



ENVIRONMENTAL CONSULTANTS

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Half Moon Bay Office  
60 Stone Pine Road, Suite 100  
Half Moon Bay, California 94019  
Tel 650.440.4160 Fax 650.440.4165

February 6, 2020

Camille Leung, Senior Planner  
County of San Mateo, Building and Planning Department  
455 County Center, Second Floor  
Redwood City, CA 94062

**Re: San Mateo Highland Estates Subdivision Project (Lots 9 and 10) Monthly Progress Report – January 2020**

Dear Ms. Leung:

The following monthly progress report has been prepared to document compliance with environmental requirements for the San Mateo Highland Estates Project (project) during the time period of January 1, 2020 through January 31, 2020. This report is limited to project activities associated with Lots 9 and 10. Grading and building permits have not been issued for Lots 5, 6, 7, 8, or 11; therefore, information regarding these lots are not covered under this report.

**PROJECT STATUS UPDATE**

No active construction (e.g., grubbing, grading, building) occurred during the reporting period. Erosion and sediment control best management practices (BMPs) were maintained throughout the project site by NextGen crewmembers. SWCA conducted a monthly inspection on January 2, 2020 to inspect for compliance with the project's Mitigation Monitoring and Reporting Program (MMRP) and Conditions of Approval (COA). Furthermore, NextGen's Qualified Stormwater Pollution Prevention Plan Practitioner (QSP) was onsite to inspect for compliance with the project's Stormwater Pollution Prevention Plan (SWPPP).

**PUBLIC INQUIRY UPDATE**

No public information requests or concerns were communicated to the County or County-contracted mitigation monitor during the reporting period.

**COMPLIANCE SUMMARY**

During the reporting period, two compliance issue was observed by SWCA at Lots 9 and 10. Both issues were documented on the Weekly Inspection Report as a Notice of Violation and immediately reported to NextGen and the County. The following table summarizes these issues and the associated corrective actions that were taken:


**Table 1. Lots 9 and 10 Compliance Summary**

Compliance Concern	Compliance Resolution
Silt fence was not keyed-in per the specifications outlined in the SWPPP.	Portions of silt fence were keyed in, and check dams were installed to slow and divert stormwater flowing across the site.
Silt fence was damaged by storm events and required repair (reported by project QSP)	A new erosion control system plan was submitted to the County during the reporting period. Once installed, the system will catch stormwater run-on and divert it away from the disturbed soil area. The plan is currently under review and installation is proposed for February 2020.

No Stop Work Notices were issued during the reporting period. Follow-up inspections will continue to be conducted to ensure compliance with the project’s environmental requirements.

Please direct any questions you may have to me at (650) 440-4160, extension 6404, or e-mail at [koutten@swca.com](mailto:koutten@swca.com).

Sincerely,



Kristen Outten  
 Project Manager / Senior Biologist  
 SWCA Environmental Consultants