

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

DATE: June 4, 2026

TO: Zoning Hearing Officer

FROM: Planning Staff

SUBJECT: Consideration of a Minor Subdivision, pursuant to Chapter 9.20.030 of the County Subdivision Regulations, to subdivide a 20,831-sq. ft. parcel into two parcels (Lot 1: 10,468 sq. ft. and Lot 2: 10,363 sq. ft.) located at 1901 Terry Lane in the unincorporated Sequoia Tract area of San Mateo County.

County File Number: PLN2025-00283 (Ravella)

PROPOSAL

The applicant proposes to subdivide a 20,831-sq. ft. parcel into two parcels, resulting in a 10,468-sq. ft. parcel (Lot 1) and a 10,363-sq. ft. parcel (Lot 2). The existing parcel is developed with a single-family home that is proposed to be demolished and developed with a new single-family home and attached accessory dwelling unit (ADU) on each lot. Lot 2 will be served by a private easement across Lot 1 resulting in a net lot size of 8,624 sq. ft. for Lot 1. Grading amounts, excluding within building footprint, will total 190 cubic yards for Lot 1 and 140 cubic yards for Lot 2. No protected trees are proposed for removal.

RECOMMENDATION

That the Zoning Hearing Officer approve the Minor Subdivision, County File Number PLN2025-00283, by making the required findings and adopting the conditions of approval identified in Attachment A.

BACKGROUND

Report Prepared By: Robby Miller, Project Planner

Applicant: Joe Ravella – 1901 Terry Lane LLC

Owner: 1901 Terry Lane LLC

Public Notification: Ten-calendar day advanced notification for the hearing was mailed to property owners within 300 feet of the project parcel and a notice for the hearing posted in a newspaper (San Mateo County Times) of general public circulation.

Location: 1901 Terry Lane, Sequoia Tract (Unincorporated San Mateo County)

APN: 069-280-450

Existing Parcel Size: 20,831 sq. ft.

Existing Zoning: R-1/S-74 (One-Family Residential District/5,000 sq. ft. minimum lot size)

General Plan Designation: Medium Density Residential

Sphere-of-Influence: Redwood City

Existing Land Use: Single-Family Residence

Water Supply: California Water Service – Bear Gulch

Sewage Disposal: Fair Oaks Sewer Maintenance District

Flood Zone: FEMA Flood Zone X – Area of Minimal Flood Hazard. Zone X is defined as areas of moderate flood hazard, usually in the area between the limits of the 100-year and 500-year floods. FIRM Panel 06081C0303E. Effective date October 16, 2012.

Environmental Evaluation: This project is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15315, Class 15, for minor land divisions resulting in four or fewer parcels.

Setting: The subject property is located off Terry Lane, a private road, approximately 131 feet from Barton Street within the Sequoia Tract unincorporated area of Redwood City. The subject parcel is relatively flat with topography ranging from approximately 104 feet at its lowest point to 107 feet at its highest point. An existing single-family residence is located in the middle of the parcel and serviced by an asphalt concrete pavement driveway. The subject parcel contains seven trees which include two Protected Indigenous Coast redwoods. The surrounding parcels are all developed with single-family residential development.

Chronology:

<u>Date</u>	<u>Action</u>
August 25, 2025	- Minor Subdivision application, PLN2025-00283, submitted to Current Planning Section
March 18, 2026	- Project deemed complete
June 4, 2026	- Zoning Hearing Officer Meeting

DISCUSSION

A. KEY ISSUES

1. Compliance with the General Plan

Staff has reviewed the project and found it to be consistent with the policies of the General Plan. The relevant policies are discussed below:

a. Urban Land Use Policies

Policy 8.10 (*Designation of Existing Urban Neighborhoods*) designates certain neighborhoods, including Sequoia Tract, as existing urban neighborhoods. The County General Plan designates the subject property as Medium Density Residential (6.1-8.7 dwelling units/acre). The proposed land division will result in a density of 4.18 dwelling units per acre. While this density is below the minimum established for this neighborhood, it is compatible with the surrounding residential density consistent with Policies 8.14 (*Land Use Compatibility*) and 8.35 (*Uses*), respectively. Moreover, while the proposed subdivision will result in a lesser density than the General Plan allows, this will not impact the County's Regional Housing Needs Allocation (RHNA) numbers. The subject parcel is currently developed with a house and was not identified as a "Potential Development Parcel" in the County's recently certified Housing Element.

Policy 8.30 (*Infilling*) encourages the infilling of urban areas where infrastructure and services are available. The subject property has existing public road access and available water, sewer, and fire protection services. A will-serve letter for water service for Lot 2 has been obtained by the applicant. The subdivision allows for more units to be built than what is currently allowed. Thus, the project is consistent with this policy.

b. Housing Element

Policy HE 18 calls for promoting housing on small or irregular lots in existing urban areas with adequate infrastructure. The project is within an urban area and proposes to create two new residential parcels and maintain the current zoning designation, which is consistent with the surrounding residential land uses. The subdivision will result in two parcels, with a single-family home and ADU proposed for future development on each parcel, which is consistent with the community housing goal to encourage density and promote the creation of new housing within existing residential areas. The proposed subdivision and will-serve letter from California Water Service Company Bear

Gulch District demonstrates adequate infrastructure to support the proposed land division.

2. Compliance with Zoning Regulations

The subject parcel is zoned R-1/S-74 (One-Family Residential District/5,000-sq. ft. minimum lot size). The two parcels resulting from this subdivision will be compliant with the minimum parcel size and parcel width requirement of the S-74 Combining District and will be of sufficient size and shape to meet the required development standards as illustrated in Table 1:

Table 1 S-74 Combining District Standards				
	Minimum Lot Size Required	Proposed Net Lot Size	Minimum Lot Width Required	Proposed Average Lot Width
Lot 1	5,000 sq. ft.	8,624 sq. ft.	50 feet	89.9 feet
Lot 2	5,000 sq. ft.	10,363 sq. ft.	50 feet	87.5 feet
Source: S-74 Combining District Development Standards, Zoning Regulations Chapter 8.174				

The applicant submitted a Tentative Parcel Map that includes building envelopes (shown in Attachment C), compliant with R-1/S-74 zoning standards. Future development of single-family residences on the two proposed parcels will comply with the R-1/S-74 Zoning District standards.

