the existing building. A SIP may be obtained from the Sewer District office at 555 County Center, 5th Floor, Redwood City.
54. The applicant shall pay a plan review fee in the amount of \$300. Payment shall be made to the County of San Mateo.




COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT B



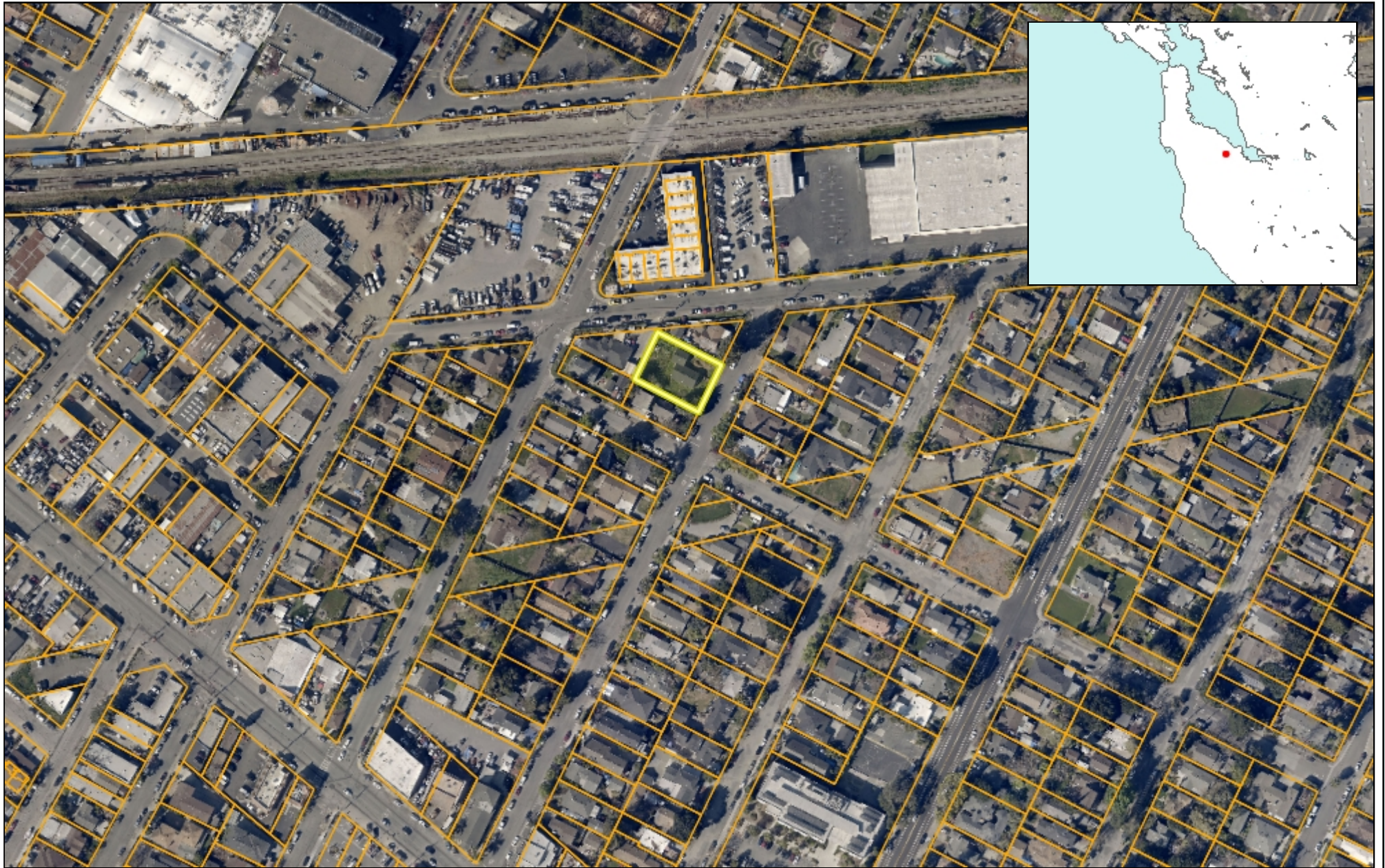
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WGS_1984_Web_Mercator_Auxiliary_Sphere
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1:1,128 


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



0.11 0 0.05 0.11 Miles

WGS_1984_Web_Mercator_Auxiliary_Sphere
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1:3,339 

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.

