

**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

DATE: March 15, 2018

TO: Zoning Hearing Officer

FROM: Planning Staff

SUBJECT: Consideration of a Coastal Development Permit, Use Permit, and Design Review Permit, pursuant to Sections 6328.4, 6120, 6137, 6267, and 6268, respectively, of the San Mateo County Zoning Regulations, to allow the operation of a micro-distillery offering public tours within an existing 2,467 sq. ft. warehouse, thereby intensifying the use of an existing non-conforming structure, located at 155 Broadway in the unincorporated Princeton area of San Mateo County. The Use Permit includes an off-street parking exception to reduce the required number of on-site parking spaces from twelve to eight spaces. The project is appealable to the California Coastal Commission.

County File Number: PLN 2016-00525
(Mickelsen/Half Moon Bay Distillery)

PROPOSAL

The applicant is seeking a Coastal Development Permit, Use Permit, and Design Review Permit to operate a micro-distillery that will include public tasting and limited retail sales within an existing 2,467 sq. ft. non-conforming warehouse building located at 155 Broadway in Princeton. The building is non-conforming for side yard setbacks as the building was permitted with a zero left side property line where the current Coastside Commercial Recreation (CCR) Zoning Regulations require a 5-foot minimum side yard setback. The operation of a micro-distillery is considered an intensification of use from the former warehouse/crane service business. No exterior changes to the existing building are proposed. The applicant is seeking a parking exception under the use permit to reduce the number of required on-site parking spaces from twelve to eight spaces.

The micro-distillery will manufacture distilled spirits using one (1) 40-gallon still and four (4) fermentation vessels. The distillate will be bottled on-site and sold to wholesale distributors as well as limited direct on-site retail sales for tour groups. No food will be served or permitted on-site. There will be no outdoor storage of containers or supplies.

The facility will be open to the public for distillery "tours" on Thursdays, Fridays, Saturdays, and Sundays between the hours of 11:00 a.m. to 6:00 p.m. (with the last tour

ending at 6:00 p.m.), along with twenty “flex days” per year to schedule additional tours outside of the Thursday – Sunday schedule. A total of 300 sq. ft. of floor area will be dedicated to a public reception/tasting area where five bar height tables will be located for visitors to gather around for a 45-minute “tour” that will consist of a presentation on the craft of distilling and offer tastings with the opportunity to purchase the spirits.

RECOMMENDATION

That the Zoning Hearing Officer approve the Coastal Development Permit, Use Permit, and Design Review Permit, County File Number PLN 2016-00525, by adopting the required findings and conditions of approval listed in Attachment A.

BACKGROUND

Report Prepared By: Summer Burlison, Project Planner; 650/363-1815

Applicant: Half Moon Bay Distillery (Ulrike and Caesar Bisono)

Owner: Christian Mickelsen

Location: 155 Broadway, Princeton

APN: 047-023-450

Size: 7,500 sq. ft.

Existing Zoning: CCR/DR/CD (Coastside Commercial Recreation/Design Review/Coastal Development)

General Plan/Local Coastal Program Designation: Coastside Commercial Recreation

Sphere-of-Influence: City of Half Moon Bay

Existing Land Use: Vacant warehouse

Water Supply: Coastside County Water District

Sewage Disposal: Granada Community Services District

Flood Zone: Zone X (area of minimal flooding) and Zone X (0.2% annual chance of flood); Community Panel Number 06081C0138F, effective August 2, 2017.

Environmental Evaluation: Categorically exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15303, Class 3, for the conversion of an existing warehouse into a micro-distillery with only minor exterior changes to the building to comply with building and fire codes, in an urbanized area.

Setting: The project site is a corner lot located at the intersection of Broadway and Harvard Avenue. Former use of the site was as a crane operator services business. The developed parcel is relatively flat and consists of a 2,467 sq. ft. warehouse building constructed in 1983 with access from Broadway to an otherwise graveled lot with minimal landscaping. The project parcel is adjacent to outdoor storage lots immediately north and south, non-conforming residential development across Broadway, and vacant lots to the west.

