

Recording Requested By:

Laura Russell, Senior Planner

And When Recorded Mail To:

City of San Carlos
Planning Department
600 Elm Street
San Carlos, CA 94070

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Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



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THIS SPACE FOR RECORDER'S USE ONLY

Conditional Use Permit, Code Compliance Certificate, & Heritage/Protected Tree
Removal Permit for 1336 Arroyo Avenue
(APN 050-163-430), San Carlos, CA 94070

**CONDITIONAL USE PERMIT, CODE COMPLIANCE CERTIFICATE, &
HERITAGE/PROTECTED TREE REMOVAL PERMIT**

THIS IS TO CERTIFY that the San Carlos Planning Commission at the regular meeting held on August 3, 2015, granted a Conditional Use Permit, Design Review approval, and a Tree Removal Permit to Robert Stafford on behalf of Community United Church of Christ to allow for the construction of two new community assembly buildings including parsonage housing at 1336 Arroyo Avenue (APN 050-163-430) in the City of San Carlos. The application was approved subject to the following conditions:

1. The design and materials of the community assembly facility shall be in substantial compliance with the plans prepared by Kellond Architects and date-stamped July 16, 2015 consisting of thirty-two (32) sheets, as presented to and approved by the Planning Commission on August 3, 2015. Any changes determined to be substantive by Planning Staff shall require review and approval by the Planning Commission.
2. Construction of this project shall be in strict conformance with the plans approved by the Planning Commission on August 3, 2015. If the Building Division's set of drawings, or other subsequent revisions, differs substantially as determined by Planning Staff from the approved drawings, the entire proposal shall require re-review and approval by the Planning Commission prior to changes being made in the field.
3. Thirteen Protected Trees are proposed for removal as part of this project. The property owner shall be responsible for planting the replacement trees as demonstrated on the approved landscape plan, prior to a Building final inspection.

4. New signs are subject to compliance with San Carlos Municipal Code Chapter 18.22. A separate sign application shall be submitted to the Planning Division for Design Review approval of any new signs.
5. The Building Permit submittal shall include details related to the trash enclosure to ensure compliance with Municipal Code requirements and stormwater pollution prevention best practices.
6. The Building Permit submittal shall include the west elevation of Mahany Hall where the existing breezeway will be demolished. New finish materials shall match the existing building to the satisfaction of the Community Development Director.
7. Applicant shall improve the vehicle access to the new garage by altering the planter or similar measures to the satisfaction of the Community Development Director.
8. The Building Permit submittal shall include window trim that is not stucco foam and is consistent with Municipal Code requirements.
9. New street trees shall be selected from the City approved list of trees and approved by staff prior to building permit issuance.
10. In the Building Permit plans, the applicant shall demonstrate compliance with SCMC Section 18.23.080.F related to outdoor lighting for community assembly facilities.
11. Upon approval of the application, the Property Owner shall agree, sign and return the Land Use Indemnification statement prior to building permit issuance.
12. Efficient irrigation systems shall be used throughout all landscaped areas in accordance with the Model Water Efficient Landscape Ordinance.
13. Whenever feasible, project shall incorporate landscaping that minimizes irrigation and runoff, promotes surface infiltration, minimizes the use of pesticides and fertilizers, and incorporates other appropriate sustainable landscaping practices such as Bay-Friendly Landscaping.
14. Prior to issuance of a building permit, a preconstruction meeting shall be held with Community Development Department staff, the architect, applicant, and contractor to review the plans and conditions of approval.
15. A tree protection plan shall be included in the Building Permit submittal.
16. The property owner shall disclose public or private easements on their property and shall graphically represent such easements on plans submitted to the Building Division for property improvements. Property owners shall not build structures or add impervious surfaces over sewer, storm drains, or public utility easements without written permission from the Director of Public Works.
17. The applicant shall comply with all requirements of the Building Division, including, but not limited to the following:

- a. A Soils report will be required at time of Building Permit submittal.
 - b. Complete architectural, mechanical, electrical, plumbing, and T-24 (energy) plans required.
 - c. Show compliance with all CALGreen requirements.
 - d. At time of construction, job sign shall be provided that includes contact information of contractor and posted construction work hours per City Ordinance.
 - e. No grading work allowed between October 1st and April 30th.
18. A Construction Operations and Staging Plan shall be submitted, reviewed, and approved by the Building Division and Planning Division prior to building permit issuance.
19. The applicant shall comply with all requirements of the Fire Department, including, but not limited to the following:
- a. An approved automatic fire sprinkler system shall be installed for all new buildings including the residential unit. The systems shall be designed as per NFPA Standard 13 for the non-residential buildings. Location for fire department connections shall be on the Arroyo Avenue for the non-residential buildings. This includes the detector check valves and back-flow prevention devices.
 - b. Fire alarm signals shall be transmitted to the central station and retransmitted by zone to the public safety communications center.
 - c. Key boxes of sufficient size shall be installed at the entrances to the non-residential buildings. The key boxes shall contain sufficient numbers of keys to allow access to all parts of the building as well as the fire protection equipment and systems. Literature from the manufacturer of these products and ordering information can be obtained from the Fire Department by calling (650) 780-7400 or at www.knoxbox.com.
20. The applicant shall comply with all requirements of the Public Works Department, including, but not limited to conditions 21-55.
21. An Encroachment Permit shall be obtained for all work performed within the Public Right-of-Way or Public Easement, and for placement of debris boxes, storage containers or construction materials within the Public Right of Way.
22. No grading will be permitted between October 1 and April 30.
23. Post-construction CCTV video of the culvert shall be submitted to the Public Works Department. Any damage resulting from construction shall be repaired to the satisfaction of the City Engineer.
24. The new buildings shall be designed such that they do not transfer load to the culvert to the satisfaction of the City Engineer.
25. The applicant shall submit Civil Plan Sheets per the City of San Carlos standards guidelines, standard details and municipal code. Plan sheets shall include a Cover Sheet, a separate Utility Plan, a separate Grading and Drainage Plan, a Separate Erosion Control Plan and a separate Detail Plan. Plans shall include all applicable notes and details provided by the Public Works Department and those provided by the design engineer for storm water facilities.

26. Based on the extent of the grading plan, a Grading Bond, in an amount to be determined by the City Engineer, shall be posted and remain in place until all grading is complete and approved. Subject to the opinion of the City Engineer, a portion of the bond may be released following the initial mass grading and construction of all retaining structures.
27. Prior to issuance of a Grading Permit, the applicant shall submit a proposed haul route plan and obtain approval from Public Works.
28. To comply with the City's policy, the applicant's civil engineer must submit a drainage report, hydrologic study, hydraulic calculations, and drainage improvement plans.
29. The applicant shall provide a manhole at each storm drain lateral connection to existing storm mains. Manhole Details, manhole Invert Elevations, Slopes and Crossing Elevations shall be provided on the plans. Utility plan shall also include all existing and proposed utilities, utility crossings, and materials used for sanitary sewer and storm sewer facilities.
30. Prior to issuing permits the applicant shall submit a sewer lateral video report and CCTV DVD video that shall be submitted to the Public Works Department. Depending on the results of the report, the property owner may be required to replace or repair the sewer lateral at his/her own cost. Public Works must approve this report prior to receiving a Building Permit Final.
31. Prior to issuing permits the applicant shall provide all relevant material submittals for review by the Public Works Department.
32. Project shall comply with all requirements of the Municipal Regional Stormwater NPDES Permit Provision C.3.
33. Applicant shall prepare 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 MRP; and detailed Maintenance Plans for each site design, source control and treatment measure requiring maintenance.
34. LID treatment measures to be shown on final Building Permit plans shall not differ materially from the LID treatment measures presented on the project plans approved on August 3, 2015, without written approval from the Planning Division.
35. The future development of three single family homes on Lot 1, Lot 2, and Lot 3 shall be in conformance with these conditions of approval. The applicant for each of the homes shall demonstrate compliance with all requirements of the Municipal Regional Stormwater NPDES Permit Provision C.3 and all related conditions of approval placed on the Tentative Map and Design Review applications.

36. At the time of Building Permit Submittal, applicant shall provide sufficient details such that staff can verify the amount of impervious surface that will be altered with the project. If the alteration is less than 50% of the existing impervious surface, then Treatment controls shall be designed and sized to treat run-off from new and/or replaced impervious areas only. If the alteration is greater than 50% of the existing impervious surface, then Treatment controls shall be designed and sized to treat run-off from the entire redevelopment project (including all existing, new, and/or replaced impervious areas) using flow or volume based sizing criteria specified in Provision C.3.d of the Municipal Regional Stormwater Permit.
37. On-site storm drain inlets shall be clearly marked with the words "No Dumping! Flows to Bay," or equivalent using thermoplastic material or a plaque.
38. Project shall incorporate landscaping that minimizes irrigation and runoff, promotes surface infiltration, minimizes the use of pesticides and fertilizers, and incorporates other appropriate sustainable landscaping practices such as Bay-Friendly Landscaping.
39. Fire sprinkler test water shall discharge to onsite vegetated areas, or, alternatively shall be discharged to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
40. Air conditioning condensate shall drain to landscaping, or alternatively may be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
41. Roof drains shall drain away from the building and be directed to landscaping or a stormwater treatment measure.
42. No treatment measures (other than properly sealed and screened cisterns or rain barrels) shall have standing water more than 5 days, for vector control.
43. Biotreatment measures (including bioretention areas, flow-through planters and non-proprietary tree well filters) shall be sized to treat run-off 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).
44. Plant species used within the biotreatment measure area shall be consistent with Appendix A of the C.3 Technical Guidance or a pre-approved substitute.
45. 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.
46. 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.