3. Compliance with the Subdivision Regulations

Staff has reviewed the proposed tentative parcel map 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). An analysis of the proposed subdivision’s compliance with the Subdivision Regulations is detailed below:

a. Required Findings for Subdivision Approval

Pursuant to Chapter 9.20.030.3b of the County Subdivision Ordinance, the following findings must be made in order to approve the proposed tentative parcel map:

- (1) **That the proposed map is consistent with applicable general and specific plans.**

The project is consistent with the County’s General Plan as described in Section A.1 of this report. It will result in development that conforms to the Land Use Element’s density

limits and will implement General Plan Policies 8.10, 8.14, 8.30, and 8.35, and Policy HE 18.

- (2) **That the design or improvement of the proposed subdivision is consistent with applicable general and specific plans.**

The tentative parcel map demonstrates compliance with building site width and area, density, building setbacks, site coverage and floor area, and onsite parking requirements of the S-74 combining district.

Section 9.32.010(2) of the County Subdivision Regulations specify subdivision design requirements. The tentative parcel map proposes a suitable design for a one-family residential (R-1) lot, conforms with minimum frontage, parcel side property line alignment standards, and access. The 20-foot access easement through Lot 1 provides adequate routine and emergency access to each lot and provides Lot 2 with the required 20-foot street frontage.

- (3) **That the site is physically suitable for the type of development.**

This site is physically suitable for residential development. The tentative parcel map illustrates building envelopes compliant with minimum building setbacks, maximum building site coverage and floor area, and minimum onsite parking requirements of the S-74 combining district. The lot is relatively flat and has no natural features prohibiting development other than trees. No Protected trees are being removed as part of this approval. Access for both lots will come directly from Terry Lane. Further, the County's Building Inspection Section, Department of Public Works, and Menlo Park Fire Protection District have reviewed the proposed project and found that, as conditioned, it complies with their respective standards.

- (4) **That the site is physically suitable for the proposed density of development.**

This site is physically suited for the proposed density of two single-family residential parcels. The parcels meet the requirements of the zoning regulations and will allow conforming single-family dwellings to be built. The proposed density does not exceed the range required by the General Plan designation. There are existing sewer, water, gas, electric, cable, and

television lines that serve the existing development on the parent parcel. Water is provided by the California Water Service Company and sewer services by the Fair Oaks Sewer Maintenance District.

- (5) **That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.**

The project site is located within a previously-developed urban area. There is one mapped or identified sensitive plant species, San Mateo thorn-mint, located within the vicinity of the project site. Based on photographs of the project site within the arborist report submitted with the application, there is no indication that the plant species exists on the lot. Therefore, the design of the subdivision or future improvements would not substantially injure fish or wildlife or their habitat.

- (6) **That the design of the subdivision or type of improvements is not likely to cause serious public health problems.**

The proposed subdivision is not likely to cause serious public health problems as it is served by public water and sewer systems that have adequate capacity to serve this project. Review of the project by applicable agencies yielded no objections. There are no hazardous or noxious uses proposed.

- (7) **That the design of the subdivision or the type of improvements will not conflict with easement acquired by the public at large for access through or use of property within the proposed subdivision.**

There is an existing 10-foot public utility easement along the eastern lot line. The map does not propose any improvements within the easement so this finding can be made in the affirmative.

- (8) **In this connection, the Advisory Agency may approve a map if it is found that alternate easements, for access or for use, are otherwise available within a reasonable distance from the subdivision, will be provided, and are substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by judgement of a court of competent jurisdiction and no authority is hereby granted to**

the Advisory Agency to determine that the public at large has acquired easements for access through or use of property within the proposed subdivision.

There are no proposals to relocate or modify the existing public utility easement so this finding can be made in the affirmative.

- (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 project has been reviewed by the Fair Oaks Sewer District, the sewer agency responsible for this area, which has provided conditional approval of the project. In addition, future development is subject to onsite drainage requirements which ensure that any stormwater related runoff is handled onsite and not directed to sewers.

- (10) **That the land is subject to a contract entered into pursuant to the California Land Conservation Act of 1965 (“The Williamson Act”) and that the resulting parcels following a subdivision of that land would not be too small to sustain their agricultural use. For purposes of this section, land shall be presumed to be in parcels too small to sustain their agricultural use if the land is:**

- (a) **Less than 10 acres in size in the case of prime agricultural land, or;**
- (b) **Less than 40 acres in size in the case of land which is not prime agricultural land.**

A subdivision of land subject to the Williamson Act, with parcels smaller than those specified above, may be approved only under the special circumstances prescribed in Section 66474.4(b) of the Map Act.

The project parcel is not a Williamson Act contracted parcel and is not located in an agricultural zone.

- (11) **That for a subdivision on land located in a state responsibility area or a very high fire hazard severity zone, as both are defined in Section 51177 of the California Government Code, the project is subject to the fire safety provisions of Chapter 9.20.030.(11)(a-c) of the County Subdivision Regulations as follows:**
- (a) **The design and location of each lot in the subdivision, and the subdivision as a whole, are consistent with any applicable regulations adopted by the State Board of Forestry and Fire Protection District pursuant to Sections 4290 and 4291 of the Public Resources Code;**
 - (b) **Structural fire protection and suppression services will be available for the subdivision through a county, city, special district, political subdivision of the state, or another entity organized solely to provide fire protection services that is monitored and funded by a county or other public entity; or the Department of Forestry and Fire Protection District by contract entered into Pursuant to Section 4133, 4142, or 4144 of these Public Resources Code; and**
 - (c) **To the extent practicable, ingress and egress for the subdivision meets the regulations regarding road standards for fire equipment access adopted pursuant to Section 4290 of the Public Resources Code as interpreted and applied by the County Fire Marshal, and any applicable County ordinance.**

The project site is located within the jurisdiction of the Menlo Park Fire Protection District. The parcel is not located within a very high fire hazard severity zone or within a State responsibility area.

