



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m. - REVISED

REGULAR MEETING at 7:30 p.m.

Thursday, February 15, 2018

CALL SPECIAL MEETING TO ORDER AT 6:30 p.m. District Office Meeting Room,
504 Avenue Alhambra, 3rd Floor, El Granada.

ROLL CALL

Directors:	President:	Leonard Woren
	Vice-President:	Barbara Dye
	Director:	Jim Blanchard
	Director:	Matthew Clark
	Director:	David Seaton
Staff:	General Manager:	Chuck Duffy
	Legal Counsel:	Jonathan Wittwer
	Assistant Manager:	Delia Comito

The Board has the right to take action on any of the items listed on the Agenda. The Board reserves the right to change the order of the agenda items, to postpone agenda items to a later date or to table items indefinitely.

GENERAL PUBLIC PARTICIPATION

Communications from the public and members of the District Board and District Staff concerning matters not on the agenda. Speakers are limited to 3 minutes each.

ADJOURN TO CLOSED SESSION

- 1. Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.9(d)(1)). Administrative Liability Complaint R2-2017-1024 issued by the San Francisco Regional Water Quality Control Board against Sewer Authority Mid-Coastside.**
- 2. Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.9(d)(1)). San Francisco Regional Water Quality Control Board enforcement action against Granada Community Services District.**
- 3. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).**
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo Superior Court Case No. 17CIV03092.

4. Conference with Legal Counsel – Significant Exposure to Litigation (Gov. Code Section 54956.9(d)(2)). (One potential case).

RECONVENE TO OPEN SESSION

Report final Board action, if any, from Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER AT 7:30 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Communications from the public and members of the District Board and District Staff concerning matters under the subject jurisdiction of the board which are not on the agenda. Speakers are limited to 3 minutes each.

ACTION AGENDA

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|---|------------|
| 1. Consideration of Variance, Rural Zone Service Determination, and Related CEQA Resolution, for Class 2A Sewer Permit Application for APN 047-261-030, Obispo Road
Owner: Coastside Fire Protection District.
Recommendation: To be made by the Board. | 5 |
| 2. Consideration of Approving San Mateo Resource Conservation District Scope of Work Proposal and Agreement for Vegetation Management at the District’s Burnham Strip Property.
Recommendation: Approve the Agreement with the RCD. | 113 |
| 3. Consideration of Professional Services Agreement with Quiet River Land Services for Surveying and Topographic Mapping of the District’s Burnham Strip Parcel.
Recommendation: Approve the Agreement with Quiet River Land Services. | 139 |
| 4. Consideration of Ordinance Amending Sections 104 and 701(01)(A) of the District Ordinance Code Regarding Accessory Dwelling Unit and Auxiliary Structure Sewer Connection Charges – Second Reading.
Recommendation: 1. Read the Ordinance title and waive by motion the second reading of the Ordinance.
2. Approve and Adopt the Ordinance.
3. Direct staff to publish the Ordinance in Accordance with the Government Code. | 147 |

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5. Consideration of Amendment No. 3 to the GCSD FY 2017/18 Budget for Additional Funds for the Sewer Authority Mid-Coastside, and Associated Budget Resolution.	153
Recommendation: To be made by the Board.	
6. Consideration of Sewer Authority Mid-Coastside Report.	169
Recommendation: To be made by the Board.	
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16. Future Agenda Items.	--

ADJOURN REGULAR MEETING

At the conclusion of the January 18, 2018 Meeting:
Last Ordinance adopted: No. 170
Last Resolution adopted: No. 2018-001

This meeting is accessible to people with disabilities. Individuals who require special assistance to participate may request an alternative format of the agenda and packet materials. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. To request a disability-related modification or accommodation, please contact the District office at (650) 726-7093.

Except for records exempt from disclosure under section 6254 of the Public Records Act, all materials distributed for the discussion or consideration of items on the Agenda are disclosable to the public upon request, and shall be made available without delay or at the time of distribution to the Board. Please contact Delia Comito at (650) 726-7093 to request copies of Agenda materials.

ITEM #1

TO: Board of Directors of the Granada Community Services District
FROM: Chuck Duffy, General Manager and Jonathan Wittwer, District General Counsel
DATE: Meeting Date: February 15, 2018
RE: Coastside Fire Protection District Fire Station 41 Project: (1) Variance; and
(2) Rural Zone Connection Determination

The Coastside Fire Protection District (CFPD) has applied to the Granada Community Services District (GCSD) for its Fire Station No. 41 Project (Project) to connect to GCSD's public wastewater system. CFPD's Project requires the following discretionary approvals from the GCSD Board: (1) a Variance Approval; (2) a Rural Zone Connection Determination; and (3) a Board-approved Sewer Connection Permit. This Staff Report addresses the first two of these required approvals.

On October 26, 2017, GCSD sent a Notice of Incomplete Application to the applicant. In its October 26, 2017 letter, GCSD notified CFPD it was required to submit information to support the approval of a GCSD Variance as well as favorable Rural Zone Connection Determination. GCSD subsequently received an addendum to CFPD's original Sewer Connection Permit Application containing additional information on CFPD's ability to qualify for a Variance and Rural Zone Connection Determination. GCSD is processing the Variance and Rural Zone Connection Determination based on materials CFPD submitted. If the GCSD Board approves the Variance and Rural Zone Connection Determination, it may then consider approval of the Sewer Connection Permit at a subsequent meeting. A discussion of each proposed action follows.

1. VARIANCE

The CFPD Project requires a Variance to enable connection to GCSD's public wastewater system because it is sited on a nonconforming parcel. Staff's analysis is that the Project satisfies all required Variance findings to allow approval of the Variance with specified conditions. See attached Proposed Findings.

The Project is located on a 2.38-acre parcel zoned as EG/DR/CD. The subject parcel is nonconforming as to size, as the EG District requires a minimum parcel size of 3.5 acres. The District Ordinance Code (GCSD Code) requires an applicant to apply for a Variance whenever a Sewer Connection Permit is proposed for a nonconforming parcel. GCSD Code Section 602(3)(B) provides that:

No permit shall be issued until all the following requirements have been satisfied . . . (03) It has been determined by the District that . . . (B) The proposed project is not prohibited or precluded by the regulations of the District or of any other government agency having jurisdiction over wastewater disposal within the District. **The District Board shall not make the foregoing finding, or approve any application, for any sewer permit in the unincorporated area of the County of San Mateo sought for any nonconforming or antiquated parcel, or any proposed dwelling unit not included in buildout calculations under the County of San Mateo Local Coastal Program.**

For purposes of this Section the following definitions shall apply . . . **Nonconforming parcel** is a legal parcel *with an area*, width and/or frontage *that does not conform with the minimum building site area*, width or frontage required by the zoning regulations currently in effect.

Thus, GCSD has two Variance types, “nonconforming parcel” (Section 603(03)), and “residential units not included in buildout calculations” (Section 603(04)), each requiring distinct findings. The CFPD application to connect a nonconforming parcel to the GCSD wastewater system requires compliance with the findings applicable to that type of Variance.

Substantively, CFPD states there will be no added wastewater generation from moving CFPD's preexisting fire station from a conforming parcel that currently receives sewer service to a nonconforming parcel in a separate zoning district and that does not currently receive sewer service. While CFPD provides evidence to suggest the existing fire station will cease operations on its current parcel, the parcel for the existing fire station property will be available for future uses. Absent evidence to the contrary, the parcel on which the existing Fire Station is located will accommodate future uses requiring the same, or possibly increased, sewer service in the future. Thus, moving the fire station to a currently vacant parcel, as proposed, will likely add to total future wastewater generation in the GCSD service area.

CFPD notes the County made unchallenged Variance findings when it approved the Project. However, the purpose of and findings required for the County's Variance differ substantially from GCSD's Sewer Connection Permit Variance process. **In any event, GCSD's required Variance Findings can be made under GCSD staff's analysis shown in the attached Proposed Variance Findings.**

2. RURAL ZONE CONNECTION DETERMINATION

The Project is located on the Burnham Strip, a Rural Island within the Urban Zone as defined by the Local Coastal Plan. The GCSD Board must determine whether or not the Project represents a use that is commensurate with the wastewater generation of other Rural Zone uses allowed in the Coastal Zone. This is a factual determination to be made by the Board. As discussed below, there are facts that could support either determination.

Prior to approving CFPD's Sewer Connection Permit for its new Fire Station No. 41 Project, GCSD must make a Rural Zone Connection Determination for the Project. Section 501(01) of the GCSD Code states:

Any District permit issued or District service provided in the Rural Zone shall be ***commensurate*** with the uses and densities designated in the San Mateo County Local Coastal Use Land Use Plan for the property involved.

Several Local Coastal Plan (LCP) policies support GCSD's determination that the Burnham Strip is a Rural Island in an Urban Zone. For instance, LCP Policy 1.3(b) states:

that in order to make a logical urban/rural boundary, some land has been included within the urban boundary which should be restricted to open space uses and not developed at relatively high densities.

Furthermore, the Coastal Commission has confirmed, in relation to these policies, that "the permitted uses and densities of rural designated land in the urban Mid-Coast are the same as rural designated land elsewhere in the Coastal Zone."

Neither the GCSD Code, the San Mateo County LCP, nor the San Mateo County Zoning Regulations contain a definition for "commensurate." The Oxford English Dictionary defines commensurate as "[c]orresponding in size or degree; in proportion." Thus, for the GCSD Board to approve any development on the Burnham Strip, it must find that such development corresponds to the degree and proportion of the uses (*i.e.*, intensities) and densities designated in the LCP. Further, because GCSD is making this determination under its sanitary service power (*see*, Gov. C. §61100(b)), this analysis may consider not only whether the intensity of the overall use is commensurate, but also whether the Project's expected wastewater generation is commensurate with the estimated wastewater generation of other uses and densities authorized under the LCP for the Rural Island known as the Burnham Strip.

CFPD disagrees that the Project is located within the Rural Zone, arguing this designation does not appear on the 2013 LCP Update Land Use Plan Map approved by the County and the Coastal Commission. However, the Coastal Commission has long established that the Burnham Strip is a Rural Island within an urban area, and GCSD codified this determination in 2002. Prior to the August 12, 2012 Public Hearing before the Coastal Commission, GCSD Counsel confirmed with County and Coastal Commission staff that the 2013 LCP Update Land Use Plan Map does not change or supersede this designation. Indeed, the underlying LCP Policies

establishing this “Rural Island” (including LCP Policy 1.3(b) quoted above) did not change as part of the 2013 LCP Update. For further discussion regarding the status of the Burnham Strip as a Rural Zone island inside the Urban Zone, refer to the attached document titled “May 10, 2002 GCSD Staff Report Re: Establishing Service Area Boundaries and Urban and Rural Zones.”

The LCP requires GCSD to “Restrict the activities in Rural Zones to those which are consistent with the maintenance of the rural nature of the area.” (LCP Policy 2.11(d)). Zoning Regulations state that the El Granada Gateway (EG) District (formerly “Community Open Space Conservation District”) uses should be confined to “low intensity development . . . which preserves, to the greatest degree possible, the visual and open space characteristics of this property . . .” (County Zoning Regulations § 6229.1). The LCP and Zoning Regulations establish allowed uses for these lands, including agriculture, open space, and parks. However, community centers have always been allowed as a conditional use.

The GCSD Board has discretion to find that the Project is commensurate with the allowed EG District uses (intensities) and densities.¹ To support this determination, the GCSD Board may reference sections 6500(b) and (f) of the County Zoning Regulations, which permit “public service uses or public buildings in any district when found to be necessary for the public health safety, convenience or welfare” so long as the permitted use is consistent with the LCP. The GCSD Board may exercise its discretion to determine that, since the Project is a conditionally permitted use under section 6500(b), this fire station use is commensurate overall with the community center use conditionally permitted under the LCP in the EG District and is, thus, commensurate with Rural Zone uses.

The GCSD Board may further exercise its discretion to determine that use of the Burnham Strip Rural Island for the Project is commensurate, or proportionate, in intensity and degree—as to wastewater generation to permitted uses in the EG Zone District—to a community center. The GCSD Board may find that the Project, which is proposed to maintain a staff of three firefighters at all times, combined with office staff during the day, would generate a smaller or comparable amount of wastewater when compared to a community center designed to host large events and be used by large numbers of people (and possibly staffed by a similar number of employees, albeit likely no more than 16 hours a day, as compared to 24 hours a day for the firefighters). To make this determination, the Board could rely on the representations of CFPD that operation of the Project “is expected to continue with the same staff and the same staffing levels as the existing Fire Station 41, which is staffed by three firefighters working at a time.”

¹ To find that the Project is a commensurate use within the EG District, the GCSD Board may not rely on the County’s analysis that the Project is in compliance with the LCP because the County considered the Fire District property to be in an “urban” area. For instance, the County states that the “project parcel is located completely within the urban area of the urban/rural boundary as delineated on the LCP and Land Use Plan Map.” The County’s LCP consistency analysis thus analyzes whether the Project is consistent with uses in urban zones, not rural zones. Furthermore, the County has not assessed local wastewater capacity issues or the Project’s consistency with related wastewater policies, which fall within the jurisdiction of GCSD. Thus, the County’s analysis cannot be viewed as limiting the Board’s discretion.

Conversely, it may also be possible for the GCSD Board to determine the Project is **not** commensurate with Rural Zone uses because the Project may generate more wastewater than other rural uses allowed under the LCP. The Project may be viewed as proposing a more-intense and higher-density use than those typically found in the Rural Zone. To address any argument to the contrary, the GCSD Board may find that the zoning regulation that permits the placement of an institutional facility in any zone acts as an exception to the otherwise limited, low-density, low-intensity uses normally permitted in the Rural Zone, and that such an exception should be construed narrowly. Although Zoning Regulations may permit the Project in “any district,” this exception does not function to override the GCSD’s Board’s discretion to assess whether the Project is a proportionately higher-density, higher-intensity use than the LCP and Zoning Regulations envision for rural, EG-zoned property.

The Board may consider the Project’s need for a variance from many of the County’s Zoning Regulations as an indication this project represents a higher-intensity, and, thus, non-commensurate, use. As detailed in the July 12, 2017 Planning and Building Department Staff Report for the Project: “[t]he applicant is seeking a Variance from the minimum parcel size, minimum front and rear setbacks, maximum building and wall heights, maximum lot coverage, and maximum sign regulations set forth in the applicable Zoning Regulations.” A table detailing these variations from the County’s Zoning Regulations is set forth in the County’s July 12, 2017 Staff Report as follows:

Standards	Proposed Parcel B: Fire Station Site	
	Required	Proposed
Min. Parcel Size	3.5 acres	*2.38 acres (no change)
Min. Front Setback	50 ft.	*5'-9" (Obispo Road)
Min. Rear Setback	20 ft.	*1'-5" (Avenue Alhambra)
Min. Right Side Setback	20 ft.	> 50 ft.
Min. Left Side Setback	20 ft.	> 100 ft.
Max. Building Height	16 ft.	*30 ft. (max. peak)
Max. Parcel Coverage (over 18" from grade)	10%	*12%
Max. Impervious Area (less than 18 inches above grade)	10%	*19.5%
* Indicates an exception is being requested from the required standard.		

To further support a finding that the Project is not a commensurate use in the Rural Zone, the GCSD Board may find that CFPD has not yet submitted any evidence of fire stations, or

other public service use or public buildings, of similar size being placed in rural areas in the County's Coastal Zone, or in lands designated as open space.

CFPD has also not yet provided comparison of the wastewater generation of a fire station, which is designed to be staffed 24-hours a day, to similarly situated GCSD users in the EG District or other comparable rural zones. In addition, while the Final EIR states the Project "is expected to continue with the same staff and same staffing levels as the existing Fire Station," in contrast, the Draft EIR reasoned that staffing levels may increase "as the need for additional fire protection increases in the future."

Thus, the GCSD Board may determine the Project would impermissibly intensify uses beyond the open space nature and LCP Land Use Plan designation of the EG District, which should be retained "to the greatest degree possible." (County Zoning Regulations § 6229.1).

SEWER CONNECTION PERMIT

The Board may approve the processing of CFPD's application for a Sewer Connection Permit at a later meeting if it approves the Variance and Rural Zone Connection Determination.

The Board may approve the processing of the Sewer Connection Permit at a subsequent meeting only if it first approves the Variance and Rural Zone Connection Determination. CFPD may be required to submit additional information prior to the Board's consideration of the Sewer Connection Permit, including information relevant to connection charges.² If the Board approves the Variance and Rural Zone Connection Determination, it will then have discretion to approve the Sewer Connection Permit application, deny it, or approve it with conditions.

RECOMMENDATION - It is recommended that the GCSD Board:

- 1. Adopt the attached Proposed Resolution demonstrating compliance with CEQA and establishing that GCSD has duly considered the Final EIR certified by CFPD as the Lead Agency;**
- 2. Approve the Variance enabling application for connection of the Project to GCSD's public wastewater system; and**
- 3. Make a Rural Zone Connection Determination.**

Attachments:

May 10, 2002 GCSD Staff Report Re: Establishing Service Area Boundaries and Urban and Rural Zones
Proposed Resolution of CEQA Compliance
Proposed Variance Findings



² Materials reviewed and considered to date and which may be considered with respect to the application for a Sewer Connection Permit, but are not limited to the following:

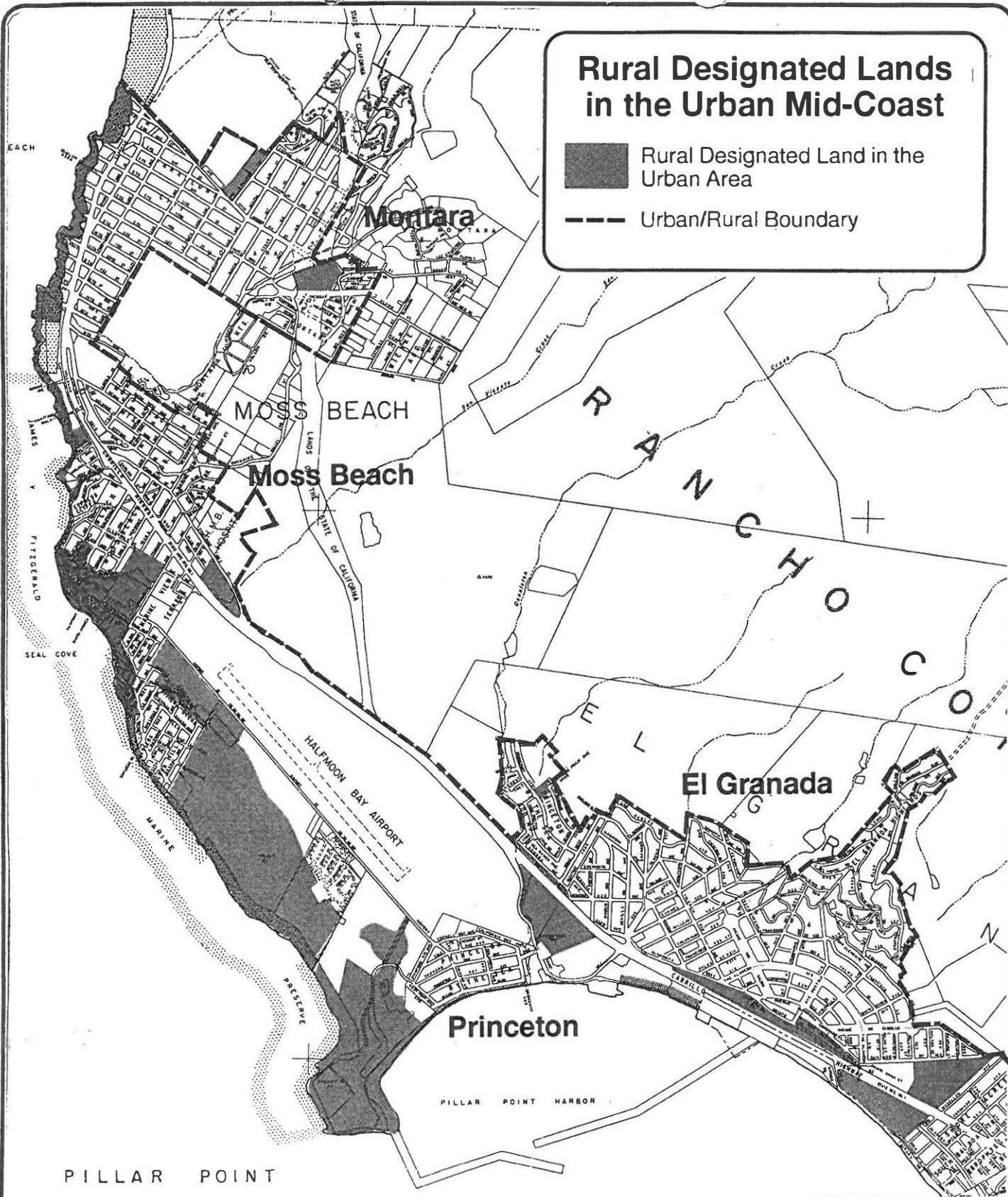
- May 10, 2002 GCSD Staff Report Re: Establishing Service Area Boundaries and Urban and Rural Zones (attached);
- October 21, 2016 GCSD Letter to Fire District Re: Responsible Agency Status;
- January 5, 2017 GCSD Letter to Fire District Re: Responsible Agency Status;
- January 19, 2017 GCSD Comment Letter Re: CFPD Fire Station 41 EIR;
- January 27, 2017 Response Letter from CFPD to Wittwer Parkin LLP;
- March 13, 2017 GCSD Letter to Fire District Re: Responsible Agency Status;
- CFPD Sewer Connection Permit Application;
- October 26, 2017 Notice of Incomplete Application;
- CFPD Addendum to Sewer Connection Permit Application; and
- Final certified EIR, and all related CEQA documents and findings prepared, considered, and adopted by CFPD.

All the above-referenced materials are on file with the District and are among those materials included in the Administrative Record for CFPD's Project.

Attachment 1:
May 10, 2002 GCSD Staff Report Re:
Establishing Service Area Boundaries and
Urban and Rural Zones

Rural Designated Lands in the Urban Mid-Coast

-  Rural Designated Land in the Urban Area
-  Urban/Rural Boundary



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PARALEGAL
Jana Rinaldi

May 10, 2002

Board of Directors
Granada Sanitary District
455 Avenue Alhambra
Post Office Box 335
El Granada, CA 94019

Re: **Supplemental Staff Report re Implementation of San Mateo County Local Coastal Program Land Use Plan Section 2.14 – Establishing Service Area Boundaries and Urban and Rural Zones**

Honorable Board:

On April 4, 2002, the Granada Sanitary District (“GSD”) Board of Directors considered adoption of a draft Ordinance implementing San Mateo County Local Coastal Program Land Use Plan (“LCPLUP”) Policy 2.14d (see Exhibit A attached to the Staff Report for the April 4, 2002 Agenda Item). Due in part to inquiries by San Mateo County Counsel and San Mateo County Harbor District Counsel, after public input was complete, I recommended that the District Board continue the April 4, 2002 agenda item regarding implementation of Policy 2.14d. Communication with both County Counsel and Harbor District Counsel followed and a Study Session was subsequently noticed and held on April 29, 2002 at 2:00 p.m. at the District Offices. Both the County Counsel and the Harbor District Counsel have also been informed of the date, time and location of the May 16, 2002 GSD Board Meeting at which the draft Ordinance is being considered again.

The purpose of this Staff Report is to summarize the basis of the recommendation to adopt the revised draft Ordinance Establishing Urban and Rural Zones in the Granada Sanitary District.

ANALYSIS

San Mateo County LCPLUP Policy 2.14d provides as follows:

“Require, when a special district [such as Granada Sanitary District] ... maintains rural lands within their [sic] boundaries that the special district ... divide[itself]

into rural and urban zones. Make boundaries of the urban zone, where the urban level services are provided, correspond to the boundaries of the urban areas and rural service centers established by the [San Mateo County] Local Coastal Program. Include the rest of the district in the rural zone. Restrict the activities in rural zones to those which are consistent with the maintenance of the rural nature of the area and all other policies of the Local Coastal Program. Lower the user costs in the rural zone to reflect the lower level of service and minimize growth inducement.”

Thus, there can be no question that Section 2.14d requires the Granada Sanitary District to “divide” itself “into rural and urban zones.”

Enclosed herewith is a revised draft Ordinance (Exhibit K attached) amending District Ordinance Code Section 500(01) to comply with San Mateo County LCPLUP Section 2.14d by dividing the Granada Sanitary District “into rural and urban zones.” The Rural Zone includes both (1) land on the rural side of the Urban/Rural Boundary; and (2) land designated by the San Mateo County LCP as “rural” even though it is on the urban side of the Urban/Rural Boundary.

Two primary questions have arisen as a result of this draft Ordinance:

- (1) Should the land designated by the San Mateo County LCP as “rural” even though it is on the urban side of the Urban/Rural Boundary be included in the GSD Rural Zone?
- (2) What “lower level of service” should be provided in the Rural Zone?

The draft Ordinance answers the first question in the affirmative and answers the second question by providing that the lower level of service should be “commensurate with the uses and densities designated in the San Mateo County Local Coastal Land Use Plan for the property involved.”

The reasons for answering these questions in this manner are as follows.

- 1. Land designated as “rural,” but located on the urban side of the Urban/Rural Boundary is to be treated for density purposes as if it were on the rural side of that Boundary. This has been determined by the California Coastal Commission and the County of San Mateo.**

The proper application of the San Mateo County LCP to rural lands within urban boundaries begins with LCPLUP Policy 1.3(b) which provides that:

“in order to make a logical urban/rural boundary some land has been included within the urban boundary which should be restricted to open space use and not developed at relatively high densities.”

The San Mateo County Counsel opined to the County Planning Commission on March 27, 1992 (part of Exhibit E attached to the Staff Report for April 4, 2002) that the above quoted language:

“clearly evidences the intent that a limited amount of land located within the urban/rural boundary would not be evaluated under policies, rules and regulations generally applicable to urban lands. Further, specific policies of the LCP recognize that the rural density criteria would be applicable to these excepted lands.” (emphasis in original)

The County Counsel Opinion goes on to state that the rurally designated and zoned land which is included within the Urban/Rural Boundary under Policy 1.3(b) is to be treated, for density purposes, “as if it were on the rural side of the rural boundary.” The Planning Staff Report to the Planning Commission dated April 8, 1992 (part of Exhibit E) stated that “it was the clear intent of the County and the Coastal Commission in adopting the LCP to regulate RM/CZ lands within the urban area in the same manner as those in the rural area.”

In 1997, County of San Mateo LCP Amendment No. 1-97-C to implement the Coastside Protection Initiative was considered by the Coastal Commission. According to the Coastal Commission Staff Report (Exhibit G attached to the Staff Report for April 4, 2002), LCPLUP Policy 1.5 was proposed to be amended “to clarify that the permitted uses and densities of rural designated land in the urban Mid-Coast are the same as rural designated land elsewhere in the Coastal Zone.” That Staff Report specifically identified as being covered by this Policy “various vacant or public-owned parcels that are designated Agriculture, General Open Space or Public Recreation: land uses that are typically found in the rural area.” That Staff Report also attached “[a] map showing the location of “Rural Designated Lands in the Urban Mid-Coast” (labeled at the bottom as being presented at the “San Mateo County Board of Supervisors Meeting”). That map is part of Exhibit F attached to the Staff Report for April 4, 2002. Given that the map was the basis of the 1997 Coastal Commission action in this regard, it is recommended that such map also be used to show and establish the District Service Area and the Urban and Rural Zones.

In response to arguments that the existing density requirements elsewhere in the Coastal Zone should not apply to the parcels identified on the above-described map, the Coastal Commission Staff Report cites the above-quoted Opinion of the San Mateo County Counsel and states that the proposed amendment to Policy 1.5 would merely “formalize County Counsel’s legal advice, but would not change current zoning administration” and would “clarify[] and make[] more explicit the existing policy of the certified LCP.” Proposed San Mateo County LCP Amendment No. 1-97-C was approved by the Coastal Commission as to Policy 1.5 (with additional language from the amendment to Policy 1.8 not here relevant).

Thus, it is clear that the parcels identified on the map labeled “Rural Designated Lands in the Urban Mid-Coast” and attached to the Coastal Commission Staff Report for SMC LCP Amendment No. 1-97-C are appropriate for designation as part of the Rural Zone of the Granada Sanitary District Service Area Map. In fact, it is difficult to see how designation of such land as part of the Urban Zone would be consistent with the admonition of LCP Section 2.14d that the activities in rural zones are to be restricted to those which are consistent with the maintenance of the rural nature of the area and that growth inducement is to be minimized.

- 2. A lower level of service for land designated as “rural,” but located on the urban side of the Urban/Rural Boundary should be “commensurate with the uses and densities designated in the San Mateo County Local Coastal Land Use Plan for the property involved.” This language has been discussed with and approved by County Counsel for the County of San Mateo.**

The draft Ordinance establishing Urban and Rural Zones does not preclude public sewer service to rurally designated lands on the urban side of the Urban/Rural Boundary. County Counsel and I agree that Policy 2.14d does not preclude such service. Furthermore, based on our telephone conversation of April 25, 2002, County Counsel and I also agree that the LCPLUP naturally limits public sewer service to rurally designated lands on the urban side of the Urban/Rural Boundary to service commensurate with the permitted uses and densities of such rurally designated land (e.g. General Open Space, Agriculture, or Public Recreation-Community Park). This is consistent with the language of Section 2.14d which provides:

“Restrict the activities in rural zones to those which are consistent with the maintenance of the rural nature of the area and all other policies of the Local Coastal Program. Lower the user costs in the rural zone to reflect the lower level of service and minimize growth inducement.”

Based on a draft Study Session Staff Report which I faxed to County Counsel, we agreed that the

level of service for land designated as rural, but located on the urban side of the Urban/Rural Boundary would appropriately be “commensurate with the uses and densities designated in the San Mateo County Local Coastal Program for the property involved.” That language has been inserted into the revised draft Ordinance currently before your Board.

The GSD Ordinance Code provides at Sections 600 – 602 that “No person shall [“make any connection with ... any public sewer”] without having first obtained a written permit from the District.” “No permit shall be issued until all of the following requirements have been satisfied: [specified requirements are listed, including that the project is not precluded by regulations of the District or other government agency having jurisdiction over wastewater disposal within the District; and that the District’s wastewater facilities have the capacity to accommodate the quantity and quality of wastewater to be produced by the proposed project.]” This has been applied to mean that a property is not precluded from connecting to the District’s public sewer if it meets the requirements set forth in the Code at Section 602. Of course, LCPLUP Section 2.22 precludes property outside the Urban/Rural Boundary from being assessed for sewage treatment facilities by SAM (and hence precludes such property from being hooked up to SAM’s public sewer system).

The District Code authorizes the District to determine the entitlement for non-residential premises connected to the public sewer pursuant to a sewer connection permit issued since the adoption of the District Code and identify that entitlement amount in the sewer connection permit. See Section 701(05)(B)(v). For residential units, the entitlement is determined by the number of dwelling units authorized by the District to be connected to the public sewer. See Section 701(05)(B)(iii). Section 603 authorizes the District to impose conditions and requirements on the issuance of a permit.

Thus, the GSD Ordinance Code has provided for many years that GSD may determine the amount of wastewater disposal which is approved when a sewer connection permit is issued. Consistent with this long standing authority, GSD may limit the level of sewer service it provides to land designated “rural.”

GSD may also decline to issue a sewer connection permit if the requirements listed in Section 602 are not met. In that case, the property owner may apply to GSD for a private wastewater disposal permit (usually a septic tank) as required by Section 501(03) of the GSD Ordinance Code.

The draft Ordinance provides that “[a]ny user charges in the Rural Zone shall be reduced or eliminated consistent with the reduced or eliminated level of service.” This is required by

LCP Section 2.14d. There are uses listed in General Open Space and Agriculture LCPLUP designations for which neither public sewer service, nor a private wastewater disposal system would appear to be required (for example, a maintenance yard for public purposes [permitted in RM-CZ]). For those uses, user charges most likely should be eliminated. There are also uses listed in General Open Space and Agriculture LCPLUP designations for which public sewer service at a level reduced from that which currently is being assessed is appropriate. For example, the easterly portion of property commonly known as “Mirada Surf” has recently been acquired by the County of San Mateo, apparently for parkland purposes. This property currently has 35 ERUs assessed to it. It is very possible that the County’s use of the property will require less than ten percent of that level of sewer service. Reduced charges for the reduced level of service would be appropriate in that situation.

Assessments for sewer service may be reduced or eliminated when a property owner applies for Relief from Assessment. For example, a property owner may apply to eliminate one or more Noncontingent Assessments where parcels have merged, or not all of the assessments are needed. GSD has a form for Application for Relief from Assessment. Such relief allows a property owner to obtain a refund for reduced or eliminated past assessments paid in addition to a reduction or elimination in assessments owed in the future.

The draft Ordinance is intended to provide the accommodation to properties owned by public entities for the public sewer connections set forth in the Study Session Staff Report which is part of the May 16, 2002 Agenda Packet.

Adoption of the draft Ordinance would result in each wastewater system permit application for a use on rurally designated land within the Urban/Rural Boundary being evaluated individually at the time the application is considered. That is currently the case as to all other applications. However, only the applications in the Rural Zone will be evaluated to confirm that the wastewater system being approved is commensurate with the permitted uses or density of the property as designated by the LCPLUP.

If the GSD Board desires to provide for more specific definition of levels of service for identified uses in the Rural Zone, it could direct District Staff, Engineer and Counsel to return with a chart showing different categories of allowed uses and the wastewater system level of service that would be approved for each category. Of course, if the LCPLUP were amended in the future to add other uses, it would necessitate amendment of the Urban-Rural Zone Ordinance to address those new uses. In addition, adoption of an ordinance containing such categories might (or might not) require additional CEQA review.

Board of Directors
Granada Sanitary District
Study Session re Establishment of
Urban and Rural Zones
July 31, 2012
Page 7

Another approach taken by some public agencies is the inclusion of a provision stating that the District has no intention to impose or authorize limitations or restrictions on the wastewater system to any property which would have the effect of taking such property or which would otherwise entitle the owner thereof to compensation under the United States Constitution, any California law or any judicial decisions, and that any such action is null and void. This provides assurance that absent a health, safety or nuisance problem related to approval of the wastewater system, the District will not preclude a reasonable use of property. It will be my recommendation to your Board as each application comes forward that it be acted on in such a manner as to avoid a taking of property.

IT IS RECOMMENDED that your Board adopt the **ORDINANCE ESTABLISHING SERVICE AREA BOUNDARIES AND DIVIDING GRANADA SANITARY DISTRICT INTO RURAL AND URBAN ZONES AS REQUIRED BY SAN MATEO COUNTY LOCAL COASTAL PROGRAM** as enclosed.

Sincerely,
Granada Sanitary District General Counsel
WITTWER & PARKIN, LLP

Jonathan Wittwer

Encl. Revised Draft Ordinance
cc: District Administrator
District Engineer

Attachment 2:
Proposed Resolution of CEQA Compliance

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2018-___

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GRANADA COMMUNITY SERVICES DISTRICT ESTABLISHING ITS COMPLIANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AS A RESPONSIBLE AGENCY REGARDING CONNECTION TO ITS PUBLIC WASTEWATER SYSTEM FOR THE COASTSIDE FIRE PROTECTION DISTRICT FIRE STATION NO. 41 PROJECT

WHEREAS, the Coastside Fire Protection District, as Lead Agency for its Fire Station 41 Project, circulated an Initial Study, Draft Environmental Impact Report, Final Environmental Impact Report, Mitigation Monitoring and Reporting Program, and related documents in accordance with the California Environmental Quality Act (CEQA) (Public Resources Code §§ 21000 et seq.), CEQA Guidelines (14 Cal. Code Regs. §§ 15000 et seq.), and any other applicable requirements, in relation to the Coastside Fire Protection District Fire Station No. 41 Project (Project); and

WHEREAS, the Granada Community Services District (GCSD) has discretionary permitting authority in relation to its provision of wastewater services to the Project and is, thus, a Responsible Agency pursuant to CEQA Guidelines § 15381; and

WHEREAS, GCSD commented on the Draft Environmental Impact Report, and the Coastside Fire Protection District responded to GCSD's comments; and

WHEREAS, on April 26, 2017, the Coastside Fire Protection District certified its Final Environmental Impact Report and Mitigation Monitoring and Reporting Program; and

WHEREAS, pursuant to CEQA Guideline § 15096 (e), a Responsible Agency such as GCSD is deemed to have waived any objection to the adequacy of the EIR where, as here, GCSD has not taken the issue to court within 30 days after the Lead Agency files a notice of determination; and

WHEREAS, on July 12, 2017, the County of San Mateo approved the Coastside Fire Protection District's Project applications for a Coastal Development Permit, Use Permit, Variance, Design Review Permit, Grading Permit, and Minor Subdivision; and

WHEREAS, the Coastside Fire Protection District has applied to the Granada Community Services District for discretionary Variance, Rural Zone Connection Determination, and Sewer Connection Permit approvals; and

WHEREAS, the Board of Directors has independently reviewed and considered the relevant contents of the Initial Study, Draft Environmental Impact Report, Final Environmental Impact Report, Mitigation Monitoring and Reporting Program, CEQA Findings, and related documents for the Project.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Granada Community Services District (GCSD) finds as follows in relation to each and every approval made by GCSD regarding connection of CFPD Fire Station No. 41 to GCSD's Public Wastewater System:

1. All meetings and hearings regarding each and every approval made by GCSD regarding CFPD's connection of CFPD's proposed Fire Station No. 41 to GCSD's Public Wastewater System were conducted in compliance with the law, and all actions were taken in compliance with CEQA, State CEQA Guidelines, GCSD CEQA Guidelines, and any and all other applicable requirements; and
2. The Board of Directors of GCSD was presented with and had the opportunity to review and consider all the relevant information in the Final EIR certified by CFPD as Lead Agency and all other materials in the Administrative Record; and
3. The documents constituting the record of proceedings upon which this decision is based are located in the GCSD Offices and are maintained by its General Manager.

NOW, THEREFORE BE IT FURTHER RESOLVED that, on the basis, and after consideration and review, of the relevant record before it (including any relevant portions of the Initial Study, the Draft Environmental Impact Report, the Final Environmental Impact Report, Mitigation Monitoring and Reporting Program, the CEQA Findings, and all related documents), and based on the analysis and evidence detailed therein, prior to acting upon each and every approval made, or to be made, by GCSD regarding CFPD's connection of CFPD's proposed Fire Station No. 41 to GCSD's Public Wastewater System, the Board of Directors of GCSD finds that provision of wastewater services to the Project will result in less than significant impacts on the environment, and that no changes or additional mitigation is required pursuant to CEQA for the connection of the Project to GCSD's Public Wastewater System.

PASSED AND ADOPTED by the Board of Directors of the Granada Community Services District, this 15th day of February 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED

LEONARD WOREN, PRESIDENT

COUNTERSIGNED:

DELIA COMITO, SECRETARY

Attachment 3:
Proposed Findings for Sewer Permit Variance

FINDINGS FOR SEWER PERMIT VARIANCE
Coastside Fire Protection District
Obispo Road, El Granada, California 94018
APN: 047-261-030

- (1) **REQUIRED FINDING:** Where the property is shown on a map first recorded prior to August 14, 1929 and has not been approved after March 4, 1972 by a recorded final subdivision map, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

INFORMATION REQUIRED: Chain of Title from a Title Insurance Company for all transactions claimed to constitute sale, lease or financing of the parcel which is the subject of the variance application and each vacant parcel sharing a boundary line with the subject parcel, from the date applicant contends the subject parcel was first legally created to the date of the application.

