6.14.19

Updates and information on programs and projects at the City of San Carlos.

Administrative Services

Here are some quick updates from the Human Resources Division of the Administrative Services Department on recruitments to fill vacant positions at the City.

**Open Recruitments**
- Facility Attendant (Full-time) – Recruitment closes on June 14th
- Accounting Technician I – Recruitment closes on June 17th
- Public Works Inspector – Recruitment closes on June 21st

**Recruitments in Process**
- Civil Engineering Assistant – First interviews were held on June 13th

**New Hires**
- Recreation Leader I & II (Summer Seasonal) – New hires started on June 8th
- Summer Intern (Public Works) – New hire will start on June 17th
Newly Adopted Ordinance - Ordinance 1548 Updating Massage Businesses Regulations

At its June 10th meeting, the City Council adopted Ordinance 1548 updating Chapter 5.40 of the San Carlos Municipal Code to allow the County of San Mateo Department of Environmental Health to administer portions of Chapter 5.40 regulating massage businesses in San Carlos.

Any questions relating to this Ordinance should be directed to City Attorney Greg Rubens at grubens@cityofsancarlos.org.

Community Development

Outdoor Dining and Retail Sales Requirements

All downtown restaurants and retailers who want to use the City’s sidewalks for outdoor fixtures, such as chairs and tables, are required to obtain a one-time design review permit from Community Development and an annual encroachment permit from Public Works. These permits help to ensure that businesses use acceptable street furnishings and that the layout of tables and chairs does not interfere with pedestrian access.

It has come to the City’s attention that a number of restaurants are not in compliance with these requirements. Staff will be sending a letter reminding downtown businesses to obtain the necessary permits within 30 days. Following the 30-day application period, Code Enforcement will complete inspections, which may result in citations and fines. The San Carlos Chamber of Commerce Board is aware of these efforts and has the application materials to hand out if they are contacted. The letter and the application materials are attached to this newsletter.

Fire

Wildfire Evacuation Drill

The City’s neighborhood evacuation drill was a success!

Residents of the Crestview neighborhood were invited to participate in an evacuation exercise on June 8th. The goals of the exercise were to test the SMC Alert system and first responders, and provide community members with experience and information related to an evacuation.

On Saturday morning at 7:00 a.m. participants were alerted to a simulated fire nearby. Residents were notified by SMC Alert to evacuate and meet at the Pulgas Water Temple on Canada Road. About 60 residents left their homes and evacuees arrived safely at the Temple about 20 minutes later. Participants
were greeted by firefighters, Office of Emergency Services staff, CERT volunteers and Sheriff personnel at the site. Deputy Fire Chief Dave Pucci provided additional information and answered questions. Wildfire planning booklets and other handouts were also provided to all the participants.

The media was interested in the drill. Interviews were given to Channels 2, 4 and KCBS radio. Their stories were aired the evening before and the day of the event.

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**Parks & Recreation**

**Summer Camp Staff Training Week**

In preparation for a full nine weeks of Adventure Camp this summer, part-time summer camp staff attend a week-long In-Service Training that included City and Department policies and procedures, CPR & First Aid, Exposure Control, Mandated Reporting and Defensive Driving. In addition to these valuable sessions, staff took part in ice breaker and team building activities and games for the upcoming summer.

Adventure Camp staff also attended a Parks & Recreation district-wide camp training this past weekend, “Camp-Con” gathers recreation leaders from cities along the Peninsula to share programming ideas and attend summer camp training sessions led by their peers. All City Adventure Camp programs begin the week of June 17th and run through the week of August 12th.

**Community Pasta Bingo Night**

All are welcome to join in for a night of good food and a few rounds of Bingo! The Adult Community Center will be hosting a Pasta Bingo Night dinner on Friday, June 21st from 5:00 – 9:00 p.m. Tickets are $25 per person and must be purchased in advance at the Adult Community Center or online at [www.cityofsancarlos.org/register](http://www.cityofsancarlos.org/register).

**Music in the Park Summer Concert Series**

Our Music in the Park summer concert series will be held Fridays from 6:00 – 8:00 p.m. from June 21st through August 9th. Pack a picnic dinner and come to Burton Park to enjoy a variety of live music on the outdoor stage.

After receiving feedback from the community, two additional concerts have been added, bringing the series total to eight. Also new this year, the Parks and Recreation Foundation of San Carlos will be selling beer and wine at each concert. View the full concert lineup online on the City’s website at [www.cityofsancarlos.org/residents/community-events/music-in-the-park](http://www.cityofsancarlos.org/residents/community-events/music-in-the-park).
Residential Burglary
On June 4th at approximately 7:30 p.m., deputies responded to the 2600 block of Melendy Drive on the report of a Residential Burglary. While the victim was out of town, unknown suspects broke into his house by throwing a decorative statue from the front porch through a window. The suspects entered the house and ransacked the bedrooms and living room. The investigation is ongoing.