- (12) **That, for the subdivision of land designated in the County General Plan as open space and located in a state responsibility area or a very high fire hazard severity zone, as both are defined in Section 51177 of the California Government Code, all of the following are supported by substantial evidence in the record:**
- (a) **The subdivision is consistent with the open space purpose; and**

- (13) **If the subdivision would result in parcels that are 40 acres or smaller in size, those parcels are subject to a binding and recorded restriction prohibiting the development of a habitable, industrial, or commercial building or structure, while all other structure shall comply with defensible space requirements described in Government Code Section 51182 or Section 4291 of the Public Resources Code. Any later approval to remove the aforementioned binding restriction shall make the subdivision subject to the requirements of (11) above.**

The proposed subdivision is not located on land designated as open space by the General Plan.

4. Compliance with In-Lieu Park Fees

Chapter 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, or to assist other providers of park and recreation facilities to acquire, develop, or rehabilitate facilities that will serve the proposed subdivision. Chapter 9.96.030.3 further defines the formula for calculating the in-lieu fee for subdivisions of 50 lots or less. A worksheet showing the computation methodology is included in Attachment D. The final fee shall be based upon the assessed value of the project parcel at the time of recordation of the parcel map.

B. ENVIRONMENTAL REVIEW

The proposed minor subdivision is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15315, Class 15: Minor Land Divisions, for the division of properties into four or fewer parcels where no variances are required.

C. REVIEWING AGENCIES

California Water Service – Bear Gulch
Department of Public Works – Roads Division
Department of Public Works – Sewers Division
Menlo Park Fire Protection District
Parks Department
Geotechnical Section
Drainage Section

ATTACHMENTS

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

County of San Mateo
Planning and Building Department

RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL

Permit or Project File Number: PLN2025-00283

Hearing Date: June 4, 2026

Prepared By: Robby Miller,
Project Planner

For Adoption By: Zoning Hearing Officer

RECOMMENDED FINDINGS

Regarding the Environmental Review, Find:

1. That this project is categorically exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) under Section 15315, Class 15, relating to the division of property in urbanized areas zoned for residential use into four or fewer parcels. The project is in conformance with the applicable General Plan and Zoning Regulations, no variances or exceptions are requested, all services and access to the proposed parcels are available and compliant with local standards, 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.

Regarding the Minor Subdivision Permit, Find:

2. That the proposed map is consistent with applicable general and specific plans. The proposed map will result in development that does not exceed the Land Use Element's density limits and is compatible with surrounding land uses.
3. That the design of the proposed subdivision is consistent with applicable general and specific plans. Staff has reviewed the design of the proposed subdivision and found it consistent, as conditioned in Attachment A of this report, with State and County land division regulations. The project is consistent with the County General Plan and Zoning Regulations as discussed in Sections A.1 and A.2 of this report.
4. That the subject parcel site is physically suitable for the type of development. This site is physically suited for residential development as it has a minimal slope that residential development can accommodate, there are residential services available, and residential access is easily provided from Terry Lane. There is no identified sensitive habitat in the general project vicinity and minimal tree removal is needed to facilitate development. Further, the site is within an established

residential neighborhood made up of similar parcel sizes and this project would be consistent with the existing neighborhood lot fabric. The project was reviewed by the Geotechnical Review Section, Department of Public Works, Menlo Park Fire Protection District, and Cal Water. No objections were received from these agencies.

5. That the subject parcel site is physically suitable for the proposed density of development. The parcels resulting from this subdivision meet the requirements of the zoning regulations and will allow conforming single-family dwellings to be built. There are no physical constraints that will prohibit development of houses on each parcel. There are existing sewer, water, gas, electric, cable, and television lines that serve the existing development on the parent parcel.
6. 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 in their habitat. The project is located in a developed medium-density residential neighborhood. There is no identified undisturbed natural habitat in the general vicinity of the project. There is no evidence to suggest that, with the implementation of standard erosion and stormwater control measures during construction, that the project will cause substantial environmental damage or substantially injure fish or wildlife or their habitat.
7. That the design of the subdivision or type of improvements is not likely to cause serious public health problems. The proposed subdivision is served by public water and sewer systems that have adequate capacity to serve this project. Review of the project by affected agencies yielded no objections. There are no hazardous or noxious uses proposed, and no public health problems are likely to occur from any future construction or grading work.
8. That the design of the subdivision or the type of improvements will not conflict with easement acquired by the public at large for access through or use of property within the proposed subdivision. There is an existing 10-foot public utility easement along the eastern lot line. The map does not propose any improvements within the easement so this finding can be made in the affirmative.
9. In this connection, the Advisory Agency may approve a map if it is found that alternate easements, for access or for use, are otherwise available within a reasonable distance from the subdivision, will be provided, and are substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by judgement of a court of competent jurisdiction and no authority is hereby granted to the Advisory Agency to determine that the public at large has acquired easements for access through or use of property within the proposed subdivision. There are no proposals to relocate or modify the existing public utility easement so this finding can be made in the affirmative.

10. 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 project has been reviewed by the Fair Oaks Sewer District, the sewer agency responsible for this area, which has provided conditional approval of the project. In addition, future development is subject to onsite drainage requirements which ensure that any stormwater related runoff is handled onsite and not directed to sewers.
11. That the land is subject to a contract entered into pursuant to the California Land Conservation Act of 1965 ("The Williamson Act") and that the resulting parcels following a subdivision of that land would not be too small to sustain their agricultural use. The subject parcel is not a Williamson Act contracted parcel and is not located within agricultural zone.
12. For a subdivision on land located in a State Responsibility area or a very high fire hazard severity zone, as both are defined in Section 51177 of the California Government Code, the project is subject to the fire safety provisions of Chapter 9.20.030.(11)(a-c) of the County Subdivision Regulations. The subject parcel is not located in a State Responsibility nor in a very high fire hazard severity zone. The project has been reviewed and conditionally approved by the Menlo Park Fire Protection District.
13. For the subdivision of land designated in the County General Plan as open space and located in a state responsibility area or a very high fire hazard severity zone, as both are defined in Section 51177 of the California Government Code. The subject parcel for this subdivision is not located on land designated as Open Space and therefore the finding regarding consistency with open space purposes and the requirements of a recorded restriction prohibiting the development of habitable, industrial or commercial building or structures is not applicable.
14. That pursuant to Chapter 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 Sequoia Tract area with minimal impact to services, infrastructure, or the community.