FINDING:

The current zoning for the subject 2.38-acre parcel is El Granada Gateway District “EG” and the parcel is nonconforming as to size, as the EG District requires a minimum parcel size of 3.5 acres. A County-issued Certificate of Compliance and a Chain of Title were provided to establish a basis for this Finding. There are no vacant parcels sharing a boundary line with the subject parcel.

The County-issued Certificate of Compliance states that the parcel is shown on a Subdivision Map entitled “Tract No. 4 Granada,” San Mateo County, California, recorded October 6, 1933 in Book 20 of Maps at Page 22. Although this Map does not show the boundaries of the subject parcel, it shows that all contiguous parcels were separately conveyed or shown on a recorded subdivision map prior to 1945. The parcel is bound on three sides by roads. The southwesterly boundary of the parcel was created when Obispo Road was separately conveyed in 255 Deeds 384 from the Shoreline Investment Company to the County in 1914. The northwesterly boundary of the parcel is Avenue Portola which is shown on a Subdivision Map entitled “Plat of Re-Subdivision of Subdivision Nos. 2 and 3 of Granada,” San Mateo, California, recorded August 4, 1908 in Book 6 of Maps at Page 29. The southeasterly boundary of the parcel is Coronado Street which is shown on a Subdivision Map entitled “Plat of Subdivision No. 1 Granada,” San Mateo County, California, recorded on November 18, 1907 in Book 5 of Maps at Page 43. Since these Subdivision Maps and the deed conveying Obispo Road predated the County’s July 20, 1945 subdivision ordinance, they lawfully created the parcel which is now owned by CFPD and which is the subject of this Variance Application. The Board of Directors of the Granada Community Services District can, and hereby does, make this Required Finding (1).

- (2) **REQUIRED FINDING:** Where the property is not shown on any recorded map, but is shown on a deed into separate ownership recorded prior to July 20, 1945, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

INFORMATION REQUIRED: Same as for (1) above.

FINDING: Same as for (1) above.

- (3) **REQUIRED FINDING:** Where the property is in the Coastal Zone, it has not been conveyed into ownership separate from all contiguous parcels for the first time after the February 1, 1973 effective date of vested rights under the California Coastal Act without a Coastal Development Permit approving a land division for the creation of such parcel.

INFORMATION REQUIRED: Same as for (1) above. Parcel A and B which comprise the property which is the subject of this Variance Application was conveyed into separate ownership from all contiguous parcels prior to February 1, 1973.

FINDING: Same as for (1) above.

- (4) **REQUIRED FINDING:** Unless a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a Certificate of Compliance or Conditional Certificate of Compliance has been issued for the property, and if the property is in the Coastal Zone, a Coastal Development Permit process was conducted for the issuance of such Certificate, if required by law or regulation.

INFORMATION REQUIRED: A Certificate of Compliance (conditional or unconditional) and a Coastal Development Permit if the subject parcel is in the Coastal Zone (or equivalent proof of parcel legality satisfactory to the District Board of Directors).

FINDING: The subject property is 2.38 acres (103,578 square feet) in the EG zone, which requires a minimum parcel size of 3.5 acres (152,460 square feet). A Certificate of Compliance (Type “A”) was issued by the County. A Coastal Development Permit (“CDP”) is not required for a Type “A” Certificate of Compliance. Applicant submitted that Unconditional Certificate of Compliance (Type “A”) issued by the County and recorded on August 19, 2015 (Document #: 2015-087529) which states that the subject property APN 047-261-030 “complies with the provision of the State of California Subdivision Map Act and the San Mateo County Subdivision Ordinance.” For the reasons specified in Finding (1) above, the Board of Directors of the Granada Community Services District can, and hereby does, make this Required Finding (4).

- (5) **REQUIRED FINDING:** There are no features of the property or the development proposed thereon which have the potential to have a greater than usual contribution to wet weather sewage overflow.

INFORMATION REQUIRED: Site Plan, Topographic Map and Building Permit plans for the subject parcel including calculations by the drafter of the plans showing the percentage of the subject parcel covered with impervious surfaces.

FINDING: Pursuant to County of San Mateo Zoning Regulations for Site Coverage, the maximum parcel coverage is 10% for structures in the EG district, plus an additional 10% of site coverage for impervious surface area less than 18” above ground level. (County Zoning Regs §636229.4, subds. (4) and (5)). The maximum site coverage for structures is 10% which equals 10,357.8 square feet in this case. The maximum site coverage for impervious surface area less than 18” is 10% which equals 10,357.8 square feet in this case. The proposed parcel coverage for the structure is 12,425 square feet (12%) and the proposed coverage for impervious non-structures is 20,197 square feet (19.5%). Although the impervious surface area exceeds the County minimum standards, the applicant has submitted professionally prepared drainage plans and calculations that have been reviewed and conditionally approved by the County Department of Public Works demonstrating all stormwater run-off generated from the newly created impervious surface area will be captured on-site through a system of on-site bioretention areas and a self-retaining area. Hence, the site coverage for impervious surfaces would comply with the County standards and this Finding can be made. The County planning permit includes the following Condition of Approval for the project:

The applicant shall include in their building permit submittal a Stormwater Management Plan (SWMP) that includes, at a minimum, exhibit(s) showing drainage areas and location of Low Impact Development (LID) treatment measures; project watershed; total project site area and total area of land disturbed; total new and/or replaced impervious area; treatment measures and hydraulic sizing calculations; a listing of source control and site design measures to be implemented at the site; hydromodification management measures and calculations, if applicable; NRCS soil type; saturated hydraulic conductivity rate(s) at relevant locations or hydrologic soil type (A, B, C, or D) and source of information; elevation of high seasonal groundwater table; a brief summary of how the project is complying with Provision C.3 of the Municipal Regional Permit (MRP); and detailed Maintenance Plan(s) for each site design, source control and treatment measure requiring maintenance. Treatment controls shall be designed and sized to treat runoff from new and/or replaced impervious areas only.

The Applicant has provided the District with a copy of the SWMP required by the County. The Granada Community Services District hereby requires that when and if it issues a sewer permit for the subject property, the Sewer Connection Permit Permit is conditioned to require prior approval of the location of the

bioretention swales in a manner which GCSD Engineer determines will not create risk of inflow and infiltration into the sewer main or sewer lateral.

The Board of Directors of the Granada Community Services District can, and hereby does, make this Required Finding (5).

- (6) **REQUIRED FINDING:** Provision of sewer service to the parcel which is the subject of the application would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program.

INFORMATION REQUIRED: The District already has or can obtain this information in the form of documentation showing the number of parcels in the District which have merged or which had their development rights transferred or otherwise eliminated since the completion of the Parcel Inventory and Development Potential Assessment for the Granada Sanitary District (prepared by J. Laurence Mintier & Associates in association with Kennedy/Jenks Consultants (District Engineer)). The District will apply the information to the application before it.

FINDING: The parcel is 103,578 square feet in size (short of the 152,460 square foot minimum zoning requirement used for buildout calculations by 48,882 square feet). The parcel is 68% of the minimum parcel size, thus Section 603(03)(B) of the District Ordinance Code does not apply.

The Board of Directors of the Granada Community Services District finds that provision of sewer service to the parcel which is the subject of this application will not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program.

- (7) **REQUIRED FINDING:** Granting of the variance would not constitute a special privilege not available to other property owners similarly situated.

INFORMATION REQUIRED: Written statement of relevant facts from Applicant comparing contiguous or nearby properties.

FINDING: The parcel is 103,578 square feet in size (short of the 152,460 square foot minimum zoning requirement used for buildout calculations by 48,882 square feet, *i.e.*, 32% short of the minimum parcel size). While the 32% shortage could constitute a special privilege not available to other property owners similarly situated, previous variances have been granted for parcels that are 40.32% short of the minimum parcel size, 56% short of the minimum parcel size, and 52% short of the minimum parcel size.

The Board of Directors of the Granada Community Services District can and does find that given the unique size of the subject parcel (containing more than two acres rather than the more typical residential parcels of 8,800 square feet or less), provision of sewer

service to the parcel which is the subject of this application would not constitute a special privilege and would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program.

- (8) **REQUIRED FINDING:** The property owner has demonstrated by a preponderance of the evidence presented to the District Board that the parcel cannot be rendered conforming (without rendering any contiguous parcel nonconforming) by acquisition of one or more contiguous parcels by payment of fair market value for such contiguous parcel(s).

INFORMATION REQUIRED: Parcel size and setback for each contiguous parcel sharing a boundary line with the subject parcel and name and address of owner(s) of each such contiguous parcel together with documentation showing that each such owner has been offered fair market value for a portion of such contiguous property such that the subject parcel would be rendered conforming. The fair market value offer is not required if contiguous property is not vacant or, if developed, does not exceed minimum parcel size under the zoning ordinance.

FINDING: Applicant has provided a letter demonstrating why the parcel cannot be rendered conforming by acquisition of one or more contiguous parcels. Applicant's letter states that all contiguous lots are zoned C-1 and developed with single to multi-family residences. It is a factual determination for the Board to make whether these reasons are sufficient to establish that the parcel cannot be rendered conforming.

The Board of Directors of the Granada Community Services District can, and hereby does, make this Required Finding (8).

- (9) **REQUIRED FINDING:** The component lots comprising the property do not qualify for merger or will be merged or rendered undevelopable as a condition of the issuance of the variance.

INFORMATION REQUIRED: The District already has the needed information in the form of documentation showing the standards for merger in effect in the County of San Mateo at the time the variance application is considered by the District Board.

FINDING: The Subject Parcel does not qualify for involuntary merger under Government Code Section 66451.11, even though less than 3.5 acres in size because it was created in compliance with applicable laws and ordinances in effect at the time of its creation (see subsection (b)(2) of Section 66451.11).

- (10) **REQUIRED FINDING:** The current property owner will not voluntarily accept a refund of fees, charges and/or assessments paid in exchange for agreement that the parcel will

not ever be used to generate wastewater or garbage and there is no adopted District policy to unilaterally implement such a refund.

INFORMATION REQUIRED: Written statement of the Applicant of intent to develop. There is currently no District policy for unilateral implementation of such a refund.

FINDING: Written statement provided December 20, 2017.

- (11) **REQUIRED FINDING:** For parcels which are less than 4,750 square feet in the S-17 or S-3 Zoning Districts, and for parcels which are less than 8,800 square feet in size in the S-94 Zoning District, the variance application was considered at a semi-annual meeting of the District Board held to consider and grant a total of no more than one semi-annual variance from among such variance applications submitted during the preceding six months based on the comparative merits of such application.

INFORMATION REQUIRED: Confirmation to be provided by District Assistant General Manager.

FINDING: This parcel is in the EG zone, and is not in the S-17, S-3, or S-94 zones and therefore the six month limitation does not apply. Variance will, therefore, not result in the issuance of more than one semi-annual variance.

GRANADA COMMUNITY SERVICES DISTRICT

504 Avenue Alhambra, Third Floor • P.O. Box 335 • El Granada, CA 94018
Telephone: (650) 726-7093 • Facsimile: (650) 726-7099

GRANADA
Community Services Dist

VARIANCE APPLICATION

DEC 26 2017

Rec'd By: _____

Parcel Information: Assessor's Parcel Number: 047 12611030 Lot(s): _____ Block: _____
Parcel Address or Location: Obispo Road, EL Granada CA 94018

Owner: Name(s) Coastside Fire Protection District Phone: (650) 726-5213
Address: 1191 Main Street Fax #: (650) 726-0132
Half Moon Bay, CA 94019 Cell #: _____

Owner's Agent: Name(s) Phong Kiet, BKF Engineers Phone: (408) 467-9173
Address: 1730 N. First Street, Ste. 600 Fax #: (408) 487-9189
San Jose, CA 95112 Cell #: _____

Contractor: Name(s) _____ Phone: _____
Address: _____ Fax #: _____
Cell #: _____

Parcel Sq. Footage.: 103,518 Zoning District: _____ Structure(s) Sq. Footage: 12,425
(Total)

Type of development (Check one): Single Family Dwelling: _____ Multiple Unit/Apartments: _____
Mixed Use (Commercial Use Structure with a Living Unit):

Are there any trees on the parcel (Yes/No)?: Yes If yes, how many?: 10 # to be Removed: 10

Additional Comments: _____

For Single Family Dwellings Only:

Dwelling Sq. Ft.: _____ Garage: _____ No. of Bedrooms: _____ No. of Baths: 6

For Mixed Use Only:


Check or Enter No.: Warehouse(s): _____ No. of Offices: 2 Square footage of Living Unit: _____

Applicants Signature: [Signature] Date: 12/20/17

Printed Name: _____ Address: _____

FOR DISTRICT USE ONLY (Please do not write below this line)

Attachments Provided:			DATE RECEIVED:	
<input checked="" type="checkbox"/> Grant Deed	<input type="checkbox"/> Sq. Ft. Verified	<input type="checkbox"/> Contig Owner Info	<input checked="" type="checkbox"/> Agent Form	
<input checked="" type="checkbox"/> Chain of Title	<input type="checkbox"/> Contig Vac Parcel Setbk	<input checked="" type="checkbox"/> No Acpte Stmt	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Building Plans	<input type="checkbox"/> Contig Fair Mkt Doc	<input type="checkbox"/> Merger Docs	Complete?: YES NO	
No. of NCA's: _____	No. Needed: _____	NCA Pur App Needed?: YES NO	Application Fee: \$ <u>750.00</u>	

Recorded at the Request of, and When Recorded Return to: Pete Bentley, Project Planner Planning and Building Department 455 County Center, 2nd Floor Mail Drop PLN122 Redwood City, CA 94063	For Clerk Use Only <p style="text-align: center;">2015-087529 CONF</p> <p style="text-align: center;">9:55 am 08/19/15 CC Fee: 27.00 Count of pages 5 Recorded in Official Records County of San Mateo Mark Church Assessor-County Clerk-Recorder</p>  <p style="text-align: center;">★ R 0 0 0 2 0 7 7 0 2 1 ★</p>
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This REVISED Certificate of Compliance document (corrected Assessor's Parcel Number) supersedes the Certificate of Compliance previously recorded on July 30, 2015; Document No. 2015-080528.

County of San Mateo
 Planning and Building Department

CERTIFICATE OF COMPLIANCE

Pursuant to Government Code Section 66499.35(a)

Planning File No. PLN 2015-00019

The County of San Mateo has received a request from Kerry Burke, 34 Amesport Landing, Half Moon Bay, California, 94019, to determine if the real property, owned by Coastside Fire Protection District, 1191 Main Street, Half Moon Bay, California, 94019, Assessor's Parcel Number 047-261-030, and further described below, complies with the provisions of the California Subdivision Map Act and the San Mateo County Subdivision Ordinance.

Property Description

APN 047-261-030

Situated in El Granada (unincorporated), County of San Mateo, State of California, and being a portion of the "Property of Dante Dianda and Giovanni Patroni," as shown on that certain subdivision map entitled, "Tract No. 4 Granada," which was filed for record in Book 20 of Maps, Page 22, on October 6, 1933, San Mateo County records, being more particularly described as follows:

Beginning at the most westerly corner of Lot 3, Block B, as shown on said map;

Thence along the southeasterly line of Avenue Portola, South 28°08'42" West, a distance of 115.59 feet, to the beginning of a tangent curve to the left;

Certificate of Compliance

APN 047-261-030

Page 2

Thence along said curve, having a radius of 10.00 feet, through a central angle of 89°27'12", an arc length of 15.61 feet;

Thence along a radial line, South 28°41'30" West, a distance of 4.50 feet, to the curved northeasterly right-of-way line of Obispo Road, said course being radial to said curved right-of-way;

Thence along said right-of-way, being a curve to the right, having a radius of 5,629.65 feet, through a central angle of 5°29'33", an arc length of 539.67 feet, to a point of non-tangency, a radial line to said point bears North 34°11'03" East;

Thence South 58°12'50" East, a distance of 385.64 feet, to the point of beginning of a non-tangent curve to the left, a radial line to said point bears South 32°08'40" West;

Thence along said curve, having a radius of 50.50 feet, through a central angle of 121°03'39", an arc length of 106.70 feet, to a point of cusp, a radial line to said point bears South 88°54'59" East;

Thence along a curve to the left, from which point a radial line bears South 38°26'19" West, having a radius of 5,739.65 feet, through a central angle of 1°26'19", an arc length of 144.11 feet, to a point of reverse curvature;

Thence along said reverse curve, having a radius of 430.00 feet, through a central angle of 16°55'53", an arc length of 127.07 feet, to a point of cusp, a radial line to said point bears South 53°55'53" West, being a point on the northeasterly line of Dianda and Patroni as shown on said Map;

Thence along a curve to the left, from which point a radial line bears South 35°45'15" West, having a radius of 5,759.65 feet, through a central angle of 7°10'23", an arc length of 721.07 feet, to the **Point of Beginning**.

Containing an area of 117,094 sq. ft./2.68810 acres.

Being a portion of the same property as shown on that certain Subdivision Map entitled "Tract No. 4 Granada," San Mateo County, California, recorded October 6, 1933 in Book 20 of Maps at Page 22.

A plat showing the above-described parcel is attached hereto and made a part of.

The cited recordation of this parcel occurred prior to the County initially adopting Subdivision Ordinance No. 595 on July 20, 1945; thus qualifying for the Type "A" Certificate of Compliance. The subject Certificate of Compliance (Type A) shall represent APN 047-261-030 as one single, legally created parcel.

Certificate of Compliance

APN 047-261-030

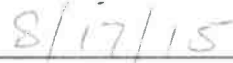
Page 3

This is to certify that the real property described above complies with the State of California Subdivision Map Act and the San Mateo County Subdivision Ordinance.

NOTICE: This document certifies compliance with the State of California Subdivision Map Act and the San Mateo County Subdivision Regulations only. Any development on, or use of, the property described herein is subject to the San Mateo County General Plan, Zoning Regulations, building regulations, and other County regulations affecting use and development of the property. Further, this Certificate of Compliance shall in no way affect the requirements of any other federal, State or local agency that regulate development or use of real property.



Lisa Aozasa, Deputy Director
County of San Mateo



Date

LAA:PSB.jlh – PSBZ0525(rev)_WJN.DOCX
FRM00101.DOCX (7/9/13)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of San Mateo)

On 8/17/2015, before me, T. Pena,
a Notary Public, personally appeared LISA AOZASA, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature _____

A handwritten signature in cursive script, appearing to read "T. Pena", written over a horizontal line.

COUNTY OF SAN MATEO PLANNING AND BUILDING

455 County Center, 2nd Floor
Redwood City, CA 94063
650-599-7310 T
www.planning.smcgov.org

July 19, 2017

Coastside Fire Protection District
Attn: Paul Cole
1191 Main Street
Half Moon Bay, CA 94019

Dear Mr. Cole:

Subject: **LETTER OF DECISION**
File No.: PLN 2016-00346
Location: Obispo Road, El Granada
Assessor's Parcel No.: 047-261-030

On July 12, 2017 the San Mateo County Planning Commission considered a Coastal Development Permit, Use Permit, Variance, and Design Review Permit, pursuant to Sections 6328.4, 6500, 6530, and 6565.3, respectively, of the San Mateo County Zoning Regulations, a Grading Permit, pursuant to Section 9283 of the County Ordinance Code, and a Minor Subdivision, pursuant to Section 7010 of the County Subdivision Regulations to subdivide an undeveloped 2.7-acre parcel into two lots of 0.31 acres (Parcel A) and 2.38 acres (Parcel B) and construct a new 12,425 sq. ft. fire station on Parcel B to replace existing Fire Station 41, located at the corner of Obispo Road and Coronado Street in the unincorporated area of El Granada. The project is appealable to the California Coastal Commission.

Based on information provided by staff and evidence presented at the hearing, the Planning Commission approved the Coastal Development Permit, Minor Subdivision, Use Permit, Variance, Design Review, and Grading Permit, PLN 2016-00346, by making the required findings and adopting the conditions of approval in Attachment A.

Any interested party aggrieved by the determination of the Planning Commission has the right of appeal to the Board of Supervisors within ten (10) business days from such date of determination. The appeal period for this matter will end at **5:00 p.m. on July 26, 2017.**

The approval of this project is also appealable to the California Coastal Commission. Any aggrieved person may appeal this decision to the California Coastal Commission within 10 working days following the Coastal Commission's receipt of the notice of Final Local Decision. Please contact the Coastal Commission's North Central Coast District Office at (415) 904-5260 for further information concerning the Commission's appeal process. The County and Coastal Commission appeal periods are sequential, not concurrent, and together total approximately one month. A project is considered approved when these appeal periods have expired and no appeals have been filed.

Please direct any questions regarding this matter to Project Planner Summer Burlison at 650-363-1815 or sburlison@smcgov.org.



Sincerely,



Janneth Lujan
Planning Commission Secretary

cc: Department of Public Works
Building Inspection Department
Environmental Health Department
California Coastal Commission
CALFIRE

County of San Mateo
 Planning and Building Department

FINDINGS AND CONDITIONS OF APPROVAL

Permit or Project File Number: PLN 2016-00346

Hearing Date: July 12, 2017

Prepared By: Summer Burlison
 Project Planner

Adopted By: Planning Commission

FINDINGS

For the Environmental Review, Found:

1. That San Mateo County, acting as a responsible agency, has reviewed and considered the Initial Study, Draft Environmental Impact Report (EIR), and Final EIR prepared and certified by Coastside Fire Protection District, who acted as the lead agency for purposes of the California Environmental Quality Act (CEQA). All adopted mitigation measures from the certified EIR have been included as project conditions of approval.

For the Coastal Development Permit, Found:

2. That the project, as described in the application and accompanying materials required by Section 6328.7 and as conditioned in accordance with Section 6328.14, conforms to the plans, policies, requirements and standards of the San Mateo County Local Coastal Program (LCP), specifically in regard to Locating and Planning New Development, Public Works, Sensitive Habitats, Visual Resources, and Hazards Components of the LCP. Staff has reviewed the plans and materials and determined that the project, as proposed and conditioned, will not pose any adverse significant impacts on coastal resources, sensitive habitats, or visual resources in the area. Furthermore, the project would not be exposed to any natural hazards.
3. That the project is not subject to the public access and public recreation policies of Chapter 3 of the Coastal Act of 1976 (commencing with Section 30200 of the Public Resources Code) since the project is not located between the nearest public road and the sea, or the shoreline of Pescadero Marsh.
4. That the project conforms to specific findings required by policies of the San Mateo County LCP with regard to Locating and Planning New Development, Public Works, Sensitive Habitats, Visual Resources, and Hazards Components, as discussed in detail in the Staff Report dated July 12, 2017.

For the Use Permit, Find:

5. That the establishment, maintenance and/or conducting of the use will not, under the circumstances of the particular case, result in a significant adverse impact to coastal resources, or be detrimental to the public welfare or injurious to property or improvements in said neighborhood as the new fire station will allow the Coastside Fire Protection District to meet current and future public service and emergency demands from the community within appropriate response times; the proposed fire station has been designed to minimize public view impacts, buffer temporary noise impacts from emergency calls/siren events; and blend

into the neighborhood character and natural environment through architectural style and proportion. The new fire station will not result in any changes to operation, staffing, or emergency vehicle trips. Additionally, an Initial Study and Environmental Impact Report (EIR) for the project has concluded that the project, as proposed and mitigated, will not have a significant adverse impact on the environment, including coastal resources and all adopted mitigation measures from the EIR have been included as conditions of approval.

For the Variance. Found:

6. That the parcel's location, size, shape, topography, and/or other physical conditions vary substantially from those of other parcels in the same zoning district or vicinity as the project parcel is a uniquely narrow-shaped parcel of land that abuts four (4) public roads and contains a riparian corridor that runs through the approximate center of the parcel. Also, the usable site area of the parcel consists of 15 – 19% slope. These characteristics make the project parcel unique from other similarly zoned parcels in the area.
7. That without the variance, the landowner would be denied the rights and privileges that are enjoyed by other landowners in the same zoning district or vicinity as the project parcel's unique size and shape in comparison to other parcels in the same zoning district make it infeasible to develop a public service use, allowable by use permit, in compliance with all of the applicable EG Zoning Standards.
8. That the variance does not grant the landowner a special privilege which is inconsistent with the restrictions placed on other parcels in the same zoning district or vicinity as the other parcels in the EG Zoning District are subject to the same development standards and may seek variances if physical site constraints are demonstrated.
9. That the variance authorizes only uses or activities which are permitted by the zoning district as the County Zoning Regulations allows public service uses in any zoning district subject to the issuance of a use permit, for which the applicant is seeking as part of the subject project application.
10. That the variance is consistent with the objectives of the General Plan, the Local Coastal Program (LCP) and the Zoning Regulations as discussed in detail in Sections A.1. through A.4. of the staff report dated July 12, 2017.

For the Design Review. Found:

11. That the project complies with the applicable design standards contained in Section 6565.17 of the Zoning Regulations as the proposed fire station is designed to blend into the surrounding residential development and uses gable roofing, stone and cement board siding, and earth-toned colors; the building will be set into the excavated project site so as to minimize visual impacts from uphill views towards the ocean; the development includes on-site drainage facilities to capture and treat post-construction runoff; erosion control measures will be implemented to minimize construction-related erosion and sediment from the project site; denuded areas will be replaced with drought-tolerant landscaping that consists of plant species that are native and/or acclimated to the local area; the development will maintain over a 50-foot buffer zone from the limit of riparian vegetation around the drainage channel so as to not alter or impact the sensitive area; and the proposed building identification signage is proportional to the building and does not detract from the architectural style of the building or developed character of the area.

For the Minor Subdivision. Found:

12. That the proposed map, together with the provisions for its design and improvement, is consistent with applicable general and specific plans as discussed in detail in Section A.1. of

the staff report dated July 12, 2017. Furthermore, while proposed Parcel B does not meet the minimum parcel size (3.5 acres) of the respective EG Zoning District, it does meet the provision of being no less than 5,000 sq. ft. pursuant to the subdivision regulation for size and an exception is being requested for the substandard parcel size (for proposed Parcel B).

13. That the site is physically suitable for the type and proposed density of development as the proposed development plans demonstrate that proposed Parcel B is physically suitable for development, subject to the variance request being sought due to the parcel's unique, narrow shape. Furthermore, proposed Parcel A is a relatively flat, corner parcel that would be capable of supporting future development.
14. 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 as an Initial Study and EIR concluded that the project, as proposed and mitigated, will not result in significant environmental impacts, including to biological resources.
15. That the design of the subdivision or type of improvements is not likely to cause serious public health problems as the project has been reviewed and conditionally approved by the County Building Department, Department of Public Works, Geotechnical Section, and Coastside Fire Protection District to ensure that public health and safety are preserved and protected.
16. That the design of the subdivision and the proposed improvements will not conflict with easements acquired by the public at large for access through or use of property within the proposed subdivision as the project parcel contains no public easements, nor proposes any public easement through or over the project parcels.
17. 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 Control Board pursuant to Division 7 (commencing with Section 13000) of the State Water Code as there is no indication that sewer connection to the Granada Community Services District would result in any violations of the State Regional Water Control Board.
18. That the land is not subject to a contract entered into pursuant to the California Land Conservation Act of 1965 ("the Williamson Act") as the land proposed for subdivision is not under a Williamson Act Contract.

For the Exception to the Subdivision Regulations, Found:

19. That there are special circumstances or conditions affecting the property, or the exception is necessary for the preservation and enjoyment of substantial property rights of the owner/subdivider as the existing project parcel proposed for subdivision is a split-zoned parcel that consists of 0.31 acres of C-1 Zoning and 2.38 acres of EG Zoning; the acquisition of contiguous parcels to create a conforming sized (3.5 acres) EG-zoned parcel is not reasonably feasible as all contiguous lots are zoned C-1 and developed with single to multi-family residences or commercial uses.
20. That the exception is appropriate for the proper design and/or function of the subdivision as the creation of the proposed 2.38-acre parcel would allow the creation of separate parcels for each of the adopted land use and zoning designations that currently exist over the 2.7-acre, split-zoned parcel; the application of EG development standards on the newly created 2.38-acre parcel would not change as only that portion of land within the respective zoning district is used to establish setbacks, lot coverage, etc.; and the subdivision would allow the commercially zoned portion of the existing 2.7-acre parcel to be better utilized in the future as a separate parcel for commercial development.

21. That the granting of the exception will not be detrimental to the public health, safety, or welfare or injurious to other property or uses in the area in which the property is situated as the subdivision will eliminate the inadvertent creation of a split-zoned parcel and provide an opportunity for better utilization of the commercially zoned portion of the parcel for future development while resulting in no change to the application of zoning development standards for either newly created parcel.

For the Grading Permit, Found:

22. That the granting of the permit will not have a significant adverse effect on the environment as the Initial Study and certified EIR found that the implementation of all adopted mitigation measures will prevent the project from having a significant adverse effect on the environment and all adopted mitigation measures from the project EIR have been incorporated as conditions of approval below.
23. That the project conforms to the criteria of Chapter 8, Division VII, San Mateo County Ordinance Code, including the standards referenced in Section 9296 as the project, as proposed and conditioned, conforms to the standards in the County Grading Regulations, including those relative to erosion and sediment control, dust control, fire safety, and timing of grading activity. Furthermore, the project has been reviewed and approved by the County's Department of Public Works and the County's Geotechnical Engineer.
24. That the project is consistent with the General Plan as the project conforms to all applicable General Plan policies, including Vegetative, Water, Fish and Wildlife Resources; Soil Resources; Visual Quality; Historical and Archaeological Resources; Water Supply; Wastewater; Transportation; Natural Hazards; and Man-Made Hazards policies, as well as the San Mateo County Energy Efficiency Climate Action Plan (EECAP), as discussed in detail in the staff report dated July 12, 2017.

CONDITIONS OF APPROVAL

Current Planning Section

1. This approval applies only to the proposal, documents, and plans described in this report and submitted and approved by the Planning Commission on July 12, 2017. Minor modifications to the project may be approved by the Community Development Director if they are consistent with the intent of, and in substantial conformance with, this approval.
2. This subdivision approval is valid for two (2) years from the date of final approval, during which time compliance with applicable conditions of approval must be demonstrated and, subsequently, a final parcel map shall be filed. An extension to this time period in accordance with Section 7013.5.c of the Subdivision Regulations may be issued by the Community Development Director upon written request submitted 30 days prior to the expiration date and payment of any applicable extension fees if required.
3. The Coastal Development Permit, Use Permit, Variance, Design Review, and Grading Permit approvals shall run concurrently with the subdivision approval.
4. The applicant shall submit all approved exterior color and material specifications as part of the building permit submittal. Color and materials verification by the Current Planning Section shall occur prior to final building inspection.
5. All exterior lighting shall be designed and located so as to confine direct rays to the subject property and prevent glare in the surrounding area and shall be rated "Dark Sky" compliant. Manufacturer cut sheets for all proposed exterior lighting shall be reviewed and approved by the Planning Department during the building permit process to verify compliance with this

- condition. Installed exterior lighting shall be subject to inspection and approval by the Current Planning Section prior to final building inspection.
6. A total of 10 trees are approved for removal as shown on the Landscape Plan, dated December 2, 2016, of which 4 are regulated under the County's Significant Tree Ordinance. All regulated trees (4) proposed for removal shall be replaced at a 1:1 ratio, minimum 15-gallon size stock.
 7. A Landscape and Tree Replanting Plan shall be submitted as part of the Building Permit plans for review and approval. The Plan shall include the species, size, and location of all proposed plantings, including the replacement trees required by Condition 6, and shall identify their maximum height at maturity. All plants and trees to be installed shall be drought resistant, non-invasive species that are appropriate for the site's soil type and climate. To ensure landscaping and tree plantings do not interfere with public view impacts from Avenue Alhambra or other uphill viewing locations, all plantings located in areas on the property that could result in public view obstructions at maturity shall be no greater in height at maturity than 3 ft. above the adjacent Avenue Alhambra street elevation.
 8. The project shall be subject to compliance with the County's Water Efficient Landscape Ordinance (WELO). A landscape documentation package in compliance with WELO submittal requirements shall be submitted as part of the building permit for review and approval.
 9. The applicant shall coordinate with the project biologist and a licensed land surveyor to identify in the field (i.e. visual markers) and on the plans submitted for building permit, the limits of riparian vegetation and the limits of the applicable 50-ft. buffer zone of the riparian corridor located northwest of the project site. Field identification shall be conducted and temporary exclusion fencing installed to the satisfaction of the Community Development Director and verified prior to grading permit "hard card" and/or building permit issuance to ensure that no construction activities or disturbance occurs within the buffer area.
 10. No grading activities shall commence until the applicant has been issued a Grading Permit "Hard Card" by the Planning Department. Prior to the issuance of a Grading Permit "Hard Card," the applicant shall submit a schedule to the Current Planning Section stating the date when grading operations will begin, anticipated end date of grading operations, including dates of revegetation and estimated date of establishment of newly planted vegetation.
 11. No grading shall be allowed during the wet weather season (October 1 through April 30) to avoid potential soil erosion, unless the applicant applies for an Exception to the Winter Grading Moratorium and the Community Development Director grants the exception. Exceptions will only be granted if dry weather is forecasted during scheduled grading operations, and the erosion control plan includes adequate winterization measures (amongst other determining factors).
 12. The site is considered a Construction Stormwater Regulated Site (SWRS). Any grading activities conducted during the wet weather season (October 1 to April 30) will require monthly erosion and sediment control inspections in compliance with the National Pollutant Discharge Elimination System Municipal Regional Permit Section C.6 (Construction Site Control) and Planning and Building Department's Enforcement Response Plan.
 13. An Erosion Control and Tree Protection Pre-Site Inspection shall be conducted prior to the issuance of a grading permit "hard card" and building permit to ensure the approved erosion control and tree protection measures are installed adequately prior to the start of ground disturbing activities.

14. The applicant shall submit a State Water Resources Control Board Waste Discharge Identification (WDID) number to the Current Planning Section prior to issuance of the grading permit hard card.
15. The provision of the San Mateo County Grading Ordinance shall govern all grading on the project site. Per San Mateo County Ordinance Code Section 9296.5, all equipment used in grading operations shall meet spark arrester and firefighting tool requirements, as specified in the California Public Resources Code.
16. The engineer who prepared the final approved grading and drainage plans shall be responsible for the inspection and certification of the grading as required by Section 9297.2 of the Grading Ordinance. The engineer's responsibilities shall include those relating to non-compliance detailed in Section 9297.4 of the Grading Ordinance.
17. In order to receive final sign-off on the Grading Permit "Hard Card," the applicant shall ensure performance of the following activities within thirty (30) days of the completion of grading at the project site:
 - a. The engineer shall submit written certification, that all grading has been completed in conformance with the approved plans, conditions of approval/mitigation measures, and the Grading Regulations, to the Department of Public Works and the Planning and Building Department's Geotechnical Engineer.
 - b. The geotechnical consultant shall observe and approve all applicable work during construction and sign Section II of the Geotechnical Consultant Approval form, for submittal to the Planning and Building Department's Geotechnical Engineer and the Current Planning Section.

Please include the Geotechnical File Number, 10B-920, in all correspondence with the Geotechnical Section of the Planning and Building Department.

18. Erosion and sediment control during the course of grading work shall be according to the plan prepared and signed by the engineer of record, and approved by the Department of Public Works and the Current Planning Section. Revisions to the approved erosion and sediment control plan shall be prepared and signed by the engineer and reviewed and approved by the Department of Public Works and the Current Planning Section.
19. It shall be the responsibility of the engineer of record to regularly inspect the erosion control measures for the duration of all grading activities, especially after major storm events, and determine that they are functioning as designed and that proper maintenance is being performed. Deficiencies shall be immediately corrected, as determined by and implemented under the observation of the engineer of record.
20. In the event that archaeological resources are inadvertently discovered during construction, work in the immediate vicinity (within 25 feet) of the find must stop until a qualified archaeologist can evaluate the significance of the find. Construction activities may continue in other areas beyond the 25-foot stop work area. A qualified archaeologist is defined as someone who meets the Secretary of the Interior's Professional Qualifications Standards in archaeology. The Current Planning Section shall be notified of such findings, and no additional work shall be done in the stop work area until the archaeologist has recommended appropriate measures, and those measures have been approved by the Current Planning Section and implemented.
21. Should any human remains be discovered during construction, all ground disturbing work shall cease and the County Coroner be immediately notified, pursuant to Section 7050.5 of the State of California Health and Safety Code. Work must stop until the County Coroner can

make a determination of origin and disposition of the remains pursuant to California Public Resources Code Section 5097.98. If the County Coroner determines the remains to be Native American, the Native American Heritage Commission shall be contacted within 24 hours. A qualified archaeologist, in consultation with the Native American Heritage Commission, shall recommend subsequent measures for disposition of the remains.

22. 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 Ordinance Code Section 4.88.360).
23. Prior to the commencement of grading or construction at the project site, an information sign shall be posted at the entrance to the construction site that identifies the permitted construction hours and provides a telephone number to call and receive information about the construction project or to report complaints regarding excessive noise levels.
24. The applicant shall submit one (1) set of building plans to the Current Planning Section, separate from the plan sets submitted for building permit, for referral to the San Mateo County Mosquito Abatement District.
25. All new electric lines shall be installed underground from the nearest existing utility pole.
26. Any future development on the subdivided Parcel A shall be subject to separate review and permitting requirements.
27. Within four (4) business days of the final approval date for this project, the applicant shall submit an environmental filing fee of \$2,216.25, as required under Fish and Game Code Section 711.4, plus a \$50.00 recording fee. Thus, the applicant shall submit a check in the total amount of \$2,266.25, made payable to "San Mateo County Clerk", to the project planner for the County's filing, as a responsible agency pursuant to Section 15096(i) of the CEQA Guidelines, of a Notice of Determination. Please be aware that the Department of Fish and Game environmental filing fee increases starting the 1st day of each new calendar year (i.e., January 1, 2017). The fee amount due is based on the date of payment of the fees.

National Pollutant Discharge Elimination System (NPDES) Municipal Regional Permit (MRP) Provision C.3 Requirements:

28. A separate C.3 and C.6 Development Review Checklist shall be submitted as part of the building permit submittal.
29. The project proposes new and replaced project impervious surface in excess of 10,000 sq. ft. Therefore, the applicant shall include in their building permit submittal a Stormwater Management Plan (SWMP) that includes, at a minimum, exhibit(s) showing drainage areas and location of Low Impact Development (LID) treatment measures; project watershed; total project site area and total area of land disturbed; total new and/or replaced impervious area; treatment measures and hydraulic sizing calculations; a listing of source control and site design measures to be implemented at the site; hydromodification management measures and calculations, if applicable; NRCS soil type; saturated hydraulic conductivity rate(s) at relevant locations or hydrologic soil type (A, B, C, or D) and source of information; elevation of high seasonal groundwater table; a brief summary of how the project is complying with Provision C.3 of the Municipal Regional Permit (MRP); and detailed Maintenance Plan(s) for each site design, source control and treatment measure requiring maintenance. Treatment controls shall be designed and sized to treat runoff from new and/or replaced impervious areas only.