Petty Theft Arrest
On June 5th at approximately 12:00 p.m., detectives observed a suspicious subject walking along the 1000 block of Holly Street. The subject appeared to be casing homes while walking on the sidewalk. Detectives watched as the subject quickly turned down a driveway and entered a backyard. Moments later, the subject walked back out and was contacted by the detectives. Further investigation confirmed that the suspect had stolen property from an unlocked vehicle. The stolen property was recovered and returned to the rightful owner. The suspect was booked into the Maguire Correctional Facility.

Burglary Prevention Tips
Listed below are steps you can take to help prevent the occurrence of theft:

- Don't leave valuables in plain sight through open windows or doors.
- Make your home/business appear as if there is someone there by leaving on lights, music, or televisions.
- Install security systems/cameras, if possible.
- Secure and lock all windows and doors.
- Don't leave a spare key outside.
- Secure and maintain yards, patios, and outdoor spaces. Trim back concealing landscaping if possible.
- Stay vigilant and observant.

Vacation House Checks are also available by calling the Sheriff's Office Non-Emergency Line at (650) 363-4911.

If you see something, say something. Call 9-1-1 immediately to report suspicious behavior.

Traffic Enforcement
In April, the Sheriff's Office participated in the “Distracted Driver Awareness Month” enforcement campaign, along with the California Highway Patrol and other local agencies. During the month, extra attention was paid to people who were driving while distracted due to texting, eating, putting on makeup, talking on their cell phones without hands free, etc. This type of driver behavior has resulted in numerous unnecessary deaths across the country, and the Sheriff’s Office strictly enforces the vehicle code related to this matter. This year, the San Carlos Police Bureau issued 218 citations during Distracted Driver Awareness Month.

Another annual traffic enforcement campaign, “Click It or Ticket,” was conducted from May 20th through June 2nd. Law enforcement agencies nationwide were out on the roads to remind drivers and passengers to buckle their seat belts. During the two-week campaign, the San Carlos Police Bureau issued 38 citations for seatbelt violations.
Regulations for Outdoor Sales and Dining Areas – Permit Required

As a business operator in the City San Carlos, we encourage you to reacquaint yourself with the following regulations as they may apply to your business operations. While the City supports and encourages outdoor dining, many restaurants have not completed the application and permitting process.

Outdoor dining & retail sales are permitted only within the brick demarcation line that is closest to the building face (delineated by the yellow arrows in the photograph above).

- Chairs, tables, awnings, and umbrellas (including support bases) are required to be within the designated outdoor dining & retail sales area. Some seating layouts may require further distance back from the brick demarcation line for pedestrian access.

In addition, please be reminded of the following regulations:

- A minimum clear path of 4-feet is required within the sidewalk area. Lines of people waiting to enter your business shall not block the sidewalk.

- Permanent attachments are not allowed on buildings or the sidewalk (see other side).
Vertical clearance of 7-feet is required (e.g. applies to retractable awnings and umbrellas).

Portable heaters are prohibited.

The outdoor dining regulations are adopted to ensure there is adequate pedestrian access within the public sidewalk and to maintain adherence to Americans with Disabilities Act (ADA) guidelines. Please keep the sidewalk clear to ensure pedestrian access.

The City of San Carlos will offer a 30-day grace period from the date of this letter to correct non-compliance issues, including unpermitted outdoor dining and encroachment into sidewalk path of travel.

Three Steps for Outdoor Dining Permit Requirements

Step 1: Complete the Application for Design Review – Outdoor Dining & Retail Sales.

✓ Provide a sketch that includes seating layout and number of tables and chairs.

Step 2: Complete the Application for Encroachment Permit.

Step 3: Submit the forms in Step 1 and Step 2 to Assistant Planner, Kevin Beery, during the Planning Division service counter hours (9 a.m. to noon - Monday through Friday).

After the 30-day grace period, Code Enforcement will conduct inspections and notify businesses that are not in compliance, which may result in citations and/or fines.

All necessary forms have been provided with this letter to help facilitate your outdoor dining permit application.

Please contact Kevin Beery, at kbeery@cityofsancarlos.org, or 650-802-4208, if you have any questions about information in this letter.

We look forward to assisting you.

Sincerely,

Chris Valley
Building Official
San Carlos Building Division
DESIGN REVIEW - OUTDOOR DINING & RETAIL SALES

FEE (Includes the application fee, technology fee, and document imaging fee): $994.58

*Amount does not include a yearly charge for an encroachment permit, which may be required from the Public Works Department.