RECOMMENDED CONDITIONS OF APPROVAL

Current Planning Section

1. This approval only applies to the proposal as described in the plans, supporting materials, and reports approved by the Zoning Hearing Officer on June 4, 2026. Modifications beyond those approved by the Zoning Hearing Officer will be subject to review and approval by the Director of Planning and Building and may require review at a public hearing. Minor modifications that are largely consistent with this approval may be approved at the discretion of the Director of Planning and Building.
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 and Building Department upon written request and payment of any applicable extension fees prior to the expiration date.
3. A building permit shall be applied for and obtained from the Building Inspection Section for the following:
 - a. Demolition of the existing on-site structures: A building permit shall be obtained prior to demolishing the existing on-site structure. The structure shall be demolished prior to recordation of the parcel map.
 - b. Utility and Road Work: A building permit shall be obtained prior to utility and road work. Unless the County allows for building of such work, the County may require such work to be completed prior to recordation of the parcel map.
4. The applicant shall submit a Parcel Map, that conforms to the requirements of Chapter 9.24.010 (for and Content of Final Maps and Parcel Maps) of the County Subdivision Regulations, to the Department of Public Works County Surveyor for review and recordation as required by the County Subdivision Regulations and the State of California Subdivision Map Act. The Parcel Map will be recorded only after all inter-department conditions have been met.
5. Prior to recordation of the parcel map, the applicant shall pay to the San Mateo County Planning and Building Department an in-lieu park fee as required by the County Subdivision Regulations, Chapter 9.96.030.3. The fee shall be based upon the assessed value of the project parcel at the time of recordation as shown in Chapter 9.96.030.3 of the Subdivision Regulations.

6. 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 will be mitigated during the construction period. The erosion control measures shall be in place at all times during construction.
7. No trees have been approved for removal as part of this subdivision approval. In the future, if any tree(s) removal is proposed, it will be subject to the San Mateo County Tree Ordinance and may require a separate permit for removal.
8. The applicant shall submit a tree protection plan for any work within tree driplines or adjacent to off-site trees, including the following:
 - a. Identify, establish, and maintain tree protection zones throughout the entire duration of the project.
 - b. Isolate tree protection zones using 6-foot-tall rigid fencing, located 1-foot beyond the dripline.
 - c. Maintain tree protection zones free of equipment and materials storage; contractors shall not clean any tools, forms, or equipment within these areas.
 - d. If any large roots or large masses of roots need to be cut, the roots shall be inspected by a certified arborist prior to cutting. Any root cutting shall be undertaken by an arborist and documented. Roots to be cut shall be severed cleanly with a saw or toppers.
9. Noise sources associated with demolition, construction, repair, remodeling, or grading of any real property shall be limited to the hours of 7:00am to 6:00pm on weekdays and 9:00am to 5:00pm on Saturdays. Said activities are prohibited on Sundays, Thanksgiving, and Christmas (San Mateo County Ordinance Code Section 4.88.360)

Department of Public Works

10. 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.
11. No proposed construction work within the County right-of-way shall begin until County requirements for the issuance of an encroachment permit, including review of the plans, have been met and an encroachment permit issued. Applicant shall contact a Department of Public Works Inspector 48 hours prior to commencing work in the right-of-way.

12. 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.
13. 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 final map will be recorded only after all Inter Department conditions have been met.
14. 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 parcels of this subdivision.

Fair Oaks Sewer Maintenance District

15. The applicant must purchase additional sewer connections and obtain all appropriate permits for the installation of the connections. The fees for new sewer connections will be calculated based on the plans submitted prior to final approval of the building plans.
16. Each subdivided parcel must connect to the Sewer District main with an individual 4-inch sewer lateral.
17. The Sewer District may require payment of additional sewer connection fees and sewage treatment capacity fees.
18. 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.
19. As this project will be for a private development, the Lighting District will not take over maintenance and operation responsibilities for any proposed streetlights.
20. The applicant shall pay a plan review fee in the amount of \$300. Payment shall be made to the County of San Mateo.

California Water Service – Bear Gulch

21. The applicant shall comply with all California Water Service requirements for any upgraded or new water service connections.

Parks Department

22. Trees 1452 and 1454, Protected Trees, shall be retained and protected through the course of development. Tree protection planning shall account for all reasonable efforts to reduce impact to the trees during development.
23. Tree protection requirements shall include consideration of neighboring trees whose driplines overhang the parcel.
24. The applicant shall comply with the County Protected Tree Ordinance for future individual building permits. Compliance with tree protection and canopy retention requirements will be required.

Menlo Park Fire Protection District (MPFD)

25. All Emergency Vehicle Access (EVA) Roadways shall be Publicly Recorded with the County of San Mateo Assessors Office.
26. Fire apparatus roadways, including public and private streets and in some cases driveways used for vehicle access, shall be capable of supporting the imposed weight of a 75,000-pound fire apparatus and shall be provided with an all-weather driving surface. Private roadways shall have a minimum width of 20 feet and a clear height of 13 feet, 6 inches. Roadways shall be designed to accommodate the weight and the minimum turning radii of 36 feet for the fire apparatus. Dead end roads in excess of 150 feet in length shall be provided with a turn-around.
27. Existing hydrant shall comply to the following:
 - a. Minimum flow of 500 GPM.
 - b. Wet barrel standard steamer type with 1-4 ½-inch (114.3 mm) and 2-2 ½-inch (63.5 mm) outlets.
28. Fire hydrants and fire appliances (fire department connections and post indicator valves) shall be clearly accessible and free from obstruction.
29. Install a NFPA 13-D fire sprinkler system under separate fire permit for each single family home. Homes more than 3,600 square feet shall require the sprinkler systems to be calculated to a 4-Head Design. Fire sprinkler system to comply with Menlo Park Fire Protection District Standards.