30. LID treatment measures to be shown on final improvement or grading plans shall not differ materially from the LID treatment measures presented on the project plans, approved on July 12, 2017, without written approval from the Planning Department.
31. No treatment measures shall have standing water for more than five (5) days, for vector control.
32. 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 Stormwater Technical Guidance Manual, for assistance in implementing LID measures, at the site at http://www.flowstobay.org/bs_new_development.php.
33. Efficient irrigation systems shall be used throughout all landscaped areas in accordance with the Model Water Efficient Landscape Ordinance.
34. The project shall incorporate at least one site design measure, pursuant to Provision C.3.c.i.(2)(a) of the Municipal Regional Permit.
35. Biotreatment measures (including bioretention areas, flow-through planters and non-proprietary tree well filters) shall be sized to treat runoff from 100% of the applicable drainage area (all impervious areas and applicable landscaped areas) using flow- or volume-based sizing criteria as described in the Provision C.3.d of the MRP, or using the simplified sizing method (4% rule of thumb), described in the C.3 Technical Guidance and based on the flow-based sizing criteria in Provision C.3.d.i.(2)(c).
36. Plant species used within the biotreatment measure area shall be consistent with Appendix A of the C.3 Technical Guidance.
37. Biotreatment soil mix for biotreatment measures shall have a minimum percolation rate of 5 inches per hour and a maximum percolation rate of 10 inches per hour, and shall be in conformance with Attachment L of the MRP, which is included in Appendix K of the C.3 Technical Guidance.
38. Design of biotreatment measures shall be consistent with technical guidance for the applicable type of biotreatment measure provided in Chapter 6 of the C.3 Technical Guidance.
39. The property owner shall enter into an Operation and Maintenance Agreement (O&M Agreement) with the County (executed by the Community Development Director) to ensure long-term maintenance and servicing by the property owner of stormwater site design and treatment control measures according to the Maintenance Plan(s), for the life of the project. The O&M Agreement shall be recorded prior to final building inspection. As required by the NPDES Municipal Regional Permit:
 - a. The property owner shall be responsible for conducting all servicing and maintenance as described and required by the treatment measure(s) in the Maintenance Plan(s). Maintenance of all site design and treatment control measures shall be the property owner's responsibility.
 - b. The property owner is responsible for submitting an Annual Report to the Planning and Building Department by December 31 of each year, as required by the O&M Agreement. The property owner is responsible for the payment of any inspection fee for County inspections of the stormwater facility.

- c. Approved Maintenance Plan(s) shall be kept on-site and made readily available to maintenance crews. Maintenance Plan(s) shall be strictly adhered to.
 - d. Site access shall be granted to all applicable representatives of the County, 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. A statement to that effect shall be made a part of the O&M Agreement.
40. Within one (1) week of the installation date of the approved facility, the project civil engineer shall notify Richard Lee, Associate Engineer, Department of Public Works, by email at rlee@smcgov.org or by fax at 650/363-4859. Notice shall include the installation date of the last component of the approved facility and the name of the project civil engineer. The County will perform a final inspection of the approved facility within 45 days of the date of installation.

Mitigation Measures from the certified Environmental Impact Report:

41. The Applicant shall require their construction contractor to comply with the following Bay Area Air Quality Management District (BAAQMD) Best Management Practices for reducing construction emissions of PM10 and PM2.5:
- a. Water all active construction areas at least twice daily or as often as needed to control dust emissions. Watering should be sufficient to prevent airborne dust from leaving the site. Increased watering frequency may be necessary whenever wind speeds exceed 15 miles per hour. Reclaimed water should be used whenever possible.
 - b. Pave, apply water twice daily or as often as necessary to control dust, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas, and staging areas at construction sites.
 - c. Cover all trucks hauling soil, sand, and other loose materials or require all trucks to maintain at least 2 feet of freeboard (i.e., the minimum required space between the top of the load and the top of the trailer).
 - d. Sweep daily (with water sweepers using reclaimed water if possible) or as often as needed all paved access roads (e.g., Obispo Road, Avenue Alhambra, and Coronado Road), parking areas, and staging areas at the construction site to control dust.
 - e. Sweep public streets daily (with water sweepers using reclaimed water if possible) in the vicinity of the project site, or as often as needed, to keep streets free of visible soil material.
 - f. Hydro-seed (using native species, whenever possible) or apply non-toxic soil stabilizers to inactive construction areas.
 - g. Enclose, cover, water twice daily, or apply non-toxic soil binders to exposed stockpiles (e.g., dirt, sand).
 - h. Limit vehicle traffic speeds on unpaved roads to 15 mph.
 - i. Replant vegetation in disturbed areas as quickly as possible.
 - j. Install fiber rolls, silt fencing or other erosion control measures to prevent silt runoff onto public roadways.

The County of San Mateo Planning and Building Official or their designee shall verify compliance that these measures have been implemented during normal construction site inspections.

42. During construction, the construction contractor(s) shall use construction equipment fitted with Level 3 Diesel Particulate Filters (DPF) and engines that meet the USEPA Certified Tier 3 emissions standards for all equipment of 25 horsepower or more.

The construction contractor shall maintain a list of all operating equipment in use on the project site for verification by the County of San Mateo Building Division official or his/her designee. The construction equipment list shall state the makes, models, and number of construction equipment on-site. Equipment shall be properly serviced and maintained in accordance with manufacturer recommendations. The construction contractor shall ensure that all non-essential idling of construction equipment is restricted to five minutes or less in compliance with California Air Resources Board Rule 2449. Prior to issuance of any construction permit, the construction contractor shall ensure that all construction plans submitted to the County of San Mateo Planning Division and/or Building Division clearly show the requirement for Level 3 DPF and USEPA Tier 3 or higher emissions standards for construction equipment over 25 horsepower.

43. Ensure avoidance of California Red-legged Frog and San Francisco Garter Snake. The following measures shall be implemented as recommended in the 2015 Preliminary Environmentally Sensitive Habitat Area Assessment of the site to ensure avoidance of individual California red-legged frog (CRLF) or San Francisco garter snake (SFGS) in the remote instance individuals were to disperse onto the site in the future in advance of or during construction:
- a. **Wildlife exclusion fence:** Wildlife exclusion fencing shall be installed prior to the start of construction and maintained until construction of the proposed project is complete. Such fencing shall, at a minimum, run along the proposed project boundaries with riparian habitat and for a distance of at least 100 feet perpendicular to riparian habitat. Silt fence material may be used to also provide erosion control, however, per CRLF and SFGS fence standards, it must be at least 42 inches in height (at least 36 inches above ground and buried at least 6 inches below the ground) and stakes must be placed on the inside of the project (side on which work will take place).
 - b. **Pre-construction survey:** Pre-construction surveys for CRLF and SFGS shall be conducted prior to initiation of project activities including fence installation and within 48 hours of the start of ground disturbance activities following completion of exclusion fence installation. Surveys are to be conducted by approved qualified biologists with experience surveying for each species. If project activities are stopped for greater than 7 days, a follow-up preconstruction survey may be required within 48 hours prior to reinitiating project activities.
 - c. **Earth Disturbing Activities only during dry weather:** No earth disturbing activities shall take place during rain events when there is potential for accumulation greater than 0.25-inch in a 24-hour period. In addition, no earth disturbing activities shall occur for 48 hours following rain events in which 0.25 inch of rain accumulation within 24 hours.
 - d. **Biological monitoring:** An approved biologist shall be required to inspect and approve installation of the exclusion fence.
 - e. **Erosion Control Materials:** Tightly woven fiber netting or similar material shall be used for erosion control or other purposes to ensure amphibians and reptile species do not get trapped. Plastic mono-filament netting (erosion control matting), rolled erosion control products, or similar material shall not be used.

44. Ensure Avoidance of Bird Nests in Active Use. Tree removal, landscape grubbing, and building demolition shall be performed in compliance with the Migratory Bird Treaty Act and relevant sections of the California Fish and Game Code to avoid loss of nests in active use. This shall be accomplished by scheduling building demolition, tree removal and landscape grubbing outside of the bird nesting season (which occurs from February 1 to August 31) to avoid possible impacts on nesting birds if new nests are established in the future. Alternatively, if building demolition, tree removal and landscape grubbing cannot be scheduled during the non-nesting season (September 1 to January 31), a pre-construction nesting survey shall be conducted. The pre-construction nesting survey shall include the following:
- a. A qualified biologist (Biologist) shall conduct a pre-construction nesting bird (both passerine and raptor) survey within seven calendar days prior to tree removal, landscape grubbing, and/or building demolition.
 - b. If no nesting birds or active nests are observed, no further action is required and tree removal, landscape grubbing, and building demolition shall occur within seven calendar days of the survey.
 - c. Another nest survey shall be conducted if more than seven calendar days elapse between the initial nest search and the beginning of tree removal, landscape grubbing, and building demolition.
 - d. If any active nests are encountered, the Biologist shall determine an appropriate disturbance-free buffer zone to be established around the nest location(s) until the young have fledged. Buffer zones vary depending on the species (i.e., typically 75 to 100 feet for passerines and 300 feet for raptors) and other factors such as ongoing disturbance in the vicinity of the nest location. If necessary, the dimensions of the buffer zone shall be determined in consultation with the California Department of Fish and Wildlife.
 - e. Orange construction fencing, flagging, or other marking system shall be installed to delineate the buffer zone around the nest location(s) within which no construction-related equipment or operations shall be permitted. Continued use of existing facilities such as surface parking and site maintenance may continue within this buffer zone.
 - f. No restrictions on grading or construction activities outside the prescribed buffer zone are required once the zone has been identified and delineated in the field and workers have been properly trained to avoid the buffer zone area.
 - g. Construction activities shall be restricted from the buffer zone until the Biologist has determined that young birds have fledged and the buffer zone is no longer needed.
 - h. A survey report of findings verifying that any young have fledged shall be submitted by the Biologist for review and approval by the County of San Mateo prior to initiation of any tree removal, landscape grubbing, building demolition, and other construction activities within the buffer zone. Following written approval by the County, tree removal, and construction within the nest-buffer zone may proceed.

Department of Public Works

45. 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.

46. 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.
47. The applicant shall submit to the Current Planning Section, for recordation, legal descriptions of the reconfigured parcels. The Current Planning Section will review these descriptions and forward them to the Department of Public Works for approval.
48. The applicant shall have prepared, by a Registered Civil Engineer, a drainage analysis of the proposed subdivision and submit it to the Department of Public Works for review and approval. The drainage analysis shall consist of a written narrative and a plan. The flow of the stormwater onto, over, and off of the property being subdivided 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 predeveloped state. Recommended measures shall be designed and included in the street improvement plans and submitted to the Department of Public Works for review and approval.
49. 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 (e.g., 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.
50. No proposed construction work or hauling of heavy loads within the County right-of-way shall begin until County requirements for the issuance of an encroachment permit, including the review of traffic control 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.
 - a. All landscaping shall be properly maintained and shall be designed with efficient irrigation practices to reduce runoff, promote surface filtration and minimize the use of fertilizers, herbicides and pesticides which can contribute to runoff pollution.
 - b. Where subsurface conditions allow, the roof downspout systems from all structures shall be designed to drain into a designated, effective infiltration area or structure (refer to BMP Handbook for infiltration system designs and requirements).
 - c. Prior to completion of the building permit, all storm drains on-site shall be labeled "No Dumping - Drains to Bay."

Granada Community Services District

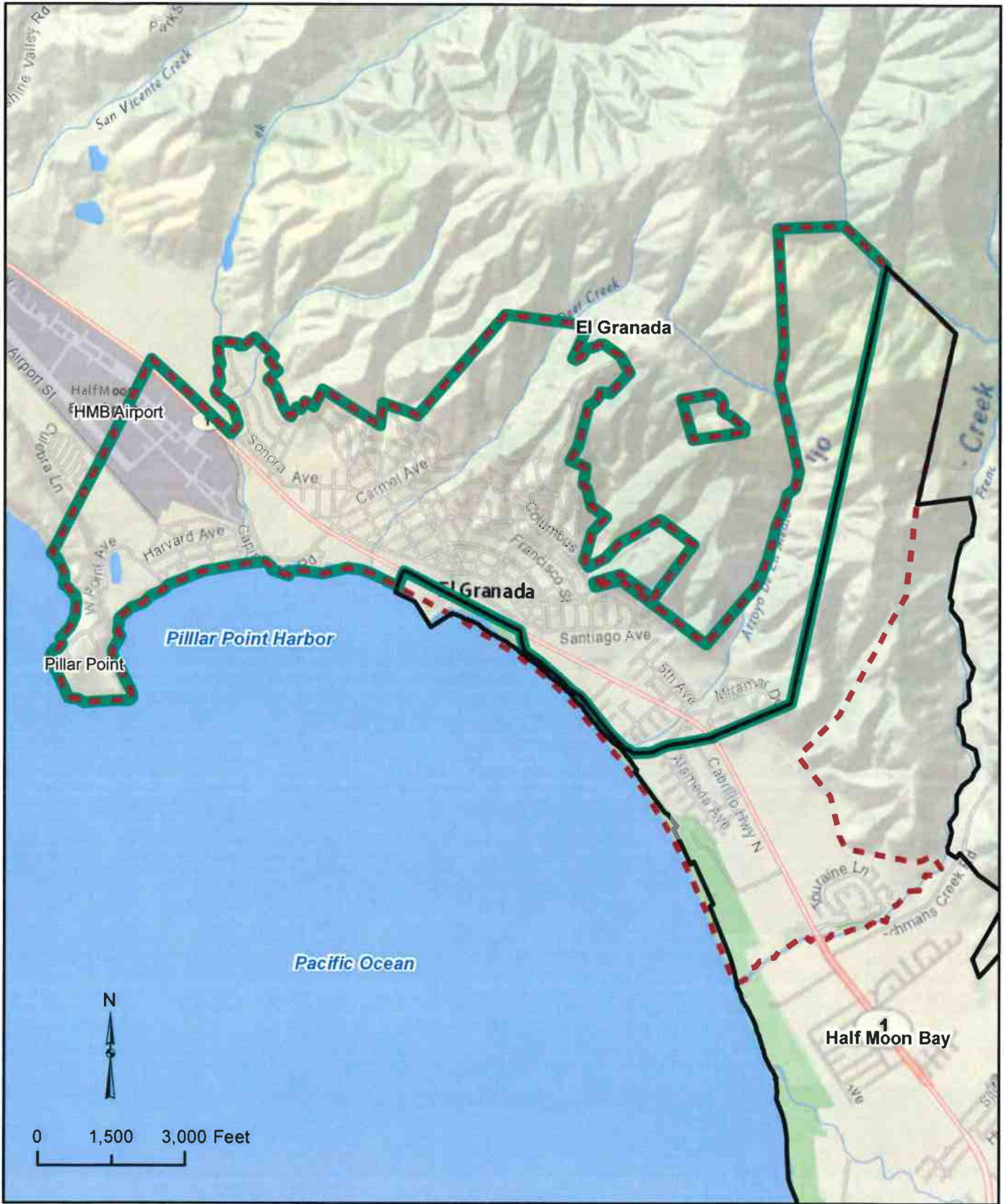
51. The applicant must comply with all applicable requirements and standards for sewer service and garbage service as set forth by the Granada Community Services District, which may include the requirement for a sewer service variance, rural zone sewer connection determination, and sewer connection permit.

Coastside County Water District

52. The applicant must comply with all applicable requirements and standards for water service as set forth by the Coastside County Water District, including but not limited to compliance with the District's Indoor Water Use Efficiency Ordinance, requirements for a separate and dedicated irrigation meter with an approved backflow protection device, and separate fire service water connection with separate fire meter.

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Attachment 11



Granada Sanitary District Reorganization - MND
Proposed Project

Figure 3
 55

Attachment 12

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

DATE: July 12, 2017

TO: Planning Commission

FROM: Planning Staff

SUBJECT: EXECUTIVE SUMMARY: Consideration of a Coastal Development Permit, Use Permit, Variance, Design Review Permit, Grading Permit, and a Minor Subdivision to subdivide an undeveloped 2.7-acre parcel into two lots of 0.31 acres (Parcel A) and 2.38 acres (Parcel B) and construct a new 12,425 sq. ft. fire station on Parcel B to replace existing Fire Station 41, located at the corner of Obispo Road and Coronado Street in the unincorporated area of El Granada. The project is appealable to the California Coastal Commission.

County File Number: PLN 2016-00346 (Coastside Fire Protection District)

PROPOSAL

The Coastside Fire Protection District (CFPD) is proposing to subdivide a legal, undeveloped 2.7-acre, split-zoned parcel located at the corner of Obispo Road and Coronado Street in El Granada into two lots of 0.31 acres (Parcel A) and 2.38 acres (Parcel B) and construct a new 12,425 sq. ft. single-story, three-apparatus bay fire station on the newly created Parcel B; no development is planned on proposed Parcel A. The subdivision would result in proposed Parcel A maintaining the zoning designation of C-1/S-3/DR/CD (Neighborhood Business/5,000 sq. ft. lot minimum/ Design Review/Coastal Development) and proposed Parcel B maintaining the zoning designation of EG/DR/CD (El Granada Gateway/Design Review/Coastal Development).

The project includes 10,310 cubic yards (c.y.) of grading (including 10,150 c.y. of cut and 160 c.y. of fill) and the removal of ten (10) trees, of which 4 (Monterey pine) require a permit to remove. The proposed development requires the construction of a 17-foot tall retaining wall along the cut side of the sloped project site. Other proposed site improvements include the installation of an emergency generator, above ground diesel fuel tank, garbage receptacles, a flag pole, and roof-mounted communications antenna, along with drought-tolerant landscaping and permanent onsite stormwater treatment measures.

RECOMMENDATION

That the Planning Commission approve the Coastal Development Permit, Minor Subdivision, Use Permit, Variance, Design Review, and Grading Permit, PLN 2016-00346, by making the required findings and adopting the conditions of approval in Attachment A.

SUMMARY

The proposed fire station will replace the existing 50-year-old fire station located approximately 600 feet northwest of the subject parcel, at 531 Obispo Road, with new facilities that are safe, modern, and adequately sized to allow the Coastside Fire Protection District (CFPD) to meet current and future service demands from the community for the next 50 years.

Pursuant to the Zoning Regulations, the applicant is seeking a Use Permit to allow the location of a public service use in the EG (El Granada Gateway) Zoning District based on the conclusion that the project, as proposed and conditioned, will not result in a significant adverse impact to coastal resources, or be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

The applicant is seeking a Variance from the minimum parcel size, minimum front and rear setbacks, maximum building and wall heights, maximum lot coverage, and maximum sign regulations as set forth in the applicable Zoning Regulations. The parcel's unique size (i.e., substandard sized parcel with split-zoning), shape (i.e., narrow, elongated parcel abutting four public roads), and topography (i.e., 15-19% slope with drainage channel and riparian corridor running through center) make it infeasible to develop the fire station in compliance with all applicable Zoning Standards.

Additionally, an exception from the subdivision regulations is being requested to allow the parcel size for proposed Parcel B to be less than required by the Zoning District as the acquisition of contiguous parcels is not reasonably feasible due to existing adjacent Zoning (C-1) and development (residential), the subdivision will eliminate the inadvertent creation of a split-zoned parcel, and provide an opportunity for better utilization of the commercially zoned portion of the parcel for future development while resulting in no change to the application of Zoning Development Standards.

The CFPD prepared, circulated, and certified an Initial Study (IS) and Environmental Impact Report (EIR) for the project, acting as lead agency pursuant to the California Environmental Quality Act (CEQA). The IS and EIR concluded that the project, as proposed and mitigated, will not have a significant adverse impact on the environment. Upon analysis of potential project impacts through the IS and EIR, it was determined that the project would have the potential to generate temporary increases in air pollutants from construction activities and vehicle exhaust and inadvertent impacts to wildlife species. Adopted mitigation measures from the EIR to reduce these potentially significant impacts to a less than significant level are included as conditions of project approval in Attachment A.

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

DATE: July 12, 2017

TO: Planning Commission

FROM: Planning Staff

SUBJECT: Consideration of a Coastal Development Permit, Use Permit, Variance, and Design Review Permit, pursuant to Sections 6328.4, 6500, 6530, and 6565.3, respectively, of the San Mateo County Zoning Regulations, a Grading Permit, pursuant to Section 9283 of the County Ordinance Code, and a Minor Subdivision, pursuant to Section 7010 of the County Subdivision Regulations to subdivide an undeveloped 2.7-acre parcel into two lots of 0.31 acres (Parcel A) and 2.38 acres (Parcel B) and construct a new 12,425 sq. ft. fire station on Parcel B to replace existing Fire Station 41, located at the corner of Obispo Road and Coronado Street in the unincorporated area of El Granada. The project is appealable to the California Coastal Commission.

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PROPOSAL

The Coastside Fire Protection District (CFPD) is proposing to subdivide a legal, undeveloped 2.7-acre, split-zoned parcel located at the corner of Obispo Road and Coronado Street in El Granada into two lots of 0.31 acres (Parcel A) and 2.38 acres (Parcel B) and construct a new 12,425 sq. ft. single-story, three-apparatus bay fire station on the newly created Parcel B; no development is planned on proposed Parcel A. The newly created dividing property line for the minor subdivision is proposed to follow the zoning boundary line that splits the zoning of the existing legal parcel; thus, the land area of Parcel A (0.31 acres) will maintain the Zoning Designation of C-1/S-3/DR/CD (Neighborhood Business / 5,000 sq. ft. lot minimum / Design Review / Coastal Development) and the land area of Parcel B (2.38 acres) will maintain the Zoning Designation of EG/DR/CD (El Granada Gateway / Design Review / Coastal Development).

The new Fire Station 41 will replace the existing 4,000 sq. ft. Fire Station 41 that is located at 531 Obispo Road in El Granada, approximately 600 feet northwest of the project site. The new fire station will include three drive-through apparatus bays, staff living quarters (14 beds), and training rooms. Two new driveways will be installed along Obispo Road to provide drive-through access for the fire apparatus bays and to provide access to 16 onsite parking spaces for staff and public use. The northwest driveway would provide exclusive use as an exit for firefighting and emergency vehicles. A new

pedestrian sidewalk extending the length of the project improvements along Obispo Road, along with a paved walkway, stairs, and an ADA-Compliant ramp leading to the entrance of the fire station building will be provided.

The project includes 10,310 cubic yards (c.y.) of grading (including 10,150 c.y. of cut and 160 c.y. of fill) and the removal of ten (10) trees consisting of 6 Monterey pine (*pinus radiata*), 1 blue gum (*eucalyptus globulus*), 1 acacia (*acacia longifolia*), and 2 black acacia (*acacia melanoxylon*), of which 4 (Monterey pines) are considered "Significant Trees" (measuring 38 inches or greater in circumference) and regulated under the County's Significant Tree Ordinance. One of the 4 significant trees was reported to be dead by Kielty Arborist Services, LLC. The proposed development requires the construction of a 17-foot tall retaining wall along the cut side of the sloped project site that will abut the east side wall of the proposed building and taper down with the natural sloped grade towards Obispo Road.

Other proposed site improvements include the installation of an emergency generator, above ground diesel fuel tank, garbage receptacles, a flag pole, and roof-mounted communications antenna, along with drought-tolerant landscaping, retaining walls, and permanent onsite stormwater treatment measures.

Construction of the new fire station is expected to last a total duration of 15 months, with site preparation (i.e., grading, utility trenches, retaining walls) lasting two-months. Grading and site preparation work hours will be limited to the hours of 7:00 a.m. to 4:00 p.m. Monday through Friday. The existing Fire Station 41 located at 531 Obispo Road will remain operational at all times during proposed construction. Upon completion of the new fire station, operation of the existing station would cease and transfer to the new station. The new station would continue to operate with existing staff at levels equivalent to the existing station.

RECOMMENDATION

That the Planning Commission approve the Coastal Development Permit, Minor Subdivision, Use Permit, Variance, Design Review, and Grading Permit, PLN 2016-00346, by making the required findings and adopting the conditions of approval in Attachment A.

BACKGROUND

Report Prepared By: Summer Burlison, Project Planner; 650/363-1815

Owner/Applicant: Coastside Fire Protection District

Location: Obispo Road at Coronado Street, El Granada

APN: 047-261-030

Size: 2.7 acres

Existing Zoning: EG/DR/CD (El Granada Gateway/Design Review/Coastal Development) and C-1/S-3/DR/CD (Neighborhood Business/5,000 sq. ft. lot minimum/Design Review/Coastal Development)

General Plan Designation/Local Coastal Program Designation: Open Space with Park Overlay and Neighborhood Commercial, respectively

Sphere-of-Influence: City of Half Moon Bay

Existing Land Use: Undeveloped

Water Supply: The project will require water service from the Coastside County Water District (CCWD). According to letters issued by the CCWD, dated August 31, 2016, the proposed project may require a water main line extension as the nearest available water main is in Avenue Portola. Additionally, the CFPD will need to acquire sufficient water capacity (via purchase or transfer) for the project as there are no installed or uninstalled water service connections to the subject parcel.

Sewage Disposal: The project will require sewer service from the Granada Community Services District (GCSD). According to a letter issued by the GCSD, dated October 21, 2016, the proposed project may require a Sewer Service Variance, a Rural Zone Sewer Connection Determination, and a Sewer Connection Permit from the GCSD.

Flood Zone: Zone X (area of minimal flood), FEMA Community Panel 06081C0140E and 06081C0138E, effective October 16, 2012

Environmental Evaluation: An Initial Study and Draft Environmental Impact Report (EIR) were prepared and circulated for a 30-day public review period by the CFPD, acting as the lead agency pursuant to Section 15051 of the California Environmental Quality Act (CEQA). San Mateo County participated as a responsible agency during the environmental review process. The CFPD Board of Directors certified the Final EIR on April 26, 2017. A Notice of Determination was filed with the San Mateo County Clerk on May 1, 2017. A copy of the Initial Study, Draft, and Final EIR is available online at <http://planning.smcgov.org/fire-station-41-el-granada-replacement-project>. All adopted mitigation measures from the certified EIR have been incorporated as condition of approval in Attachment A.

Setting: The project parcel is a narrow, oblong-shaped undeveloped 2.7-acre parcel located east of Cabrillo Highway (State Route 1) in the unincorporated community of El Granada. The parcel is bounded by Avenue Alhambra to the southeast, Coronado Street to the south, Obispo Road to the west, and Avenue Portola to the north. The project site area has an average downward slope of 15% toward the Pacific Ocean with an approximate 25-foot drop in elevation from east (Avenue Alhambra) to west (Obispo Road). Just northwest of the center of the parcel is a natural drainage channel surrounded by dense riparian vegetation approximately 200 feet in width, according to a Riparian Setback Analysis completed by TRA Environmental Sciences, Inc., dated August 7, 2014. The proposed project will occur on the southeast portion of the project

parcel which consists of ruderal uplands dominated by weedy vegetation, pursuant to a Preliminary Environmentally Sensitive Habitat Areas Assessment completed by WRA Environmental Consultants dated April 16, 2015. A total of 10 non-native trees including Monterey pine, blue gum eucalyptus, and acacia trees are in the project area and are proposed for removal to accommodate the project. The northwest portion of the project parcel, on the north side of the drainage channel, is relatively flat.

Surrounding land uses include single- and multi-family residential uses to the north and east; the Wilkinson School (private K-8) to the southeast (across Coronado Street); commercial uses to the northwest (across Avenue Portola); and undeveloped land to the west (across Obispo Road), of which a portion is used for informal beach parking.

History/Operation: The CFPD provides emergency services to the City of Half Moon Bay and the unincorporated communities of Montara, Moss Beach, Princeton, El Granada, and Miramar from three fire stations in the mid-coast area of San Mateo County (Half Moon Bay, El Granada, and Moss Beach).

In February 2014, a Fire Station Relocation Study was prepared for the CFPD to evaluate its response time coverage options for replacing two of its mid-coast fire stations, including the subject Fire Station 41 (El Granada) which is approximately 50 years old. Based on the Relocation Study, the existing Station 41 was found to be too small to meet near-term needs of the CFPD. A facility assessment found that it would not be cost-effective to substantially remodel the existing station given that the existing corner-lot station is on a small (12,455 sq. ft.) parcel that could not support the modifications necessary to sufficiently accommodate modern firefighting apparatus. The existing station requires trucks to back into the station which presents logistic and safety challenges on a corner lot. Additionally, the existing station, being over 50 years old, was not designed as an Essential Service Facility pursuant to the Essential Services Buildings Seismic Safety Act of 1986 and therefore is not capable of withstanding a significant seismic event. Thus, the CFPD is seeking to construct a new fire station that is in compliance with current building and seismic safety codes, can meet the response times necessary for the service area, and can accommodate modern equipment and apparatus. Furthermore, an evaluation of response time coverage options for replacing Fire Station 41 determined that the response times in the central District service area currently served by the existing Fire Station 41 could be maintained, or slightly improved, if the station was relocated to a new site in the same general vicinity as the existing site.

Existing operations and staffing of Fire Station 41 are not expected to increase or change in the near future. After project completion, the new Fire Station 41 would continue to be staffed by three companies (or full staffed shifts) of firefighters with each company consisting of 3 firefighters; however, long-term increases in residential and visitor populations over the next 50 years would result in increased demand for additional fire protection and public safety services. The new fire station would allow CFPD to adequately serve future populations by providing space for new fire apparatus and sufficient accommodations to house an additional company (consisting of three firefighters) if and when required. Furthermore, the new Fire Station 41 would be able

to accommodate necessary apparatus and equipment, including a 34-foot fire engine, a 42-foot truck, and a 39-foot heavy rescue vehicle.

Chronology:

<u>Date</u>	<u>Action</u>
June 30, 2015	- Initial Study and Notice of Preparation of an Environmental Impact Report (EIR) issued by the Coastside Fire Protection District (CFPD) for a 30-day public review period.
July 16, 2015	- Combined County Pre-Application Public Workshop, PRE 2015-00029, and CFPD EIR Scoping Meeting held at the El Granada Elementary School.
August 19, 2015	- Recordation of a Certificate of Compliance, Type A, PLN 2015-00019, legalizing the project parcel (APN 047-261-030).
August 16, 2016	- Coastal Development Permit (CDP), Minor Subdivision, Use Permit, Design Review, Variance, and Grading Permit applications filed with the County, PLN2016-00346.
December 2, 2016	- Draft EIR issued by CFPD commencing a 45-day public review period starting December 2, 2016 and ending at 5:00 p.m. on January 19, 2017.
January 11, 2017	- Planning Commission hearing to introduce CFPD's Draft EIR during the 45-day public review period; informational item only.
January 18, 2017	- CFPD Board of Directors' hearing to receive public comments on the Draft EIR.
April 26, 2017	- Certification of the Final EIR by the CFPD Board of Directors' at a public meeting.
May 1, 2017	- Notice of Determination filed with the San Mateo County Clerk.
July 12, 2017	- Planning Commission hearing.

DISCUSSION

A. KEY ISSUES

1. Conformance with the General Plan and Montara-Moss Beach-El Granada Area Plan

Staff has reviewed and determined that the project complies with all of the applicable General Plan Policies and Area Plan Policies, including the following:

a. Vegetative, Water, Fish and Wildlife Resources Policies

Policy 1.23 (*Regulate Development to Protect Vegetative, Water, Fish, and Wildlife Resources*), Policy 1.24 (*Regulate Location, Density and Design of Development to Protect Vegetative, Water, Fish and Wildlife Resources*), Policy 1.26 (*Protect Water Resources*), Policy 1.27 (*Protect Fish and Wildlife Resources*); and the applicable *Sensitive Habitat Policies*, including Policy 1.28 (*Regulate Development to Protect Sensitive Habitats*) and Policy 1.29 (*Establish Buffer Zones*) seek to regulate land uses and development to prevent, or mitigate to the extent possible, significant adverse impacts on vegetative, water, fish and wildlife resources.

The undeveloped project site is described in a habitat assessment prepared by WRA Environmental Consultants (see Attachment F) as consisting of ruderal uplands dominated by weedy vegetation. A drainage channel that supports culverted uphill water daylights on the project parcel, running through the approximate center of the parcel before culverting under Obispo Road and Cabrillo Highway (State Route 1) and out-falling to the Pacific Ocean. The drainage channel supports riparian vegetation consisting predominantly of arroyo willow with dense understory vegetation comprised of silk tree mimosa, English ivy, garden nasturtium, and cape ivy. In compliance with the Sensitive Habitats Component of the County's Local Coastal Program (LCP), the project site area of disturbance will be located beyond the required 50-foot buffer zone from the delineated edge of riparian habitat.

The habitat assessment (WRA, 2015) shows riparian habitat along a second drainage channel on the west side of Obispo Road, across from the project parcel and more specifically across from the proposed Parcel A (which is not being proposed for development); however, the required 50-foot buffer zone from the delineated edge of riparian habitat along both the on-site drainage channel near the center of the existing parcel and this secondary drainage channel across the

roadway would not adversely impact the potential for future development of the proposed Parcel A.

A review of the California Natural Diversity Database (CNDDDB) discovered documented locations of two special-status wildlife species, California red-legged frog (CRLF) and San Francisco garter snake (SFGS), as close as 0.6 miles from the project site; however, their locations are disconnected with the project area. The Habitat Assessment (WRA, 2015) concluded that there was no suitable habitat or corridors to support CRLF or SFGS on the project site due to the surrounding built-out environment of El Granada, including surrounding high density residential development and roadways boarding the project site. Nonetheless, standard avoidance and minimization measures for CRLF and SFGS, including appropriate exclusion fencing and pre-construction surveys, were imposed as mitigation under the project EIR and have been included as recommended conditions of approval in Attachment A.

The project will require the removal of ten (10) trees scattered throughout the project area in order to accommodate the proposed fire station. Four (4) Monterey pines proposed for removal are regulated under the County's Significant Tree Ordinance due to their size (i.e., circumference of 38 inches or greater) and therefore require a permit for removal, which CFPD seeks under the subject project application. One (1) of the four (4) Monterey pines was reportedly dead according to Kielty Arborist Services, LLC.

Tree #	Species	Trunk DBH*	Condition
1	Monterey pine (<i>Pinus radiata</i>)	9.2	Poor vigor, poor form, eastward lean, bark beetle on trunk, pine pitch canker
2	Monterey pine (<i>Pinus radiata</i>)	30^	Poor vigor, poor form, large failed leader and limbs, bark beetle at base
3	Blue gum (<i>Eucalyptus globulus</i>)	6.5	Fair vigor, fair form, volunteer
4	Monterey pine (<i>Pinus radiata</i>)	30.6^	Dead
5	Monterey pine (<i>Pinus radiata</i>)	20.9^	Poor vigor, poor form, in decline, large failed limbs, bark beetle
6	Monterey pine (<i>Pinus radiata</i>)	9.2	Good vigor, fair form, shares root zone with #7
7	Monterey pine (<i>Pinus radiata</i>)	26.9^	Poor-fair vigor, poor form, codominant at 3 ft., bark beetle

8	Acacia (<i>Acacia longifolia</i>)	4.2	Fair vigor, poor form, largest trunk of several
9	Black acacia (<i>Acacia melanoxyton</i>)	11.3	Poor-fair vigor, poor form, trunk bends south
10	Black acacia (<i>Acacia melanoxyton</i>)	8.1	Fair vigor, poor form, trunk bends south, one of several
* DBH (Diameter at Breast Height) refers to the trunks' diameter measured at 4.5 ft. above ground. ^ Significant Tree pursuant to the County's Significant Tree Ordinance.			

The trees proposed for removal are not considered to be a significant loss as they are determined to be in declining health with poor form, poor vigor, failed leaders and limbs, bark beetle, and pine pitch canker (Kielty, 2015). Nonetheless, proposed tree and vegetation removal could result in the inadvertent loss of bird nests in active use on the project site, which would be considered a significant impact as nesting birds are protected under the Migratory Bird Treaty Act and California Department of Fish and Wildlife Code. The certified project EIR includes mitigation requiring appropriate scheduling of demolition, grading, and construction activities and/or pre-construction surveys to mitigate any potential impacts to bird nests in active use. These adopted mitigation measures are included as recommended conditions of approval in Attachment A.

Furthermore, the applicant proposes to install new landscaping that includes native and/or drought-tolerant plants in all remaining areas of disturbance and replacement trees at a minimum 1:1 replacement ratio for the regulated significant trees proposed for removal.

b. Soil Resources Policies

Policy 2.17 (*Regulate Development to Minimize Soil Erosion and Sedimentation*) and Policy 2.23 (*Regulate Excavation, Grading, Filling, and Land Clearing Activities Against Accelerated Soil Erosion*) seek to minimize grading, soil erosion, and sedimentation including by ensuring disturbed areas are stabilized and protecting and enhancing natural plant communities and nesting and feeding areas of fish and wildlife.

The elevation difference between the lower (Obispo Road) side of the property and upper (Avenue Alhambra) side of the property is approximately 25 feet. Due to the natural sloped topography of the project site and proposed design to build the fire station into the slope to minimize visual impacts of the building from public views uphill from the project site, 10,310 cubic yards (c.y.) of grading is proposed, including 10,150 c.y. of cut to be exported offsite and approximately

160 c.y. of fill from onsite excavation work. Onsite retaining walls will be constructed to support the excavated building site. A geotechnical report for the project has been reviewed and approved by the County's Geotechnical Section for the proposed grading work. Additionally, the applicant has provided a Stormwater Management Plan and Erosion Control Plan, prepared by BKF Engineers, that includes measures such as inlet protection, fiber rolls, a stabilized construction entrance off of Obispo Road, and revegetation for final site stabilization; along with onsite bio-retention areas for permanent stormwater treatment. Furthermore, the applicant will implement dust control measures such as covering haul trucks transporting soil or other loose material, watering exposed surface areas daily, and ensuring roadways are kept clean from mud and dirt tracks.

c. Visual Quality Policies

Policy 4.15 (*Appearance of New Development*), Policy 4.21 (*Utility Structures*), and Policy 4.36 (*Urban Area Design Concept*) of the General Plan; and Policy 7.2 (*Preserving Community Character*) of the Montara-Moss Beach-El Granada Area Plan seek to promote and enhance good design, site relationships and other aesthetic considerations to maintain community character and ensure that new development is compatible with the residential community in terms of scale, size and design; minimize the adverse visual quality of utility structures; and ensure that new development is designed and constructed to contribute to the orderly and harmonious development of the locality.

The project parcel is a narrow, elongated, undeveloped 2.7-acre parcel bounded by Obispo Road to the west, Coronado Street to the south, Avenue Alhambra to the east, and Avenue Portola and single and multi-family residential developments to the north. One, two and three-story single and multi-family residential development is located along the northeastern property line with the closest residential development to the project site being a three-story multi-family residential building located approximately 8 feet higher in elevation than the proposed finished floor for the fire station will be (see Attachment D for photo-simulations). Additionally, single-story single-family residences are located uphill, across Avenue Alhambra, from the project site. Residential development in the area consists of a mix of older one, two, and three-story wood and stucco-sided buildings with low-pitched gable, hip, and flat roofs.

The proposed fire station will be a single-story, gable-roof building with three (3) drive-through bays (inner side of property) to accommodate fire apparatus. The building will be 30 feet from finished grade at its highest point at the center of the bays in order to accommodate the

height of fire trucks and equipment with the remaining building being no more than 18 feet in height. The site and building have been designed so that the drive-through bay roof will only extend approximately 14 feet above Avenue Alhambra, the adjacent upland public roadway to the project site, in order to minimize view obstructions from this public roadway towards the lower Pacific Ocean. The building's height, as viewable from Avenue Alhambra, is well below the adjacent and nearby two and three-story single and multi-family residential buildings located along Avenue Alhambra.

