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**Planning Commission Members:**

- Kumkum Gupta, 1<sup>st</sup> District
  - Frederick Hansson, 2<sup>nd</sup> District
  - Lisa Ketcham, 3<sup>rd</sup> District
  - Manuel Ramirez, Jr., 4<sup>th</sup> District
  - Carlos Serrano-Quan, 5<sup>th</sup> District
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**MEETING NO. 1750**  
**WEDNESDAY, APRIL 10, 2024**  
**IN-PERSON WITH REMOTE PARTICIPATION**

**CALL TO ORDER**

The meeting was called to order at 9:00 a.m. by Lisa Ketcham.

**ROLL CALL**

Commissioners Present: Kumkum Gupta, Frederick Hansson, Carlos Serrano-Quan, Manuel Ramirez, Lisa Ketcham presiding.  
Staff Present: Steve Monowitz, Director of Planning & Building; Timothy Fox, County Attorney; Maria Gonzalez, Administrative Secretary; and Angela Montes, Planning Commission Secretary.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

1. Consideration of the Minutes of the Planning Commission Hearing on March 27, 2024.

**COMMISSION ACTION**

Motion for approval of the Consent Agenda.

Motion: Ramirez/ Second: Serrano-Quan  
Ayes: Gupta, Hansson, Serrano-Quan, Ramirez, Ketcham

**The motion carried with 5 in favor.**

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END OF CONSENT AGENDA

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**REGULAR AGENDA**

2. **Owner:** Ruth and Paul Huard  
**Applicant:** Carin Friedman  
File Number: PLN2023-00028  
Location: Magellan Avenue, Miramar  
Assessor’s Parcel No.: 048-013-920



Consideration of adoption of an Addendum to an Initial Study/Mitigated Negative Declaration, pursuant to the California Environmental Quality Act, and the approval of a Major Modification (Modification) to a previously approved Coastal Development Permit (CDP) and Design Review Permit for a 2,999 sq. ft., two-story single family-residence with an attached two-car garage and detached Accessory Dwelling Unit, on a 12,424 sq. ft. legal, undeveloped parcel, on Magellan Avenue. The Modification proposes to increase the roof height of the residence by approximately 9 inches to 22 feet-8 inches. The project is appealable to the California Coastal Commission. Project Planner: Glen Jia, [bjia@smcgov.org](mailto:bjia@smcgov.org)

**SPEAKERS**

1. Carin Friedman

**COMMISSION ACTION**

Motion for approval of an Addendum to an Initial Study/Mitigated Negative Declaration and Major Modification to a previously approved Coastal Development Permit and Design Review Permit, County File No. PLN2023-00028, by adopting the required findings and conditions of approval contained in Attachment A.

Motion: Ramirez/ Second: Hansson

Ayes: Gupta, Hansson, Serrano-Quan, Ramirez, Ketcham

The motion carried with 5 in favor.

- 3. Owner: N/A**  
**Applicant: San Mateo County**  
File Number: PLN2023-00182  
Location: Countywide, excluding the Coastal Zone  
Assessor’s Parcel No.: various

Consideration of an ordinance amending Chapter 22.5, Accessory Dwelling Units, of the Zoning Regulations to comply with recent changes to State law, adopt additional fire standards, and make minor amendments for clarity and consistency. Project Planner: Sam Becker, [sbecker@smcgov.org](mailto:sbecker@smcgov.org)

**SPEAKERS**

None.

**COMMISSION ACTION**

Motion that the Planning Commission recommend that the San Mateo County Board of Supervisors adopt an ordinance amending Chapter 22.5, Accessory Dwelling Units, of the Zoning Regulations, to comply with recent changes to State law, and adopt additional fire standards, and make minor amendments for clarity and consistency.

Motion: Hansson/ Second: Serrano-Quan

Ayes: Gupta, Hansson, Serrano-Quan, Ramirez, Ketcham

The motion carried with 5 in favor.

**4. County’s 2023-2031 Draft Housing Element Update**

Consideration of an Initial Study/Negative Declaration and recommendation to the Board of Supervisors regarding adoption of a resolution to adopt the County’s 2023-2031 Housing Element of the General Plan. Project Planner: Will Gibson, [wgibson@smcgov.org](mailto:wgibson@smcgov.org)

**SPEAKERS**

None.



**COMMISSION ACTION**

Motion that the Planning Commission recommend that the San Mateo County Board of Supervisors adopt the Initial Study/Negative Declaration for the County's 2023-2031 Housing Element and the resolution adoption the County's 2023-2031 Housing Element of the General Plan.

Motion: Gupta/ Second: Ramirez

Ayes: Gupta, Hansson, Serrano-Quan, Ramirez, Ketcham

**The motion carried with 5 in favor.**

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**CORRESPONDENCE AND OTHER MATTERS**

Green Foothills submitted correspondence for Item 4.

**CONSIDERATION OF STUDY SESSION FOR NEXT MEETING**

No study session proposed. The two items on the upcoming Planning Commission agenda include a general plan conformity determination regarding Midpeninsula Recreation and Open Space District's proposed acquisition of a 60 acre parcel adjacent to La Honda Road, and a CDP along with other permits for the El Granada Elementary School's modernization project.

**DIRECTOR'S REPORT**

Director Monowitz updated on the action taken by the Board of Supervisors on April 9, 2024, and next steps regarding to CSA 11 and Pescadero Fire Station. He welcomed new Building Official Chris Ragland and thanked interim Building Official, Stephen Lau, for his service.

**COMMISSIONER UPDATES AND QUESTIONS**

In response to questions regarding the new County Office Building, the Director indicated that staff is unsure when the new chambers will be ready to be used for public hearings and noted that the Planning and Building office will be temporarily relocated from 455 County Center to 400 County Center towards the end of the calendar year while our current office is being remodeled. In response to a question regarding the status of Plan Princeton, the Director identified that the Department is in the process of hiring a consultant to help with outreach, which should begin within the next two months. The Director also responded to a question regarding the installation of a cargo container on a site in Princeton by indicating that it will be investigated to determine if there are zoning and/or building violations. In response to a follow up question regarding the need for a member of the public that wants to submit an inquiry or complaint to identify whether an alleged violation is a zoning or building violation, the Director explained that is helpful but not required for the reporting party to make this distinction.

**ADJOURNMENT**

The meeting was adjourned at 10:35 a.m.

Minutes submitted by Angela Montes, Planning Commission Secretary.