Chronology:

<u>Date</u>	<u>Action</u>
January 12, 2017	- Application submitted. Application deemed incomplete.
November 18, 2017	- Midcoast Community Council meeting.
January 31, 2018	- Application deemed complete.
March 15, 2018	- Zoning Hearing Officer hearing.

DISCUSSION

A. KEY ISSUES

1. Conformance with the General Plan

Staff has determined that the project complies with all applicable General Plan Policies, including:

Visual Quality

Policy 4.36 (*Urban Area Design Concept*) seeks to maintain and improve upon the appearance and visual character of development in urban areas, and to regulate commercial signs and outdoor advertising by using a consolidated set of standards.

No exterior building changes are proposed to the existing gray corrugated metal, low-profile gabled roof building that is situated in the rear left portion of the property. In 2016, building permits were issued and finalized for residing and re-roofing of the existing warehouse building to its current condition, which was an improvement to the exterior appearance of the building. Development in the area predominantly consists of similar varying gray to blue shaded one- and two-story commercial/industrial wood and metal buildings. The applicant is proposing a 4-foot tall wood fence around the perimeter of the property and will be required to provide a 4-foot wide landscape area along the roadway right-of-ways abutting the property

(i.e., Broadway and Harvard Avenue). While there are no specific sign regulations relative to size for the Coastside Commercial Recreation District, the existing building-mounted sign is a simple wood painted identification sign that is less than 10% of the front building wall elevation.

General Land Use

Policy 7.5 (*Designation of Land Uses*), Table 7.1P (*General Plan Land Use Designations*) and Policy 7.16 (*Land Use Objectives for Urban Areas*) seek to apply land use designations where appropriate to urban areas and establish primary associated uses for the land use designations to meet land use objectives for urban areas that includes revitalization of existing developed areas.

The project parcel's land use designation is Coastside Commercial Recreation (CCR), which supports trade and distribution uses, including retail trade and service uses. The proposed project is consistent with the CCR land use designation as the project consists of a micro-distillery that will offer public tours. Furthermore, the project serves to revitalize an existing vacant warehouse building into a commercial visitor-serving use.

Urban Land Use Policies

Policy 8.20 (*Redevelopment*), Policy 8.36 (*Uses*), and Policy 8.40 (*Parking Requirements*) encourage the redevelopment of existing commercial land uses in a manner that is compatible with surrounding land uses; allow uses in zoning districts that are consistent with the overall land use designation; and regulate minimum on-site parking requirements and standards to accommodate the parking needs of development, including convenient and safe access, preventing congestion of public streets, and establishing orderly development patterns.

The proposed project will convert an existing vacant warehouse building into a micro-distillery to serve the visiting and local community by offering public tours. The proposed use is compatible with the applicable Coastside Commercial Recreation land use designation. An existing driveway from Broadway will be maintained for access to the property and the use permit includes the request for a reduction in the number of required on-site parking spaces from twelve to eight spaces, see Section 3 for further discussion of the requested parking exception.

2. Conformance with the Local Coastal Program

Staff has determined that the project complies with all applicable Local Coastal Program (LCP) policies, including:

Locating and Planning New Development

Policy 1.1 (*Coastal Development Permit*), Policy 1.2 (*Definition of Development*), and Policy 1.5b (*Land Uses and Development Densities in Urban Areas*) requires a Coastal Development Permit for development, which includes changes in the intensity of use of land; and permits in urban areas the use and amount of development allowed on a parcel that is compliant with the density credit requirements of Table 1.2.

The applicant is seeking a Coastal Development Permit, as the project proposes to convert a warehouse, formerly used by Big Ed's Crane Services, into a micro-distillery that will offer public tours; thus constituting an intensification in the use of the property. Pursuant to Table 1.2 (*Land Uses and Development Densities*) of the LCP, Coastside Commercial Recreation uses are permitted in urban areas with no limitation on density.