The new fire station building will employ exterior materials that include stone veneer, cement-treated siding, and cement tile roof shingles all of earth-toned colors. Enclosures for the on-site generator, fuel tank, and trash receptacle areas will be consistent in appearance to the main fire station building.

The proposed fire station building has been designed to reflect a "human" scale and pedestrian-oriented appearance; its low profile, existing intervening riparian vegetation on the downhill parcel across Obispo Road, and the building's location on the project parcel being set back from the corner intersection of Coronado Street and Obispo Road, and cut into the slope, make it minimally visible from the surrounding roadways, including Cabrillo Highway (State Route 1).

Due to the excavation necessary to place the building at a lower elevation to minimize view impacts from uphill public views towards the ocean, a 17-foot tall retaining wall is proposed along the (east) cut side of the sloped project site. The wall will abut the east side wall of the proposed building and taper down with the natural sloped grade towards Obispo Road. Exposed portions of the wall, which would be visible from Obispo Road will have a natural rock/stone finish. The top of the wall will be at or below the street elevation of Avenue Alhambra.

A 6-foot tall fence would be installed in the parking lot area to create a secured staff and emergency vehicle parking area onsite. Additionally, a 30-foot tall flag pole would be installed onsite and roof mounted emergency communication antennas, similar in height and appearance as on the existing fire station building. Lighting for paths, entranceways, and outdoor areas would be shielded and directed downward to prevent glare and reflection onto neighboring areas and all exterior fixtures will be rated "Dark Sky" compliant.

Furthermore, the commercially-zoned portion of the project parcel proposed to be subdivided into Parcel A abuts the local post office to the east and the existing single-story fire station and other commercial buildings directly across Avenue Portola. Any future commercial

development on this parcel would be subject to separate review and no development is currently proposed in this area.

d. Historical and Archaeological Resources Policies

Policy 5.20 (*Site Survey*) and Policy 5.21 (*Site Treatment*) require that appropriate precautions be taken to avoid damage to historical or archaeological resources.

A records search for historical resources on the undeveloped project parcel was conducted at the Northwest Information Center and revealed no buildings or structures on or adjacent to the project parcel of historical significance. Furthermore, the records search concluded that there is no indication of historic-period activity on the project parcel, thus resulting in a low potential for archaeological resources to be found on the project site during grading and construction activities. Nonetheless, staff has added conditions of approval to Attachment A in the unlikely event that archaeological resources are discovered during grading and construction.

e. Urban Land Use Policies

The *General Development Standards*, including Policies 8.35 to 8.40, seek to use the Zoning Regulations to ensure development is consistent with land use designations.

The project parcel has a Local Coastal Program land use designation of Open Space with Park Overlay and Neighborhood Commercial, with respective zoning designations of EG (El Granada Gateway) and C-1 (Neighborhood Business). See Section A.4. for an analysis of the project's conformance with the applicable zoning development standards.

f. Water Supply Policies

Policy 10.10 (*Water Suppliers in Urban Areas*) and Policy 10.25 (*Efficient Water Use*) consider water systems as the preferred method of water supply over the use of water wells, and encourage water conservation through the use of water conservation devices in new development, including through efficient irrigation practices.

The new fire station (proposed Parcel B) and proposed Parcel A would require water service from Coastside County Water District (CCWD). CCWD has reviewed the proposed project and their comments have been included as Conditions of Approval in Attachment A. Furthermore, the proposed fire station will be required to comply with California Green Building Standards Code (CALGreen) and the

County's Water Efficient Landscape Ordinance, which requires the use of high-efficiency water fixtures for indoor plumbing and water efficient irrigation. CCWD also requires the project to comply with the District's Indoor Waste Use Efficiency Ordinance, which regulates water metering and water use efficiency specifications for plumbing fixtures and appliances. The new fire station, as an essential public service/emergency facility, would qualify for priority water service connection from the applicable municipal service providers.

g. Wastewater Policies

Policy 11.5 (*Wastewater Management in Urban Areas*) considers sewerage systems as the appropriate method of wastewater management in urban areas.

The new fire station (proposed Parcel B) and proposed Parcel A would require wastewater service by Granada Community Services District (GCSD). GCSD has reviewed the proposed project and their comments have been provided as conditions of approval in Attachment A. The new fire station, as an essential public service/emergency facility, would qualify for priority sewer service connection from the applicable municipal service providers.

h. Transportation Policies

Policy 12.21 (*Local Circulation Policies*) seeks to minimize through traffic in residential areas; provide access for emergency vehicles, and access for handicapped persons to public buildings.

The project proposes access to the new fire station via two new driveways on Obispo Road; thereby avoiding conflicts with existing residential driveways taking access to/from Avenue Alhambra. The driveway closest to Obispo Road and Coronado Street would provide entry for emergency vehicles to the drive-through bays and entry and exit to onsite vehicle parking for staff and the public, including one (1) parking space in compliance with the American Disabilities Act (ADA). The second driveway will be limited to an exit for emergency vehicles leaving the drive-through bays. A preliminary site distance evaluation for the proposed access driveways, based on the Caltrans State Highway Design Manual, concluded that the minimum site distance from the access driveways on Obispo Road would be 250 feet. Obispo Road is a relatively straight roadway and maintains a constant grade for at least 400 feet in each direction; therefore, adequate site distance at the project access driveways on Obispo Road would be achieved.

No increase in fire vehicle traffic patterns is proposed. The new Fire Station 41 will continue to serve the same geographic area and, given its close proximity to the existing Fire Station 41 facility operating approximately 600 feet north of the project site and also fronting Obispo Road, the same streets, including Obispo Road, Coronado Street, Avenue Alhambra, and Santiago Avenue. Additionally, according to a Fire Station Replacement Analysis for the project, conducted by Citygate Associates, LLC, the proposed location for the new fire station would maintain emergency response times to surrounding service communities. The project will also include the construction of a new sidewalk in front of the project site, along Obispo Road, to provide safe access for pedestrians in an area that currently does not have formal sidewalks. ADA access will be provided from the new sidewalk to the fire station building as well.

Furthermore, proposed Parcel A (0.31 acres) would continue to front Avenue Portola and Obispo Road, thereby maximizing the ability to provide access to this newly created, relatively flat, parcel at the time of future development.

Temporary increases in truck traffic are expected during grading work for the removal of excavated soil. Grading activities will be limited to weekdays and the applicant will be required to obtain an encroachment permit from the County Department of Public Works for the hauling of heavy loads on public roadways, which requires review and approval of a construction traffic control plan.

i. Natural Hazards Policies

Policy 15.15 (*Critical Facilities*) and Policy 15.21 (*Requirement for Detailed Geotechnical Investigations*) seeks to avoid locating new critical facilities in areas which contain significant natural hazards and require adequate geotechnical investigation for public development proposals where an investigation is deemed necessary.

According to the County's adopted General Plan Natural Hazards Map and Local Coastal Program (LCP) Hazards Map, the existing 2.7-acre project parcel is not located in any geotechnical (i.e., landslide, alquist-priolo special study zone, tsunami inundation), fire, or flood hazard area. Furthermore, according to the County's Draft Sea Level Rise Vulnerability Assessment (Sea Change San Mateo County), the project parcel would not be impacted by sea level rise under a 100-year storm surge with 6.6 feet of sea level rise. The National Oceanic and Atmospheric Administration's (NOAA) sea level rise map also shows that the project site would not be impacted by a projected sea level rise of 6 feet by the year 2100.

In contrast, however, there are published sources on tsunami and sea level rise hazards that place the project parcel within such hazard zones. According to the Pacific Institute's 2009 mapping of the extent of potential flooding associated with a 100-year coastal flood event combined with a projected sea level rise scenario of 55 inches (as projected for the end of the 21st century by the National Research Council, 2012), the project parcel is within the mapped sea level rise inundation area. Additionally, the project site (of the new fire station development) is located just inside the upland limit of the tsunami inundation zone shown on the California Emergency Management Agency's (Cal-EMA, currently known as California Office of Emergency Services, or Cal-OES) 2009 Tsunami Inundation Map for Emergency Planning, although this map has a disclosure that states the map was developed for coastal evacuation planning and not for land use planning purposes.

Due to conflicting, yet credible, sources, the applicant had a site specific tsunami assessment completed by Moffatt & Nichol for the project site. The Tsunami Assessment relies on the 2013 Science Application for Risk Reduction (SAFRR) map which was developed by the United States Geological Services (USGS) in collaboration with NOAA, the California Geological Services (CGS), and Cal-OES as part of the SAFRR tsunami study. The SAFRR map evaluates a single, hypothetical event generated by a 9.1 magnitude earthquake off the Pacific Coast of the Alaska Peninsula, which is the region of Alaska that poses the greatest threat to the California coastline. Based on the SAFRR map, the project site is well outside of the tsunami inundation zone. Furthermore, Moffatt & Nichols' site specific study included evaluation of the potential for tsunami inundation with a conservative end of century (2100) sea level rise of 5.5 feet and concluded that such a scenario would not result in inundation of the proposed fire station.

Furthermore, the CFPD has standard operating procedures (for the proposed fire station site) for vacating and relocating emergency response vehicles upon receipt of a pending Tsunami Warning (see Attachment E).

j. Man-Made Hazards Policies

Policy 16.13 (*Site Planning Noise Control*) and Policy 16.14 (*Noise Barriers Noise Control*) seeks the use of natural topography and barriers (such as earth berms, walls, or landscaping) to shield noise sensitive land uses.

The project parcel is located within a mapped Community Noise Impact Area, pursuant to the County's General Plan Community Noise

Map; these are areas that experience noise levels of 60 CNEL or greater. The project parcel is located near Cabrillo Highway (State Route 1) and therefore is subject to noise from traffic along the highway. The operation of the fire station, including fire alarms and emergency vehicle sirens, may result in increased noise levels to the area; however, such increases would be intermittent and limited to emergency calls for service and/or equipment testing. The new fire station development includes an onsite emergency back-up generator but the generator will be located within an enclosed area and farthest away from adjacent residential uphill development.

As previously described, existing surrounding residential development is built uphill and at a higher elevation than the project site. The new fire station will be built into the slope of the parcel which will help to buffer noise from nearby residential development. The drive-through bay's side roof will extend approximately 14 feet above the Avenue Alhambra roadway. Furthermore, the driveway access, parking lot, and drive-through bays for emergency vehicles will be located below, and oriented away from, the uphill residences and buffered by the fact that the development will be built into the slope of the parcel.

2. Conformance with the Local Coastal Program

Staff has reviewed and determined that the project complies with all of the applicable Local Coastal Program (LCP) Policies, including the following:

a. Locating and Planning New Development Component

Policy 1.2 (*Definition of Development*), Policy 1.4 (*Designation of Urban Areas*), Policy 1.5 (*Land Uses and Development Densities in Urban Areas*), Policy 1.19 (*Ensure Adequate Public Services and Infrastructure for New Development in Urban Areas*), and Policy 1.35 (*All New Land Use Development and Activities Shall Protect Coastal Water Quality*) defines development to include, among other activities, the placement of any solid material on land, grading, and divisions of land; designate those lands as urban shown inside the urban/rural boundary on the LCP Land Use Plan Map; incorporate the adopted Montara-Moss Beach-El Granada Community Plan into the land use plan for the mid-coast; ensure that development will be served by municipal water and sewer supplies; and require the implementation of appropriate stormwater site design and source control best management practices and treatment measures for new development.

The project includes the construction of a new fire station and associated site improvements, including grading, and a minor subdivision which are all considered development pursuant to the LCP. The project parcel is located completely within the urban area of

the urban/rural boundary as delineated on the LCP Land Use Plan Map. The project will obtain municipal sewer and water service for both newly created parcels. Additionally, stormwater site design and source control measures, including permanent onsite treatment facilities, as required by, and in compliance with, the County's Drainage Policy and Provisions C.3 and C.3.i. of the County's Municipal Regional Stormwater Permit will be installed to ensure stormwater from newly created impervious surfaces is captured and treated onsite. Furthermore, as previously described, the applicant has submitted an erosion control plan demonstrating methods for preventing the off-site transport of polluted stormwater from the project site during grading and construction activities.

b. Public Works Component

Policy 2.2 (*Definition of Public Works*) and Policy 2.8 (*Reservation of Capacity for Priority Land Uses*) define public works to include any development by a special district and require the reservation of sewer and water capacity for priority land uses as listed on Table 2.7 and 2.17 of the LCP.

The project is being carried out by the Coastside Fire Protection District which is a special district; therefore, the subject project is considered a public works project. Table 2.7 and 2.17 of the LCP list sewage treatment capacity and water capacity, respectively, to be reserved for priority land uses by the Granada Community Services District and Coastside County Water District, respectively. Such priority land uses included Essential Public Services, including Emergency Facilities. Therefore, the new fire station does qualify for priority sewer and water service connections from the applicable municipal service providers.

c. Sensitive Habitats Component

Policy 7.1 (*Definition of Sensitive Habitats*), Policy 7.3 (*Protection of Sensitive Habitats*), Policy 7.7 (*Definition of Riparian Corridors*), and Policy 7.11 (*Establishment of Buffer Zones*) define sensitive habitats to include riparian corridors; seek to prohibit development that would have significant adverse impacts on sensitive habitat areas; define riparian corridors as consisting of at least 50% cover of some combination of listed plant species (including arroyo willow); and require a 50 foot buffer zone from the limit of riparian vegetation.

See staff's discussion in Section A.1.a. (*Vegetative, Water, Fish and Wildlife Resources Policies*) above for project compliance.

d. Visual Resources Component

Policy 8.5 (*Location of Development*), Policy 8.6 (*Streams, Wetlands, Estuaries*), Policy 8.9 (*Trees*), Policy 8.10 (*Vegetative Cover*), Policy 8.12 (*General Regulations*), and Policy 8.13 (*Special Design Guidelines for Coastal Communities*) requires new development to be located on a portion of a parcel where the development is least visible from State and County Scenic Roads, is least likely to significantly impact views from public viewpoints, and is consistent with all other LCP requirements; best preserves the visual and open space qualities of the parcel, except where conflicts exist, resolve them in a manner which most protects significant coastal resources on the parcel; set back development from natural waterways a sufficient distance to preserve the visual character of the waterway and prohibit structural development that will adversely impact the visual quality of streams and riparian habitat; minimize tree removal; replace vegetation removed during construction with plant materials compatible with surrounding vegetation and suitable to the area; apply the design criteria set forth in the Community Design Manual and Special Design Guidelines for Coastal Communities, including location, use of natural materials and colors, use of pitched roofs, and appropriate scale to the surrounding setting; and ensure new development and landscaping do not block public viewing points to ocean views, including from public roads.

In order to minimize the visual impacts of the proposed fire station building from uphill public views, a significant amount of grading is proposed in order locate the building and associated improvements into the slope of the project site. Given the project area consists of an approximate 15% downslope towards the Pacific Ocean, the development has been designed to be built into the hill and therefore requires a substantial amount of excavation. A retaining wall up to 17 feet in height will be constructed into the cut slope side of the project site. The wall is designed such that it tapers down with the natural topography of the site towards Obispo Road and exposed sections (viewable from Obispo Road) will have a rock/stone finish to give it a more natural looking appearance. In addition to minimizing visual impacts to adjacent and uphill public views, the proposed site design allows fire station emergency vehicle access to remain on Obispo Road and provides a noise buffer to the surrounding residential neighborhood.

Furthermore, see staff's discussion in Section A.1.a. (*Vegetative, Water, Fish and Wildlife Resources Policies*) and Section A.1.c. (*Visual Quality Policies*) above for additional discussion of the project's compliance.

e. Hazards Component

Policy 9.1 (*Definition of Hazard Areas*), Policy 9.2 (*Designation of Hazard Areas*), and Policy 9.10 (*Geological Investigation of Building Sites*) define hazardous areas as including fault zones, areas subject to liquefaction or other severe seismic impacts, unstable slopes, landslides, flooding, and tsunamis; designate hazardous areas in the Coastal Zone as those delineated on the Geotechnical Hazards Synthesis Map, Federal Emergency Management Agency (FEMA) Flood Maps, Natural Hazards Map of the County's General Plan, and LCP Hazards Maps; and require site specific geotechnical investigations to evaluate the potential for geotechnical problems and determine mitigation measures when necessary.

The project parcel is not located in a mapped active fault zone, area of unstable slope or landslide, or area at risk of flood or tsunami pursuant to the Geotechnical Hazards Synthesis Map, Natural Hazards Map of the County General Plan, and LCP Hazards Map. Furthermore, the project parcel is located in Flood Zone X (area of minimal flood), according to the current applicable FEMA Flood Insurance Rate Maps. A geotechnical report for the project was reviewed and conditionally approved by the County's Geotechnical Section. The geotechnical report concludes that the project parcel is not within an area susceptible to liquefaction or surface fault rupture hazards. See staff's discussion in Section A.1.i. (Natural Hazards Policies) above for further discussion of the project's compliance.

3. Conformance with the County's Energy Efficiency Climate Action Plan

The County's Energy Efficiency Climate Action Plan (EECAP) sets forth strategies for achieving an overall Greenhouse Gas (GHG) reduction goal of 17% reduction below baseline emissions by 2020, including in the following applicable areas: Green Building Ordinance, Zero Waste, Use of Recycled Materials, and Construction Idling.

The project will be constructed to comply with the current Building and Energy Efficiency Standards and California Green Building Standards Code. Additionally, the project proposes to provide onsite trash and recycling enclosures; comply with the County's Recycling and Diversion of Debris from Construction and Demolition standards; and in compliance with the adopted mitigations of the project EIR, which have been incorporated as conditions of approval in Attachment A, comply with the Bay Area Air Quality Management District's Best Management Practices for construction equipment idling.

4. Conformance with the Zoning Regulations

The undeveloped legal 2.7-acre project parcel consists of split-zoning with the southeast 2.38-acre portion of the parcel zoned EG/DR/CD (El Granada Gateway/Design Review/Coastal Development) and the northwest 0.31-acre portion of the parcel zoned C-1/S-3/DR/CD (Neighborhood Business/5,000 sq. ft. lot minimum/Design Review/Coastal Development). Typically, the County applies the zoning of each designation to its respective portion of the property for development purposes. Therefore, whether subdivided, as proposed in this project, or not, the following development standards apply to each respective portion of the parcel.

a. Neighborhood Business (C-1) Zoning District

No development is currently planned for proposed Parcel A under this project. Any future development on this area of land would be required to comply with the below development standards.

(1) Development Standards

Standards	Proposed Parcel A: Undeveloped Site (no development proposed at this time)	
	Required*	Proposed
Min. Parcel Size	5,000 sq. ft.	13,575 sq. ft. (no change)
Min. Front Setback	None – 20 ft.	None proposed
Min. Rear Setback	None – 20 ft.	None proposed
Min. Right Side Setback	None – 5 ft.	None proposed
Min. Left Side Setback	None – 5 ft.	None proposed
Max. Building Height	28 ft. – 36 ft.	None proposed
Max. Lot Coverage	None – 50%	None proposed
Max. Stories	2 – 3 stories	None proposed
Max. Impervious Areas (less than 18 inches above grade)	10%	None proposed
* The C-1 Zoning District allows for mixed use development (i.e., commercial and residential); therefore, the required standards listed provide a range between commercial – residential.		

b. El Granada Gateway (EG) Zoning District

The new Fire Station 41 (El Granada) will be constructed on proposed Parcel B. While the EG Zoning District allows uses such as community centers, libraries, outdoor athletic fields and parks, Section 6500(b) of the Zoning Regulations also allows public service uses and buildings in any zoning district subject to the issuance of a use permit,

which the applicant is seeking as part of this application (see Section A.4.c. below).

(1) Development Standards

Standards	Proposed Parcel B: Fire Station Site	
	Required	Proposed
Min. Parcel Size	3.5 acres	*2.38 acres (no change)
Min. Front Setback	50 ft.	*5'-9" (Obispo Road)
Min. Rear Setback	20 ft.	*1'-5" (Avenue Alhambra)
Min. Right Side Setback	20 ft.	> 50 ft.
Min. Left Side Setback	20 ft.	> 100 ft.
Max. Building Height	16 ft.	*30 ft. (max. peak)
Max. Parcel Coverage (over 18" from grade)	10%	*12%
Max. Impervious Area (less than 18 inches above grade)	10%	*19.5%

* Indicates an exception is being requested from the required standard.

The applicant is seeking a Variance to develop a parcel that does not satisfy minimum parcel size and to deviate from the minimum front and rear yard building setbacks, maximum building and retaining wall heights, parcel coverage, and signage allowance. See Section A.4.d. for discussion on the request for a Variance.

Pursuant to Section 6229.4.5. (Impervious Surface Area) of the Zoning Regulations, the amount of impervious surface area less than 18 inches above grade is limited to 10% of the parcel size. As proposed, an exception to the limit can be granted by the Community Development Director upon finding that stormwater run-off from the project site will not exceed that amount equivalent to 10% of the parcel size. Impervious surface (less than 18 inches from grade) created with the proposed fire station development is 19.5% of the parcel size. The applicant has submitted professionally prepared drainage plans and calculations that have been reviewed and conditionally approved by the County Department of Public Works demonstrating all stormwater run-off generated from the newly created impervious surface area will be captured on-site through a system of on-site bio-retention areas and a self-retaining area. Therefore, despite the increased impervious surface created by the proposed development, the project has been designed such that post-construction stormwater

run-off will not exceed pre-construction stormwater run-off and therefore, the exception can be granted.

(2) Landscaping

All landscaping is required to be drought-tolerant, and either native or non-invasive plant species.

The proposed landscaping includes a mix of native and non-invasive plant species, per the California Native Plant Society and California Invasive Plant Council databases. Proposed species considered non-native are acclimated to the local climate region per the Sunset Western Garden Book. Furthermore, the project will be required to comply with the County's Water Efficient Landscape Ordinance which promotes efficient water use in landscape designs.

(3) Signage

Signage is limited to one sign with a maximum display area of 20 sq. ft. on each face of the sign (this assumes a double-sided sign).

The project includes minimal identification signage ("Coastside Fire Station 41") on the front and rear facades of the drive-through bay structure that total 121 sq. ft. in size (on each façade). Staff considers these two building wall signs to be equivalent to one double-faced sign. The identification sign consists of individual simple letters and numbers and is proportionate in size to the existing building facades. Pursuant to Section 6531, the applicant is seeking a Variance to exceed the maximum sign allowance as stipulated in the EG Zoning District Regulations. See Section A.4.d. below for discussion on the request for a Variance.

c. Use Permit

The applicant is seeking a Use Permit, in accordance with Section 6500(b) of the County Zoning Regulations to allow the location of a public service use in the EG Zoning District.

In order to grant a Use Permit, the following finding must be made:

- (1) *The establishment, maintenance and/or conducting of the use will not, under the circumstances of the particular case, result in a significant adverse impact to coastal resources, or be*

detrimental to the public welfare or injurious to property or improvements in said neighborhood.

The proposed fire station will replace the existing 50-year-old fire station located approximately 600 feet northwest of the subject parcel, at 531 Obispo Road, with new facilities that are safe, modern, and adequately sized to allow the CFPD to meet current and future service demands from the community for the next 50 years; the existing fire station was determined to be too small to meet near-term needs of the CFPD based on a Fire Station Relocation Study conducted in 2014. Operation and staffing for the newly constructed fire station is not proposed to change from current operation and staffing. The new fire station will be built in compliance with the Essential Services Buildings Seismic Safety Act of 1986 so that the building can resist earthquakes, gravity, and winds. The new station will be able to support a 34-foot fire engine, a 42-foot truck, and a 39-foot heavy rescue vehicle; all necessary to carry out the District's responsibilities as first responders.

The project does not introduce a use that is not already existing in the community and allows the fire station to maintain necessary response times within the area. The proposed fire station has been designed to fit into the sloped parcel in order to minimize public view impacts to the Pacific Ocean and is set back from the corner of Coronado Street and Obispo Road to minimize view impacts from Cabrillo Highway (State Route 1). The building's design and orientation will also aid in buffering noise impacts to the surrounding community as it will be built into the lower cut slope of the project parcel. The building will be single-story and include features such as a gable roof system, materials complimentary to the surrounding built-environment, and earth-toned colors to blend into the neighborhood character and natural environment and be proportionate to the parcel and surrounding residential developments. Additionally, the project is not expected to result in a significant increase in traffic as the operations of the fire station are intended to remain the same for the foreseeable future and the development will include a new public sidewalk along the frontage of the proposed development along Obispo Road.

CFPD prepared, circulated, and certified an Initial Study (IS) and Environmental Impact Report (EIR) for the project. The IS and EIR concluded that the project, as proposed and mitigated, will not have a significant adverse impact on the environment, including applicable coastal resources consistent with the County's Local Coastal Program (LCP) which ensures

compliance with the California Coastal Act, such as sensitive habitat resources and visual resources. Upon analysis of potential project impacts through the IS and EIR, it was determined that the project would have the potential to generate temporary increases in air pollutants from construction activities and vehicle exhaust and inadvertent impacts to wildlife species. Adopted mitigation measures from the EIR to reduce these potentially significant impacts to a less than significant level are included in Attachment A.

While the project proposes development of a non-conforming sized parcel which would typically require approval of a Non-Conforming Use Permit, Section 6531 of the Zoning Regulations permits a Variance when the proposed development varies from any specific requirements of the Zoning Regulations. The project proposes to deviate from the applicable Zoning Regulations for parcel size, setbacks, height, lot coverage, and signage. Therefore, the applicant is seeking a Variance from these zoning standards. See Section A.4.d. for discussion on the request for a Variance.

d. Variance

The purpose of a variance is to allow, under special circumstances, development to vary from the requirements of the Zoning Regulations when strict enforcement would make it difficult to develop a parcel, cause unnecessary hardship to the landowner, or result in inconsistencies with the general purpose of the Zoning Regulations.

The applicant is seeking a variance from the minimum parcel size, minimum required front and rear setbacks, maximum building height and retaining wall height, maximum lot coverage allowance, and maximum signage allowance as set forth in the EG Zoning District in order to develop the 2.38-acre area of EG-Zoned land (proposed Parcel B) into a new fire station site. The proposed subdivision would not change the amount of land area zoned EG and used for purposes of calculating setbacks or lot coverage. In order to approve a variance, the following findings must be made:

- (1) *The parcel's location, size, shape, topography, and/or other physical conditions vary substantially from those of other parcels in the same zoning district or vicinity.*

The minimum required setbacks (i.e., 50-foot front yard and 20-foot rear yard), maximum building height (16 feet), maximum wall height (6 feet), and maximum parcel coverage (10%) of the

EG Zoning District are irrespective of location, size, shape, topography, or other physical site conditions.

However, the project parcel is a unique, narrow, elongated parcel of land that abuts four (4) public roads in the El Granada area. The existing project parcel is substandard in size and maintains a split-zoning of EG (El Granada Gateway) and C-1 (Neighborhood Business) with a riparian corridor running through the approximate center of the parcel, which requires an additional (minimum) 50 feet buffer for development. A majority of the project parcel consists of approximately 15-19% slope. These characteristics make the project parcel unique from other EG-zoned parcels in the area.

The EG Zoning District is limited to 11 parcels (including the subject project parcel) in the El Granada area, located between Cabrillo Highway and Avenue Alhambra and Obispo Road. Of the 11 EG Zoned parcels, 10 are substandard in size as the EG Zoning District requires a minimum parcel size of 3.5 acres; however, all of the other EG Zoned parcels are located on the opposite (west) side of Obispo Road from the project site and are relatively flat rectangular shaped parcels. The one EG Zoned parcel that meets the minimum parcel size is directly west (on the opposite side of Obispo Road) of the project parcel and is owned by Granada Community Services District (GCSD). The GCSD-owned parcel is approximately 6.2 acres in size and for the most part, configured in a similarly narrow elongated shaped parcel, but unlike the project parcel widens out on the north side to provide approximately 2 acres of relatively flat land that is approximately double the width of the project parcel's development site. Therefore, the project parcel is unique in shape and topography from other parcels in the same zoning district.

- (2) *Without the variance, the landowner would be denied the rights and privileges that are enjoyed by other landowners in the same zoning district or vicinity.*

The Zoning Regulations allow public service uses and buildings to be located in any zoning district subject to the issuance of a use permit, including any other EG Zoned parcel. Furthermore, the proposed fire station development was designed to minimize the footprint of development while providing an adequately sized facility to accommodate modern emergency apparatus and equipment to serve the current and future needs of the service area. The parcel's unique size and shape make it infeasible to

develop the fire station in compliance with all EG Zoning standards.

Minimum Parcel Size Variance

The existing 2.7-acre project parcel proposed for subdivision is a split-zoned parcel that consists of 0.31 acres of C-1 (Neighborhood Business) zoning and 2.38 acres of EG (El Granada Gateway) zoning. The project parcel is unique in shape and topography from other EG zoned parcels in the area as it is a narrow, elongated parcel of land that abuts four (4) public roads, is substandard in size, and maintains split-zoning. The proposed project does not change the amount of land area zoned EG or C-1, or the amount of land area used for purposes of calculating setbacks or parcel coverage of each respective zoning district. Furthermore, the acquisition of contiguous parcels to make a conforming EG-zoned size parcel of 3.5 acres is not reasonably feasible as all contiguous lots are zoned C-1 and developed with single to multi-family residences.

Setback Variance

The uniquely narrow and irregular shape of the project parcel make it difficult to comply with the required front and rear yard setbacks as the length of the parcel (being the distance between Obispo Road and Avenue Alhambra) is approximately 120 feet. The minimum required front setback (along Obispo Road) is 50 feet and the minimum required rear setback (along Avenue Alhambra) is 20 feet, which leaves 50 feet in length for development where the minimum needed for the drive-through apparatus bays alone is 52 feet. The building's long, narrow design follows the narrow shape of the parcel while meeting the minimum radius and driveway slope standards necessary to operate the apparatus.

Height Variance

The maximum building height allowed in the EG Zoning District is 16 feet where the proposed fire station building will have a maximum height of 30 feet at the center of the drive-through apparatus bays in order to accommodate the height of apparatus that will be stored in the bays and to clear the heights required above the apparatus for related equipment such as vehicle exhaust extraction systems. The building has been designed into the hillside to help minimize the appeared height of the apparatus bay area and a gable roof will be used to blend the building in to the surrounding residential area. As proposed,

the height of the building as viewed from residential development along the upper elevation of Avenue Alhambra is 14 feet, well below the height of the abutting residential developments, and limited primarily to the roof of the apparatus bays.

The project proposes a 17-foot tall retaining wall, where 6 feet is the maximum allowed height. The retaining wall is necessary to support the vertical cut into the hillside to fit the building on the project site in a manner that will minimize visual impacts and provide a functional site design given the uniquely configured parcel. The retaining wall would only be visible from Obispo Road. The east wall of the new fire station would abut the retaining wall such that a majority of the 17-foot wall high sections would be hidden by the building. As the retaining wall extends beyond the building (in both directions) its height will decrease with the adjacent natural declining topography. Exposed portions of the retaining wall will be finished with rock/stone for a natural appearance.

Parcel Coverage Variance

The maximum allowed parcel coverage in the EG Zoning District is 10%. The EG-Zoned project parcel area is 2.38 acres, which is the area that would be used to calculate the parcel coverage allowance in the EG Zoning District. The proposed fire station building results in a parcel coverage of just under 12%, or 12,425 sq. ft., which the applicant indicates is the smallest footprint feasible to adequately accommodate the fire district's operations, including housing for fire-fighting crews, storage of emergency apparatus and equipment. The building has been designed to maintain a low-profile, single-story gable roof system to blend in to the surrounding residential character of the area and to reduce bulk and mass.

Signage Variance

As required under the Design Review Standards, the identification signs consist of simple individual letter and numbers, are proportional to the building and do not detract from the architectural style of the building or developed character of the area.

Therefore, without the requested variances, CFPD would not be able to develop the property with a fire station that meets the current and future needs of the area. While most of the parcels in the EG Zoning District are substandard in size, they follow a

- more typical rectangular shape and are relatively flat, unlike the subject project parcel which is a narrow irregularly shaped lot.
- (3) *The variance does not grant the landowner a special privilege which is inconsistent with the restrictions placed on other parcels in the same zoning district or vicinity.*

The applicant is seeking a variance from the minimum 50-foot front yard setback, 20-foot rear yard setback; maximum 16-foot height limit; maximum 6-foot wall height limit; and maximum 10% parcel coverage standards of the EG Zoning District. While a majority of the other EG-zoned parcels in the area maintain a more traditional, rectangular shape, they are substandard in size and vary in length (front to rear) from 60 feet to 250 feet. Therefore, it is possible that other parcels in the EG Zoning District may need to seek variances when development is proposed, in which case, a variance could be sought if physical site constraints are demonstrated.

- (4) *The variance authorizes only uses or activities which are permitted by the Zoning District.*

Chapter 24 of the County Zoning Regulations allows public service uses to be located in any zoning district subject to the issuance of a Use Permit, for which the CFPD is seeking as part of the subject project application.

- (5) *The variance is consistent with the objectives of the General Plan, the Local Coastal Program (LCP) and the Zoning Regulations.*

See staff's discussion in Sections A.1. through A.4. for project compliance with the applicable policies and standards of the General Plan, LCP, and Zoning Regulations.

e. Design Review

The project site is located in a Design Review District; therefore, staff has reviewed and determined that the proposed fire station development complies with the applicable design standards contained in Section 6565.17 of the Zoning Regulations.

- (1) Proposed structures are designed and situated so as to retain and blend with the natural vegetation and landforms of the site; a smooth transition is maintained between development and adjacent open areas through the use of natural landscaping and plant materials which are native or appropriate to the area; paved areas should be integrated into the site, relate to their

structure, and be landscaped to reduce visual impacts from residential areas and roadways.

While the project proposes significant excavation of the hillside to fit the new fire station building into the slope, the building has been designed with a low-profile gable roof system that steps down from Avenue Alhambra (upper elevation) as the natural hillside otherwise would follow. A retaining wall will be built at the cut side of the hill but will also taper down as it extends beyond the building wall to the existing natural grade. Paved areas are limited to vehicle driveway and parking areas and over 16,000 sq. ft. of new landscaping will be installed to help soften the development from public views.

- (2) Grading should blend with adjacent landforms and not create drainage or erosion problems; trees and vegetative land cover are removed only where necessary.

A significant amount of excavation is proposed in order to locate the building into the hillside property; however, the project incorporates on-site drainage facilities (i.e., bioretention areas) to capture and treat post-construction runoff onsite. An erosion control plan has also been developed for the project and measures will be implemented throughout the duration of project grading and construction to minimize construction-related erosion and sediment from the project site. A total of 10 trees will be removed from the project site in order to accommodate the proposed development, all of which were determined to be in poor health based on an arborist assessment. All regulated trees proposed for removal will be replaced at a 1:1 ratio and all remaining denuded vegetated areas will be replaced with drought-tolerant landscaping that consists of plant species that are native and/or acclimated to the local area.

- (3) Natural drainage systems should not be altered so as to affect their character and cause problems of drainage, erosion or flooding; structures should be located outside of flood zones, drainage channels, and other areas subject to inundation.

A natural drainage channel runs through the center of the parcel transporting drainage from uphill development in El Granada through the project parcel and ultimately to the Pacific Ocean. The proposed development will maintain over a 50-foot buffer zone from the limit of delineated riparian vegetation around the drainage channel so as to not alter or impact the sensitive area. Furthermore, the project site is not located in a hazard area for flooding or other inundation and erosion control best

management practices and the natural change in elevation between the project site and the drainage channel will prevent any erosion or construction impacts to the drainage area and buffer zone.

- (4) Views are protected by the height and location of structures; public views to and along the shoreline from public roads and other public lands are protected; overhead utility lines are placed underground where appropriate to reduce the visual impact on open and scenic areas.

The new fire station building has been designed and oriented to minimize public view impacts to the Pacific Ocean. The building has been designed to be a single-story gable roof building that will be set into an excavated elevation below Avenue Alhambra. To ensure landscaping and tree plantings do not interfere with public view impacts from Avenue Alhambra or other uphill viewing locations, staff has included a condition of approval to require all proposed trees and plants located in potential open public viewing areas to be no greater in height at maturity than 3 ft. above the adjacent Avenue Alhambra street elevation. Furthermore, onsite utilities will be undergrounded.

- (5) Varying architectural styles are made compatible through the use of similar materials and colors which blend with the natural setting and surrounding neighborhood; the design of the structure is appropriate to the use of the property and is in harmony with the shape, size and scale of adjacent building in the community.

The proposed fire station is designed to blend into the surrounding residential development and uses gable roofing, stone and cement board siding, and earth-toned colors. The building will be set into the excavated project site so as to minimize visual impacts from uphill views towards the ocean. While the maximum building height is 30 feet at the apparatus bays, the building roof will only project 14 feet above the Avenue Alhambra roadway, which is less than the maximum allowed height limit in the EG Zoning District and significantly less than the nearest adjacent three-story multi-residential building.

- (6) Signs should be compatible with the architectural style of the structure they identify and harmonize with their surroundings.

The proposed development includes two building mounted identification signs over the apparatus bay doors (one on each façade) that consist of simple individual letters and numbers.

The identification signs are proportional to the building and do not detract from the architectural style of the building or developed character of the area.

5. Conformance with the Subdivision Regulations

Notwithstanding the subdivision exception request discussed in Section A.6. below, the proposed minor subdivision is in compliance with the County's Subdivision Regulations, Section 7013.3.b.:

- a. That the proposed map, together with the provisions for its design and improvement, is consistent with applicable general and specific plans.

The proposed map is consistent with the County General Plan and Montara-Moss Beach-El Granada Area Plan, as discussed in Section A.1. of this report.

The subdivision will result in the creation of separate parcels for each of the adopted land use and zoning designations that currently reside over the 2.7-acre, split-zoned parcel. The subdivision will allow the commercially zoned portion of the parcel to be better utilized in the future as a separate parcel for development while resulting in no change to the application of zoning standards.

The parcels are consistent with the design and improvement requirements for subdivision, as proposed Parcel A (0.31 acres) meets the minimum size, dimensions, frontage and access requirements; however, no development is currently proposed for Parcel A. Proposed Parcel B (2.38 acres) does not meet the minimum parcel size (3.5 acres) of the respective EG Zoning District, however, it does meet the provision of being no less than 5,000 sq. ft. pursuant to the subdivision regulations for minimum size. Furthermore, the subdivision will not change the application of the respective zoning standards; however, will allow the commercially zoned portion of the parcel to be better utilized in the future as the Coastside Fire Protection District, as a public service/emergency response agency would have no intention of developing a commercial use on the commercially zoned portion of the existing 2.7 acre parcel. See Section A.6 for discussion on the parcel size exception for this subdivision.

- b. That the site is physically suitable for the type and proposed density of development.

The proposed plans for the new fire station, which have been reviewed and conditionally approved by all applicable review agencies, demonstrate that proposed Parcel B is physically suitable

for development, subject to the variance request for setbacks, height, and lot coverage necessary to meet the minimum needs for the development to serve the functions of the fire district. Furthermore, proposed Parcel A, being a relatively flat, corner parcel, will be more than double the minimum parcel size required for a C-1/S-3 zoned parcel. While no development is currently proposed for Parcel A, it would be physically suitable for future development consistent with the types of allowable uses in a C-1 Zoning District.