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COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT C

A.P.N. 080-054-040
LANDS OF WESTRICH & CHANG

CONCRETE DRIVEWAY

A.P.N. 080-054-050
LANDS OF ESPINO & LANDA

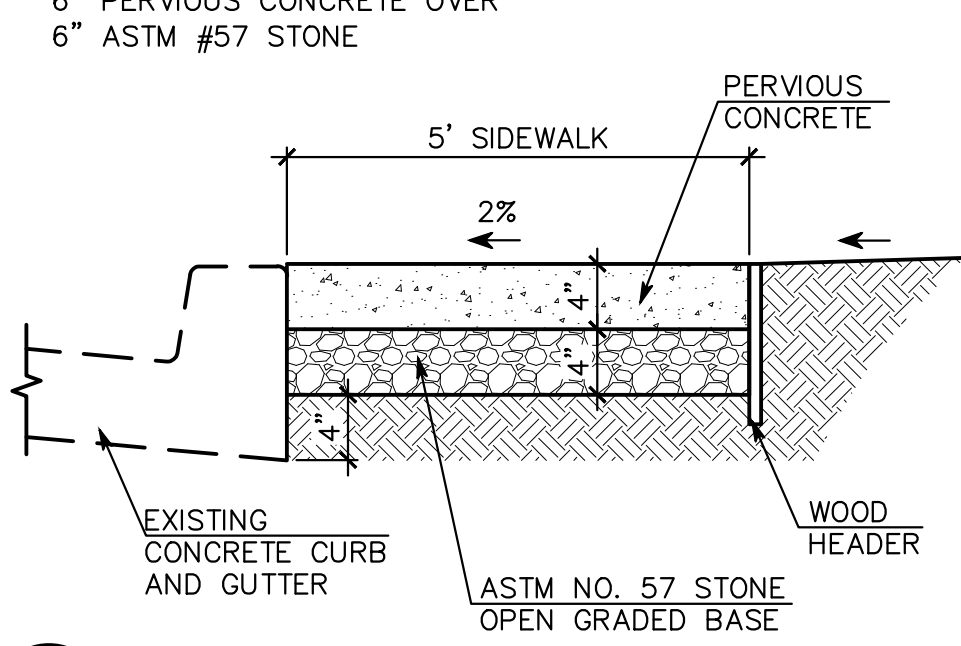
CONCRETE DRIVEWAY

EDISON WAY
(60' - R/W)