Policy 1.17 (*Existing Developed Areas*) and Policy 1.18 (*Location of New Development*) seek to conserve, improve, and revitalize existing residential, commercial, and industrial areas.

The project serves to revitalize an existing vacant warehouse building into a commercial visitor-serving use, in support of these policies.

Visual Resources

Policy 8.12 (*General Regulations*) requires the application of Section 6565.17 (*Design Review Districts*) of the Zoning Regulations and the design criteria set forth in the Community Design Manual for all development in urban areas of the Coastal Zone, as discussed below:

Design Review District Section 6565.17 and Community Design Manual:

Colors and Materials. Varying architectural styles should be made compatible through the use of similar materials and colors which blend with the natural setting and surrounding neighborhood; the use of natural and earth colors are encouraged.

The existing exterior building will maintain its gray corrugated metal siding and low-profile gabled roof. Development in the area predominantly consists of similar varying gray to blue shaded one- and two-story commercial/industrial wood and metal buildings.

Signs. Signs should be simple, well designed and constructed of materials which harmonize with their surroundings.

The existing building-mounted sign is a simple wood painted identification sign and similar to other commercial business signs found in the Princeton area.

Policy 8.13b (*Special Design Guidelines for Coastal Communities*) applies supplemental design criteria for the Princeton-by-the-Sea community which require structures be designed to reflect the nautical character of the harbor setting, are of wood or shingle siding, employ natural or sea colors, and use pitched roofs.

While the building consists of corrugated metal siding, it is of a non-reflective dark gray color which helps to soften the appearance of the metal material. Furthermore, the building has a low-profile pitched gable roof and is appropriately scaled to the site and surrounding development.

3. Conformance with the Zoning Regulations

Development Standards

The project site is located within the Coastside Commercial Recreation (CCR) Zoning District, which allows commercial and visitor-serving uses including, but not limited to, bars, and food and beverage stores that allow on-site consumption and packaged beverage sales in-line with the proposed micro-distillery use, subject to the issuance of a use permit for which the applicant is seeking.

The project’s compliance with the development standards of the CCR Zoning District is analyzed below:

CCR Development Standards			
Standard	Required	Existing	Proposed
Minimum Side Yard Setbacks	5 ft., combined total of 15 ft.	0 ft. left side* 24 ft. right side	No change
Maximum Impervious Surface Area (<18" from grade)	10%	8%	No change
Maximum Lot Coverage	50%	33%	No change
Maximum Building Height	36 ft.	18 ft.	No change
* <i>Non-conforming.</i>			

The project proposes to use the existing warehouse building, permitted in 1983, built in the rear left corner of the property. As identified above, the building is considered a non-conforming structure as its left side yard setback does not comply with the current CCR zoning development standards. Pursuant to Sections 6135.4 and 6137 of the County Zoning

Regulations, a use permit is required to enlarge a non-conforming structure (i.e., intensify the use) that does not conform to the zoning regulations currently in effect, which the applicant is seeking.

Landscaping. All yards abutting a public street, except portions necessary for driveways and sidewalks, shall be landscaped.

The applicant will be required to provide a minimum 4-foot wide landscaped area along Broadway and Harvard Avenue in compliance with the landscaping requirements under Chapter 3 (*Parking*) of the Zoning Regulations, which will satisfy the above standard.

Parking Areas. When a project requires more than ten off-street parking spaces for development within a 1/4-mile along the nearest public road from an established shoreline access, a minimum of 20% of these parking spaces shall be available for shoreline access parking between 10:00 a.m. and 4:00 p.m. Signs shall be posted designating spaces available for shoreline access parking.