- c. 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 CFPD prepared, circulated, and certified an Initial Study and Environmental Impact Report (EIR) for the project in accordance with the California Environmental Quality Act (CEQA). The EIR concluded that the project, as proposed and mitigated, will not result in significant environmental impacts, including to biological resources. See Section A.1. of this staff report for discussion of biological resources.

- d. That the design of the subdivision or type of improvements is not likely to cause serious public health problems.

The project is not likely to cause serious public health problems as the project has been reviewed and conditionally approved by the County Building Department, Department of Public Works, Geotechnical Section, and Coastside Fire Protection District to ensure that public health and safety are preserved and protected.

- e. That the design of the subdivision and the proposed improvements will not conflict with easements acquired by the public at large for access through or use of property within the proposed subdivision.

The project parcel contains no public easements per review of the title report and grant deed. Furthermore, the project does not require or propose any public easements through or over the project parcel(s).

- f. 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 Control Board pursuant to Division 7 (commencing with Section 13000) of the State Water Code.

Granada Community Services District (GCSD) has municipal authority over the sewer system for the project area. There is no indication that proposed sewer connections to the GCSD will result in any violations of the State Regional Water Control Board.

- g. That the land is not 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 lands would not be too small to sustain their agricultural use.

The land proposed for subdivision is not under a Williamson Act Contract and the resulting parcels will not be used for agriculture.

6. Subdivision Regulations Exception

As previously mentioned, the resulting subdivision would create a substandard sized parcel (Parcel B) of 2.38 acres where 3.5 acres is the minimum parcel size required in the respective EG Zoning District. Due to split-zoning of the project parcel, the proposed subdivision would not change the amount of land area zoned EG and used for purposes of calculating setbacks or lot coverage. An exception to this design requirement for a subdivision can be granted provided the findings from Section 7096 of the Subdivision Regulations are made:

- a. That there are special circumstances or conditions affecting the property, or the exception is necessary for the preservation and enjoyment of substantial property rights of the owner/subdivider.

The existing 2.7-acre project parcel proposed for subdivision is a split-zoned parcel that consists of 0.31 acres of C-1 (Neighborhood Business) zoning and 2.38 acres of EG (El Granada Gateway) zoning. The project parcel is unique in shape and topography from other EG zoned parcels in the area as it is a narrow, elongated parcel of land that abuts four (4) public roads, is substandard in size, and maintains split-zoning. A majority of the EG-zoned portion of land consists of a 15 – 19% slope on the southeastern portion with a drainage channel and riparian corridor running through the approximate center of the EG-zoned area. The C-1-Zoned portion of the land at the northwestern side of the project parcel is a relatively flat, rectangular shape area that borders Avenue Portola and Obispo Road. The proposed subdivision would not change the amount of land area zoned EG or C-1, or amount of land area used for purposes of calculating setbacks or parcel coverage of each respective zoning district. The acquisition of contiguous parcels to make a conforming EG-zoned size parcel of 3.5 acres is not reasonably feasible as all contiguous lots are zoned C-1 and developed with single to multi-family residences.

- b. That the exception is appropriate for the proper design and/or function of the subdivision.

A Certificate of Compliance (Type A) was recorded for the 2.7-acre project parcel in 2015 confirming the legal configuration of the parcel. Based on review of historical zoning maps, the parcel has maintained a split zoning with the northwest portion of the parcel that abuts Obispo Road and Avenue Portola being zoned C-1 (Neighborhood Business) since as early as 1957. In 2012, the County completed land use plan and policy amendments for the midcoast area which included changing the zoning for the southeast 2.38 acre portion of the project parcel to EG (El Granada Gateway), from COSC (Community Open Space Conservation). Most likely it was not recognized at the time that these two adjacent zoning designations actually split one legal parcel as split-zoning is not typically encouraged or supported by the County. Although zoning along eastern portions of Avenue Portola have changed over the years, it appears that the intent of the land use map in 1957 was for Avenue Portola, being the three blocks from Obispo Road to The Alameda, to be a commercial corridor as parcels fronting both sides of Avenue Portola along these three blocks were zoned C-1. Given the change in land use patterns over the years, just the one block between Obispo Road and Avenue Alhambra, which includes the northwest corner portion of the project parcel, currently make up the extent of the Avenue Portola commercial corridor.

The creation of the proposed 2.38-acre parcel would allow the creation of separate parcels for each of the adopted land use and zoning designations that currently exist over the 2.7-acre, split-zoned parcel. The application of EG development standards on the newly created 2.38-acre parcel would not change as only that portion of land within the respective zoning district is used to establish setbacks, lot coverage, etc. However, the subdivision would allow the commercially zoned portion of the existing 2.7-acre parcel (along Avenue Portola) to be better utilized in the future as a separate parcel for commercial development in line with the historical and future land use plan for this block of Avenue Portola to be a commercial corridor since the CFPD, being a public service/emergency response agency, has no intention of developing a commercial use on this commercially zoned portion of land.

- c. That the granting of the exception will not be detrimental to the public health, safety, or welfare or injurious to other property or uses in the area in which the property is situated.

The subdivision will result in the creation of separate parcels for each of the adopted land use and zoning designations that currently reside over the 2.7-acre, split-zoned parcel. The subdivision will allow the commercially zoned portion of the parcel to be better utilized in the future as a separate parcel for development while resulting in no

change to the application of zoning standards for either newly created parcel.

7. Park In-Lieu Fees

Section 7054 of the Subdivision Regulations exempts subdivisions containing less than five (5) parcels and not used for residential purposes from the park and recreation dedication and fee requirements. The proposed subdivision will result in a total of two (2) parcels and neither parcel is zoned for or intended to be used for residential purposes; therefore, the proposed subdivision is exempt from park and recreation dedication and fee requirements.

8. Conformance with the Grading Ordinance

The project proposes 10,310 cubic yards (c.y.) of grading, including 10,150 c.y. of cut and 160 c.y. of fill, to construct the new fire station and associated site improvements. Staff has reviewed and determined that the following findings necessary to approve the project, pursuant to Section 9290 of the San Mateo County Ordinance Code, should be made:

- a. The granting of the permit will not have a significant adverse effect on the environment.

The proposed grading is necessary to implement the project. An Initial Study and Environmental Impact Report have been prepared, circulated for public review, and adopted by the CFPD, acting as lead agency for purposes of complying with the California Environmental Quality Act (CEQA). County Planning staff has concluded that the project, with the adopted mitigation measures from the project EIR, will not have a significant adverse impact on the environment. All mitigation measures from the adopted EIR have been included as recommended conditions of approval in Attachment A. In addition, the County's Geotechnical Section and Department of Public Works have reviewed and approved the project with conditions. Therefore, staff has determined that the project, as proposed and conditioned, will not have a significant adverse impact on the environment.

- b. The project conforms to the criteria of Chapter 8, Division VII, of the San Mateo County Ordinance Code, including the standards referenced in Section 9296.

The project, as proposed and conditioned, conforms to standards in the Grading Ordinance, including those relative to erosion and sediment control plan, dust control plan, fire safety, and the timing of grading activity. The project plans have been reviewed and recommended for approval by both the Geotechnical Section and the

Department of Public Works. Conditions of approval have been included in Attachment A to ensure compliance with the County's Grading Ordinance.

- c. The project is consistent with the General Plan.

The project has been reviewed against the applicable policies of the San Mateo County General Plan and found to be consistent with its goals and objectives. See Section A.1 of this report for a detailed discussion regarding the project's compliance with applicable General Plan Policies.

B. ENVIRONMENTAL REVIEW

The Coastside Fire Protection District (CFPD), as lead agency pursuant to Section 15051 of the California Environmental Quality Act (CEQA), prepared and circulated an Initial Study and Notice of Preparation of an Environmental Impact Report (EIR) for the proposed project on June 30, 2015. During the 30-day public review period for the Initial Study, the CFPD held a scoping meeting and public workshop on July 16, 2015 to solicit comments on the scope and content of the EIR. The County combined its required Pre-Application Public Workshop with the CFPD's scoping meeting and public workshop.

CFPD prepared and circulated a Draft EIR and Notice of Availability for a 45-day public review period which commenced on December 2, 2016 and ended at 5:00 p.m. on January 19, 2017. The CFPD Board of Directors held a hearing on the Draft EIR on January 18, 2017 to receive public comments. A Final EIR was issued on April 10, 2017 and the CFPD Board of Directors subsequently certified the Final EIR at their public meeting held on April 26, 2017. A Notice of Determination was filed with the San Mateo County Clerk on May 1, 2017. A copy of the Initial Study, Draft, and Final EIR is available online at <http://planning.smcgov.org/fire-station-41-el-granada-replacement-project>.

The County of San Mateo acted as a responsible agency for purposes of CEQA. All adopted mitigation measures from the certified EIR have been incorporated as condition of approval in Attachment A.

C. REVIEWING AGENCIES

San Mateo County Building Inspection Section
San Mateo County Department of Public Works
San Mateo County Geotechnical Section
Coastside Fire Protection District
Granada Community Services District
Coastside County Water District
California Coastal Commission
City of Half Moon Bay Planning Department
Midcoast Community Council

ATTACHMENTS

- A. Recommended Findings and Conditions of Approval
- B. Vicinity/Location map
- C. Project Plans
 - C.1. Existing Conditions Plan (C2.0)
 - C.2. Tentative Parcel Map (SU-1)
 - C.3. Site Plan (A-1)
 - C.4. Floor Plan (A-2)
 - C.5. Roof Plan (A-3)
 - C.6. Exterior Elevations (A-4, A-5)
 - C.7. Building Section (A-6)
 - C.8. Renderings (A-7, A-8)
 - C.9. Landscape Plan (L-1)
 - C.10. Grading Plan (C3.0)
 - C.11. Utility Plan (C4.0)
 - C.12. Stormwater Management Plan (C5.0)
 - C.13. Erosion Control Plan (C6.0)
- D. Photo Simulations
- E. Standard Operating Procedures for Tsunami Warning, dated January 1, 2017
- F. Sensitive Habitat Assessment, prepared by WRA Environmental Consultants, dated April 16, 2015
- G. Riparian Setback Analysis, prepared by TRA Environmental Sciences, Inc., dated August 7, 2014
- H. Tree Assessment, prepared by Kielty Arborist Services, LLC, dated June 2, 2015
- I. Site Specific Tsunami Report, prepared by Moffatt & Nichol, dated March 10, 2016
- J. Fire Station Relocation Study, prepared by Citygate Associates, LLC, dated February 19, 2104, available at <http://planning.smcgov.org/fire-station-41-el-granada-replacement-project>
- K. Initial Study, Draft Environmental Impact Report (EIR), Final EIR, available online at <http://planning.smcgov.org/fire-station-41-el-granada-replacement-project>

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11:22 am 02/27/15 DE Fee: 47.00

Count of Pages 5

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



* R 0 0 0 1 9 8 2 4 2 3 *

Recording Requested By

North American Title Company, Inc.
File No. 55903-1309513-14

AND WHEN RECORDED MAIL TO:

Name: Coastside Fire Protection District
Street Address 1191 Main Street
City & State Half Moon Bay, CA 94019

SPACE ABOVE THIS LINE FOR RECORDER'S USE

A.P. No. 047-261-030-2

GRANT DEED

Transfer between Public Entity

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX \$0.00; CITY TRANSFER TAX \$NONE;

- computed on the consideration or full value of property conveyed, OR
- computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,
- unincorporated area; City of **El Granada**, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **San Mateo County Harbor District, a Political Subdivision of The State of California**

hereby GRANTS to **Coastside Fire Protection District**

the following described property in the City of **El Granada**, County of **San Mateo**, State of **California**:

Exhibit A attached hereto and made a part hereof

5

**Statement of Facts in Support of GCSD Variance Findings
Coastside Fire Protect District Fire Station 41**

In the event the Granada Community Services District (GCSD) determines that a variance is required in connection with issuance of the sewer connection permit application for Fire Station 41 on the 2.4 acre EG-zoned project site, the variance should be granted because the variance findings set forth in Section 603(03)(A) of the GCSD Regulations (in italics) are supported by the following statements of fact below in plain text:

- (i) *Where the property is shown on a map first recorded prior to August 14, 1929 and has not been approved after March 4, 1972 by a recorded final subdivision map, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S3 Zoning Districts, or 8,800 square feet or greater in the S-9 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.*

This finding is inapplicable to the subject parcel because as shown in the enclosed Certificate of Compliance approved by the County of San Mateo and recorded on July 30, 2015 in the Official Records of San Mateo County (“*Certificate of Compliance*”) and the enclosed Chain of Title Guarantee dated September 24, 2014 (“*Chain of Title Report*”), the property is not shown on a map first recorded prior to August 14, 1929 that was not approved after March 4, 1972. Instead, it is shown on a subdivision map “Tract No. 5 Granada” filed for record in Book 20 of Maps, Page 22, October 6, 1933.

- (ii) *Where the property is not shown on any recorded map, but is shown on a deed recorded prior to July 20, 1945, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S3 Zoning Districts, or 8,800 square feet or greater in the S-9 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.*

This finding is inapplicable because as shown in the enclosed Certificate of Compliance and the Chain of Title Report, and as discussed above, the property is shown on a recorded map.

- (iii) *Where the property is in the Coastal Zone, it has not been conveyed into ownership separate from all contiguous parcels for the first time after the February 1, 1973 effective date of vested rights under the California Coastal Act without a Coastal Development Permit approving a land division for the creation of such parcel.*

This finding is inapplicable because the property was created by a recorded 1933 subdivision map and conveyed into ownership separate from all contiguous parcels for the first time before February 1973. See enclosed Certificate of Compliance and Chain of Title Report.

- (iv) *Unless a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-9 Zoning District, a Certificate of Compliance or Conditional Certificate of Compliance has been issued for the property, and if the property is in the Coastal Zone, a Coastal Development Permit process was conducted for the issuance of such Certificate, if required by law or regulation.*

See enclosed Certificate of Compliance. In response to the request in Ms. Comito's letter dated October 26, 2017 to "[e]xplain why the County required a Type A certificate of Compliance (COC) for the subject parcel, when nearby similarly situated parcels required a Type B COC, as explained in the Certificate of Compliance document, the parcel was processed as a Type "A" Certificate of Compliance because "the cited recordation of this parcel occurred prior to the County initially adopting Subdivision Ordinance No. 595 on July 20, 1945, thus qualifying for the Type "A" Certificate of Compliance." With regard to the comment regarding nearby parcels according to San Mateo County Planner Summer Burlison and her review of the County's map books, no Type B Certificate of Compliances have been processed on any nearby parcels; the adjacent parcels fronting Avenue Alhambra all consist of older development constructed prior to any County requirement to obtain a Certificate of Compliance.

- (v) *There are no features of the property or the development proposed thereon which have the potential to have a greater than usual contribution to wet weather sewage overflow.*

The approved Fire Station 41 on the subject 2.4 acre parcel meets all the current construction code standards, requirements and regulations for proposed development including adherence to all National Pollution Prevention Elimination System (NPDES) Municipal Regional Permit Provision C.3 requirements. The project will have all necessary stormwater treatment facilities installed per Condition No. 48 of the enclosed Letter of Decision dated July 19, 2017 ("*Letter of Decision*") to ensure that "[p]ost development flows and velocities shall not exceed those that existed in the predeveloped state." These measures will be reviewed and approved by the San Mateo County Department of Public Works prior to issuance of the building permit. The potential for wet weather sewage overflow for this specific project was not identified as a potential adverse impact in the certified Environmental Impact Report by any of the reviewing agencies, the public, or the San Mateo County Planning Commission that approved the project. As stated on page 15 of the enclosed San Mateo County Planning Commission staff report dated July 12, 2017 ("*Staff Report*"), "... stormwater site design and source control measures, including permanent onsite treatment facilities, as required by, and in compliance with, the County's Drainage Policy and Provisions C.3 and C.3.i. of the County's Municipal Regional

Stormwater Permit will be installed to ensure stormwater from newly created impervious surfaces is captured and treated onsite.” See also pages 20-21 of the Staff Report and acknowledging that “despite the increased impervious surface created by the proposed development, the project has been designed such that post-construction stormwater 21 run-off will not exceed pre-construction stormwater run-off. See also conditions nos. 28-40 of the Letter of Decision requiring adherence to all National Pollution Prevention Elimination System (NPDES) Municipal Regional Permit Provision C.3 requirements.

- (vi) *Granting of the variance would not constitute a special privilege not available to other property owners similarly situated.*

Based on a review of County records, there are a total of only eleven (11) EG zoned parcels including the subject parcel, a result created by prior County-initiated rezoning of these parcels. Ten (10) out of the total eleven (11) EG zoned parcels are substandard and do not meet the required 3.5 acre minimum lot size for the EG Zoning District. Therefore, any sewer connection to these parcels not yet developed would also require a variance. As such, approval of the variance does not constitute the granting of special privileges to the applicant, not available to other similarly situated property owners. Note also that the County of San Mateo made this exact finding in the approval of its variance for the Fire Station 41 which was not appealed by GCSD or any other person or entity. See enclosed Letter of Decision.

- (vii) *Provision of sewer service to the parcel which is the subject of the application would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program.*

Fire Station 41 is an institutional use included in the buildout limit calculations set forth in County of San Mateo Local Coastal Table 2.4. Furthermore, the Fire Station 41 will replace the existing fire station located just 600 feet away at 531 Obispo Road, El Granada which will cease to operate once Fire Station 41 is constructed and operational. Therefore, because the proposed connection will replace an existing connection serving the same capacity facility, and because the project is an institutional use included in the building out calculations set forth in the Local Coastal Program, provision of sewer service to the subject parcel will not significantly adversely affect the ability of GCSD to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program.

- (viii) *The property owner has demonstrated by a preponderance of the evidence presented to the District Board that the parcel cannot be rendered conforming (without rendering any contiguous parcel nonconforming) by acquisition of one or more contiguous parcels by payment of fair market value for such contiguous parcel(s).*

As explained in the enclosed Staff Report on pages 25, “the acquisition of contiguous parcels to make a conforming EG-zoned size parcel of 3.5 acres is not reasonably feasible

as all contiguous lots are zoned C-1 and developed with single to multi-family residences.” See also pages 2 and 32 of the Staff Report. While the District also owns the 0.3 acre adjacent lot, this lot is also C-1 which requires only a 5,000 square foot minimum lot size and therefore complies with the minimum lot size, and, in any event, is not sufficient in size to bring the 2.4 acre parcel into compliance with the 3.5 acre minimum parcel size. Therefore, no additional land is available to increase the size or width of the subject parcel to conform to the 3.5 acre minimum lot size requirement for the EG District.

- (ix) *The component lots comprising the property do not qualify for merger or will be merged or rendered undevelopable as a condition of the issuance of the variance.*

The project site does not qualify for merger because it consists of only one lot (following tentative map approval by the County of San Mateo on July 12, 2017) and furthermore, it does not meet any of the merger conditions set forth in Section 66451.11 of the Subdivision Map Act. As such, the requested chain of title report for contiguous properties is not required.

- (x) *The current property owner will not voluntarily accept a refund of fees, charges and/or assessments paid in exchange for agreement that the parcel will not ever be used to generate wastewater or garbage and there is no adopted District policy to unilaterally implement such a refund.*

Please see enclosed, signed “No Acceptance of Fees” form.

- (xi) *For parcels which are less than 4,750 square feet in the S-17 or S-3 Zoning Districts, and for parcels which are less than 8,800 square feet in size in the S-9 Zoning District, the variance application was considered at a semi-annual meeting of the District Board held to consider and grant a total of no more than one semi-annual variance from among such variance applications submitted during the preceding six months based on the comparative merits of such application.*

This finding is inapplicable because the subject parcel is not less than 4,750 square feet in the S-17 or S-3 Zoning Districts, or less than 8,800 square feet in size in the S-9 Zoning District. It is 2.4 acres in the EG District.

Map of this parcel's status history was unregistered from snapping.

Apply for Birth, Death and Marriage Certificate Marriage License

Fictitious Business

Grantee Grantor

Voter Information

Property Assessment

Miscellaneous Applications

Back Expand Map Related Maps Assessor Maps Tax Collector Website View Sales Hist



Summary of Property Details

APN: 047-231-060
Owner 1: Fernandez Thomas & Joan A TRS
Owner 2:
Care Of:
Owner Address: 1448 Cherrywood Dr, San Mateo, CA 94403-3902
Situation Address: 535 Avenue Alhambra, El Granada
Legal Description: PARCEL A 0.24 AC MOL PARCEL MAP VOL 17/19
District: 5
Neighborhood: 117A
Property Use Details
FIVE OR MORE UNITS (05)
Land Area (sq. ft.): 7080
Year Built: 19743
Gross Bldg Area (sq. ft.):
No. of Units: 1
Total Rooms: 35
No. of Bedrooms: 13
No. of Bathrooms: 11
No. of Half Baths: 0

Secured Assessment Roll: 2017-1

Assessee Details
Owner 1: FERNANDEZ THOMAS & JOAN A TRS
Owner 2:
Care Of:
Owner Address: 1448 CHERRYWOOD DR, SAN MATEO, CA 94403-3902
Document Number: 91166639

Assessment Values

Land: \$28,052
Temp Land:
Root:
Min/Mineral:
Improvements: \$569,143
Temp Improvements:
Fixtures:
Total Gross: \$597,195
Total Temp:
Exemption - Home Owner:
Exemption - Other:
Net Assessed: \$597,195

Assessment Details

Assessment Type: Annual
Temp Code:
Notice Date:
Change #:
TRA: 067-068
PUC: 05
PUC Description: Five or More Units

Current Jurisdictions

Supervisory: 3

Current Tax Rate Area 087-008

GENERAL TAX RATE
0.00071004100

COUNTY DEBT SERVICE
0.000000000000000000

Let us help you. If you were unregistered from snapping Birth, Death and Marriage Certificate. Marriage License

Fictitious Business Grantor Information Property Assessment Miscellaneous Applications

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Tax Collector Website View Sales Hist

Summary of Property Details

Property Use Details

APN: 047-231-070 SINGLE FAMILY RES (01)
Owner 1: McCauffrey Thomas J Land Area (sq. ft.): 22610
Owner 2: McCauffrey Lisa P Year Built: 1945
Care Of: Base Area (sq. ft.): 1690
Owner Address: PO Box 2384, El Granada, CA 94018 Total Rooms: 6
Situs Address: 570 Avenue Alhambra, El Granada No. of Bedrooms: 3
Legal Description: PARCEL No. of Bathrooms: 1
B 0.51 AC MOL PARCEL MAP VOL 1719
District: 2
Neighborhood: 016A



Secured Assessment Roll: 2017-1

Assessee Details

Owner 1: McCAFFREY THOMAS J
Owner 2: McCAFFREY LISA P
Care Of:
Owner Address: PO BOX 2384, EL GRANADA, CA 94018
Document Number: 2005024216

Assessment Values

Land: \$840,727
Temp Land:
Root:
Min/Mineral:
Improvements: \$96,077
Temp Improvements:
Fixtures:
Total Gross: \$936,804
Total Temp:
Exemption - Home Owner:
Exemption - Other:
Net Assessed: \$936,804

Assessment Details

Assessment Type: Annual
Temp Code:
Notice Date:
Change #:
TRA: 067-008
PUC: 01
PUC Description: Single Family Residence

Select Roll Year:

Current Jurisdictions

Supervisorial: 3

Current Tax Rate Area 087-008

GENERAL TAX RATE
FILE 1 2008 ADV
GENERAL COUNTY TAX
FILE 16 2008 GENERAL ADV

COUNTY DEBT SERVICE
FILE 16 2008 GENERAL ADV

Layers: DEL SITUS NUM was unregistered from snapping.

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[Fictitious Business Grantor](#) [Voter Information](#) [Property Assessment](#) [Miscellaneous Applications](#)

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Summary of Property Details

Property Use Details

OFFICE: MULTI-STORY (1.8)

APN: 047-231-150

Owner 1: Damer Nicholas

Owner 2: Flynn Margaret A

Care Of:

Owner Address: Po Box 321, El Granada, CA 94018-0321

Situs Address: 30 Avenue Portola, El Granada

Legal Description: PARCEL

B 0.178 AC MOL PARCEL MAP VOL 19/45

District: 5

Neighborhood: 017

Secured Assessment Roll: 2017-1

Assessee Details

Owner 1: DAMER NICHOLAS

Owner 2: FLYNN MARGARET A

Care Of:

Owner Address: PO BOX 321, EL GRANADA, CA 94018-0321

Document Number: 85063929

Assessment Values

Land: \$124,056

Temp Land:

Root:

Min/Mineral:

Improvements: \$545,772

Temp Improvements:

Fixtures:

Total Gross: \$770,828

Total Temp:

Exemption - Home Owner:

Exemption - Other:

Net Assessed: \$770,828

Select Roll Year

Assessment Details

Assessment Type: Annual

Temp Code:

Notice Date:

Change #:

TRA: 087-008

PUC: 1.8

PUC Description: Office

Multi-Story

Current Jurisdictions

Supervisorial: 3

Current Tax Rate Area 087-008

GENERAL TAX RATE
0.00477549

GENERAL COUNTY TAX
0.00110000

COUNTY DEBT SERVICE
0.00000000


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Summary of Property Details

APN: 047-231-160
Owner 1: Dse Properties Llc
Owner 2: C/O Ebersole Ray
Care Of: 1125 Palmetto Ave, Pacifica, CA 94044
Owner Address: 2219
Situs Address: 20 Avenue Portola, El Granada
Legal Description: LOT 3 BLK B GRANADA TRACT 4 RSM 20/22 & PARCEL A PARCEL MAP VOL 19/45
District: 5
Neighborhood: 017

Property Use Details
 POST OFFICE (76)

Secured Assessment Roll: 2017-1

Assessee Details
Owner 1: DSE PROPERTIES LLC
Owner 2: C/O EBERSOLE RAY
Care Of: 1125 PALMETTO AVE, PACIFICA, CA 94044-2219
Document Number: 2002115686

Assessment Values

Land: \$210,269
Temp Land: Root:
Min/Mineral: Improvements: \$276,722
Temp Improvements: Fixtures:
Total Gross: \$486,991
Total Temp:
Exemption - Home Owner:
Exemption - Other: Net Assessed: \$486,991

Assessment Details

Assessment Type: Annual
Temp Code:
Notice Date: Change #:
TRA: 087-008
PUC: 76
PUC Description: Post Office

Select Roll Year

Current Jurisdictions

Supervisorial: 3

Current Tax Rate Area 087-008

GENERAL TAX RATE CODE: 1108ADV
 GENERAL COUNTY TAX RATE: 0.4410 COUNTY DEBT SERVICE: 0.0000

Layers: 241, SITUS, NUMA was unregistered from snapping!
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Summary of Property Details

APN: 047-231-170
 Owner 1: Villaruz Jocelyn Tr
 Owner 2: Purins Jocelyn Trust
 Care Of:
 Owner Address: 2377 Winged Foot Road, Half Moon Bay, CA 94019
 Situs Address: 582 Avenue Alhambra, El Granada
 Legal Description: LOT 8 BEK B GRANADA TRACT NO 4 RSM 20/22
 District: 9
 Neighborhood: 117A

Property Use Details

DUPLEX (02)
 Land Area (sq. ft.): 7230
 Year Built: 1988
 Gross Bldg Area (sq. ft.): 2862
 No. of Units: 2
 Total Rooms: 10
 No. of Bedrooms: 5
 No. of Bathrooms: 4
 No. of Half Baths: 0

Secured Assessment Roll: 2017-1

Assessee Details

Owner 1: VILLARUZ JOCELYN TR
 Owner 2: PURINS JOCELYN TRUST
 Care Of:
 Owner Address: 2377 WINGED FOOT ROAD, HALF MOON BAY, CA 94019
 Document Number: 2015004050

Assessment Values

Land: \$504,435
 Temp Land:
 Root:
 Min/Mineral:
 Improvements: \$504,435
 Temp Improvements:
 Fixtures:
 Total Gross: \$1,008,870
 Total Temp:
 Exemption - Home Owner: \$7,000
 Exemption - Other:
 Net Assessed: \$1,001,870

Assessment Details

Assessment Type: Annual
 Temp Code:
 Notice Date:
 Change #:
 TRA: 087-008
 PUC: 02
 PUC Description: Duplex

Select Roll Year

Current Jurisdictions

Supervisory: 3

Current Tax Rate Area 087-008

GENERAL TAX RATE
 FISCAL YEAR 2017

GENERAL COUNTY TAX
 FISCAL YEAR 2017

COUNTY DEBT SERVICE
 FISCAL YEAR 2017



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Fictitious Business Grantor Property Assessment Miscellaneous Applications

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Summary of Property Details

APN: 047-231-180
Owner 1: Stilwell Jeffrey Michael Tr
Owner 2: Stilwell Susann Tindall Tr
Care Of: Stilwell Trust
Owner Address: 1412 Hawks Canyon Cir, Austin, TX 78732
Situs Address: 886 Avenue Alhambra, #1 Granada
Legal Description: LOT 9 BLK B GRANADA TRACT NO 4 RSM 20/22
District: 9
Neighborhood: 117A

Secured Assessment Roll: 2017-1

Assessee Details
Owner 1: STILWELL JEFFREY MICHAEL TR
Owner 2: STILWELL SUSANN TINDALL TR
Care Of: STILWELL TRUST
Owner Address: 1412 HAWKS CANYON CIR, AUSTIN, TX 78732
Document Number: 2009123682

Assessment Values

Land: \$147,341
Temp Land:
Root:
Min/Mineral:
Improvements: \$343,529
Temp Improvements:
Fixtures:
Total Gross: \$490,870
Total Temp:
Exemption - Home Owner:
Exemption - Other:
Net Assessed: \$490,870

Assessment Details

Assessment Type: Annual
Temp Code:
Notice Date:
Change #:
TRA: 087-008
PUC: 02
PUC Description: Duplex

Select Roll Year:

Current Tax Rate Area 087-008

GENERAL TAX RATE

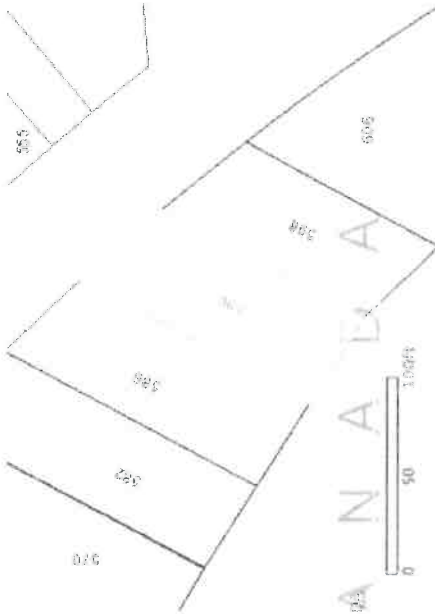
GENERAL COUNTY TAX

COUNTY DEBT SERVICE



- [Fictitious Business](#)
- [Grantee Grantor](#)
- [Voter Information](#)
- [Property Assessment](#)
- [Miscellaneous Applications](#)

[Tax Collector Website](#) [View Sales Hist](#)



Summary of Property Details

APN: 047-231-190
 Owner 1: Anagnostou Sam Tr
 Owner 2: Anagnostou Sula Tr
 Care Of: Anagnostou Trust
 Owner Address: 27 Valle Road, Atherton, CA 94027
 Situs Address: 590 Avenue Alhambra 51 Granada
 Legal Description: L01
 10 BLK B GRANADA TRACT NO 4 RSM
 20/22
 District: 9
 Neighborhood: 117A

Property Use Details

FOURPLEX (04)
 Land Area (sq. ft.): 5922
 Year Built: 0
 Gross Bldg Area (sq. ft.): 0
 No. of Units: 0
 Total Rooms: 0
 No. of Bedrooms: 0
 No. of Bathrooms: 0
 No. of Half Baths: 0

Secured Assessment Roll: 2017-1

Assessee Details

Owner 1: ANAGNOSTOU SAM TR
 Owner 2: ANAGNOSTOU SULA TR
 Care Of: ANAGNOSTOU TRUST
 Owner Address: 27 VALLE ROAD, ATHERTON, CA 94027
 Document Number: 2006142465

Assessment Values

Land: \$275,159
 Temp Land:
 Root:
 Min/Mineral:
 Improvements: \$625,997
 Temp Improvements:
 Fixtures:
 Total Gross: \$901,156
 Total Temp:
 Exemption - Home Owner:
 Exemption - Other:
 Net Assessed: \$901,156

Assessment Details

Assessment Type: Annual
 Temp Code:
 Notice Date:
 Change #:
 TRA: 087-008
 PUC: 04
 PUC Description: Fourplex

Select Roll Year:

Current Jurisdictions

Supervisorial: 3

Current Tax Rate Area 087-008

GENERAL TAX RATE
 (SEE TABLE)
 GENERAL COUNTY TAX
 (SEE TABLE)

COUNTY DEBT SERVICE
 (SEE TABLE)



Apply for Birth, Death and Marriage License

Fictitious Business Grantor Voter Information Property Assessment Miscellaneous Applications

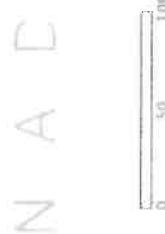
Back Expand Map Related Maps Assessor Maps Tax Collector Website View Sales Hist

Summary of Property Details

APN: 047-731-200
 Owner 1: Cypress Hills Land Co Inc
 Owner 2:
 Care Of:
 Owner Address: 1000 S Amphlett Blvd, San Mateo, CA 94402-1802
 Situs Address: 598 Avenue Alhambra, El Granada
 Legal Description: LOT 11 BLK B GRANADA TRACT NO 4 RSM 2072
 District: 9
 Neighborhood: 117A

Property Use Details

FOURPLEX (04)
 Land Area (sq. ft.): 5125
 Year Built: 0
 Gross Bldg Area (sq. ft.): 0
 No. of Units: 0
 Total Rooms: 0
 No. of Bedrooms: 0
 No. of Bathrooms: 0
 No. of Half Baths: 0



Secured Assessment Roll: 2017-1

Assessee Details
 Owner 1: CYPRESS HILLS LAND CO INC
 Owner 2:
 Care Of:
 Owner Address: 1000 S AMPHLETT BLVD, SAN MATEO, CA 94402-1802
 Document Number: 86165358

Assessment Values

Land: \$92,508
 Temp Land:
 Root:
 Min/Mineral:
 Improvements: \$355,670
 Temp Improvements:
 Fixtures:
 Total Gross: \$448,178
 Total Temp:
 Exemption - Home Owner:
 Exemption - Other:
 Net Assessed: \$448,178

Assessment Details

Assessment Type: Annual
 Temp Code:
 Notice Date:
 Change #: TRA: 087-008
 PUC: 04
 PUC Description: Fourplex

Select Roll Year

Current Tax Rate Area 087-008

GENERAL TAX RATE
 0.001109309

COUNTY DEBT SERVICE
 0.0000000000000000

Law Case 251 SITUS NUM was unregistered from shipping.

Apply for Birth, Death and Marriage Certificate

Marriage License

Fictitious Business

Grantee Grantor

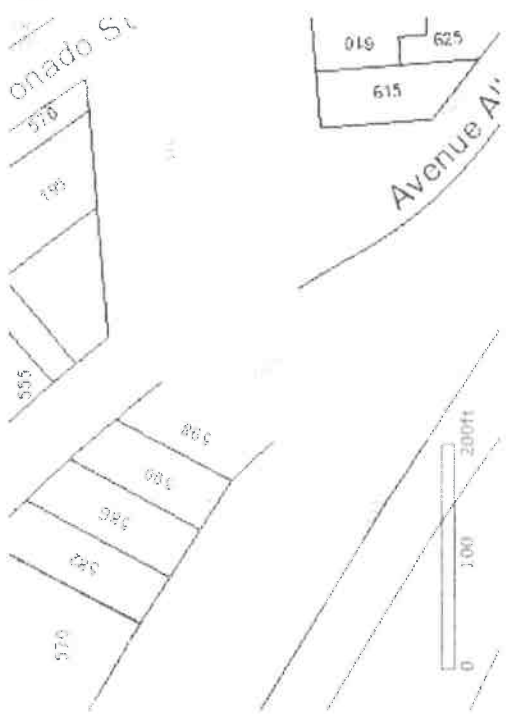
Voter Information

Property Assessment

Miscellaneous Applications

Tax Collector Webs

Back Expand Map Related Maps Assessor Maps



Summary of Property Details

Property Use D:

FOURPLEX (04)

APN: 047-231-230

Owner 1: Cypress Hills Land Co. Inc

Owner 2:

Care Of:

Owner Address: Po Box 5487, San Mateo, CA 94402-0487

Situs Address: 606 Avenue Alhambra, El Granada

Legal Description: 0.25 AC MOL LOT 12 BLK B GRANADA TRACT NO 4 RSM 20/22 & ADJ PTN OF AVENUE ALHAMBRA ABAND

District: 9

Secured Assessment Roll: 2017-1

Assessee Details

Owner 1: CYPRESS HILLS LAND CO INC

Owner 2:

Care Of:

Owner Address: PO BOX 5487, SAN MATEO, CA 94402-0487

Document Number: 95010236

Assessment Values

Neighborhood: 117A

Land: \$98,382

Temp Land:

Root:

Min/Mineral:

Improvements: \$356,670

Temp Improvements:

Fixtures:

Total Gross: \$455,052

Total Temp:

Exemption - Home Owner:

Exemption - Other:

Net Assessment: \$455,052

Assessment Detail

Assessment Typ

Temp Coc

Notice Dat

Change

TR

PU

PUC Descriptic

Attachment 5

OWNER'S STATEMENT

I HEREBY STATE THAT I AM THE OWNER OF OR HAVE SOME RIGHT, TITLE, OR INTEREST IN AND TO THE REAL PROPERTY INCLUDED WITHIN THE SUBDIVISION SHOWN UPON THIS MAP, AND I AM THE ONLY PERSON WHOSE CONSENT IS NECESSARY TO PASS A CLEAR TITLE TO SAID REAL PROPERTY; AND THAT I HEREBY CONSENT TO THE MAKING AND FILING OF SAID MAP AND SUBDIVISION AS SHOWN WITHIN THE DISTINCTIVE BORDER LINE.