30. Residential fire sprinkler shall have an interior alarm, activated by the flow switch that is audible in all sleeping areas.
31. Fire flow data to be provided at time of deferred submittal for the fire suppression system.
32. Install smoke detectors in each sleeping area and the area outside sleeping areas. Install carbon monoxide detectors outside sleeping areas. Smoke and carbon monoxide detectors shall be hardwired and inter-connected for alarm.
33. The applicant shall provide at least 4-inch-tall with ½-inch stroke illuminated address numbers. Address must be illuminated from dusk till dawn via photocell of timer (no switches allowed). No solar illumination is allowed. The address shall be visible from the street and contrasting to its background. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address numbers shall be maintained.

Geotechnical Section

34. Prior to the submittal of the building application, the applicant may have a Geotechnical Engineer provide an update report, if necessary, that includes any updates to the site conditions, foundation recommendations, or grading recommendations to accommodate changed conditions.
35. Prior to the submittal of the building application, the applicant may have a Geotechnical Engineer provide a “plan review” that confirms that the recommendations made in the geotechnical report are carried through in the structural plans, grading plans, calculations, and any other permit documents.

Drainage Section

36. Project will comply with County drainage policy to prevent stormwater from development from flowing across property lines. For projects that trigger size and/or slope thresholds, prior to the issuance of the building permit or planning permit, 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.

37. A final C.3 and C.6 Development Review Checklist, drainage analysis/drainage report, and drainage plan prepared by a registered Civil Engineer will be provided at the time of building permit submittal for each lot.
38. Project shall comply with all requirements of the Municipal Regional Stormwater National Pollution Discharge Elimination System (NPDES) Permit Provision C.3. Please refer to the San Mateo Countywide Water Pollution Prevention Program's (SMCWPPP) C.3 Regulated Projects Guide for assistance in implementing LID measures at the site.
39. 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.
40. Redevelopment projects that replace or alter more than 50% of the existing on-site impervious surface are required to treat stormwater runoff from the entire site consisting of all existing, created, 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, created, and/or replaced impervious areas) using flow or volume-based sizing criteria specified in Provision C.3.d of the Municipal Regional Stormwater Permit.
41. Redevelopment projects that replace or alter less than 50 percent of the existing on-site impervious surface are required to treat stormwater runoff from the created and replaced impervious surfaces (as well as any frontage area that is redeveloped).
42. No treatment measures (other than properly sealed and screened cisterns or rain barrels) shall have standing water more than five days for vector control.
43. Biotreatment soil used in the bioretention areas and/or flow-through planters shall be in accordance with the biotreatment soil media specifications outlined in Appendix K of the C.3 Regulated Projects Guide. Applicant to submit biotreatment soil mix to County Drainage Staff prior to final of the building permit.
44. 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.

45. 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.
46. 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.
47. Approved Maintenance Plan(s) shall be kept on-site and made readily available to maintenance crews. Maintenance Plan(s) shall be strictly adhered to.
48. 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.
49. 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.
50. Information regarding the proposed pervious pavement shall be provided on the plans during the building permit phase. If the soil subgrade is compacted more than 90%, the pervious pavement is considered an impervious surface and it will need to be demonstrated on the plans how that runoff is collected and treated on-site. If it is sloped greater than 5%, it is considered an impervious surface.
51. Project shall comply with the San Mateo County Drainage Manual and the C.3 Regulated Projects Guide.
52. In order for pervious pavers to be considered pervious, pervious pavement shall meet the criteria as described in the C.3 Regulated Projects Guide and the San Mateo County Drainage Manual.
53. Final Drainage Report will have information and provide calculations showing that the drainage/stormwater facilities meet the County's Peak Flow and Volume Requirement of collecting stormwater runoff from a 10-year, 1-hour storm event.

54. All vertical and horizontal setbacks for stormwater management facilities shall be met as described in the San Mateo County Drainage Manual, C.3 Regulated Projects Guide, and the San Mateo County Onsite Systems Manual.
55. This "C.3 Regulated" (Standard Review) project shall have a comprehensive precise drainage plan and drainage report prepared by a California Registered Professional Civil Engineer (PE). Ensure to reference the SMCWPPP - San Mateo County Wide C.3 Regulated Projects Guide for requirements and Site Design Measures as well as the San Mateo County Drainage Manual.