ADDRESS/APN: ________________________________________________________________

DESCRIBE REQUEST (Attach pages if necessary):

PROPERTY OWNER NAME: ____________________________
Address: ____________________________________________
____________________________________________________

Phone (H): _________________________________________
Phone (W): _________________________________________
E-Mail: _____________________________________________
Signature: __________________________________________

APPLICANT NAME: ____________________________
Business Name: ___________________________________
Address: __________________________________________
____________________________________________________

Phone: ___________________________________________
E-Mail: ___________________________________________
Signature: __________________________________________

PLANNING DIVISION REVIEW

Design Review is required for outdoor dining and outdoor retail sales. The Planning Division requires a copy of fully dimensioned plans to ensure all of the zoning requirements enumerated in Sections 18.23.140 and 18.23.150 of the San Carlos Municipal Code are met. A link to these requirements may be found here:

http://www.codepublishing.com/ca/SanCarlos/html/SanCarlos18/SanCarlos1823.html#18.23.140 (Outdoor Dining)

http://www.codepublishing.com/ca/SanCarlos/html/SanCarlos18/SanCarlos1823.html#18.23.150 (Outdoor Retail Sales)

Design Review approval by the Planning Division is required prior to submittal for a Building Permit, if one is required. A checklist of required submittal materials is located on the backside of this application.

**Information on this document is deemed public information; any file maintained for this project is subject to public review**

2018-19 (Revised 7-13-18)
APPLICATION CHECKLIST

To accelerate the review process all application requirements must be submitted.

1. SITE PLAN

Include one (1) set of 11" x 17" sized set of plans, drawn to scale, and fully dimensioned; plans must also include all of the following information:

A site plan and description of the proposed outdoor dining area. The plan shall be drawn to scale showing the location of buildings and structures and in the case of dining in the public right-of-way, the location of street furnishings and trees, curb and on-street parking, adjacent to the proposed outdoor dining. The plan shall show locations, number and the arrangement of planters, fencing, umbrellas, sun screens, tables, chairs, and other portable or affixed appurtenances proposed. Colors and commercial grade materials shall be specified. An electrical plan, when applicable, shall include any lighting and electrical connection proposed including specification of fixtures, type and location. In addition to any other application materials required, an application for an outdoor dining area shall state the anticipated periods of use during the year, and the proposed hours of daily use, including Saturdays, Sundays, and holidays; and whether any liquor will be sold or consumed in the area to be covered by the permit.

2. NARRATIVE

A written description of the proposed outdoor retail sales and/or dining, including hours of operation.

3. BUSINESS REGISTRATION

Proof of business registration is required. The applicant shall obtain a City of San Carlos business registration (renewed annually) as a requirement for Design Review approval. Direct questions to the Finance Department at (650) 802-4213.

ADDITIONAL REQUIREMENTS AND LICENSES

- The applicant shall also obtain approval from the San Mateo County Health Department for outdoor dining.
- As applicable for outdoor dining, a current and valid liquor license issued by the California Department of Alcoholic Beverages Control is also required.
- In the case of outdoor dining in the public right-of-way, an annual City of San Carlos encroachment permit is required pursuant to Chapter 12.36.

PROCESSING TIMELINES

Within 30 days from receiving your application, you will be notified of the status of your application. If your plans are approved by the Planning Division, you will be required to submit three (3) complete sets of plans, including all Uniform Building Code requirements, to the Building Division (if building permits are required). Building Division review times vary depending on the complexity of the proposal and the current workload. The turnaround time for issuance of a Building Permit increases if additional revisions are required.

QUESTIONS?

Planning Division (650) 802-4263 or Planning@cityofsancarlos.org
Building Division (650) 802-4261 or BuildingDivision@cityofsancarlos.org

2018-19 (Revised 7-13-18)
PUBLIC WORKS PERMIT APPLICATION

Submit application, plans, valuation or work, and certificate of insurance to:
1) Public Works Engineering Division at City Hall or
2) Fax to (650) 595-6706 or
3) E-mail to pwpermits@cityofsancarlos.org

Type of Permit:
☐ Sidewalk/Driveway Approach ☐ Grading ☐ Traffic Control ☐ Public Improvement
☐ Sewer Lateral ☐ Materials in Street ☐ Monitoring Well or Bore ☐ Discharge
☐ Drainage ☐ Parking Restriction ☐ Other:

Project Address:

Contractor or Engineer:

Property Owner:

Company Name:

Owner Address:

Company Address:

City, State, Zip:

City, State, Zip:

Phone Number:

Phone Number:

E-mail Address:

E-mail Address:

Approximate Start Date:

Contractor License # & Class:

Approach End Date:

San Carlos Business License #:

Project Information:

Clearly describe the improvements to take place under this permit:

Valuation of work: __________________________ Attach verification: ☐ Contractor Bid ☐ Engineer Estimate ☐ Other

Have plans for these improvements been reviewed and accepted by Public Works? ☐ Yes ☐ No

If yes, refer to plans:

(Permit #, Plan Title, Subdivision Name, Etc.)

If no, attach 2 copies of plans and send electronic version for the proposed work for review.

Applicant Information:

Print Name: __________________________ Phone Number:

Company: __________________________ E-mail Address:

Signature: __________________________ Date:

CITY USE ONLY

Certificate of insurance on file? ☐ Yes ☐ No Received:

Contractor's license active? ☐ Yes ☐ No

Business license active? ☐ Yes ☐ No

Approved By: __________________________ Date:

Permit #: __________________________