OWNER: _____
COASTSIDE FIRE PROTECTION DISTRICT _____
DATE _____

BY: _____
SIGNATURE _____
PRINT NAME _____

OWNER'S ACKNOWLEDGEMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE SHALL VERIFY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT AND THE SIGNATURE OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT, AND SHALL CERTIFY TO THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF _____
ON _____ 20 _____ BEFORE ME,

PERSONALLY APPEARED _____
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/IT WAS THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT HE/SHE/IT ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL
SIGNATURE: _____
PRINCIPAL COUNTY OF BUSINESS: _____
COMMISSION EXPIRES: _____
COMMISSION # OF NOTARY: _____

COUNTY SURVEYOR'S STATEMENT

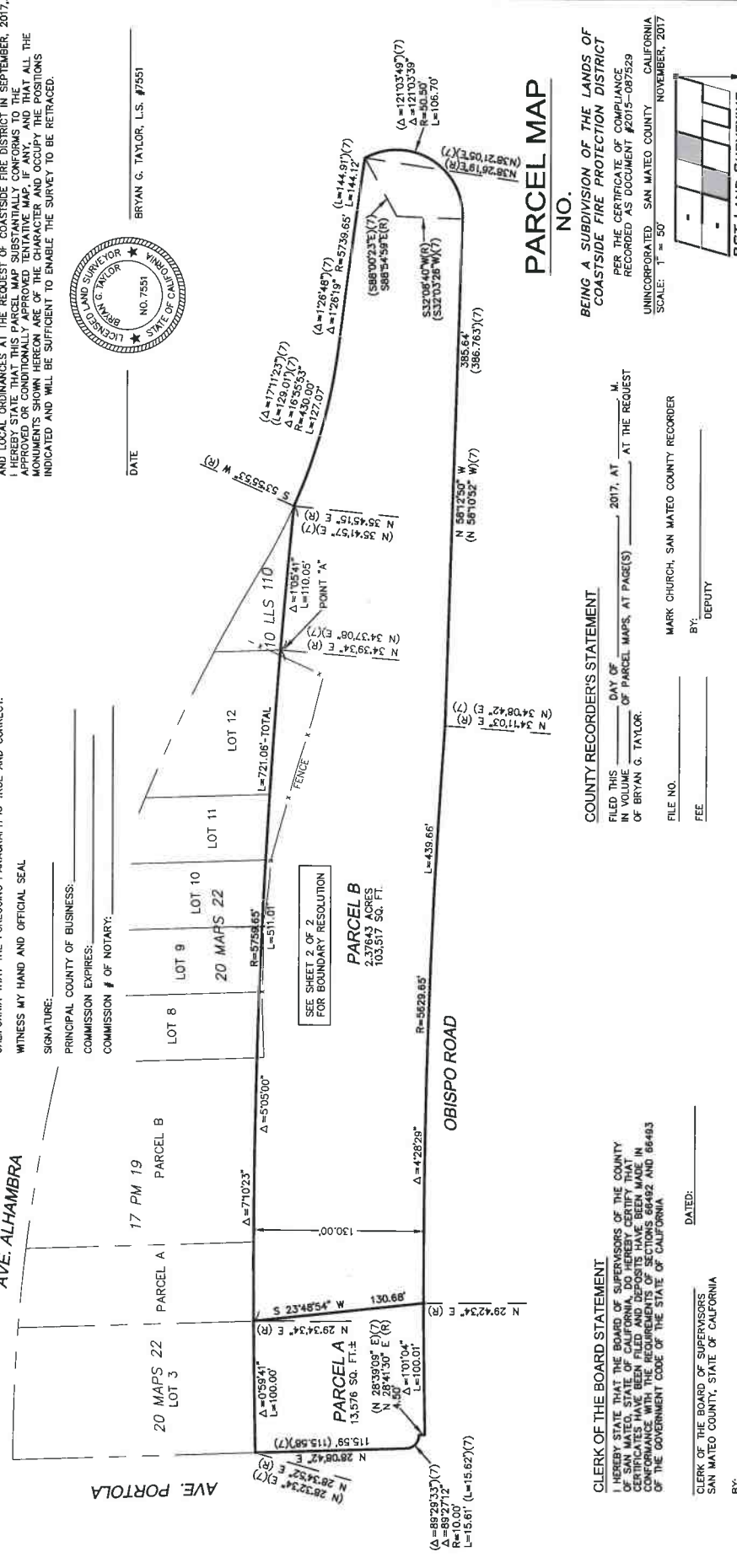
I HEREBY STATE THAT I HAVE EXAMINED THIS PARCEL MAP AND HAVE FOUND THAT THE SUBDIVISION AS SHOWN HEREON IS SUBSTANTIALLY CONFORMING TO THE TENTATIVE MAP, IF REQUIRED, AND ANY APPROVED ALTERATIONS THEREOF; THAT ALL THE PROVISIONS OF THE CALIFORNIA SUBDIVISION MAP ACT AND THE SAN MATEO COUNTY ORDINANCE APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP, IF REQUIRED, HAVE BEEN COMPLIED WITH; AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT.

DATE _____

SURVEYOR'S STATEMENT

THIS PARCEL MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCES AT THE REQUEST OF COASTSIDE FIRE DISTRICT IN SEPTEMBER, 2017. THE PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP AND ALL THE PROVISIONS OF THE CALIFORNIA SUBDIVISION MAP ACT AND THE SAN MATEO COUNTY ORDINANCE APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP, IF REQUIRED, AND WILL BE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

DATE _____
BRYAN G. TAYLOR, L.S. #7551



PARCEL MAP

NO. _____

BEING A SUBDIVISION OF THE LANDS OF COASTSIDE FIRE PROTECTION DISTRICT PER THE CERTIFICATE OF COMPLIANCE RECORDED AS DOCUMENT #2015-087529

UNINCORPORATED SAN MATEO COUNTY CALIFORNIA
SCALE: 1" = 50' NOVEMBER, 2017



COUNTY RECORDER'S STATEMENT

FILED THIS _____ DAY OF _____ 2017, AT _____ M.
IN VOLUME _____ OF PARCEL MAPS, AT PAGE(S) _____ AT THE REQUEST OF BRYAN G. TAYLOR.

FILE NO. _____
MARK CHURCH, SAN MATEO COUNTY RECORDER

BY: _____
DEPUTY

CLERK OF THE BOARD STATEMENT
I HEREBY STATE THAT THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, DO HEREBY CERTIFY THAT CERTIFICATES HAVE BEEN FILED AND DEPOSITS HAVE BEEN MADE IN ACCORDANCE WITH THE REQUIREMENTS OF SECTIONS 66452 AND 66493 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

CLERK OF THE BOARD OF SUPERVISORS
SAN MATEO COUNTY, STATE OF CALIFORNIA
DATED: _____
BY: _____
DEPUTY

ITEM #2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: RCD Scope of Work Proposal for Burnham Strip Vegetation Management
Date: February 15, 2018

The attached proposal, last presented at the 12/14/17 board meeting, has been revised to change the mowing regime, which reduced the implementation cost by \$9,100. The accompanying amendment to the Independent Contractor Agreement is provided in strike-through version to illustrate the changes made to the Agreement.

Staff spoke with Cleopatra Taday, the RCD Project Coordinator, who indicated that either she or Joe Issel from the RCD will make room on their schedule to attend the meeting should the board have any questions.

Scope of Work Proposal for Vegetation Management at Burnham Strip

Contacts

Cleopatra Taday, Conservation Project Coordinator	Joe Issel, Natural Resources Specialist
San Mateo County Resource Conservation District	San Mateo County Resource Conservation District
cleopatra@sanmatorcd.org	joe@sanmatorcd.org
(650) 712-7765 x 115	(650) 712-7765 x 106

Appendix

Ecological Concerns Inc. Burnham Strip Vegetation Management Scope and Fee Proposal (Appendix A)

Burnham Strip SOW for Project Planning for Non-Riparian Vegetation Management (Appendix B)

Burnham Strip Natural Resource Management Plan (Appendix C)

MOU (Appendix D)

Location

Burnham Strip, Granada Community Services District, El Granada, CA

Restoration Context/project goals/ Site History/background

As part of converting from Granada Sanitary District to include parks and recreation services, the Granada Community Services District (GCSD) entered a memorandum of understanding with the San Mateo Resource Conservation District (RCD). The districts agreed that resource management may be desirable to enhance ecosystem function and habitat. There were also comments from the public to increase aesthetics and decrease the presence of weeds on the Strip. In April 2017, the RCD provided a Natural Resource Management Plan for the 6.2-acre Burnham Strip, reporting an inventory of natural resources and possible management recommendations (Appendix C). After the presentation of the Natural Resource Management Plan and subsequent meetings, the GCSD expressed interest in vegetation management in the form of weed control and non-permanent native revegetation.

This proposal outlines the scope of work needed to implement vegetation management at the Burnham strip. The RCD is aware of the future potential for the conversion of the strip into a park. Thus, proposed work is intended to be “soft” vegetation management that would improve the Burnham Strip in the interim of more permanent development.

Project area

Vegetation management will be implemented in three areas: two open fields and a compacted area (See Map). The majority of the work will be focused on the two open fields. Towards the

northeast corner of the property is potential wetland dominated by *Schoenoplectus pungens* (Common threesquare) and *Potentilla anserine* (Pacific potentilla). Extra caution will be made to minimize impacts to the wetted area. The area along the west side of the strip is CalTrans right-of-way, and would be included into this plan. CalTrans participation in the Burnham Strip vegetation management is pending, but anticipated.

Vegetation management Approach:

Initial vegetation management work will begin in the winter of 2017/2018. Continual vegetation management throughout the year will suppress the growth of weedy and invasive species and maintain a more visually aesthetic green space year-round. The RCD acts on an adaptive management principle, some aspects of the vegetation management approach can be changed based on evidence through monitoring, such as timing of mowing.

Year 1

Target Species Removal: Targeted species include: *Cortaderia jubata* (Jubata grass), *Albizia lophantha* (Plume Acacia), *Cotoneaster lacteus* (Late Cotoneaster), other Cotoneaster species, and *Rubus armeniacus* (Himalayan Blackberry). These species are target plants because of their ability to invade habitat, impact on the environment, and high chance of successful removal from the site. Note, *Helminthotheca echioides* (Bristly ox-tongue) is listed on the Natural Resources Management Plan for the Burnham Strip as a target species, but is not listed for targeted removal in this proposal. Work to completely remove this species would take extensive effort. Targeted species removal work includes spraying Jubata grass, hand removal of Himalayan blackberry, removal of late cotoneaster and plume acacia. Removal of target species will be done during the winter of 2017/2018.

Weeding in Potential Wetland area: To avoid any harm to wildlife in the wetland areas, any weedy species found within this area (see map) will be hand pulled. To avoid mowing the area, the wetland will be flagged off with rope and t-posts.

Mowing: The RCD will work with GCSD and current landscapers on a mowing regime to better control *Helminthotheca echioides* (Bristly ox-tongue), and other weedy plants. The RCD suggests mowing once in the winter of 2017/2018 and two to three more times during spring and summer. Specific mowing times will depend on site conditions and weather—The RCD will coordinate with GCSD on proper mowing times.

Native Revegetation: Initially, the RCD and GCSD agreed to native revegetation in the form of seeding. However, for the low effort and cost of seeding, there is also low success in the amount of plants that germinate and survive. Therefore, seeding across the entire managed area is not recommended. Broadcast seeding can be targeted around the parking area and project boarder to increase pollinator habitat and increase wildflowers in visible areas, but this action is not included in this scope of work. Another

alternative to native revegetation would be the installation of a hedgerow along the Burnham Strip’s northern border along Obispo Road. The hedgerow would comprise of hardy coastal bluff species including coyote bush (*Baccharis pilularis*) and California sage (*Artemisia californica*), which would be installed without irrigation. The species included in the hedgerow are designed to not need watering, although watering by hand in the summer months is recommended (through volunteers, RCD, or contractor).

Monitoring: Project monitoring would include physical site visits and picture documentation when needed to qualify the health of the site and to help adjust the vegetation management project.

Tasks

Task 1—Project Management

This includes all aspects of project management, including but not limited to: site visits, coordination with GCSD, Caltrans, subcontractor and others as necessary, coordinating project implementation, mileage, supplies, oversight of project budget, invoicing, attendance and participation at GCSD board meetings.

Task 2—Project Implementation

Implementing vegetation management listed in the Vegetation Management Approach. Implementation will start the winter of 2017/2018. Implementation and maintenance will be completed by a subcontractor and managed by the RCD. Monitoring will be in the form of photo documenting once a year by RCD staff, or when site visits are convenient.

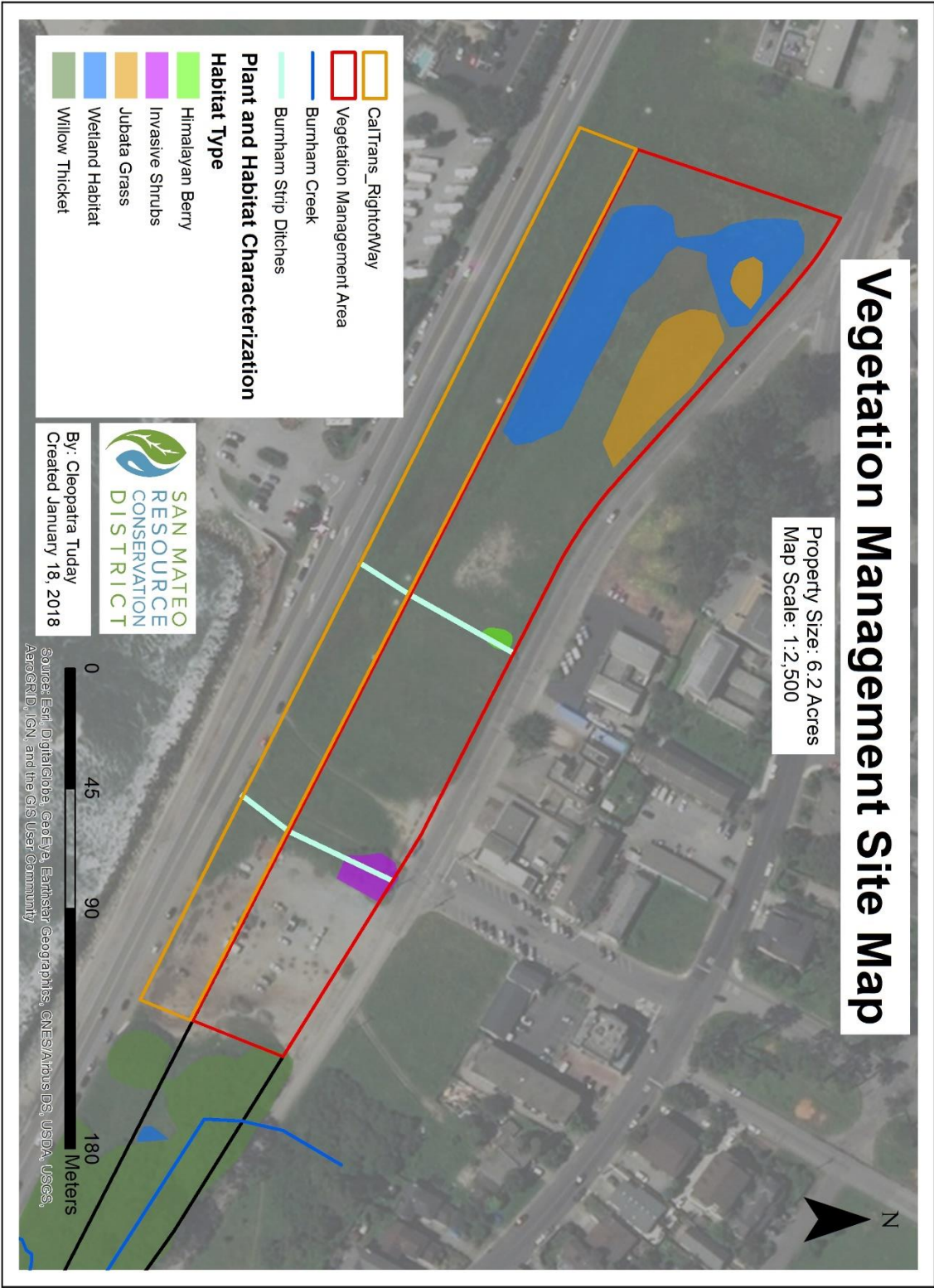
If native revegetation is wanted in a more active form, the RCD recommends the installation of an un-irrigated hedgerow, outlined in the vegetation management section. This will increase pollinator and bird habitat and act as a barrier between the strip and Obispo Road. This item is not included in the scope of work budget, but can be included if the GCSD desires. Hedgerow installation: \$1,700.00.

Budget breakdown by Task

Task	Cost
Task 1—Project Management	\$5,000.00
Task 2—Implementation	\$10,800.00
Total	\$15,800.00

Vegetation Management Site Map

Property Size: 6.2 Acres
Map Scale: 1:2,500



- Vegetation Management Area**
- CalTrans_RightofWay
 - Vegetation Management Area
 - Burnham Creek
 - Burnham Strip Ditches
- Plant and Habitat Characterization**
- Habitat Type**
- Himalayan Berry
 - Invasive Shrubs
 - Jubata Grass
 - Wetland Habitat
 - Willow Thicket



By: Cleopatra Tudy
Created January 18, 2018



Sources: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Ecological Concerns Inc.

Ecological Landscapes
Habitat Restoration
California Native Plants

Office (831) 459-0656
Fax (831) 457-1606
CCL #778397

12/5/2017

Cleopatra,

Ecological Concerns, Inc. is pleased to provide a proposal for vegetation management work at the Burnham Strip project site.

Our proposal includes treatment of jubata, blackberry, acacia and other invasive shrubs, and mowing. I have prepared the attached scope and cost proposal based on the documents provided and our site visit. ECI has extensive experience working in sensitive habitats and challenging vegetation management projects.

Our firm has 25 years of experience performing habitat restoration work to great success and to the satisfaction of many clients and regulatory agencies over the years. We know how to accomplish project goals in sensitive areas with high quality and cost effectiveness, and we are experienced in quality control and adaptive management techniques to ensure the planned work accomplishes project goals in a timely and efficient manner.

Please feel free to contact me with any questions regarding this proposal. We look forward to the opportunity to utilize our experience and relationships to add value to your team on this project.

Sincerely,

John Morley
Lead Estimator
Ecological Concerns Inc.
831.319.2571 (cell)
831.457.1606 (fax)



**BURNHAM STRIP VEGETATION MANAGEMENT
SCOPE AND FEE PROPOSAL**

Item No.	Task	Unit	QTY	Rate	Cost
1	Jubata Treatment	LS	1.00	\$ 1,100.00	\$ 1,100.00
2	Invasive Tree/Shrub Removal	LS	1.00	\$ 2,700.00	\$ 2,700.00
3	Flag and Hand Weed Wetland Area	LS	1.00	\$ 2,200.00	\$ 2,200.00
4	Himalayan Blackberry Removal	LS	1.00	\$ 4,300.00	\$ 4,300.00
5	Mowing	EA	3.00	\$ 3,200.00	\$ 9,600.00
Total Bid					\$ 19,900.00

JUBATA TREATMENT includes labor and materials to spray jubata grass individuals on site with a foliar application. All herbicide treatments will be performed in compliance with the PCA recommendation and will be performed under the supervision of a QAL. Is a PCA for this site does not exist, ECI can provide.

INVASIVE TREE/SHRUB REMOVAL includes labor and materials to remove acacia and cotoneaster in the southern-most drainage ditch. Stumps will be painted with herbicide (Garlon 4 suggested) to ensure they do not resprout in the future.

FLAG AND HAND WEED WETLAND AREA includes labor and materials to perform a brief field survey of the wetland area, flag with t-posts and string, and hand weed invasive species from the area. This flagging will ensure the area is not damaged by mowing and will aid in future management efforts.

HIMALAYAN BLACKBERRY REMOVAL includes labor and materials to cut and remove the patch of invasive blackberry found on the third drainage ditch. Blackberry patches will be cut with a brush cutter to reveal root ball locations. Root balls will then be dug out and all plant material will be off-hauled to be properly disposed of. Price also includes a follow-up visit to remove any root balls missed during initial removal.

MOWING includes labor and materials to mow the entire strip with a tractor. Price assumes that site will be accessible by equipment. Initial scope includes four mowing visits, to be used at the discretion of the RCD and Owner. Additional mowing visits can be added at the same unit cost described above.



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Notes

1. Any contract initiated for the above scope must include this entire proposal (including price table, scope description, notes and exclusions) as an attachment to the contract,
2. Labor rates for all items are based on prevailing wage rates for Landscape Tradesman I San Mateo County, please notify if other wage rates apply.

Exclusions

1. All work not specified above,
2. Permits or permit fees of any kind,
3. SWPPP,
4. Site protection, fencing or security of any work,
5. Site furnishings or signs,
6. General liability or auto insurance limits above \$2 million per occurrence unless insurance umbrella is specifically provided for as above,
7. Liquidated damages,
8. Liability for damage due to vandalism, fire, or other unforeseen events beyond our control,
9. Bonds excluded.



Ecological Concerns Inc.

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Habitat Restoration
California Native Plants

Office (831) 459-0656
Fax (831) 457-1606
CCL #778397

Company Profile

Firm Name: Ecological Concerns Incorporated
Mailing Address: 125 Walk Circle
Nursery Location: 336 Golf Club Drive
Office Address: 609 Pacific Avenue, Suite 101
Santa Cruz, California 95060

Phone: 831.459.0656
Fax: 831.457.1607
Web: www.ecologicalconcerns.com

FED ID No: 77-0530713
CA SBE Vendor: 00023829

Project Principal: Josh Fodor
831.750.2359
jtfodor@ecologicalconcerns.com

Project Biologist: John Morley
831.319.2571
jmorley@ecologicalconcerns.com

Project Botanist: Ellen Uhler
831.750.2365
ehler@ecologicalconcerns.com

Project Superintendent: Vicente Aceves
831.750.0195
vaceves@ecologicalconcerns.com

Professional Licenses & Certificates:

- A. California Contractor License No. 778397
- B. Certified Professional in Erosion & Sediment Control #5000 and #8143
- C. QSP/QSD Certificate #00523 and #25487
- D. Qualified Applicators License #118387 and #138279
- E. California Nursery License B2893.001
- F. California Water Management & Restoration Certificate (UCB)
- G. Wetland Delineation - Army Corps of Engineers
- H. ISA Certified Arborist - #we-11535a

Proposal to Granada Community Services District
for
Burnham Strip SOW for Project Planning for Non-Riparian Vegetation Management

Contacts

Cleopatra Taday
Conservation Project Coordinator
cleopatra@sanmatorcd.org
(650) 712-7765 x 115

Joe Issel, Natural Resources Specialist
San Mateo County Resource Conservation District
joe@sanmatorcd.org
(650) 712 – 7765 x 106

Appendix

MOU (Appendix A)
Burnham Strip Natural Resource Management Plan Proposal (Appendix B)
Burnham Strip Natural Resource Management Plan (Appendix C)

Background

As part of Granada Sanitary District's (GSD) application to reorganize into the Granada Community Services District (GCSD) and add parks and recreation services, the Resource Conservation District (RCD) and GSD entered into a Memorandum of Understanding (Appendix A). The districts agreed that resource management may be necessary or desirable to protect or enhance ecosystem function and wildlife habitat, reduce erosion, manage storm water and runoff, protect or enhance water quality, minimize the risk of catastrophic fire, plan for and adapt to climate change, and otherwise protect or improve soil, water, air, wildlife, and other watershed resources. Based on the district's history of partnership towards protection of water quality in local creeks and beaches, their desire to collaborate on resource management and conservation practices on GCSD lands, and the RCD's purpose and mandate in San Mateo County, they agreed that GCSD would consult with the RCD in planning for parks and recreation services to collaboratively identify beneficial projects on lands acquired or operated by GCSD, and budget for the RCD to conduct resource management work on such lands in an ongoing fashion.

The RCD provided GCSD a natural resource management plan (Appendix C) for the 6.2 acre Burnham Strip. The report provided an inventory of natural resources and outlined four

management recommendations. The GCSO expressed an interest in vegetation management outside of the riparian zone was agreed to be a priority project.

Scope of Work

There is roughly 4 acres of the Burnham strip, not including the riparian area, that could benefit from vegetation management. The proposed work would be within Field 1, Field 2 and parts of the compacted area (Figure 1). Vegetation management would include removal of targeted weedy species, timed mowing to reduce weed cover and revegetation of natives by seeding to decrease weed cover.

The total proposed cost to plan for a vegetation management project in the non-riparian area of Burnham Strip is \$5,000. The RCD will invoice GCSO on a time and materials basis.

Task 1-Project Planning

Project planning will result in a more detailed scope of work for project design and implementation, including cost estimates for the initial implementation—targeted at \$25,000. Costs for planning includes, but not limited to: staff time to coordinate with contractors on cost estimating design and implementation, staff time to develop project management budget, site visits, invoicing, reporting, coordination with GCSO and others as necessary, and attendance and participation at meetings. The final scope of work for project design and implementation will include estimated costs for project implementation, project design, and project management.

Cost: \$5,000

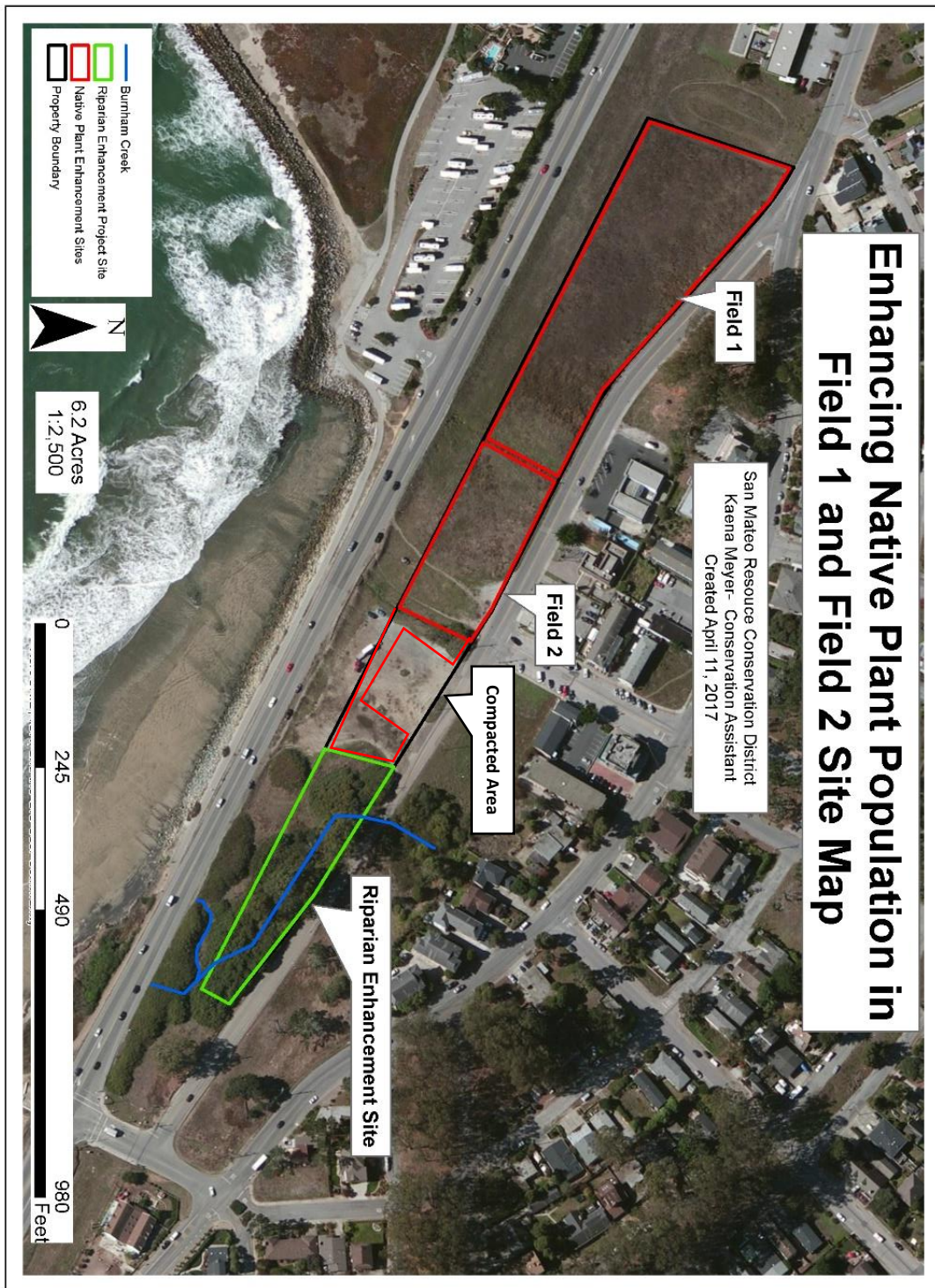


Figure 1. Map illustrates the site location of the invasive plant removal project on Field 1, Field 2 and parts of the compacted area.

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**AMENDMENT # 1 TO INDEPENDENT CONTRACTOR AGREEMENT
FOR BURNHAM STRIP RESOURCE MANAGEMENT PLAN**

This Amendment ("Amendment") is entered into effective the ____ day of _____, by and between the GRANADA COMMUNITY SERVICES DISTRICT (hereinafter called "GCSD"), and the SAN MATEO COUNTY RESOURCE AND CONSERVATION DISTRICT (hereinafter called "RCD"), parties to the INDEPENDENT CONTRACTOR AGREEMENT FOR BURNHAM STRIP RESOURCE MANAGEMENT PLAN, dated May 31, 2017 ("Agreement"). For valuable consideration, the parties agree to amend the Agreement as follows:

Section 2 of the Agreement is changed in its entirety to read:

2. COMPENSATION.

A. In consideration for RCD accomplishing said result, GCSD agrees to pay RCD as follows: RCD shall be paid in accordance with the Fee Proposal set forth in section 2.B, below. Payment of compensation under this Agreement and Amendment shall not exceed a total of \$30,800 ~~\$41,600~~ during the term of this Agreement, unless such term is ~~extended~~extended, or GCSD authorizes additional work or subcontracting under this Agreement and Amendment. Payment will be made to RCD within 30 days of receipt of each monthly invoice for services rendered submitted by RCD. If GCSD fails to pay RCD within 90 days after any invoice is submitted, GCSD agrees RCD shall have the right to consider such failure in payment a material breach of this entire Agreement and Amendment, and, upon written notice, the duties, obligations, and responsibilities of RCD under this Agreement and Amendment shall be suspended or terminated. In such event, GCSD shall promptly pay RCD for all fees and charges owed to, and services provided by, RCD. GCSD agrees that the periodic billings from RCD to GCSD, are correct, conclusive, and binding on GCSD unless GCSD, within 30 days from the date of receipt of such billing, notifies RCD in writing of alleged inaccuracies, discrepancies, or errors in billing. GCSD shall in any event pay the portion of the invoice not in dispute.

B. FEE SCHEDULE

The maximum compensation for each Scope of Services task is as follows:

1. Task 1 (Plan Development Management) compensation shall not exceed \$5,000.

2. Task 2 (Development of Burnham Strip Natural Resource Management Plan) compensation shall not exceed \$10,000.

3. Task 3 (Conduct Resource Management Activities on the Burnham Strip) compensation shall not exceed ~~\$1910,9800.~~

~~i. [OPTIONAL] Hedgerow Installation: \$1,700.
If this optional task is selected the compensation for Task 3 shall not exceed \$21,600~~

4. Task 4 (~~Task 3~~ Project Management) compensation shall not exceed \$5,000.

Exhibit A is changed to add Task 3 and Task 4:

Task 3: Conduct Resource Management Activities to Portions of GCSD's Burnham Strip Project Site

A. General Activities and Purpose

RCD shall contract for the removal of targeted non-native and invasive species, conduct other work to reduce weed cover, and revegetate the Burnham Strip with native plant species, as set forth below. All work shall be ~~uniformly~~ performed in the areas identified in Exhibit A.1 as "Field 1," "Field 2," "Impink," and "Compacted Area Perimeter" (collectively, "Project Site"). In entering into such contract, RCD shall comply with all procurement requirements applicable to it and to GCSD.

The purpose of RCD's management work on the Project Site shall include the following:

1. Decrease population, coverage, diversity, and competitiveness of non-native and invasive plant species;
2. Increase population, coverage, diversity, and competitiveness of native plant species; and
3. Improve wildlife habitat.

B. Non-Native and Invasive Plant Removal

1. RCD shall require its contractor to target non-native and invasive plant species, including all non-native and invasive plant species identified in Exhibit A.2. RCD shall require its contractor to prioritize for removal jubata grass (*Cortaderia jubata*) and all other non-native and invasive species recommended for removal herein and in Exhibit A.1. While RCD agrees to require its contractor to target all non-native plant species, GCSD understands that not all such species may be removed.

2. RCD's contractor may use any and all removal methods RCD determines are beneficial to the rehabilitation and management of the Project Site. Such removal methods include mechanical, chemical, and biological. Mechanical removal includes activities such as hand pulling and digging, suffocation/solarization, and cutting/mowing. Chemical removal uses herbicides to kill plants and inhibit regrowth. RCD shall consult with GCSO no less than 48 hours before the use of chemical removal to minimize public concern about said use. Biological removal includes the use of native insects, exotic organisms (diseases, insects, or wildlife), and prescribed grazing to restore natural controls and reduce dominance of invasive plants within the plant community.

~~3. RCD shall require its contractor to conduct repeat removal treatments to continually reduce and eliminate non-native and invasive plant populations on the Project Site.~~

~~4.3.~~ RCD shall ensure its plant removal and revegetation work complies with all local, state, and federal laws, and that it follows best management practices for any and all removal and revegetation methods it utilizes. Furthermore, RCD shall require its contractor to ensure that its removal and revegetation activities cause no negative impacts to waterways or wildlife.

~~5.4.~~ Non-Native and Invasive Plant Removal shall include the following services:

- i. Target Species Removal: Targeted species include: Cortaderia jubata (Jubata grass), Albizia lophantha (Plume Acacia), Cotoneaster lacteus (Late Cotoneaster), other Cotoneaster species, and Rubus armeniacus (Himalayan Blackberry). These species are target plants because of their ability to invade habitat, impact on the environment, and high chance of successful removal from the site. Note, Helminthotheca echioides (Bristly ox-tongue) is listed on the Natural Resources Management Plan for the Burnham Strip as a target species, but is not listed for targeted removal in this proposal. Work to completely remove this species would take extensive effort. Targeted

species removal work includes spraying Jubata grass, hand removal of Himalayan blackberry, removal of late cotoneaster and plume acacia. Removal of target species will be done during the winter of 2017/2018.

- ii. Weeding in Potential Wetland area: To avoid any harm to wildlife in the wetland areas, any weedy species found within this area (see Exhibit A.1) will be hand pulled. To avoid mowing the area, the wetland will be flagged off with rope and t-posts.

- ~~iii. Mowing: Setting up mowing regime to control *Helminthotheca echioides* (Bristly ox tongue), and other weedy plants. Timing of mowing will happen once in the winter of 2017/2018 and two to three more times during spring~~

~~C. Native Plant Revegetation shall include the following services. RCD shall require its contractor to submit a Statement of Work, subject to the approval of GCSD. The Statement of Work shall contain a Revegetation Plan with methods RCD determines will best accomplish the growth, restoration, and maintenance of native species populations on the Project Site. Initially, the RCD and GCSD agreed to native revegetation in the form of seeding. However, for the low effort and cost of seeding, there is also low success in the amount of plants that germinate and survive. Therefore, seeding across the entire managed area is not recommended. Broadcast seeding can be targeted around the parking area and project boarder to increase pollinator habitat and increase wildflowers in visible areas. Another alternative to native revegetation would be the installation of a hedgerow along the Burnham Strip's northern border along Obispo Road. The hedgerow would comprise of hardy coastal bluff species including coyote bush (*Baccharis pilularis*) and California sage (*Artemisia californica*), which would be installed without irrigation. The species included in the hedgerow are designed to not need watering, although watering by hand in the summer months is recommended (through volunteers, RCD, or contractor).~~

D-C. Coordination with Caltrans

The California Department of Transportation ("Caltrans") owns and manages a narrow band of land located between the Project Site and Highway 1, as shown in Exhibit A.11. RCD shall use its best efforts to coordinate with Caltrans to prevent non-native and invasive plant vectors from Caltrans' land from migrating onto the Project Site, for the purpose of reducing or eliminating Caltrans' land as a source of non-native plant repopulation onto the Project Site.

Task 4: Project Management, Monitoring, and Reporting for Task 3

A. Project Management for Task 3

RCD shall conduct activities to effectively manage the implementation of ~~Task 3~~ the Natural Resources Management Plan, including, but not limited to:

1. Identifying GCSD's management needs and priorities;
2. Obtaining any and all permits required to implement Task 3
3. Project Site visits;
4. Development and oversight of project budget;
5. Subcontracting;
6. Invoicing;
7. Monitoring and reporting, pursuant to section B, below;
8. Coordination with GCSD, Caltrans, subcontractors, and others; and
- ~~9.~~ Attendance and participation at related meetings.
- ~~9-10.~~ Advising as needed regarding the development of a park plan for the Burnham Strip and other improvements to GCSD property.

B. Monitoring and Reporting

RCD shall conduct on-site monitoring of its contractor's removal and revegetation work performed under this Amendment at least bi-annually. Project monitoring would include physical site visits and picture documentation when needed to qualify the health of the site and to help adjust the vegetation management project. RCD shall annually submit a written report to GCSD staff, summarizing the results of its removal and revegetation work implemented under Task 3. Such reporting shall, at a minimum, briefly summarize the following:

1. The work of RCD's contractor to date and in the reporting year;
2. The results of RCD's monitoring activities;
3. The net change, if any, of the approximate proportion of non-native and invasive plant cover, and the total approximate proportion of non-native and invasive plant cover;
4. The net change, if any, of the approximate proportion and diversity of native plant cover, and the total approximate proportion of native plant cover;
5. An update on RCD's coordination with Caltrans; and
6. The total budget used and the total remaining.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written and hereby represent having the authority to do so.

SAN MATEO COUNTY RESOURCE
CONSERVATION DISTRICT

GRANADA COMMUNITY SERVICES
DISTRICT

Date: _____

Date: _____

By: _____ (name)

By: _____

_____ (title)

GCSB Board President

APPROVED AS TO FORM:

By: _____
Jonathan Wittwer,
GCSB General Counsel

Attachments: Exhibit A.1
Exhibit A.2

DISTRIBUTION: GCSB Board
General Manager
Assistant General Manager
Resource Conservation District

AMENDMENT # 1 TO INDEPENDENT CONTRACTOR AGREEMENT
FOR BURNHAM STRIP RESOURCE MANAGEMENT PLAN

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Exhibit A is changed to add Task 3 and Task 4:

Task 3: Conduct Resource Management Activities to Portions of GCSD's Burnham Strip Project Site

A. General Activities and Purpose

RCD shall contract for the removal of targeted non-native and invasive species, conduct other work to reduce weed cover, and revegetate the Burnham Strip with native plant species, as set forth below. All work shall be performed in the areas identified in Exhibit A.1 as "Field 1," "Field 2," "Impink," and "Compacted Area Perimeter" (collectively, "Project Site"). In entering into such contract, RCD shall comply with all procurement requirements applicable to it and to GCSD.

The purpose of RCD's management work on the Project Site shall include the following:

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2. RCD's contractor may use any and all removal methods RCD determines are beneficial to the rehabilitation and management of the Project Site.

Such removal methods include mechanical, chemical, and biological. Mechanical removal includes activities such as hand pulling and digging, suffocation/solarization, and cutting/mowing. Chemical removal uses herbicides to kill plants and inhibit regrowth. RCD shall consult with GCSD no less than 48 hours before the use of chemical removal to minimize public concern about said use. Biological removal includes the use of native insects, exotic organisms (diseases, insects, or wildlife), and prescribed grazing to restore natural controls and reduce dominance of invasive plants within the plant community.

3. RCD shall ensure its plant removal and revegetation work complies with all local, state, and federal laws, and that it follows best management practices for any and all removal and revegetation methods it utilizes. Furthermore, RCD shall require its contractor to ensure that its removal and revegetation activities cause no negative impacts to waterways or wildlife.