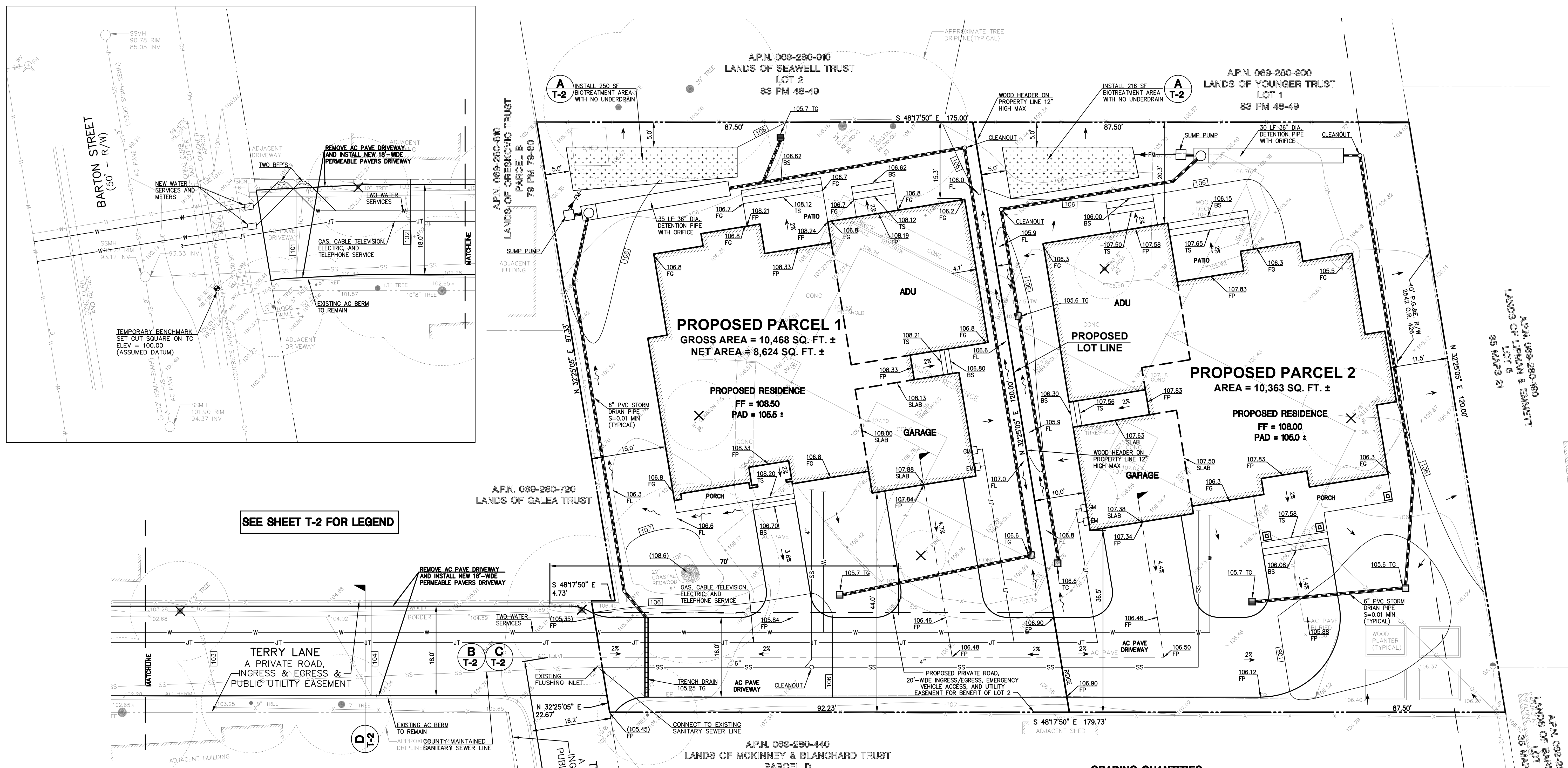
COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT B



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT C



SEE SHEET T-2 FOR LEGEND



OWNER / SUBDIVIDER:

JOE RAVELLA
1901 TERRY LANE L.L.C.
940 WASHINGTON STREET
SAN CARLOS, CA 94070

CIVIL ENGINEER / LAND SURVEYOR:

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

EXISTING & PROPOSED LAND USE:

MEDIUM DENSITY RESIDENTIAL

EXISTING & PROPOSED ZONING:

R-1/S-74

FLOOD ZONE:

ZONE "X"

ASSESSOR'S PARCEL NUMBER:

069-280-450

LOT AREA:

= 20,831 S.F. ±
= 0.478 ACRES. ±

UTILITY SERVICES:

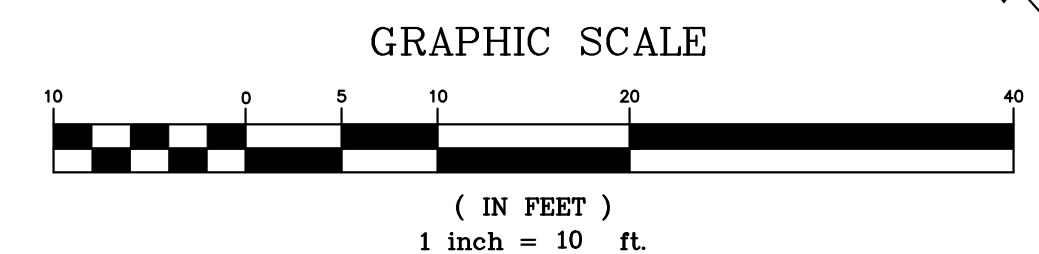
GAS & ELECTRICITY: PACIFIC GAS & ELECTRIC COMPANY
SANITARY SEWER: FAIR OAKS SEWER DISTRICT
WATER: CALIFORNIA WATER SERVICE - BEAR GULCH
TELEPHONE: AT & T
FIRE PROTECTION: MENLO PARK FIRE PROTECTION DISTRICT

GENERAL NOTES:

- EXISTING CONTOUR INFORMATION IS BASED UPON A FIELD SURVEY PERFORMED BY MACLEOD & ASSOCIATES IN FEBRUARY OF 2025.
- ALL EXISTING BUILDINGS AND DRIVEWAYS WILL BE REMOVED.

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.