47. Property Owners (for all four lots) shall enter into a Maintenance Agreement with the municipality to ensure long-term maintenance and servicing by the Property Owner of stormwater site design and treatment control measures according to the approved Maintenance Plan(s). The Maintenance Agreement shall be recorded for each property prior to Building Permit final inspection.
48. Property Owner shall be responsible for conducting all servicing and maintenance as described and required by the treatment measure(s) Maintenance Plan(s). Maintenance of all site design and treatment control measures shall be the owner's responsibility.
49. A Maintenance Plan for every stormwater treatment control measure or applicable site design measure, inclusive of maintenance and inspection checklists and Maintenance Inspection Report Forms, shall be submitted to the City for review and approval prior to issuance of a Building Permit. A copy of the final, approved Maintenance Plan(s) shall be made a part of the Maintenance Agreement recorded for the property. A copy of the final, approved Maintenance Plan(s) shall also be on file at the municipality's Public Services Department. The Maintenance Plans for the homes to be located on Lot 1, Lot 2, and Lot 3 shall be submitted prior to Building Permit issuance for each of the lots.
50. Approved Maintenance Plans shall be kept on-site and made readily available to maintenance crews. Maintenance plans shall be strictly adhered to.
51. By April 1 each year, Maintenance Inspection and Servicing Reports for the stormwater treatment systems shall be submitted to the municipality for the previous calendar year (January 1 through December 31).
52. Site access shall be granted to representatives of the City, the San Mateo County Mosquito and Vector Control District, and the Water Board, at any time, for the sole purpose of performing operation and maintenance inspections of the installed stormwater treatment systems. A statement to that effect shall be made a part of the Maintenance Agreement recorded for the property.
53. Property Owner shall be required to pay for all municipal inspections of installed stormwater treatment systems as required by the Regional Water Quality Control Board or the municipality.
54. Applicant shall coordinate installation of stormwater treatment measures with the municipality and shall arrange to have a municipal Special Inspector or designated third party inspector present at the time of installation. Applicant shall be responsible for all fees associated with special stormwater inspections during construction.
55. Applicant shall arrange and pay for final inspection of installed treatment measure by municipality's Special Inspector within the time required by the Municipal Regional Permit or City Engineering Staff.
56. The City may stop work on this project if any construction-related activities violate project conditions of approval or any part of the San Carlos Municipal Code.
57. Construction Activities shall be from 8:00 a.m. - 6 p.m. Monday through Friday only, unless written permission has been obtained from the Community Development Director in advance.

58. The applicant shall provide emergency contact information to neighbors as well as the Foreman's contact information in case any issues.
59. This approval is valid for up to one year from the date of approval. The Zoning Administrator may approve a two-year extension of any permit or approval upon receipt of a written application with the required fee within one year of the date of the approval.
60. The applicant shall conduct the use permitted by this Use Permit as described in the staff report as reviewed by the Planning Commission on August 3, 2015. If the applicant wishes to change the community assembly activities, proposed changes must be submitted to the Planning Division prior to beginning new operations. If the Community Development Director deems the proposed changes to be significant, they will require review and approval by the Planning Commission.



Lisa Porras, AICP
Principal Planner
City of San Carlos

Effective Date: August 14, 2015

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

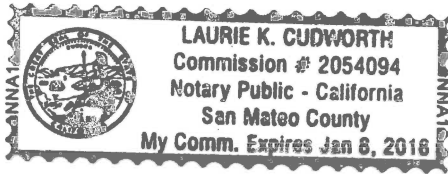
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of San Mateo)
On November 4, 2015 before me, Laurie K. Cudworth, Notary Public,
Date Here Insert Name and Title of the Officer
personally appeared Lisa Forras
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) (s) are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) 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 Laurie K. Cudworth
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____
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Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
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 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

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