4. Non-Native and Invasive Plant Removal shall include the following services:

- i. Target Species Removal: Targeted species include: *Cortaderia jubata* (Jubata grass), *Albizia lophantha* (Plume Acacia), *Cotoneaster lacteus* (Late Cotoneaster), other *Cotoneaster* species, and *Rubus armeniacus* (Himalayan Blackberry). These species are target plants because of their ability to invade habitat, impact on the environment, and high chance of successful removal from the site. Note, *Helminthotheca echioides* (Bristly ox-tongue) is listed on the Natural Resources Management Plan for the Burnham Strip as a target species, but is not listed for targeted removal in this proposal. Work to completely remove this species would take extensive effort. Targeted species removal work includes spraying Jubata grass, hand removal of Himalayan blackberry, removal of late cotoneaster and plume acacia. Removal of target species will be done during the winter of 2017/2018.
- ii. Weeding in Potential Wetland area: To avoid any harm to wildlife in the wetland areas, any weedy species found within this area (see

Exhibit A.1) will be hand pulled. To avoid mowing the area, the wetland will be flagged off with rope and t-posts.

C. Coordination with Caltrans

The California Department of Transportation ("Caltrans") owns and manages a narrow band of land located between the Project Site and Highway 1, as shown in Exhibit A.1. RCD shall use its best efforts to coordinate with Caltrans to prevent non-native and invasive plant vectors from Caltrans' land from migrating onto the Project Site, for the purpose of reducing or eliminating Caltrans' land as a source of non-native plant repopulation onto the Project Site.

Task 4: Project Management, Monitoring, and Reporting for Task 3

A. Project Management for Task 3

RCD shall conduct activities to effectively manage the implementation of the Natural Resources Management Plan, including, but not limited to:

1. Identifying GCSD's management needs and priorities;
2. Obtaining any and all permits required to implement Task 3
3. Project Site visits;
4. Development and oversight of project budget;
5. Subcontracting;
6. Invoicing;
7. Monitoring and reporting, pursuant to section B, below;
8. Coordination with GCSD, Caltrans, subcontractors, and others; and
9. Attendance and participation at related meetings.
10. Advising as needed regarding the development of a park plan for the Burnham Strip and other improvements to GCSD property.

B. Monitoring and Reporting

RCD shall conduct on-site monitoring of its contractor's removal and revegetation work performed under this Amendment at least bi-annually. Project monitoring would include physical site visits and picture documentation when needed to qualify the health of the site and to help adjust the vegetation management project. RCD shall annually submit a written report to GCSD staff, summarizing the results of its removal and revegetation work implemented under Task 3. Such reporting shall, at a minimum, briefly

summarize the following:

1. The work of RCD's contractor to date and in the reporting year;
2. The results of RCD's monitoring activities;
3. The net change, if any, of the approximate proportion of non-native and invasive plant cover, and the total approximate proportion of non-native and invasive plant cover;
4. The net change, if any, of the approximate proportion and diversity of native plant cover, and the total approximate proportion of native plant cover;
5. An update on RCD's coordination with Caltrans; and
6. The total budget used and the total remaining.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written and hereby represent having the authority to do so.

SAN MATEO COUNTY RESOURCE
CONSERVATION DISTRICT

GRANADA COMMUNITY SERVICES
DISTRICT

Date: _____

Date: _____

By: _____ (name)

By: _____

_____ (title)

GCSD Board President

APPROVED AS TO FORM:

By: _____
Jonathan Wittwer,
GCSD General Counsel

Attachments: Exhibit A.1
Exhibit A.2

DISTRIBUTION: GCSD Board
General Manager
Assistant General Manager
Resource Conservation District

ITEM #3



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Agreement with Quiet River Surveying for the Districts Burnham Strip Parcel
Date: February 15, 2018

At our December 14, 2017 board meeting, your Board approved an agreement with Kikuchi + Kankel Design Group for the development of preliminary conceptual designs for the District's Burnham Strip parcel. In the process of gathering data for the proposed design work, we ascertained that the previous survey conducted as a part of the SAM Wet Weather Storage project did not include the area of the ad-hoc parking lot, nor the remainder of the parcel moving southeast to Coronado Road. The attached proposal will therefore provide for field surveying (topo and property lines) and the preparation of a base CAD map for the remainder of the parcel, so that the District will have a complete survey of the property to be used for the preparation of the conceptual park designs. I would recommend that your Board approve the proposal from Quiet River Land Services.

January 25, 2018

Mr. Chuck Duffy, Principal

DUDEK

750 Second Street

Encinitas, CA 92024

T: (760) 479-4125 C: (760) 522-4419

Professional Services Agreement

RE: Proposal for Surveying and Topographic Mapping of the Existing Conditions on specified portions of the Burnham Strip of that certain Record of Survey Map recorded at Page 36 LSM Page 4, being the Lands of Granada Sanitary District, in EL Granada, CA., San Mateo County APN: 047-262-010.

Dear Mr. Duffy,

Thank you for calling on Quiet River Land Services, Inc. (QRLS) for the surveying and mapping project on portions of the Burnham Strip as described above. As discussed via our phone conversation, I have done some initial parcel research, reviewed the Record of Survey Map and the previously prepared Topographic map, viewed the project condition via Google Earth Street View, and have prepared this proposal for your review.

It is my understanding that the goal of this survey is to perform a design-grade Existing Conditions Topographic Survey and scale digital topographic map focused on the gravel parking area and the general perimeter of the brushy/willow area southerly from the parking lot as generally depicted on the attached Limits of Survey Exhibit.

Please review the Scope of Work listed below to be sure it includes all the items you want to have determined and evaluated. Please feel free to discuss it with your various other design team members to insure it covers all that will be required. If anything has been left out or is not correct please let me know so I can revise it.

1.) Scope of Work:

A.) Office: Property (Lot) Boundary Research and Computations. QRLS will compute the relevant math related to the Burnham Strip Parcel from the Record of Survey Map and develop the mathematical location of the existing various parcel monuments, Lot lines and property corners. These computations will be utilized by the field crew for use in the survey work as well as in the mapping phase for your project.

B.) Field Survey: Search and Check any Monuments: QRLS field crew will come to the property, perform an initial search to find the existing, relevant property monuments which we are hoping still exist at and around the Subject Parcel.

C.) The Topographic Survey will include the existing topographic conditions of the Survey Limits outlined in red and also in the blue outlined areas shown on the Exhibit. That survey will include topographic features over and across those areas, slopes, grades, tops/toes of hills or ditches, edge of pavement, edge of brush, various hardscapes and surfaces, significant landscape and trees, **visible** utilities like fire hydrants, utility poles, guy wires, manholes, drain inlets, gas meters, water meters, telephone service risers, sewer clean-outs, driveways, retaining walls, any curb and gutter, mailboxes and any other significant features found on or around the parcel.

Included in the this proposal are the services of an underground utility locating service who will intend to work along with our survey crews, or perform their work a day or so prior to the survey crew arriving on site. Their focus will be Survey Limits Area #1, and **not** Area #2. The survey will be performed to sufficient detail such that 2-foot interval contours can be easily and accurately generated/developed.

C.) Office Drafting, Computations/Analysis & Digital Mapping: After the Topographic Field Survey work has been completed, the field survey data will be downloaded, processed and reviewed at our office. The found property markers and monuments will be analyzed and QRLS will prepare a digital scale 2-foot contour interval topographic map depicting the features and items described above. That map will be made available to the client in both .PDF for easy viewing and plotting and also in AutoCAD (.DWG file) for use in the design work.

2.) General Pricing Fees and Notes:

a.) Items 1. A, B & C (above): Computations, Field Survey, Topographic Survey & Map	
Field Survey as proposed above Two-person Field Survey Crew.....	\$ 3,500
<u>Office: Research, Computations, Drafting of Topographic Map, PLS Review..</u>	<u>\$ 1,500</u>
Initial Survey - Topographic Map Fees.....	\$ 5,000
b.) Underground Utility Locations and GPRS Scanning within the Survey Limits #1 as	
<u>shown on the attached Exhibit.....</u>	<u>\$ 1,400</u>
Total Fees.....	\$ 6,400

TERMS: Payment of Fees are due and payable at Net 30 from date of invoice which will be emailed after the delivery of the Map. Note that QRLS Does not participate in Pay-When-Paid Arrangements. This proposal does not include the services of a Record of Survey Map process IF site/project conditions should require such a map.

3.) Schedule of Completion: The field survey work can be accomplished within 12 working days from a Notice to Proceed. Turn-around time for the Topographic Map is on or before 15 working days from completion of field survey work.

4.) Deliverables: Deliverables will include:

a.) Scale Topographic Map in Digital Format, and bond print if required

5.) Additional Work: (CA Law Required Clause) In the event that additional or out-of-scope work is required to complete the project, or site conditions or unforeseen circumstances are encountered that are substantially different than initial expectations, then the client will be notified by a representative of QRLS to inform of the issues, additional time and fees, if any, and to consult about a strategy for completion or abandonment of the project. IF additional services are required then a written proposal for the additional fees may be provided, or a solution and agreement worked-out while in the field on the property or at the project.

6.) Cancellation of Professional Services Agreement: (Required Clause) This Agreement can be cancelled at any point by either party to the agreement. However, if the client cancels the agreement the cancellation must be done by speaking directly with the undersigned surveyor, or in writing received by US mail or overnight delivery. Sending an e-mail or leaving a voice mail message does not constitute notification of cancellation of agreement. In addition, once the project has been approved by the client, the client is responsible to pay for any/ all fees and expenses accrued toward the project until completion or up until satisfactory notice of cancellation has been received.

7.) Limit of Liability: There are limits to the amount of liability to which the client would be entitled in the event of an error, omission, actions, inactions, or mistake that has been determined by due process to be caused in whole or in part by Quiet River Land Services, Inc. The monetary limit for any damages, losses, expenses and or fees is hereby limited to three times the sum of the contracted monetary value (Item 2: Fees) of the project.

End of Proposal

Chuck, I hope I have covered all the features you require. If you have any questions, please do not hesitate to call. If you wish to proceed with the survey please sign below and return the signed copy.

Quiet River Land Services, Inc is a fully licensed, insured and outfitted California Corporation. We employ top-quality surveyors, drafters and staff. We enjoy serving the land development industry and believe strongly in providing excellent teamwork and mapping services to our valued clients. Should you ever have a question or a problem, please contact me directly.

Respectfully,

Quiet River Land Services Inc.



Kevin M. McGuire

President

California Registered Professional Land Surveyor #6437

kvnmm@quiet-river.com

AGENT For The Owners- Acceptance of Proposed Professional Services:

I, the undersigned, being authorized agents for the land owners of the subject property identified above, have read and understand the foregoing proposal/Professional Services Agreement, and having the authority and permission to enter into binding contracts and as such hereby accept and agree to the Scope of Work, Terms of Payment and the other Agreement parameters as contained herein, and hereby grant permission for the survey crew members to enter onto the Subject property to perform this work.

Agent for the Owners:

Date

Burnham Strip Additional Topography - REV Limits of Survey

Gravel Parking Area and perimeter of Brush line and edge of paving

- Legend**
- Coastside Fire Protection District Station 41
 - Limits of Survey
 - Limits of Survey
 - Plaza Alhambra & Coronado St



ITEM #4



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Ordinance Amending District Ordinance Code Sections 104 and 701 (01) (A) Related to Sewer Connection Fees – Second Reading
Date: February 15, 2018

This ordinance was presented to your Board at our December board meeting, at which time the Board approved the first reading of the ordinance. A second reading is now required for final adoption and approval of the ordinance.

This item is for the Board's consideration of amendments to Sections 104 and 701(01)(A) of the District Ordinance Code, in light of state legislative amendments to the Accessory Dwelling Unit law (Government Code § 65852.2). In 2017, the state legislature amended the statute in a manner that affects the types of accessory dwelling units from which the District may collect residential connection charges. The attached Ordinance addresses these changes. In addition, this Ordinance takes advantage of the opportunity to review these sections of the District Ordinance Code to clarify other categories of structures that may qualify for a reduced residential connection charge.

It is therefore my recommendation that your Board:

1. Read the Ordinance title and waive by motion the second reading of the Ordinance.
2. Approve and Adopt the Ordinance.
3. Direct staff to publish the Ordinance in accordance with the Government Code.

GRANADA COMMUNITY SERVICES DISTRICT

ORDINANCE NO. _____

**AN ORDINANCE AMENDING DISTRICT ORDINANCE CODE
RELATING TO SEWER CONNECTION CHARGES**

The Board of Directors of the Granada Community Services District ordains as follows:

Section 1. Section 104 of the Granada Community Services District Code is hereby amended to include the following definitions:

(43) Auxiliary Structures. A detached non-habitable building without a kitchen whose use is incidental to the use of the main building on the parcel, such as a pool house, a cabana, a workshop, an art studio, etc.

(44) Accessory Dwelling Unit. An attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

Section 2. Section 701 (01) (A) of the Granada Community Services District Ordinance Code is hereby amended in its entirety to read as follows:

(01) Charges by Type of Connection.

(A) Residential Connections

Effective July 1, 2001, the residential connection charge for connection to the sewer main system by a dwelling unit shall be \$4,700.00 for each dwelling unit. The connection charge shall be reduced for the following structures:

- (i) For auxiliary structures, as defined in Section 104(43), there shall be no residential connection charge.
- (ii) There shall be no residential connection charge for an accessory dwelling unit that meets all of the following criteria:
 - a. The parcel for the accessory dwelling unit is zoned to allow single-family or multifamily use;
 - b. The parcel includes a proposed or existing single-family dwelling;

- c. The accessory dwelling unit is created entirely within the footprint of an existing structure (*e.g.*, adding no new square footage to the total developed floor area on the parcel); and
 - d. The parcel contains no other accessory dwelling unit.
- (iii) The District shall charge fifty percent (50%) of the single-family residential connection charge for an accessory dwelling unit not described in subdivision (01)(A)(ii).
 - (iv) When fewer than the maximum number of dwelling units allowed under the applicable land use regulations are built on a site in a R-3/ S-3 zone and each dwelling unit is less than 750 square feet, the residential connection charge for each dwelling unit shall be reduced by the percentage of dwelling units built out of the maximum number of dwelling units allowed.

Section 3. CEQA COMPLIANCE

This Ordinance is not a project subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378, subdivision (b). In the event that this Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in Section 15061, subdivision (b)(3) of the CEQA Guidelines, because it can be seen with certainty that there is no possibility that it may have a significant effect on the environment. This Ordinance is also subject to the CEQA exemption contained in Section 15307 of the CEQA Guidelines because it consists of actions taken by regulatory agencies as authorized by state law or local Ordinance to assure the maintenance, restoration, or enhancement of natural resources where the regulatory process involves procedures for protection of the environment.

Section 4. SEVERANCE CLAUSE

The Board declares that each section, sub-section, paragraph, sub-paragraph, sentence, clause and phrase of this Ordinance is severable and independent of every other section, sub-section, paragraph, sub-paragraph, sentence, clause and phrase of this Ordinance. If any section, sub-section, paragraph, sub-paragraph, sentence, clause or phrase of this Ordinance is held invalid, the Board declares that it would have adopted the remaining provisions of this Ordinance irrespective of the portion held invalid, and further declares its express intent that the remaining portions of this Ordinance should remain in effect after the invalid portion has been eliminated.

Section 5. Upon adoption, this Ordinance shall be entered into the minutes of the District Board, shall be published one time in a newspaper published in the County of San Mateo, and shall be effective at the end of the week of publication or 30 days after the date of final passage, whichever is later.

The above and foregoing Ordinance was regularly introduced at a meeting of the Board of Directors of the Granada Community Services District held on the 18th day of January 2018, and thereafter passed and adopted at a meeting of the Board of Directors of the Granada Community Services District on the 15th day of February 2018, by the following vote:

- AYES: and in favor thereof:
- NOES: Members:
- ABSENT: Members:
- ABSTAIN: Members:

Signed

Attest:

Leonard Woren, President

Delia Comito, Assistant General Manager

Approved as to form:

WITTWER PARKIN LLP, General Counsel

ITEM #5



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: GCSD FY 2017/18 Budget Amendment
Sewer Authority Mid-Coastside (SAM) Additional Funds Request
Date: February 15, 2018

Your board has previously approved two prior requests for additional funds from SAM, one for the expanded Intertie Pipeline System repairs in October 2017 for an additional \$179,614, and another for the repair of the main power feed failure to the SAM treatment plant in December 2017 for \$128,380, for a total additional funds request of \$307,994. As shown on the attached agenda memo from SAM General Manager Beverli Marshall, SAM is again requesting additional funds for budget overages and additions to fund additional staffing for SAM, additional legal costs, settlement of the Administrative Civil Liability Complaint related to the SAM IPS spill of February 2017, and additional equipment repair at the treatment plant. Two versions of the additional funding request were approved for circulation to the SAM JPA Member Agencies at the January 8, 2018 SAM Special Board Meeting. SAM is therefore requesting that GCSD fund a total of \$414,104 (based upon the Version 1 request) for FY 2017/18 as our share of their total additional funding request. This would require additional funds of \$106,110 from GCSD above and beyond the previously approved \$307,994 in additional funding. Should your Board approve this request, I have attached the requisite amendment to the GCSD FY 2017/18 Budget, as well as the accompanying Budget Resolution.

Sewer Authority Mid-Coastside
1000 Cabrillo Hwy N.
Half Moon Bay, CA 94019
(650) 726-0124
www.samcleanswater.org



A Joint Powers Authority
Serving:
City of Half Moon Bay
Granada Community Services District
Montara Water and Sanitary District

January 9, 2018

Chuck Duffy
District Manager
Granada Community Services District
PO Box 335
El Granada, CA 94018

Re: Proposed Budget Amendment for Fiscal Year 2017/18

Dear Mr. Duffy,

At the SAM Board of Directors meeting on January 8, 2018, the Board approved two versions of the proposed budget amendment to be sent to the member agencies to consider and approve. Enclosed please find the proposed budget amendment revised staff report detailing the amendments as well as Version 1 and Version 2 of the amendment request.

In order for the SAM Board to adopt the budget amendment in a timely manner, I need to receive a written notice of the Council's action no later than Wednesday, February 10, 2018.

If you have any questions regarding the budget amendment, please call or send me an e-mail.

Respectfully,

A handwritten signature in black ink that reads "Beverli A. Marshall". The signature is written in a cursive, flowing style.

Beverli A. Marshall, SDA
General Manager



SEWER AUTHORITY MID-COASTSIDE

Staff Report - Revised

TO: Honorable Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: Authorize the General Manager to Submit a Budget Amendment for Fiscal Year 2017/18 to Member Agencies for Approval

Executive Summary

The purpose of this report is for the Board of Directors to discuss the proposed budget amendment for Fiscal Year 2017/18.

Fiscal Impact

The fiscal impact of the budget amendment for FY 2017/18 is \$1.58 million. The impact to the member agency assessments is (rounded to nearest \$):

JPA Assessments for Each Member Agency				
	<u>FY 2017/18</u>	<u>Amended</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$2,688,598	\$3,513,645	\$ 825,047	31%
GCSD	\$1,349,449	\$1,763,553	\$ 414,104	31%
MWSD	\$1,112,523	\$1,453,922	\$ 341,399	31%
Total	\$5,150,570	\$6,731,120	\$1,580,550	31%

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan's Goal 3: "Consider long-term costs, and ensure that finances are stable and understandable by the board, member agencies, and the public."

Background and Discussion/Report

The JPA General Budget for FY 2017/18 was presented based on the issues known as of June 2017. Since that time, several events (listed below) occurred that required the

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk	H. Rarback	

SAM Board to authorize funding above the amount approved as part of the stipulation and order.

8/21/17	Administrative Civil Liability Complaint R2-2017-1024	\$522,700
9/25/17	Additional legal counsel costs	\$100,000
10/9/17	Intertie Pipeline System repairs, funding all 3 segments	\$685,550
11/13/17	Demolition and replacement of Plant burner unit	\$52,000
8/28/17	Additional staffing to comply with NPDES permit renewal	\$45,000
12/7/17	Plant main bus duct power supply failure and replacement	<u>\$450,000</u>
		\$1,905,250

- Staff informed the Board at the September 25, 2017, meeting that the ACL penalty would be included in the mid-year budget amendment, most likely in January or February, once the official penalty amount was known. At this time, staff anticipates that only \$300,000 of the ACL complaint will be paid in FY 2017/18 and the remainder will be included in the General Budget for FY 2018/19.
- Staff requested authority to increase the contract with Bold, Polisner, Madow, Nelson & Judson at the September 25, 2017, regular Board meeting. I informed the Board that the additional funds to cover the contract increase would be presented as part of a mid-year budget amendment, "What I anticipate is that I will also have to do an amendment to what we anticipated the budget being this year because of the action by the state. I would like to bring that back all at once when I know what that number is rather than piecing and parting it to the member agencies. I anticipate that somewhere in the vicinity of January or February a mid-year budget amendment is what I will prepare." Boyd moved, "that the Board authorize the General Manager to amend the contract with Bold, Polisner, Madow, Nelson & Judson to increase the amount by \$100,000, for a total contract amount of \$190,000, and to limit the use of the additional funds for general legal advice and work related to Administrative Civil Liabilities complaints. None of the additional funds will be used for the HMB vs. GCSD and MWSD." Director Penrose seconded the motion and it was unanimously approved.
- Staff discussed the IPS project construction contract award at the October 9, 2017, regular meeting. Director Woren moved, "that we award the base bid and the alternate bid to Bay Pacific Pipelines Inc., the bidder who submitted the apparent

BOARD MEMBERS:	J. Blanchard D. Ruddock	S. Boyd K. Slater-Carter	D. Penrose L. Woren
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lowest **total** bidder in the amount of \$1,997,050 for construction of segments 1, 2, and 3, and that we cover the additional amount from SAM's emergency reserves and request that all member agencies backfill that money within three months." The motion was seconded by Director Boyd and it was unanimously approved. After the vote, Director Ruddock requested that staff submit the required action to City staff. An e-mail was sent to all three agency managers at 8:41 a.m. on Tuesday, October 10, 2017. SAM invoiced the additional funds for the IPS repair project as directed by the Board.

- The burner system for the boilers was included in the adopted SAM 5-Year Infrastructure Plan and was planned for FY 2017/18. The SAM Board directed staff to work with the member managers to lean down the projects to approximately \$1.5 million. The member managers directed staff to propose only the IPS project that could be accomplished with the \$1.5 million and to defer all other projects that have not resulted in an SSO or permit violation. The burner system had not failed as of that discussion, so it was deferred to FY 2018/19. Staff stated that funds from other planned activities could be diverted to pay for this project to reduce the impact on member agencies. Director Ruddock moved "per staff recommendation Item 7A." The motion was seconded by Director Woren and it was unanimously approved. The funds have been shifted in the budget: \$22,000 from equipment purchases (6123) and \$28,000 from Misc. Professional Services (5330) to Machinery & Equipment (6121).
- Staff informed the Board of the requirement to establish minimum staffing by position as part of the NPDES permit renewal. The item was on the August 7, August 14, August 21, and August 28 Board agendas. Director Ruddock stated that she was "perfectly happy to support staff's recommendation insofar as it is personnel associated to delivering on the JPA." Staff presented that the request for minimum staffing would include making the part-time Accounting Technician full-time and hiring an O-I-T in January, for a total increase of \$100,000 for FY 2017/18. Boyd moved, "to set the minimum staffing levels at the 2017/18 recommendation of current staffing plus one O-I-T and .50 Accounting Technician." Director Ruddock seconded the motion and it was unanimously approved.
- At the December 7, 2017, special board meeting, staff informed the Board of the anticipated cost to temporarily maintain operations using the rental generator as well as the cost of the replacement options (full or partial). Clemens Heldmaier requested that staff be required to submit a budget amendment to the member agencies for the

BOARD MEMBERS:	J. Blanchard D. Ruddock	S. Boyd K. Slater-Carter	D. Penrose L. Woren
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funds. Staff and a representative from Calcon explained the urgency of submitting the fabrication request to the vendor before the holiday break. The Board agreed and unanimously supported immediate action. Director Penrose moved and Director Woren seconded the motion to contract with Calcon for the repairs. It was approved by a unanimous vote. Director Ruddock moved to authorize the purchase of the replacement bus bar/duct from Eaton Corporation in an amount not to exceed \$194,000. Director Woren seconded and it was unanimously approved. Staff was directed to inform the member agency managers of the cost of the project with a request for additional funds. Staff sent an e-mail to the member agency managers at 6:58 p.m., immediately following the special meeting, providing the required information along with notice that a budget amendment would be prepared for presentation to the SAM Board at the January 8, 2018, regular meeting.

Staff believes that some of the additional expenses can be funded by reprioritizing and deferring other tasks to reduce the burden on member agencies. **Therefore, the total budget amendment request is \$1,580,550** (Attachment A).

Cash flow is an issue since the IPS project is under way, the temporary power supply expenses have been invoiced by the vendors, and the bus duct repair parts have been ordered and received. The additional assessments (*less the \$685,550 in supplemental assessments invoiced for IPS repair project*) will be billed in a single invoice to each agency once the budget amendment is approved by the member agencies and the SAM Board.

Staff anticipates that the member agencies will approve the amendment no later than January 18, 2018, and that the SAM Board will approve the amendment at the February 5, 2018, regular Board meeting. If so, the invoices will be sent out on February 6, 2018, in the following amounts.

Half Moon Bay	\$480,901
GCSD	\$234,490
MWSD	<u>\$179,609</u>
	\$895,000

Staff Recommendation

Staff recommends that the Board of Directors authorize the General Manager to submit the budget amendment for FY 2017/18 to the member agencies and to request that this item be placed on the next regular meeting for each agency to consider and approve.

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk	H. Rarback	

Supporting Documents

Attachment A: FY 2017/18 Mid-Year Budget Amendment Request

BOARD MEMBERS:	J. Blanchard D. Ruddock	S. Boyd K. Slater-Carter	D. Penrose L. Woren
ALTERNATE MEMBERS:	M. Clark R. Kowalczyk	J. Harvey H. Rarback	B. Huber

FY 2017/18 Mid-Year Budget Amendment Request - Version 1

Item #	Amount	Description	Justification	SAM Board Date	JPA Allocations		
					HMB	GCSD	MWSD
1	\$ 685,550	Intertie Pipeline System Repairs Project	Additional funding over budgeted amount to repair all 3 failing segments.	10/9/17	\$ 357,857	\$ 179,614	\$ 148,079
2	\$ 300,000	Administrative Civil Liability Complaint R2-2017-1024	ECA project costs to be included in FY 2018/19 budget request	8/21/17	\$ 156,600	\$ 78,600	\$ 64,800
3	\$ 450,000	Plant Main Bus Duct Power Supply Project	Emergency power supply and replacement costs	12/7/17	\$ 234,900	\$ 117,900	\$ 97,200
4	\$ 100,000	General Counsel legal fees	Unanticipated legal expenses above general counsel budget.	9/25/17	\$ 52,200	\$ 26,200	\$ 21,600
5	\$ 45,000	New Operator-in-Training position to start 1/22/18	Increase to meet minimum staffing levels established for NPDES permit renewal.	8/28/17	\$ 23,490	\$ 11,790	\$ 9,720
\$ 1,580,550					825,047	414,104	341,399
Previously invoiced supplemental assessments for IPS project.					(344,146)	(179,614)	(161,790)

Additional assessments to be invoiced once budget amendment approved. \$ 480,901 \$ 234,490 \$ 179,609

FY 2017/18 Mid-Year Budget Amendment Request - Version 2

Item #	Amount	Description	Justification	SAM Board Date	JPA Allocations		
					HMB	GCSD	MWSD
1	\$ 685,550	Intertie Pipeline System Repairs Project	Additional funding over budgeted amount to repair all 3 failing segments.	10/9/17	\$ 357,857	\$ 179,614	\$ 148,079
2	\$ 300,000	Administrative Civil Liability Complaint R2-2017-1024	ECA project costs to be included in FY 2018/19 budget request	8/21/17	\$ 156,600	\$ 78,600	\$ 64,800
3	\$ 450,000	Plant Main Bus Duct Power Supply Project	Emergency power supply and replacement costs	12/7/17	\$ 234,900	\$ 117,900	\$ 97,200
\$ 1,435,550					749,357	376,114	310,079
Previously invoiced supplemental assessments for IPS project.					(344,146)	(179,614)	(161,790)

Additional assessments to be invoiced once budget amendment approved. \$ 405,211 \$ 196,500 \$ 148,289

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2018- ____

**A RESOLUTION APPROVING THE 3RD AMENDMENT TO THE
GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2017/18 BUDGET**

The Board of Directors of the Granada Community Services District (“District”) finds and determines as follows:

WHEREAS, California Government Code Section 61110, subdivision (a), requires that “On or before September 1 of each year or, for districts using two one-year budgets or a biennial budget, every other year, the board of directors shall adopt a final budget that conforms to generally accepted accounting and budgeting procedures for special districts.”;

WHEREAS, following the required Public Hearing, the Granada Community Services District adopted its Fiscal Year 2017/18 Budget on July 20, 2017;

WHEREAS, the GCSD Fiscal Year 2017/18 Budget was previously amended at the October 19, 2017 district board meeting to provide for additional funding for the repair and replacement of Segments 1, 2, and 3 of the Sewer Authority Mid-Coastside (SAM) IPS Force Main Replacement in the amount of \$179,614;

WHEREAS, the GCSD Fiscal Year 2017/18 Budget was again amended at the December 14, 2017 district board meeting to provide for additional funding for the repair and replacement of the SAM Wastewater Treatment Plant electrical system bus bar/duct emergency failure in the amount of \$128,380;

WHEREAS, GCSD has therefore previously approved additional funding to SAM for Fiscal Year 2017/18 totaling \$307,994;

WHEREAS, at the SAM board meeting of January 8, 2018, the SAM Board approved circulating a request for funds totaling \$414,104 for FY 2017/18 as GCSD’s share of funding for additional SAM costs, which represents an additional \$106,110 above and beyond the previously approved funding to SAM. The additional funds will be used for added staffing for SAM, additional legal costs, settlement of the Administrative Civil Liability Complaint fines related to the SAM IPS spill of February 2017, and additional equipment repair at the treatment plant;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Granada Community Services District does hereby adopt and approve an amendment to the GCSD Fiscal Year 2017/18 Budget by adding a line item to allocate \$106,110 of GCSD reserve funds towards the January 8, 2018 SAM Request for Additional Funds;

BE IT FURTHER RESOLVED, that this budget amendment shall take effect immediately upon adoption of this Resolution.

The above and foregoing Resolution was duly and regularly passed and adopted at a special meeting of the Board of Directors of the District held on the 15th day of February 2018, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Leonard Woren, Board President

COUNTERSIGNED:

Delia Comito, Secretary

GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2017/18 SEWER DISTRICT BUDGET

<u>SEWER - OPERATING REVENUES</u>	FY 2017/18 Budget
1 . Property Tax Allocation-Sewer split between sewer and parks)	\$200,000
2 . Annual Sewer Service Charges	\$ 1,282,000
3 . Reim. from A.D. - Salary and Overhead	\$30,000
4 . Recology of the Coast Franchise Fee	\$32,000
5 . Miscellaneous	\$2,000
TOTAL REVENUES	\$1,546,000

Budget Revenue Assumptions:

- 1 . 3,200 ERU's of sewer service charge at \$402 per ERU
- 2 . Property Tax Revenue now allocated between Sewer and Parks and Recreation departments

GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2017/18 SEWER DISTRICT BUDGET

SEWER - EXPENDITURES

<u>SEWER - OPERATING EXPENSES</u>	FY 2017/18 Budget
1 . SAM General (Treatment and Admin.)	\$955,139
2 . SAM Collections	\$239,954
3 . Lateral Repairs	\$40,000
4 . CCTV	\$20,000
5 . Pet Waste Stations	\$1,000
6 . Plant Shortfall Debt Service (COP)	\$0
Sub-Total Operations Expenditures	\$1,256,093

<u>SEWER - ADMINISTRATIVE OPERATING EXPENSES</u>	FY 2017/18 Budget
1 . Accounting	\$30,000
2 . Auditing	\$15,000
3 . Copier Lease	\$7,500
4 . Directors' Compensation	\$11,000
5 . Education & Travel Reimbursement	\$2,000
6 . Employee Salaries	\$150,000
7 . Employee Medical, Payroll Taxes, and Retirement	\$60,000
8 . Engineering Services (General)	\$20,000
9 . Insurance	\$6,000
10 . Legal Services	\$65,000
11 . Memberships	\$9,000
12 . Newsletter	\$2,500
13 . Office Lease	\$52,000
14 . Office Maintenance and Repairs	\$2,500
15 . Office Supplies	\$6,000
16 . Professional Services - Other	\$65,000
17 . Publications & Notices	\$10,000
18 . Utilities	\$10,000
19 . Video Taping of Board Meetings	\$3,500
20 . Computers	\$2,000
21 . Miscellaneous	\$7,000
Sub-Total Administration Expenditures	\$536,000

SEWER - TOTAL OPERATING EXPENDITURES **\$1,792,093**

SEWER - OPERATING NET TO/(FROM) RESERVES **(\$246,093)**

GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2017/18 SEWER DISTRICT BUDGET

<u>SEWER - NON-OPERATING REVENUES</u>	FY 2017/18 Budget
1 . Interest on Reserves	\$28,400
2 . Connection Fees	\$47,000
3 . SAM Refund from Prior Year Allocation	\$5,000
4 . Repayment from Assessment District-Current FY	\$127,000
5 . ERAF Refund from Prior Year	\$250,000
TOTAL NON-OPERATING REVENUES	\$457,400

Budget Revenue Assumptions:

- 1 . 0.82% Interest on average yearly reserve
- 2 . 10 Connections at \$4700 per connection

SEWER - CAPITAL PROJECTS AND RESERVE FUND BALANCE

<u>SEWER - CAPITAL PROJECTS</u>	FY 2017/18 Budget
1 . Mainline System Repairs	\$10,000
2 . Medio Creek Crossing Sewer Re-alignment	\$350,000
3 . Sewer Service Charge Rate and Reserve Study	\$35,000
4 . SAM - Recycled Water Project	\$15,000
5 . SAM - Capital Maintenance/Infrastructure Budget (orig. \$394,310)*	\$573,924
6 . SAM - Repair of Treatment Plant Power System Feed (unbudgeted)**	\$128,380
7 . SAM - Addt'l. Funds Request-staffing, legal, ACL, equipment repair***	\$106,110
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$1,218,414

* As amended at the 10-19-2017 GCSD board meeting

** As amended at the 12-14-2017 GCSD board meeting

*** As amended at the 02-15-2018 GCSD board meeting

SEWER - CAPITAL RESERVE FUND BALANCE

1 . Beginning Balance on July 1	\$4,326,000
2 . Capital Projects	(\$1,218,414)
3 . Transfer (to)/from Operating Budget	(\$246,093)
4 . Transfer (to)/from Non-Operating Revenues	\$457,400
TOTAL RESERVE AT END OF FISCAL YEAR	\$3,318,893

GRANADA COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2017/18 PARKS AND RECREATION DISTRICT BUDGET

	FY 2017/18
	<u>Budget</u>
<u>PARKS AND RECREATION - OPERATING REVENUES</u>	
1 . Property Tax Allocation-Parks (split between sewer and parks)	\$400,000
2 . Miscellaneous	\$0
TOTAL REVENUES	\$400,000
<u>PARKS AND RECREATION - OPERATING EXPENDITURES</u>	
1 . Projects (Purchase of Impink Burnham Strip Property in 16/17)	\$100,000
2 . County staff time	\$5,000
3 . RCD	\$5,000
4 . Reimbursement to Half Moon Bay per Property Tax Agreement	\$20,000
TOTAL EXPENDITURES	\$130,000
NET TO/(FROM) PARKS AND RECREATION RESERVE	\$270,000
<u>PARKS AND RECREATION - CAPITAL RESERVE FUND</u>	
1 . Beginning Balance on July 1	\$193,800
2 . Purchase of Property	(\$130,000)
3 . Transfer (to)/from Operating Revenues	\$270,000
PARKS AND RECREATION RESERVE AT FYE	\$333,800

ITEM #6



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, February 12, 2018

SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

1. CALL TO ORDER

A. Roll Call

Chair:	Jim Blanchard (GCSD)
Vice-Chair:	Dr. Deborah Penrose (HMB)
Secretary:	Kathryn Slater-Carter (MWSD)
Treasurer:	Scott Boyd (MWSD)
Director:	Leonard Woren (GCSD)
Director:	Deborah Ruddock (HMB)

2. PUBLIC COMMENT / ORAL COMMUNICATION

3. CONVENE IN CLOSED SESSION *(Items discussed in Closed Session comply with the Ralph M. Brown Act.)*

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957 – Title: General Counsel

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957 – Title: General Manager

4. CONVENE IN OPEN SESSION *(Report Out on Closed Session Items)*

5. PUBLIC COMMENT / ORAL COMMUNICATION

6. CONSENT AGENDA *(Consent items are considered routine and will be approved / adopted by a single motion and vote unless a request for removal for discussion or explanation is received from the public or Board.)*

A. Approve Minutes of December 11, 2017, and January 22, 2018, Regular Board Meetings ([Attachment](#))

B. Approve Disbursements for February 12, 2018 ([Attachment](#))

7. REGULAR BUSINESS *(The Board will discuss, seek public input, and possibly take action on the following items.)*

A. Presentation of First Flush 2017 by Julian Carroll of San Mateo County Resource

Conservation District

- B. Adopt a Resolution Authorizing Signers at First National Bank of Northern California for Electronic Banking Agreements **(Attachment)**
- C. Authorize Change Order #1 to Construction Contract with Bay Pacific Pipelines, Inc. for the Force Main Repair Project **(Attachment)**
- D. Authorize Change Order #2 to Construction Contract with Bay Pacific Pipelines, Inc. for the Force Main Repair Project **(Attachment)**
- E. Authorize the General Manager to Execute a Non-Domestic Wastewater Discharge Agreement with Browning-Ferris Industries of California, Inc., for the Discharge of Leachate Water from Ox Mountain Landfill into the SAM Sanitary Sewer System at a Designated Location **(Attachment)**
- F. Discuss History of Relationship Between SAM General Manager and Member Agency Managers for the JPA Functions and the Contract Collection Services and SAM Directors' Responsibilities

8. GENERAL MANAGER'S REPORT

No Attachment

9. ATTORNEY'S REPORT (Attachment)

10. DIRECTORS' REPORT (Attachment)

11. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

12. ADJOURNMENT

- Upcoming Regular Board Meetings: February 26 and March 12, 2018

The meeting will end by 9:00 p.m. unless extended by board vote.

INFORMATION FOR THE PUBLIC

This agenda contains a brief description of each item to be considered. Those wishing to address the Board on any matter not listed on the Agenda, but within the jurisdiction of the Board, may do so during the Public Comment section of the Agenda and will have a maximum of three minutes to discuss their item. Those wishing to speak on a matter listed on the Agenda will be called forward at the appropriate time.

Any writing that is a public record and relates to an agenda item for an open session of a regular meeting, that is distributed to the Board less than 72 hours prior to the meeting, is available for public inspection, during normal business hours, at the Authority's office.

MINUTES
SAM BOARD OF DIRECTORS MEETING
January 22, 2018

1. CALL TO ORDER

Chair Blanchard called the meeting to order at 7:02 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

A. Roll Call

Directors Kowalczyk (for Ruddock), Blanchard, Woren, Slater-Carter, Penrose, and Boyd were present. Also present were General Manager Marshall, Engineering & Construction Contracts Manager Prathivadi, Supervisor of Treatment/Field Operations Costello, and Supervisor of Admin Services Matthews.