According to the LCP's Existing Midcoast Shoreline Access Map, the project site is within a 1/4-mile of established shoreline access points (i.e., Princeton Beach). While the applicant is seeking a reduction in on-site parking, the facility will generally only be open to the public for tours during half of any given week, from Thursdays through Sundays. During public business hours, all eight (8) parking spaces on-site should be made available for visitor parking. However, on days of the week that the facility is not open to the public, the applicant shall maintain compliance with the above standard for shoreline access parking within the lot. Therefore, staff has included a condition of approval that sign postings be provided for 20% of the provided parking spaces (specifically, two parking spaces) for designation as shoreline access parking between the hours of 10:00 a.m. and 4:00 p.m. and that these parking spaces remain available during days of the week when the facility is not open to the public.

Parking

Pursuant to Chapter 3 (*Parking*) of the County Zoning Regulations, the proposed micro-distillery is most closely associated to an assembly use which requires four off-street parking spaces for each 100 sq. ft. of floor area used for assembly. The project proposes a 300 sq. ft. tasting area (e.g., assembly area). Therefore, a total of twelve on-site parking spaces are required for the proposed use. The applicant has requested an off-street parking exception, pursuant to Section 6120 of the Zoning Regulations as part of the use permit, to allow a reduced number of parking spaces for the proposed use as the project can only reasonably provide a total of eight on-site parking spaces given the existing site layout. Staff finds

that the proposed parking layout is as reasonably in compliance with the parking requirements as possible, as discussed in the below use permit findings analysis.

Use Permit

The applicant is seeking a use permit to operate a micro-distillery in the CCR Zoning District, enlarge a non-conforming structure (i.e., intensity the use), and to reduce the number of required off-street parking spaces from twelve to eight spaces. In order for the Zoning Hearing Officer to approve a use permit, the following findings are required:

CCR Zoning District Use Permit Findings:

a. That the design and operation of the proposed use will further the purpose of this Chapter as stated in Section 6265.

The purpose of the CCR Zoning District is to limit and control the use and development of land designated as commercial recreation in the LCP in order to establish commercial areas which:

- (1) are primarily oriented toward meeting the service and recreational needs of Coastside visitors, boat users and Coastside residents seeking recreation;
- (2) are active and pedestrian-oriented, while meeting the need for safe and efficient automobile access and parking;
- (3) have an intimate, human scale;
- (4) have a unified design theme appropriate to their location;
- (5) provide public access to nearby coastal areas; and
- (6) protect coastal resources.

The proposed project consists of a micro-distillery intended to serve Coastside visitors and locals in the Princeton area. Furthermore, the proposed project will revitalize an existing vacant warehouse building. The existing building is compatible with the surrounding mix of commercial/visitor-serving development in the Princeton area, which includes retail shops, lodging, and restaurants. The project will provide on-site parking, however, it includes an off-street parking exception to reduce the number of required parking spaces from twelve to eight spaces in order to allow adequate on-site vehicular maneuvering to avoid conflicts with right-of-way traffic. The project

site is within walking distance to other commercial visitor-serving businesses, primarily along Capistrano Road, and is within walking distance to shoreline access points to Princeton Beach. The signed California Coastal Trail route runs along the southeast side of the intersection of this project site. Overall, the project requires minimal exterior site modifications, and will not impact coastal resources or public views.

- b. That the design and operation of the proposed use will conform with the development standards stated in Section 6269.**

The project conforms to the applicable development standards in Section 6269 of the CCR Zoning District Regulations as discussed in Section A.3 (Development Standards) above.

