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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. 1742**  
**WEDNESDAY, NOVEMBER 29, 2023**  
**IN-PERSON AND BY VIDEOCONFERENCE**

**CALL TO ORDER**

The meeting was called to order at 9:00 a.m. by Chair Kumkum Gupta.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Commissioners Present: Frederick Hansson, Lisa Ketcham, Manuel Ramirez, Kumkum Gupta presiding, Carlos Serrano-Quan (*joined at 9:06 a.m.*)

Staff Present: Steve Monowitz, Director of Planning & Building; Tim Fox, County Attorney; Maria Gonzalez, Administrative Secretary, and Angela Montes, Planning Commission Secretary

**PUBLIC COMMENT**

1. Fran Pollard

**CONSENT AGENDA**

1. Consideration of the Minutes of the Planning Commission Hearing on November 8, 2023.

**COMMISSION ACTION**

Motion for approval of the Consent Agenda.

Motion: Ketcham / Second: Ramirez

Ayes: Ketcham, Ramirez, Gupta

Abstain: Hansson

Absent: Serrano-Quan

**The motion carried with 3 in favor, 1 abstention and 1 absent.**

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END OF CONSENT AGENDA

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**REGULAR AGENDA**

2. **Owner/Applicant: Paul Goswamy**  
File Number: PLN 2022-00321  
Location: 890 Upland Road, Emerald Lake Hills



Assessor's Parcel No: 058-272-120

Consideration of a recommendation to the Board of Supervisors to adopt an Initial Study/Mitigated Negative Declaration, and approve of a General Plan Amendment, a Minor Subdivision, and a Grading Permit, to allow a 3-lot subdivision of a 44,721 square feet (s.f.) single-family residential parcel, with proposed lot sizes of 12,010 s.f., 19,023 s.f. (net size: 14,926 s.f.), and 13,687 s.f. Project includes removal of a 54" d.b.h. Heritage Valley Oak tree (Tree #3), as well as 6 other significant trees. A total of 850 c.y. of cut is needed for driveway improvements. Deemed Complete: August 14, 2023. Project Planner: Camille Leung, [cleung@smcgov.org](mailto:cleung@smcgov.org).

**SPEAKERS**

1. JR Rodine
2. Bryan Jacobs
3. Denise Souza
4. Mike Souza

**COMMISSION ACTION**

Motion to recommend that the Board of Supervisors 1) adopt a resolution adopting the Initial Study/Mitigated Negative Declaration for the General Plan amendment, minor subdivision, and grading permit for the project; 2) adopt a resolution amending the San Mateo County General Plan Land Use Map to change the land use designation of Assessor Parcel Number 058-272-120 from Low Density Residential to Medium-Low Density Residential; and 3) approve the Minor Subdivision and Grading Permit, County File Number PLN2022-00321, by making the required findings and adopting the conditions of approval in Attachment A of the staff report.

Motion: Ramirez / Second: Hansson

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

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

3. **Owner: Ronald & Lauren McLeod**  
**Appellant: Ronald McLeod & Candace Wilhelm**  
**Applicant: SP McClenahan**  
File Number: PLN 2022-00045  
Location: 531 San Benito Avenue, North Fair Oaks  
Assessor's Parcel No: 060-161-040

Consideration of an appeal of the Community Development Director's decision to deny a Significant Tree Removal Permit to remove a 24.3-inch diameter at breast height (DBH) redwood tree. Project Planner: Angela Chavez; [achavez@smcgov.org](mailto:achavez@smcgov.org).

**SPEAKERS**

1. Ronald McLeod
2. Candace Wilhelm
3. Carolyn Zinko

**COMMISSION ACTION**

Motion to deny the appeal and uphold the decision of the Planning & Building Director to deny the removal of one 24.3-inch dbh coastal redwood tree under, County File Number PLN 2022-00045, by making the finding of denial in Attachment A of the staff report.

Motion: Hansson / Second: Ketcham

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

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

4. **Informational Only** - briefing on the project to prepare an Environmental Justice Element of the San Mateo County General Plan. Please direct questions to Project Planner Katie Faulkner at [kfaulkner@smcgov.org](mailto:kfaulkner@smcgov.org).



Staff introduced the project, timeline and vision for the project.

- 5. Informational Only** - briefing on the project to update the County's General Plan Safety Element. Please direct questions to Project Planner Katie Faulkner at [kfaulkner@smcgov.org](mailto:kfaulkner@smcgov.org)

Staff introduced the project, timeline and vision for the update.

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#### **CORRESPONDENCE AND OTHER MATTERS**

Correspondence received was circulated to the Commission and posted to the website.

#### **CONSIDERATION OF STUDY SESSION FOR NEXT MEETING**

None.

#### **DIRECTOR'S REPORT**

Director Monowitz noted that on December 5, 2023, Planning & Building will be presenting the Annual Report on Mid-Coast Parks and Recreation Fee to the Board of Supervisors. He informed the Commission on the upcoming December 15, 2023 California Coastal Commission meeting.

#### **COMMISSIONER UPDATES AND QUESTIONS**

In response to Commissioner Ketcham's questions Director Monowitz and Planning Service Manager, Bharat Singh, provided brief updates on the Housing Element, Tree Ordinance, and Plan Princeton.

#### **ADJOURNMENT**

The meeting was adjourned at 12:20 p.m.

Minutes submitted by Angela Montes, Planning Commission Secretary.