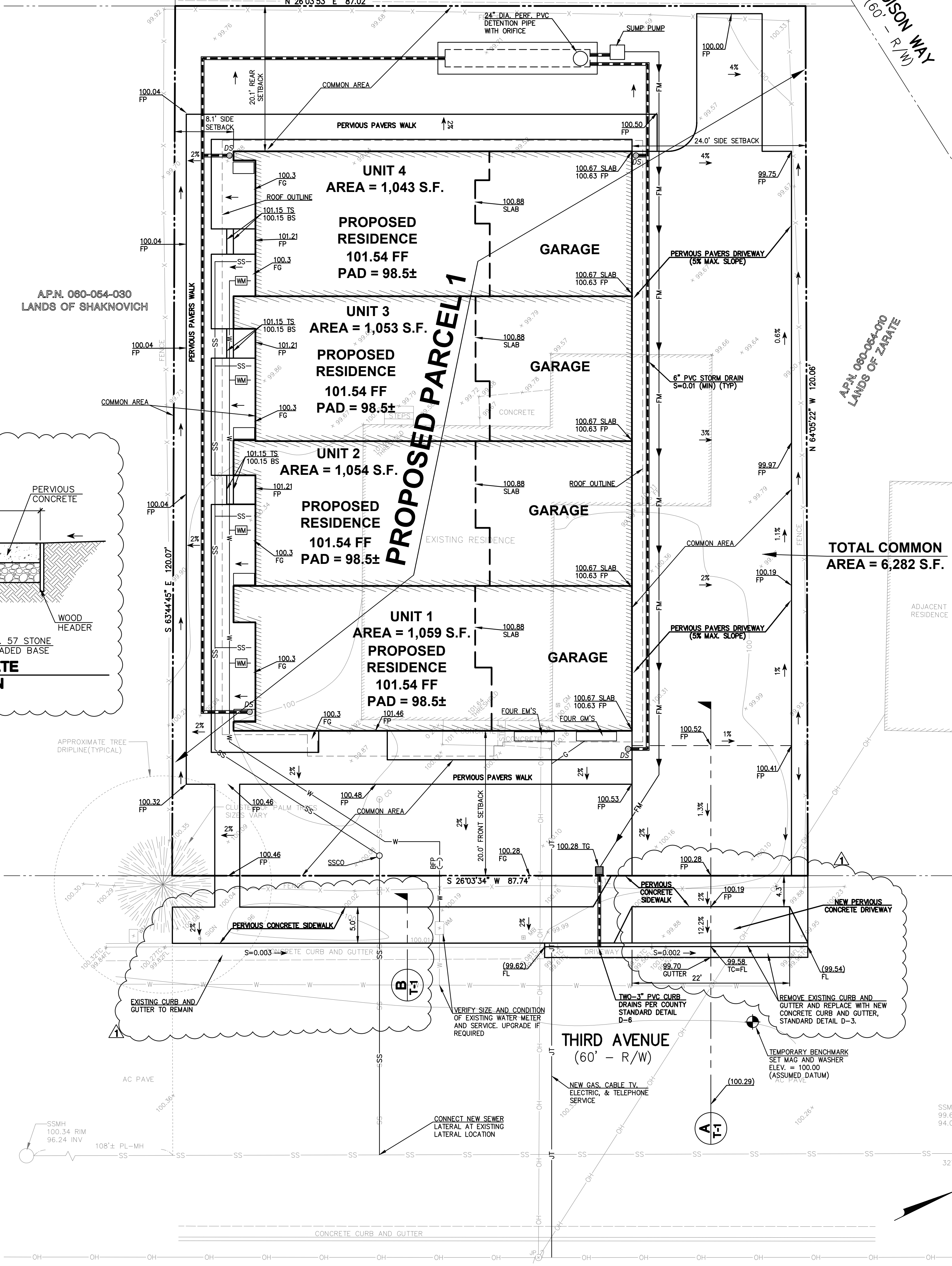
A.P.N. 080-054-030
LANDS OF SHAKNOVICH

A.P.N. 080-054-010
LANDS OF ZARATE

NOTE: FOR DRIVEWAY AREA INSTALL
6" PERVIOUS CONCRETE OVER
6" ASTM #57 STONE



B PERVIOUS CONCRETE
SIDEWALK SECTION
SCALE: NOT TO SCALE



TOTAL COMMON
AREA = 6,282 S.F.

OWNER / SUBDIVIDER:

YING WANG
WRD GREEN INC.
258 ALAMEDA DE LAS PULGAS
REDWOOD CITY, CA 94062

CIVIL ENGINEER / LAND SURVEYOR:

DAN MacLEOD
MacLEOD & ASSOCIATES, INC.
965 CENTER STREET
SAN CARLOS, CA 94070
TEL: (650) 593-8580

EXISTING LAND USE:

TWO-FAMILY RESIDENTIAL

PROPOSED LAND USE:

MULTIPLE-FAMILY RESIDENTIAL

EXISTING ZONING:

R-2/S-5

FLOOD ZONE:

ZONE "X"

ASSESSOR'S PARCEL NUMBER:

060-054-020

LOT AREA:

= 10,491 S.F. ±
= 0.251 ACRES. ±

MINIMUM SETBACKS:

FRONT SETBACK: 20'
REAR SETBACK: 20'
SIDE SETBACK: 5'

UTILITY SERVICES:

GAS & ELECTRICITY: PACIFIC GAS & ELECTRIC COMPANY
SANITARY SEWER: FAIR OAKS SEWER DISTRICT
WATER: CALIFORNIA WATER SERVICE - BEAR GULCH
TELEPHONE: AT & T
FIRE PROTECTION: MENLO PARK FIRE PROTECTION DISTRICT

UTILITY NOTE:

THE UTILITIES EXISTING ON THE SURFACE AND SHOWN ON THIS DRAWING HAVE BEEN LOCATED BY FIELD SURVEY. ALL UNDERGROUND UTILITIES SHOWN ON THIS DRAWING ARE FROM RECORDS OF THE VARIOUS UTILITY COMPANIES AND THE SURVEYOR/ENGINEER DOES NOT ASSUME RESPONSIBILITY FOR THEIR COMPLETENESS, INDICATED LOCATION, OR SIZE. RECORD UTILITY LOCATION SHOULD BE CONFIRMED BY EXPOSING THE UTILITY.