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

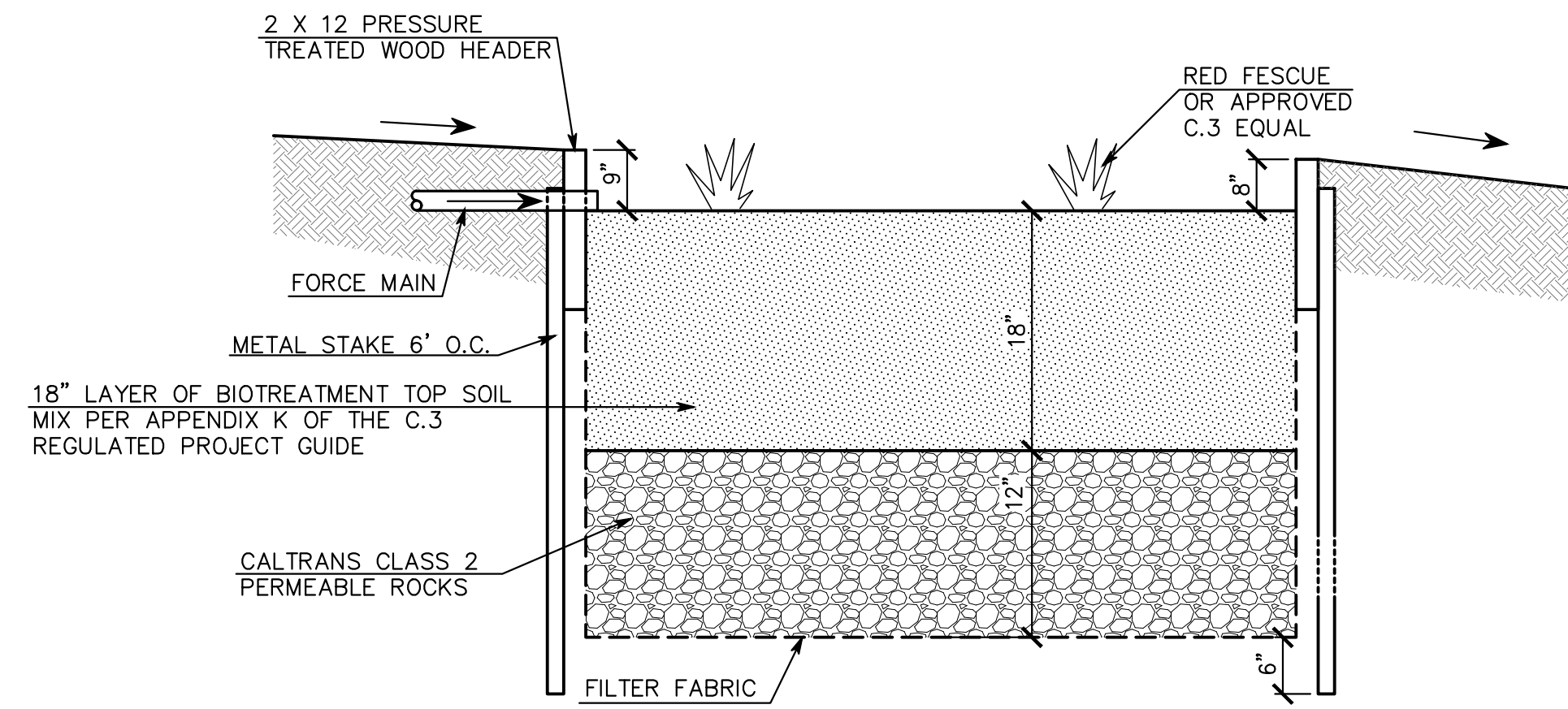
PREPARED FOR:
RAVELLA
CONSTRUCTION

VESTING TENTATIVE PARCEL MAP
WITH PRELIMINARY GRADING & DRAINAGE
1901 TERRY LANE
PARCEL C, 43 MAPS 29
DOC. NO. 2025-08863
UNINCORPORATED SAN MATEO COUNTY CALIFORNIA

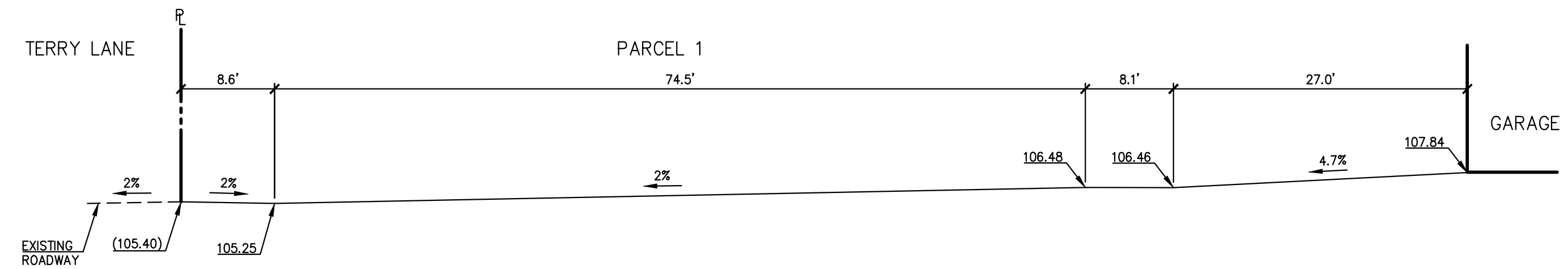
DRAWN BY: D.J.K.
DESIGNED BY: D.J.K.
CHECKED BY: DGM
SCALE: 1"=10'
DATE: 08/19/25
DRAWING NO.
5762-TM
SHEET
1 OF 2

LEGEND

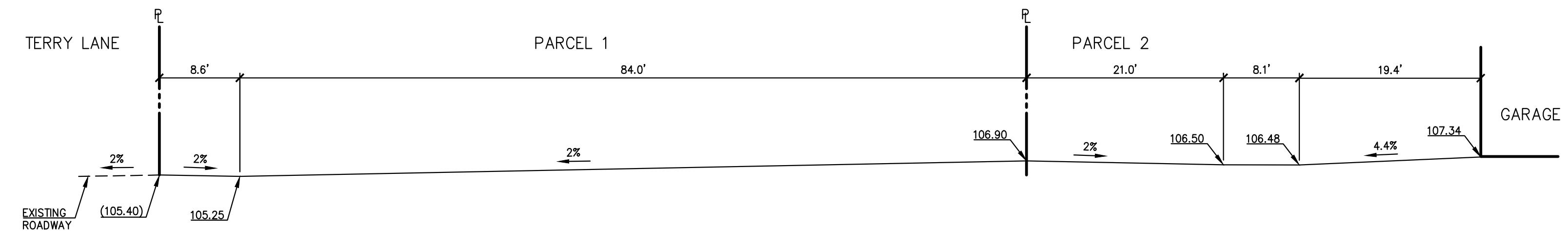
---	PROPERTY LINE
AC PAVE	ASPHALT CONCRETE PAVEMENT
BFP	BACKFLOW PREVENTER
BS	BOTTOM OF STEP
CO	CLEANOUT
CONC	CONCRETE
EM	ELECTRIC METER
EP	EDGE OF PAVEMENT
FG	FINISH GRADE
FH	FIRE HYDRANT
FL	FLOWLINE
FP	FINISH PAVE
GA	GUY ANCHOR
GM	GAS METER
GS FF	GARAGE SLAB FINISH FLOOR
INV.	INVERT
JP	JOINT UTILITY POLE
MB	MAILBOX
SSMH	SANITARY SEWER MANHOLE
TC	TOP OF CURB
TCD	THROUGH CURB DRAIN
TG	TOP OF GRATE
TS	TOP OF STORY
TW	TOP OF WALL
UB	UTILITY BOX
WB	WATER BOX
WM	WATER METER
WV	WATER VALVE
● 12" TREE	TREE WITH SIZE
-X-X-	FENCE
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