2. PUBLIC COMMENT/ORAL COMMUNICATION

Carlos Mendez, SAM employee, addressed the Board regarding the General Manager's performance evaluation scheduled to be discussed in Closed Session. He expressed his disappointment regarding the comments made by a Half Moon Bay city council member who called the SAM General Manager abysmal and irresponsible. He stated that in the 2 years that the General Manager has been with SAM, he has never met anyone as hard working as her. He also stated that she is trying to make SAM a better entity for the entire community and has done so with great praise, not only from himself but other SAM employees as well. He went on to say that since the General Manager has been with SAM she has increased the employee morale and she has been the hardest working manager he has seen in the 5 years he has been with SAM. He continued to say that she is very intelligent and forceful when she needs to be, and he believes that the SAM Board has lost sight of the quality of person that they have at their disposal. He believes that the Board is hindering her performance as the General Manager and he believes in her and her ability to steer the ship right. Chair Blanchard thanked him for his comments.

Director Slater-Carter read a statement that she was asked to read to the Board from an employee who asked to remain anonymous. The letter expressed the concerns the employee has in the Board's unprofessionalism during SAM Board meetings, possible loss of employment, the Board's bad decision making, replacing uninterested Board members with others who have the best interest of SAM at heart, and how SAM staff will continue to work together to do what is best for SAM. After reading the statement, Director Slater-Carter thanked the SAM staff for their good work and trying to do what is best to keep SAM running.

3. CONVENE IN CLOSED SESSION (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*)

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54959.9: (San Francisco Bay Regional Quality Control Board v. Sewer Authority MidCoastside, Complaint R2-2017-1024)
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)
- C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code 54957 – Title: General Manager

The Board went into closed session at 7:09 p.m.

4. CONVENE IN OPEN SESSION (*Report Out on Closed Session Items*)

The Board reconvened into open session at 7:14 p.m. Chair Blanchard reported that there was no reportable action.

5. PUBLIC COMMENT/ORAL COMMUNICATION

6. CONSENT AGENDA (*Consent items are considered routine and will be approved / adopted by a single motion and vote unless a request for removal for discussion or explanation is received from the public or Board.*)

General Manager Marshall mentioned that she had a request to pull the minutes of December 11, 2017, because there was a correction that needed to be made. Both Directors Kowalczyk and Penrose asked to pull item 6B for further discussion.

- A. Approve Minutes of December 7, 2017, Special Board Meeting, and January 8, 2018 Regular Board Meeting.

Following a brief discussion, Director Kowalczyk moved and Director Woren seconded the motion to approve the minutes of December 7, 2018 Special Meeting, and January 8, 2018 Regular Board Meeting.

Kowalczyk/Woren/6 Ayes/0 Noes/1 Abstain (Kowalczyk – 2 Votes). The motion passed.

- B. Approve Disbursements for January 22, 2018

Director Penrose stated that the City of Half Moon Bay had not been provided with sufficient back-up documentation showing the tasks that General Counsel Nelson

performed during December 2017. General Manager Marshall stated that she originally sent the requested details out to the City on Friday, January 19 and again that morning, January 22. Both Directors Kowalczyk and Penrose said they did not yet receive the information. A hard copy of the information that been in the e-mail was provided to Director Penrose at the meeting.

Director Kowalczyk suggested approving the disbursements for January 22, 2018 and withhold the check for General Counsel Nelson's services for \$3,768 until the documentation can be reviewed. Director Kowalczyk moved and Director Penrose seconded the motion to approve the disbursements for January 22, 2018, with the exception of the check to Bold, Polisner, Maddow, Nelson & Judson. Director Boyd noted his concern of holding up payments to people who have already done work for SAM and stated that it was poor practice. He also stated that he would like to see this paid as soon as possible.

Kowalczyk/Penrose/8 Ayes/0 Noes. The motion passed.

C. Receive Monthly Budget Report for Period Ending December 31, 2017

Following a brief discussion, the Board agreed to receive the monthly budget report for the period ending December 31, 2017.

7. REGULAR BUSINESS *(The Board will discuss, seek public input, and possibly take action to approve the following items.)*

A. Establish Standing Committees, Set Times and Places for Meetings, and Appoint Committee Members

General Manager Marshall reviewed the staff report recommended that the Board of Directors establish the Board Operations, Finance, and Public Outreach standing committees, set the time and place of the committee meetings, and assign at least two directors to each committee. A discussion ensued. Director Woren stated that he preferred when there is one member from each agency on each committee. Director Boyd recommended that the finance committee be an Ad-Hoc committee that is tied to the budget cycle. Director Slater-Carter recommended that the committee include the Treasurer. Director Boyd stated that he would like to have an alternate for the finance committee in case a regular committee member cannot make a meeting. Director Slater-Carter volunteered to be the alternate on the finance committee.

All Board members concurred that all of the committees will be Ad-Hoc committees

instead of standing committees. The Ad-Hoc committees are as follows:

Finance Committee: Directors Boyd, Ruddock, and Woren. Director Slater-Carter as an Alternate

Board Operations: Directors Slater-Carter, Blanchard, and Penrose

Public Outreach: Directors Slater-Carter, Penrose, and Blanchard

General Manager Marshall asked what the deliverables for each committee was to be. Direction was given to General Manager Marshall.

B. Discuss General Budget Priorities for FY 2018/19 and Provide Direction

After reviewing the staff report, General Manager Marshall recommended that the Board of Directors review its priorities for FY 2018/19, and discuss the impacts on the budget, and provide direction to staff. A discussion ensued. Director Slater-Carter stated that due to the given events of last year, the highest priority needs to be looking at maintenance, and setting maintenance and repair priorities. She also stated that the electrical system should be one of the highest priority items as it is a matter of health, safety, and operations. She suggested going back to the 2012-2013 electrical analysis and have the SAM engineer re-visit it and set the priority, as well as looking at who is doing the maintenance, and the long-term record accumulation of the maintenance that exists or doesn't exist.

Director Woren added, that one of the things that have hurt SAM has been the chronic problem of asking for new versions of reports instead of acting on reports that have already been done. Director Boyd commented that SAM does not need state of the art technology, but what is fast and effective for the price. He also stated we should be aware of what state of the art is. He continued to say he would like to see an increase in inspections schedules and more things recommended for repair and replacement. Director Kowalczyk stated that SAM needs to consider building, over time, a redundancy here and other areas to do preventive maintenance. He also stated the other thing that stood out to him in the principles are the topics referring to staff, and its important that staff has the training and tools to do great at their jobs. Director Slater-Carter suggested a future project for SAM would be to look into more wet weather storage facilities.

Following the discussion, Director Boyd emphasized the importance of staff discussing the budget with the member agency managers.

George Long, SAM employee, addressed the Board regarding current projects, SAM

being understaffed, inflow and infiltration (I & I) problems, and the need for a tank on the plant property. Chair Blanchard thanked him for his input.

C. Discuss Infrastructure Plan Projects for FY 2018/19 and Provide Direction

After reviewing the staff report, General Manager Marshall recommended that the Board of Directors review the list of proposed projects for FY 2018/19, discuss impacts on the budget, and provide direction to staff. Director Penrose stated that she would like to get feedback from the member agency managers before finalizing anything. A discussion ensued. Director Woren stated that he would like to get information from the SAM contract sewer engineer as to which items have a higher priority.

Director Boyd moved and Director Slater-Carter seconded the motion to extend the meeting for 10 minutes.

Boyd/Slater-Carter/8 Ayes/0 Noes. The motion passed.

D. Review Request for Proposals from Half Moon Bay for Sewer Collection System Maintenance Services and Authorize

Kathryn Slater-Carter suggested that the Board not review the staff report and have SAM go ahead and respond to the request for proposal from the City of Half Moon Bay for their sewer collection system maintenance services. Director Boyd concurred.

John Szabo, resident of Half Moon Bay and SAM employee, addressed the Board regarding the positive benefits of having SAM continue to provide the collections services to MWSD and GCSD, stating the City of Half Moon Bay has already made up their minds. He spoke about training and experience, environmental source control, cleaning lines on a biennial basis, SSO response time, and the City of Half Moon Bay's lack of responding to communications with SAM. Chair Blanchard thanked John for his comments.

Director Slater-Carter stated that since she has been on the SAM Board, she has noticed that SAM has been operating on old, not up to date contracts and updated contracts would force the member agencies to review the level of service that they want.

8. GENERAL MANAGER'S REPORT

A. Receive Manager's Report for December 2017

Director Kowalczyk requested staff inform them, through e-mail, the last time the Half Moon Bay meters (owned by SAM) were inspected. Chair Blanchard requested the

Minutes
SAM Regular Board Meeting
January 22, 2018

Manager's report for December 2017, be discussed at the next Board meeting due to time constraints.

9. ATTORNEY'S REPORT - NONE

10. DIRECTOR'S REPORT - NONE

11. TOPICS FOR FUTURE BOARD CONSIDERATION - NONE

12. ADJOURNMENT

Chair Blanchard adjourned the meeting at 9:11 p.m.

Respectfully Submitted,

Approved By:

Kathy Matthews
Recording Secretary

Board Secretary

Attachment A

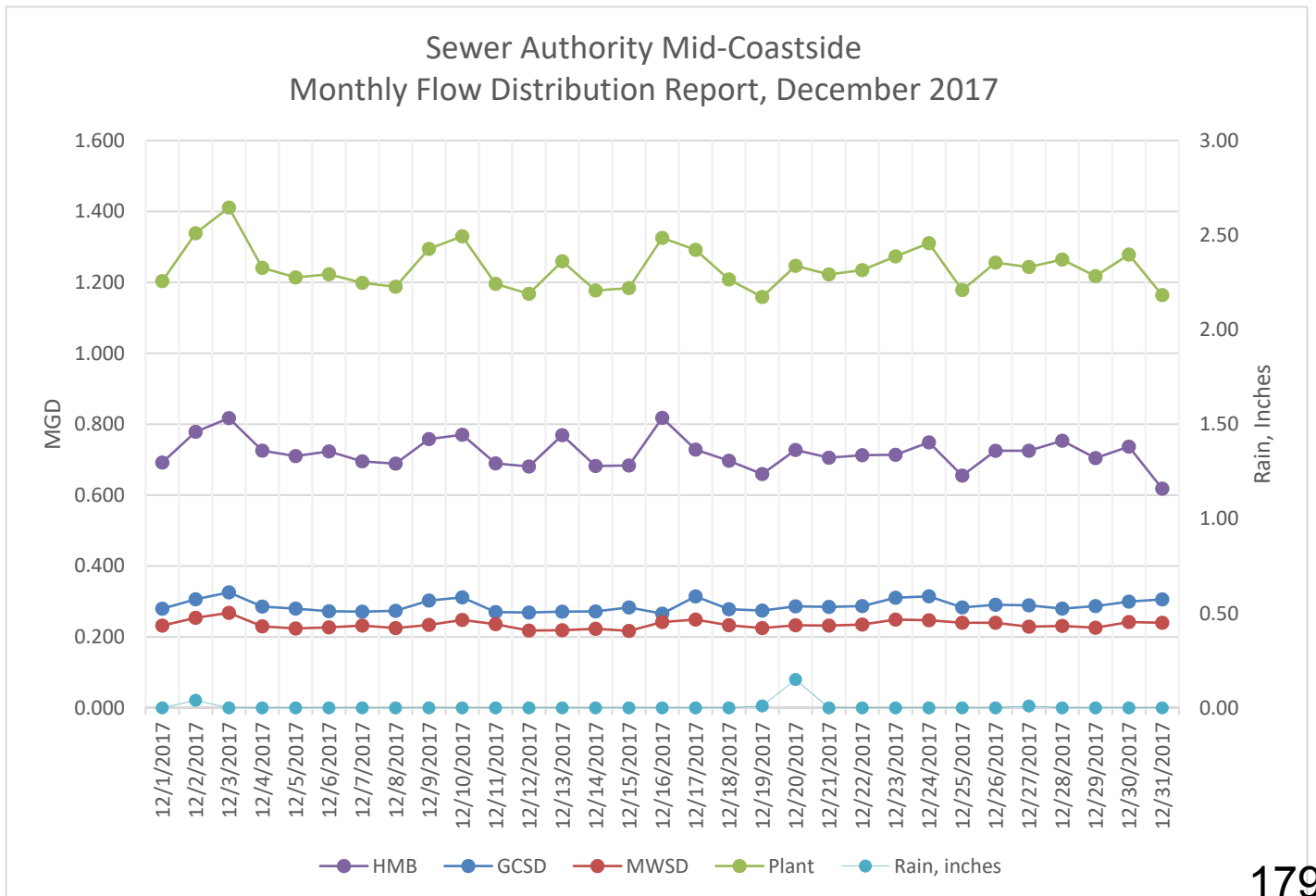
Flow Distribution Report Summary For December 2017

The daily flow report figures for the month of December 2017
have been converted to an Average

Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.719	57.9%
Granada Community Services District	0.288	23.2%
Montara Water and Sanitary District	<u>0.235</u>	<u>18.9%</u>
Total	1.242	100.0%



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, December 2017

Attachment C

December 2017

	Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	1	1	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	1	1	0	0	0
		100%			

12 Month Moving Total

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	1	1	0	0	0
Mechanical	6	1	0	1	4
Wet Weather	2	2	0	0	0
Other	4	1	1	2	0
Total	13	5	1	3	4
		38%	8%	23%	31%

Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
December 2017	1	1	0	0	0
12 Month Moving Total	13	5	1	3	4

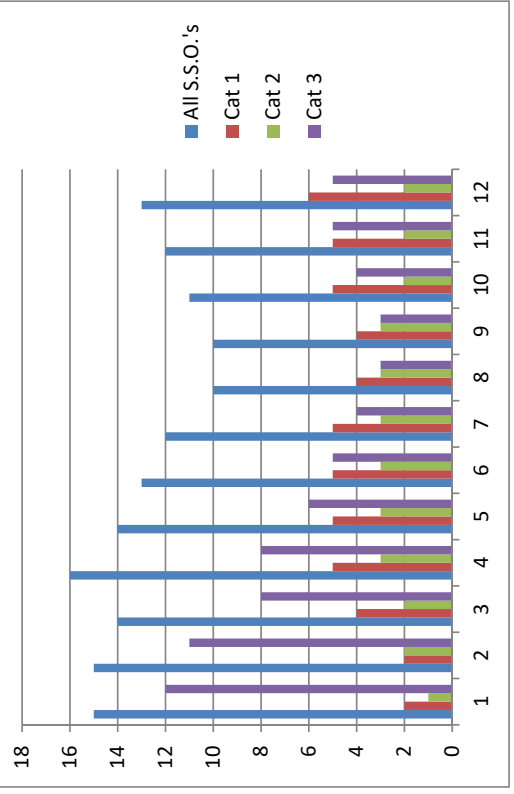
SSOs / Year / 100 Miles

	Number of S.S.O.'s /Year/100 Miles				
	Total	HMB	GCSD	MWSD	SAM
December 2017	1.0	2.7	0.0	0.0	0.0
12 Month Moving Total	12.4	13.5	3.0	11.1	54.8
Category 1	5.7	8.1	0.0	3.7	27.4
Category 2	1.9	2.7	0.0	0.0	13.7
Category 3	4.8	2.7	3.0	7.4	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Jan - 17	16,650	16,144	11,837	44,631	8.5
Feb - 17	12,216	4,866	11,531	28,613	5.4
Mar - 17	15,347	11,667	10,133	37,147	7.0
Apr - 17	13,101	11,588	11,460	36,149	6.8
May - 17	12,044	12,483	9,547	34,074	6.5
June - 17	18,411	17,317	8,567	44,295	8.4
July - 17	28,276	20,290	6,368	54,934	10.4
Aug - 17	21,769	22,465	20,044	64,278	12.2
Sep - 17	18,710	17,419	11,347	47,476	9.0
Oct - 17	19,336	11,871	14,696	45,903	8.7
Nov - 17	17,854	23,041	9,978	50,873	9.6
Dec - 17	31,661	14,103	9,810	55,574	10.5
Annual ft	225,375	183,254	135,318	543,947	
Annual Mi.	42.7	34.7	25.6		103.0

12 Month Moving SSO Totals Through December 2017



Sewer Authority Mid-Coastside
 1000 Cabrillo Hwy N.
 Half Moon Bay, CA 94019
 (650) 726-0124
 www.samcleanswater.org



A Joint Powers Authority
 Serving:
 City of Half Moon Bay
 Granada Community Services District
 Montara Water and Sanitary District

**COLLECTION SYSTEM SERVICES
 MONTHLY ACTIVITY REPORT: DECEMBER 2017**

As required in the Agreement for Maintenance and Operation Services between the Sewer Authority Mid-Coastside and Granada Community Services District, the following information is provided for the month of DECEMBER 2017

Basic Services

Feet of Sewer Line Cleaned:	<u>13,836 ft</u>	Manholes Inspected:	<u>85</u>
Feet of Hot Spot Sections Cleaned:	<u>267 ft</u>	Areas Unable to be Cleaned:	<u>0</u>
Sanitary Sewer Overflows:	<u>0</u>	Customer Service Call Responses:	<u>2</u>
Sewer Line/Manhole Failures:	<u>0</u>	Non-Emergency Repairs:	<u>0</u>
Emergency Repairs Completed:	<u>0</u>	Amount Spent on Repairs Completed:	<u>0</u>

Extended Services

Mechanic Hours:	<u>5.12</u>	Work Orders Completed:	<u>15</u>
Work Orders Incomplete:	<u>0</u>	Work Orders Total:	<u>15</u>
Annual Mechanic Hours to Date*:	<u>154.49</u>	Annual Lift Station Hours to Date*:	<u>154.49</u>

Administrative Services

Claims Reported to Insurance:	<u>0</u>	USA Markings Completed:	<u>63</u>
F.O.G. Inspections Completed:	<u>1</u>	F.O.G. Inspections Passed:	<u>1</u>
F.O.G. Inspections Failed:	<u>0</u>	Permit Inspections:	<u>0</u>

Attachments

- Annual Feet of Sewer Line Cleaning by Month-Enclosed
- Annual Feet of Hot Spot Cleaning by Month-Enclosed
- List of Sewer Line Repairs Requested and Status-None
- Sanitary Sewer Overflow Reports-None
- Customer Service Call Responses and Resolution-Enclosed
- Year-to-Date Budget vs. Actual Expenditures-Enclosed
- Hours by Lift Station-Enclosed
- List of Lift Station Repairs Requested and Status-None
- Quarterly Inventory Report-None

*- Data being collected from Sept 2016

ITEM #7



GRANADA COMMUNITY SERVICES DISTRICT

Minutes BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

January 18, 2018

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 6:30 p.m.

ROLL CALL

President Jim Blanchard, Vice President Leonard Woren, Director Matthew Clark, Director David Seaton, and Director Barbara Dye.

Staff: General Manager Chuck Duffy, District Counsel Bill Parkin, and Assistant General Manager Delia Comito (in open session only).

GENERAL PUBLIC PARTICIPATION

None.

ADJOURN TO CLOSED SESSION

- 1. Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.9(d)(1)). Administrative Liability Complaint R2-2017-1024 issued by the San Francisco Regional Water Quality Control Board.**
- 2. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).**
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo Superior Court Case No. 17CIV03092.
- 3. Conference with Labor Negotiator Chuck Duffy and Board of Directors (Government Code Section 54957.6).**
Agency designated representative: Chuck Duffy
Unrepresented employee: Assistant Administrator.
- 4. Conference with Labor Negotiator Chuck Duffy and Board of Directors (Government Code Section 54957.6).**
Agency designated representative: Chuck Duffy
Unrepresented employee: Assistant General Manager.

RECONVENE TO OPEN SESSION

There was no reportable action from Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The regular meeting was called to order at 7:55 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

None.

ACTION AGENDA

1. Consideration of Ordinance Amending Sections 104 and 701(01)(A) of the District Ordinance Code Regarding Accessory Dwelling Unit and Auxiliary Structure Sewer Connection Charges (First Reading).

District Counsel Parkin indicated that the proposed changes to the District Code are to bring the District in compliance with State legislation taking effect this year.

ACTION: Director Clark moved to waive the first reading of the Ordinance and to approve the Ordinance subject to a second reading. (Clark/Dye). Approved 5-0.

The Board directed staff to prepare a letter opposing SB-831, which will impose additional fee restrictions on sewer agencies for ADU's.

2. Consideration of Appointment Process for Park Advisory Committee Members.

The Board held a discussion regarding the application form, appointment process, and current committee seats. Staff was directed to revise the GPAC General Rules of Procedure to clarify that incumbent members must also re-apply and go through the appointment process every two years, and to revise and distribute the new application form. Directors Woren and Clark of the Appointment Committee stated they will schedule interviews with all of the applicants before the next meeting.

3. Consideration of Amending District Personnel System Manual, and Approval of Resolution to Adopt a Compensation Schedule for Unrepresented Employment Positions.

The Board held a general discussion and made several changes to the District Personnel System Manual.

ACTION: Director Dye moved to approve the District Personnel System Manual as amended by the Board, and to also approve the Resolution adopting the compensation schedule as presented. (Dye/Clark). Approved 4-1, Director Seaton opposed.

4. Consideration of Resolution Authorizing Participation in the Special District Risk Management Authority (SDRMA) Health Benefits Program, and Approval of Related Memorandum of Understanding.

ACTION: Director Blanchard moved to approve the Resolution and MOU with SDRMA. (Blanchard/Clark). Approved 5-0.

5. Consideration of District's Sewer Authority Mid-Coastside Representatives Report.

The District's SAM representatives reported on the most recent SAM board meetings.

CONSENT AGENDA

- 6. Approval of December 14, 2017 Meeting Minutes.**
- 7. Approval of January 2018 Warrants for \$275,447.04.**
- 8. Approval of November 2017 Financial Statements.**
- 9. Approval of Assessment District Distribution #6-17/18.**

ACTION: Director Blanchard moved to approve the Consent Agenda with minor corrections to the minutes. (Blanchard/Clark). Approved 5-0.

COMMITTEE REPORTS

- 10. Report on seminars, conferences, or committee meetings.**

INFORMATION CALENDAR

- 11. Attorney's Report. (Wittwer)**
- 12. General Manager's Report. (Duffy)**
- 13. Administrative Staff Report. (Comito)**
- 14. Engineer's Report. (Kennedy Jenks)**
- 15. Future Agenda Items – The Board will be scheduling a future meeting focusing on parks, tentatively scheduled for March 1st.**

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:52 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: February 15, 2018

ITEM #8

Granada Community Services District
February 2018 Warrants
For the February 15, 2018 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
02/15/18	6771	City of Half Moon Bay	Reimbursement per Agrmt -14/15	6310 · Park Related Misc Exp	43,372.53
02/15/18	6772	Adam Rosenburg	Prof Svc Inv dtd 1/30/18	6152 · Accounting	231.11
02/15/18	6773	Alhambra & Sierra Springs	Jan 2018	6140 · Office Supplies	35.76
02/15/18	6774	AT&T	01/05/18 - 02/04/18 Pump Stn Al	6170 · Utilities	69.63
02/15/18	6775	Barbara Dye	01/18/18 Board & 12/1, 12/4/17	6040 · Directors' Compensatio	290.00
02/15/18	6776	Comcast	01/13/18 - 02/12/18 Svcs	6170 · Utilities	189.70
02/15/18	6777	CoreLogic Solutions, LLC	Feb 2018	6100 · Memberships	160.50
02/15/18	6778	David Seaton	01/18/18 Board Mtg	6040 · Directors' Compensatio	145.00
02/15/18	6779	Dudek	12/30/17 - 01/26/18 Prof. Svcs	6151 · General Manager	7,700.00
02/15/18	6780	Express Plumbing	Mirada Rd Temp System, Medio	61718-1 · EP Mirada Rd Half M	33,775.00
02/15/18	6781	Hue & Cry	Feb 2018 Pmp Sta Alarm	6170 · Utilities	32.65
02/15/18	6782	Jim Blanchard	01/18/18 Board & 01/22/18 SAM	6040 · Directors' Compensatio	190.00
02/15/18	6783	KBA Docusys	10/24/2017 - 01/23/2018	6020 · Copier Lease	140.40
02/15/18	6784	Kennedy Jenks	Dec 2017 Svcs	6071 · Engineering	4,650.95
02/15/18	6785	Leonard Woren	01/18/18 Board, 01/22/18 SAM, &	6040 · Directors' Compensatio	335.00
02/15/18	6786	Matthew Clark	01/18/18 Board Mtg	6040 · Directors' Compensatio	145.00
02/15/18	6787	Office Depot	Invoice dtd 1/29/18	6140 · Office Supplies	417.54
02/15/18	6788	Office Team	Prof Svc week ending 1/12/18, 1/	6153 · Temp Labor	1,743.30
02/15/18	6789	Pacifica Community TV	1/18/18 GCSD Board Mtg	6180 · Video Taping	250.00
02/15/18	6790	PG&E	Pump Station Inv dtd 1/23/18	6170 · Utilities	188.77
02/15/18	6791	PGE	Office Inv dtd 1/23/18	6170 · Utilities	119.84
02/15/18	6792	Pitney Bowes	Inv dtd 1/30/18	6140 · Office Supplies	78.30
02/15/18	6793	Pitney Bowes Reserve Account	Postage Deposit	6140 · Office Supplies	300.00
02/15/18	6794	Rodolfo Romero	Feb 2018 Cleaning	6130 · Office Maint & Repairs	70.00
02/15/18	6795	Sandie Arnott - SMC Tax Collector	County Tax-PCN #047-251-100	6220 · Misc.	696.61
02/15/18	6796	Sewer Authority Mid-Coastside	Feb 2018 Assessments	5020 · SAM- Admin, Trtmnt, E	158,116.33
02/15/18	6797	SMC Resource Conservation District	Presidio dye testing, Svc Period	6310 · Park Misc. Exp	550.00
02/15/18	6798	US Bank Equipment Finance	1/24/18 - 2/24/18	6020 · Copier Lease	447.58
02/15/18	6799	Verizon Wireless	Jan 2018	6170 · Utilities	106.13
02/15/18	6800	Wells Fargo Credit Card	Dec 2017 Credit Card Charges	6140 · Office Supplies	480.59
02/15/18	6801	White Nelson Diehl Evans	Jan 2018	6152 · Accounting	2,500.00
02/15/18	6802	Wittwer & Parkin	Jan 2018 Svcs	6090 · Legal- Gen, IPS	20,530.00
02/15/18	6803	Working Dirt Management	Mar 2018	6120 · Office Lease	4,450.00
				TOTAL	282,508.22

ITEM #9

Granada Community Services District
Statement of Net Position (Unaudited)

As of December 31, 2017

ASSETS

Current Assets

1000 · Wells Fargo Checking - Gen Op	\$ 964,099
1010 · Wells Fargo Checking - Deposit	5,298
1020 · Petty Cash	191
1030 · Cash - LAIF	3,568,269
1100 · Accounts Receivable	-
1550 · Prepaid Expenses	417

Total Current Assets	<u>4,538,274</u>
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Fixed Assets

1600 · Land	876,534
1610 · Construction in Progress	800,813
1615 · Equipment	22,153
1620 · Collections System	10,339,397
1630 · Accumulated Depreciation	(5,897,882)

Total Fixed Assets	<u>6,141,015</u>
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Other Assets

1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	494,890
1730 · Advance to AD- NCA Fund	585,866
1735 · Advance to AD- Assesmnt Revenue	353,542
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,895,049
1760 · Deferred Outflows of Resources	36,192

Total Other Assets	<u>5,368,539</u>
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Total Assets	<u>16,047,828</u>
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LIABILITIES

Current Liabilities

2000 · Accounts Payable	60,353
2020 · Class 3 Deposits	9,196
2100 · Payroll Liabilities	1,377
2225 · Recology-Del Garbage	11,917
2310 · Relief Refund Advance	350

Total Current Liabilities	<u>83,193</u>
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Long Term Liabilities

2401 · Net Pension Liability	152,020
2402 · Deferred Inflows of Resources	23,310

Total Long Term Liabilities	<u>175,330</u>
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Total Liabilities	<u>258,523</u>
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NET POSITION

3000 · Net Assets	6,275,961
3005 · Contributed Capital	9,595,349
Net Income	(82,005)

Total Net Position	<u>\$ 15,789,305</u>
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**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2017 through October 31, 2017**

	July 1 - Dec 31, 2017	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2017/2018 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	324,404	100,000	224,404	200,000
4015 · Park Tax Allocation	-	200,000	(200,000)	400,000
4020 · Sewer Service Charges-SMC	633,712	641,000	(7,288)	1,282,000
4021 · Sewer Svc Charges Pro-rated	2,919	-	2,919	-
4030 · AD OH Reimbursement	15,148	15,000	148	30,000
4040 · Recology Franchise Fee	11,765	16,000	(4,235)	32,000
Total Operating Revenue	987,948	972,000	15,948	1,944,000
Non Operating Revenue				
4120 · Interest on Reserves	11,927	14,200	(2,273)	28,400
4130 · Connection Fees	7,943	23,500	(15,557)	47,000
4150 · Repayment of Adv to AD-NCA	117,173	39,602	77,571	79,204
4155 · Repayment of Adv to AD-ARF	70,708	23,898	46,810	47,796
4160 · SAM Refund from Prior Yr	-	2,500	(2,500)	5,000
4170 · ERAF Refund	-	125,000	(125,000)	250,000
4180 · Misc Income	6,638	1,000	5,638	2,000
Total Non Operating Revenue	214,389	229,700	(15,311)	459,400
Total Revenues	1,202,337	1,201,700	637	2,403,400
Expenses				
Operations				
5010 · SAM - General	477,570	477,570	-	955,141
5020 · SAM - Collections	99,980	119,977	19,997.00	239,954
5050 · Mainline System Repairs	-	5,000	5,000	10,000
5060 · Lateral Repairs	290	20,000	19,710	40,000
5065 · CCTV	-	10,000	10,000	20,000
5070 · Pet Waste Station	635	500	(135)	1,000
5100 · County Staff Time - Parks	-	2,500	2,500	5,000
5110 · RCD - Parks	-	2,500	2,500	5,000
5120 · Half Moon Bay Reimb - Parks	-	10,000	10,000	20,000
Total Operations	578,475	648,047	69,572	1,296,095

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2017 through October 31, 2017**

	July 1 - Dec 31, 2017	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2017/2018 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	700	7,500	6,800	15,000
6020 · Copier lease	2,469	3,750	1,281	7,500
6040 · Directors' Compensation	5,030	917	(4,113)	11,000
6050 · Education & Travel Reimb	249	1,000	751	2,000
6060 · Employee Compensation	113,127	105,000	(8,127)	210,000
6070 · Engineering Services	6,489	10,000	3,511	20,000
6080 · Insurance	936	3,000	2,064	6,000
6090 · Legal Services	108,030	32,500	(75,530)	65,000
6100 · Memberships	6,620	4,500	(2,120)	9,000
6110 · Newsletter	-	1,250	1,250	2,500
6120 · Office Lease	29,650	26,000	(3,650)	52,000
6130 · Office Maintenance & Repairs	955	1,250	295	2,500
6140 · Office Supplies	3,087	3,000	(87)	6,000
6150 · Professional Services - Other	2,700	-	(2,700)	-
6151 · General Manager	39,419	32,500	(6,919)	65,000
6152 · Accounting	15,000	15,000	-	30,000
6160 · Publications & Notices	4,498	5,000	502	10,000
6170 · Utilities	5,287	5,000	(287)	10,000
6180 · Video Taping	1,125	1,750	625	3,500
6190 · Computers	720	1,000	280	2,000
6220 · Miscellaneous	3,525	3,500	(25)	7,000
6230 · Bank Service Charges	1,703	-	(1,703)	-
6310 · Park Related Misc Expenses	796	-	(796)	-
Total Administration	352,115	263,417	(88,698)	441,000
Capital Projects				
1415-2 · Update SSMP	359	-	(359)	-
1617-1 · Medio Creek Xing Crossing	23,193	175,000	151,807	350,000
1617-2 · SAM-Lift Station	4,391	-	(4,391)	350,000
1718-1 · EP Mirada Rd Half Moon Bay	37,975	-	(37,975)	350,000
1718-2 · SAM - Recycled Water Proj	-	7,500	7,500	15,000
1718-3 · SSC Rate & Reserve Study	-	17,500	17,500	35,000
7100 · SAM - Infrastructure	287,834	286,962	(872)	573,924
7500 · Projects - Parks	-	50,000	50,000	100,000
Total Capital Projects	353,752	536,962	183,210	1,773,924
Total Expenses	1,284,342	1,448,426	164,084	3,511,019
Net Income	(82,005)	(246,726)	164,721	(1,107,619)

No assurance is provided on these financial statements.

ITEM #10

DISTRIBUTION REQUEST NO.: #7-17/18
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$5,588.33

\$6,100,000.00
GRANADA SANITARY DISTRICT
LIMITED OBLIGATION REFUNDING IMPROVEMENT BONDS 2003
Reassessment & Refunding Project

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

The undersigned Treasurer of the Granada Sanitary District (the "District") hereby requests of the Fiscal Agent for the District the payment of Bond Administration Costs for the items and in the manner and amount stated in the attached Schedule A, and in connection herewith hereby certifies that the payment requested is for the Administrative Costs, and that funds are available in the Bond Administration Fund (Account #94673305) to make such payment, and further states that all requirements for the payment of the amount to be disbursed pursuant hereto have been met.

Dated:
February 15, 2018

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #7-17/18

DATE: February 15, 2018
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 5,588.33

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
Fechter & Co.	3445 American River Dr #A Sacramento CA 95864	Audit Svcs: FYE 06/30/17	\$ 1,239.05
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs: Dec 2017	\$ 161.28
White Nelson et al	2875 Michelle Dr #300, Irvine CA 92606	Acctg Svcs: Mar-Jun 2017	\$ 2,000.00
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim: Feb 2018	\$2,188.00
TOTAL:			\$ 5,588.33

ITEM #11

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #12

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #13

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #14

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

To: Board of Directors
 From: Delia Comito, Assistant General Manager
 Date: February 15, 2018

PUBLIC RECORDS REQUESTS – No public records requests were received this period.

Request Date	Requestor	Information Requested	Information Provided	Date Provided
07/21/17	Michael Mahoney	Recology Franchise Agreement	Franchise Agreement	07/21/17
08/31/17	Transparent California	Copy of 2016 Employee Comp Report with Employee Names	State Controller's Report with Names Added	09/08/17
10/11/17	Craig Brewer	Sewer Service Rate Table	Code Sec 700(04)-(06)(c)	10/13/17

Note: Shaded information was previously reported.

APPLICATIONS RECEIVED – One application was received this period:

Rec'd	Type	Owner or Agent	APN	Address	Sq. Ft.	Zone
08/10/17	1A	Rogers Clay	047-141-240	243 Del Monte, EG	8,310	R-1/S-17
09/22/17	Cl 3	Big Wave, LLC/Peck Jeff	047-311-060	207 Airport Rd, Princeton	17,600	W/DR/AO
09/28/17	2A	Coastside Fire Protection Dist	047-261-030	Obispo Rd, EG	103,518	COSC DR
10/19/17	1A	Bettencourt Joe	047-234-220	619 The Alameda	6,273	R-3/S-17
12/26/17	VAR	Coastside Fire Protection Dist	047-261-030	Obispo Road, EG	103,518	EG Gateway
01/18/18	VAR	Wilkinson, Phillip	048-093-040	495 Mirada Rd., HMB	3,697	R-1/S-17

Note: Shaded information was previously reported.

PERMITS ISSUED – No permits were issued this period.

Permit No.	Type	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3166	1A	07/13/17	Lang Justin	047-105-240	755 San Carlos, EG	6,209	R-1/S-17
3167	1A	07/27/17	365 Miramar Drive	048-054-120	365 Miramar Dr., Miramar	5,320	R-1/S-17
3168	1A	08/15/17	Rogers Clay	047-141-240	243 Del Monte Rd, EG	8,310	R-1/S-17
3169	1A	08/18/17	Cuvelier Jacqueline	047-175-250	265 El Granada Blvd, EG	9,732	R-1/S-17
3170	1A	11/29/17	Bettencourt Joe	047-234-220	619 The Alameda	6,273	R-1/S-17

Note: Shaded information was previously reported.

SEWER HOOK-UPS – There was one new sewer hook-up this period:

Hook-up Date	Type	Permit No.	Permit Issue Date	Owner	APN	Address
08/09/17	1A	3159	07/07/16	Boyle Jim	047-233-360	425 Coronado St, EG
09/13/17	1A	3165	06/21/17	Coronado Upper Lot	048-024-430	467 Coronado Ave, Miramar
02/05/18	1A	3167	07/27/17	365 Miramar Dr., LP	048-054-120	365 Miramar Dr., Miramar

Note: Shaded information was previously reported.

REPAIRS – There have been no lateral repairs this fiscal year to date.

ITEM #15

8 February 2018

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for February 2018

Medio Creek Crossing at Mirada Road

The issues with PG&E power for the pumps were resolved in late December and the temporary pumping system started operating on January 5, 2018. The pumps discharge into a 2" HDPE pipe, that is located below electrical conduits on the pedestrian bridge and then terminates in a manhole on the north side of Medio Creek. In the event of a pump outage, flow will automatically be directed to the existing sewer on the old road bridge until the pumps are back online.

Replacement of Pedestrian Bridge over Medio Creek

The County is planning to replace the existing pedestrian bridge over Medio Creek, which may offer GCSD an opportunity to suspend a replacement sewer under the new bridge. The existing bridge was constructed only 16 years ago but has experienced significant corrosion necessitating its replacement. For GCSD, this would provide an option instead of proceeding with the Naples Beach Project, Phase 2 sewer. We expect to receive a copy soon of a draft report on the new bridge, being prepared by the County's consultant. The report should help determine the viability of this option for GCSD. Two items of initial concern are 1) the estimated economic life of the new bridge given the short life of the existing bridge, and 2) the structural viability of core drilling through the concrete bridge abutments to allow the new sewer to pass through.

Naples Beach Project - Phase 2

This project will eliminate the need for a sewer crossing of Medio Creek. Based on my recent discussion with a representative of State Parks there may be an opportunity to obtain the easement. To proceed, GCSD must first get an appraisal of the value of the needed permanent easement and temporary construction easement before entering in negotiations for the value of the easements. Compensation for the easements would likely be a reduction in the annual sewer service charges for the 6 State Parks homes connected to District sewers. The District would also need to have a survey and legal description of the easements prepared before the easements could be finalized and recorded.

Updating permits for the project would begin as soon as State Parks confirms it will grant the easement. The project would likely be combined with other needed CIP improvements. Once

Memorandum

Granada Community Services District

8 February 2018

Page 2

this project is completed the temporary bypass pumping system over Medio Creek would no longer be needed.

Big Wave (Class 3 Permit)

The District has sent Sandis, the engineer for Big Wave, its initial comments on the current plans. The developer agreed in November to locate the sewer main in Airport Street, rather than in an off-road easement along the west side of Airport Street, and that the onsite sewers would not be dedicated to GCSD. However, the developer was told that the District will still need to review the design of both offsite and onsite sewers and that they must be designed and constructed in accordance with GCSD specifications.