GENERAL NOTES:

- EXISTING CONTOUR INFORMATION IS BASED UPON A FIELD SURVEY PERFORMED BY MACLEOD & ASSOCIATES IN MAY OF 2024.
- ALL EXISTING BUILDINGS AND DRIVEWAYS WILL BE REMOVED.
- SEE ARCHITECTURAL PLANS PREPARED BY FAHED HABAYEB, PLANNING & DESIGN, FOR THE DIMENSIONS OF ALL CONDOMINIUM UNITS.

LEGEND

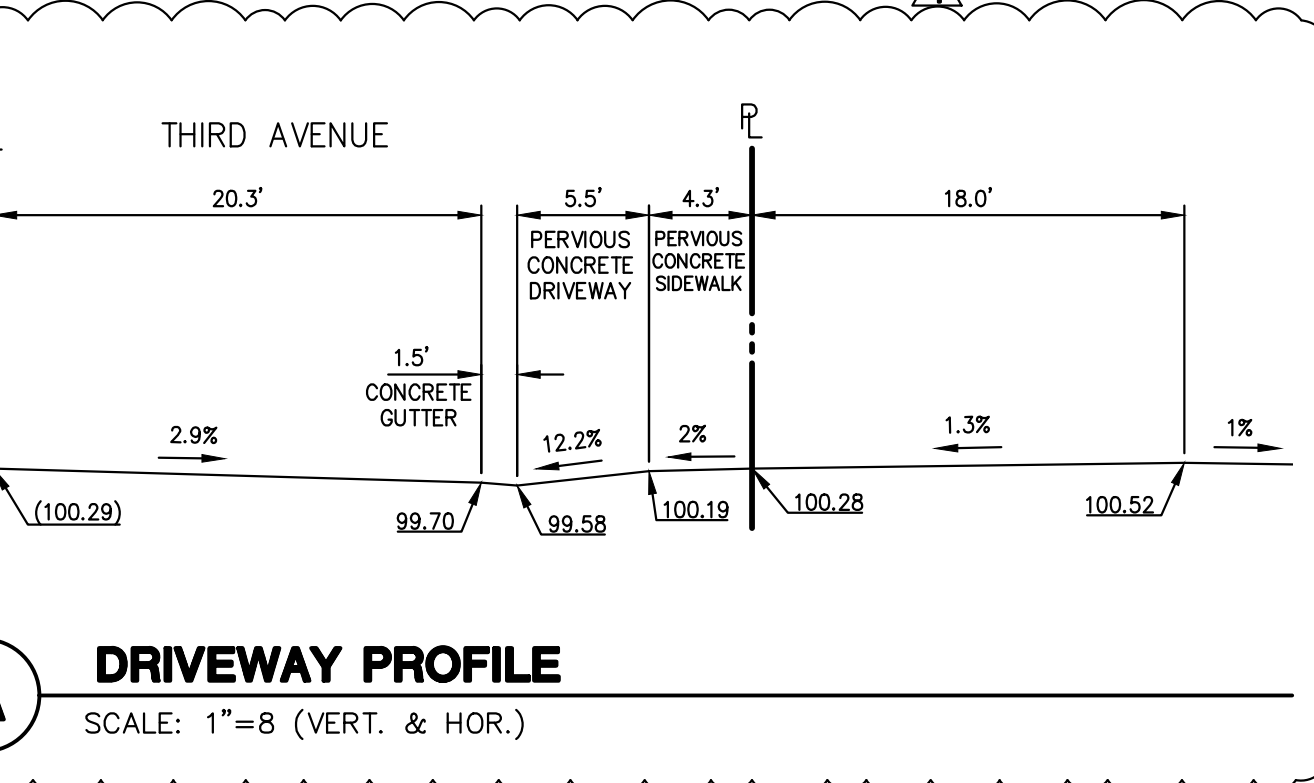
---	PROPERTY LINE
AC PAVE	ASPHALT CONCRETE PAVEMENT
BFP	BACK FLOW PREVENTER
BS	BOTTOM OF STEP
CO	CLEANOUT
EM	ELECTRIC METER
EP	EDGE OF PAVEMENT
FF	FINISH GRADE
FG	FINISH FLOOR
FL	FLOWLINE
FP	FINISH PAVE
GS FF	GARAGE SLAB FINISH FLOOR
GM	GAS METER
INV	INVERT
JP	JOINT UTILITY POLE
MB	MAILBOX
PL	PROPERTY LINE
SSCO	SANITARY SEWER CLEANOUT
SSMH	SANITARY SEWER MANHOLE
TC	TOP OF CURB
TG	TOP OF GRATE
TS	TOP OF STORY
WM	WATER METER
X-X	FENCE
G	GAS LINE
JT	JOINT TRENCH LINE
OH	OVERHEAD UTILITY LINE
SS	SANITARY SEWER LINE
W	WATER LINE
---	NEW STORM DRAIN LINE
---	NEW STORM DRAIN INLET
FM	FORCE MAIN