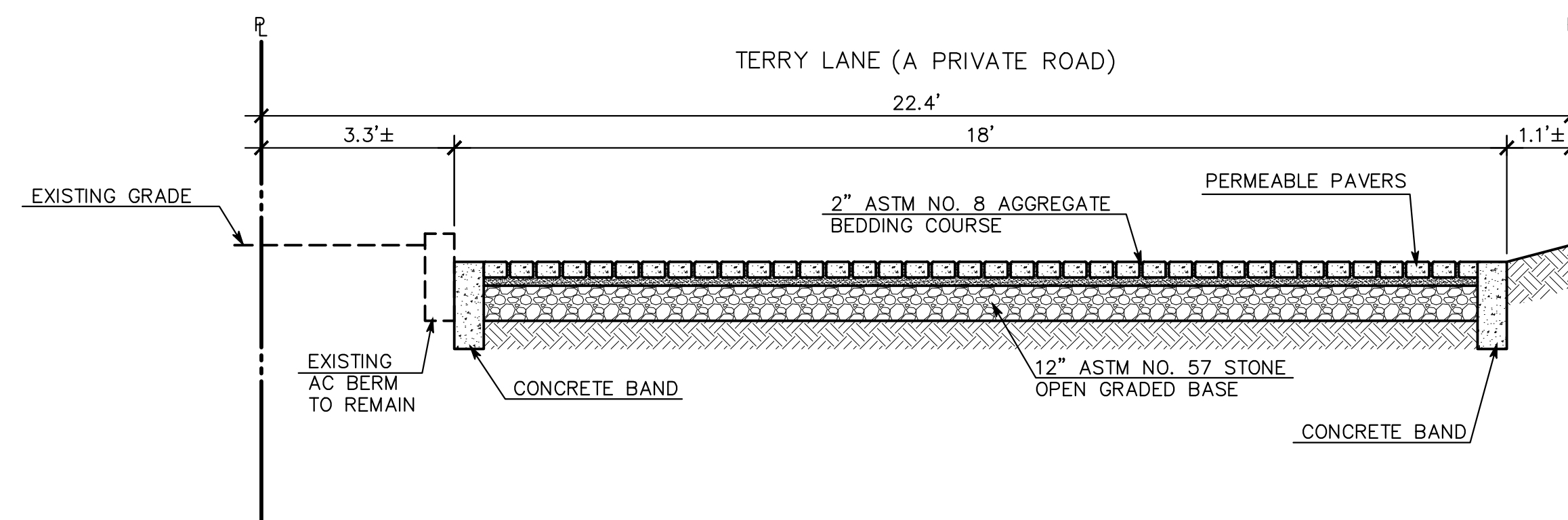
A BIOTREATMENT AREA DETAIL
SCALE: (NOT TO SCALE)



B PARCEL 1 DRIVEWAY PROFILE
SCALE: 1"=10 (VERT. & HOR.)



C PARCEL 2 DRIVEWAY PROFILE
SCALE: 1"=10 (VERT. & HOR.)



D TERRY LANE ROADWAY SECTION
SCALE: (NOT TO SCALE)

REV.	DESCRIPTION	DATE	BY:

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

PREPARED FOR:
RAYELLA
CONSTRUCTION

VESTING TENTATIVE PARCEL MAP
CIVIL DETAILS
1901 TERRY LANE
PARCEL C, 43 MAPS 29
DOC. NO. 2025-08863
UNINCORPORATED SAN MATEO COUNTY CALIFORNIA

DRAWN BY:	DJK
DESIGNED BY:	DJK
CHECKED BY:	DGM
SCALE:	NONE
DATE:	08/19/25
DRAWING NO.	5762-TM



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT D

In-Lieu Park Fee Worksheet

[This formula is excerpted from Section 7055 of the County's Subdivision Regulations]

This worksheet should be completed for any residential subdivision which contains 50 or fewer lots. For subdivisions with more than 50 lots, the County may require either an in-lieu fee or dedication of land.

1. **For the parcel proposed for subdivision, look up the value of the land on the most recent equalized assessment roll. (Remember you are interested in the land only.)**

Value of Land = _____

2. **Determine the size of the subject parcel in acres.**

Acres of Land = _____

3. **Determine the value of the property per acre.**

- a. **Set up a ratio to convert the value of the land given its current size to the value of the land if it were an acre in size.**

<u>Formula:</u>	
$\frac{\text{Parcel Size in Acres (From Item 2)}}{1 \text{ Acre of Land}}$	$\frac{\text{Value of Subject Parcel (From Item 1)}}{\text{Value of Land/Acre}}$
<u>Fill Out:</u>	
_____	_____
1 Acre	Value of Land/Acre

- b. **Solve for X by cross multiplying.**

<u>Formula:</u>	
Value of Land	= $\frac{\text{Value of the Subject Parcel (From Item 1)}}{\text{Size of the Subject Parcel in Acres (From Item 2)}}$ = _____
<u>Fill Out:</u>	
Value of Land	= _____ = \$

4. Determine the number of persons per subdivision.

Formula:				
Number of New Lots Created*	X	2.87**	=	Number of Persons Per Subdivision
*Example = A 2-lot split would = 1 newly created lot.				
Fill Out:				
	X	2.87**	=	
**Average number of persons per dwelling unit according to the most recent federal census (2010).				

5. Determine the parkland demand due to the subdivision.

Formula:				
Number of Persons Per Subdivision (From Item 4)	X	0.003*** Acres/Person	=	Parkland Demand
Fill Out:				
	X	0.003*** Acres/Person	=	
***Section 7055.1 of the County's Subdivision Ordinance establishes the need for 0.003 acres of parkland property for each person residing in the County.				

6. Determine the parkland in-lieu fee.

Formula:				
Parkland Demand (From Item 5)	X	Value of the Land/Acre (From Item 3.b)	=	Parkland In-Lieu Fee
Fill Out:				
	X		=	