GRADING QUANTITIES:

	CUT	FILL
BUILDING PADS	105	5
YARD GRADING	--	15
DRIVEWAY	70	--
WALK	20	--
DETENTION PIPE	20	5
TOTAL	215	25

TOTAL EARTHWORK = 215 + 25 = 240 C.Y. ±
EXPORT = 215 - 25 = 190 C.Y. ±

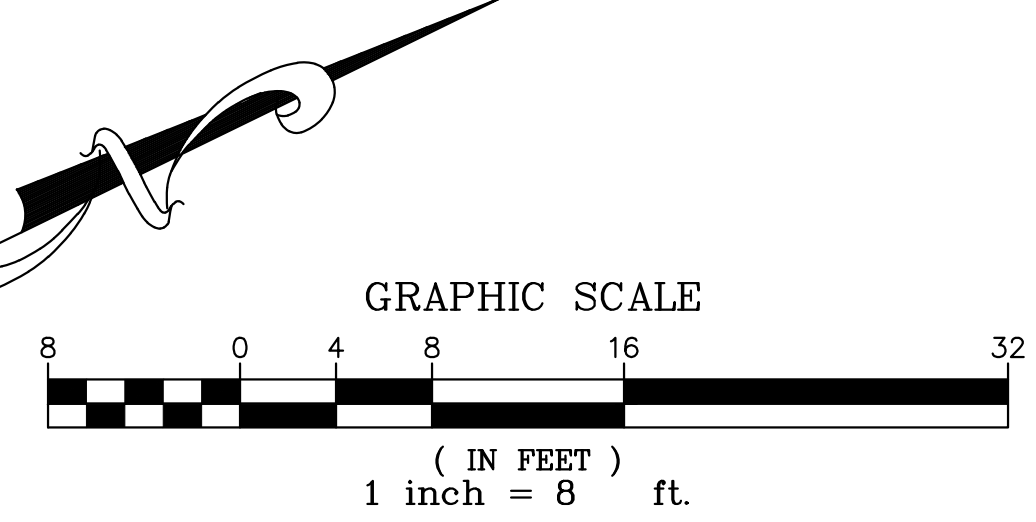
NOTE:
EARTHWORK QUANTITIES SHOWN ON THIS PLAN ARE FOR INFORMATION ONLY. CONTRACTORS ARE TO PERFORM THEIR OWN QUANTITY TAKE OFFS.



A DRIVEWAY PROFILE
SCALE: 1"=8' (VERT. & HOR.)



VICINITY MAP
NOT TO SCALE



REV.	DATE	DESCRIPTION
1	09/03/24	ADD BUILDING SETBACKS
2	03/12/26	ADD UNIT AREA'S AND COMMON AREA TOTAL
3	09/16/25	PER COUNTY COMMENTS

MACLEOD AND ASSOCIATES
CIVIL ENGINEERING • LAND SURVEYING
965 CENTER STREET • SAN CARLOS, CA 94070 • (650) 593-8580

PREPARED FOR:
WRD GREEN, INC.

VESTING TENTATIVE PARCEL MAP
WITH PRELIMINARY GRADING & DRAINAGE
FOR CONDOMINIUM PURPOSES
(4 RESIDENTIAL UNITS)
521 THIRD AVENUE
UNINCORPORATED SAN MATEO COUNTY CALIFORNIA

DRAWN BY:	DJK
DESIGNED BY:	DJK
CHECKED BY:	DGM
SCALE:	1"=8'
DATE:	09/03/24
DRAWING NO.	5646-TM
SHEET	1 OF 1

T-1



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT D