Chapter 24 Use Permit Finding:

- c. That the establishment, maintenance, and/or conducting of the use will not, under the circumstances of the particular case, result in a significant adverse impact to coastal resources, or be detrimental to the public welfare or injurious to property or improvements in said neighborhood.**

There is no evidence to suggest that the proposed use will have any detrimental effect upon coastal resources or result in adverse impacts to properties or improvements in the area. The project is compatible with the type and appearance of other existing commercial/visitor-serving development in the Princeton area. As previously mentioned, the proposed micro-distillery will include the manufacturing of distilled spirits on-site for wholesale distribution along with public “tours” that will consist of a presentation on the craft of distilling and tastings with limited retail sales to tasting groups. The facility will be open to the public on Thursdays through Sundays from 11:00 a.m. to 6:00 p.m., plus twenty “flex days” throughout the year, which is compatible with the business hours of other commercial serving establishments in the Princeton area.

The proposed project includes the request for an off-street parking exception to reduce the number of parking spaces from twelve to eight spaces. While the public tours could generate up to fifty-five visitors to the site at a time (according to the applicant), the facility is located within walking distance to several hotels, restaurants, and retail areas within Princeton and is intended to complement the other visitor-serving uses in the area. Therefore, it is reasonable to expect that some distillery visitors may be staying at a nearby hotel or dining at a nearby restaurant before walking to the distillery for a tour.

Additionally, distillery tours are often scheduled in small groups where it would be reasonable to expect that some group members would carpool from outside locations to the distillery. Staff has also included a condition requiring 20% of the parking spaces be designated for shoreline access and be kept available during non-public business days in compliance with the shoreline access parking requirements of the CCR Zoning District. Therefore, staff believes that the proposed parking layout is as reasonably in compliance with the parking requirements as possible.

Design Review

Pursuant to Section 6268 (*Design Review*) of the CCR Zoning Regulations, and provided the project parcel is located in a Design Review overlay, the project is subject to design review. Non-residential development is required to comply with the design guidelines and criteria of the Community Design Manual and the LCP's Visual Resources and Special Communities Component. See Section A.2 (*Visual Resources Component*) for discussion on the project's compliance with the applicable design review standards of the Community Design Manual and Visual Resources and Special Communities Component of the Local Coastal Program.

4. Midcoast Community Council

The Midcoast Community Council (MCC) reviewed the subject project at their November 8, 2017 meeting and recommended support of the project subject to the following:

Parking

A previous version of the parking layout, as reviewed by the MCC, included accommodating twelve parking spaces with eight spaces perpendicular to, and accessed from, Harvard Avenue. This parking layout would have eliminated public parking along Harvard Avenue and required vehicles to back into traffic on Harvard Avenue. The MCC is opposed to this layout and is in support of alternative parking options such as leasing parking spaces in a nearby lot, reducing the tasting area (which would result in a reduction in required parking spaces), or approval of an off-street parking exception to reduce the number of required parking spaces from twelve to eight.

In response to the MCC's comments on parking, the applicant is proposing the original parking layout as shown on Attachment C, which consists of eight parking spaces, and is seeking a parking exception to reduce the number of spaces from twelve to eight spaces. The applicant has sought out the opportunity to lease parking spaces on a nearby lot; however, has been unable to secure an agreement. Additionally, the applicant does not

believe a reduction of tasting area is feasible for the viability of their business operation.

Odors

The MCC recommends a requirement for odor control for the fermentation area, similar to that proposed for Cannabis cultivation. The applicant indicates that distilling is considered a closed system that would not generate odors. Nonetheless, staff has included a condition of approval per MCC recommendation to ensure measures are in-place that will minimize any odor concerns.

5. California Coastal Commission

The California Coastal Commission provided comments on the project concerning the potential impacts to nearby shoreline access parking due to insufficient on-site parking for the proposed project. Particularly, the California Coastal Commission cites LCP Policy 10.22 (*Parking*) which requires the continued use of existing official off-street parking facilities for shoreline access areas in order to maintain existing parking levels and to confine negative impacts to already disturbed areas.

While the applicant is seeking a reduction in on-site parking spaces, staff has included a condition of approval requiring the applicant to encourage visitors to carpool and/or use alternative modes of transportation to the project site to minimize any impact of overflow parking into the surrounding public parking areas, particularly since the site is near shoreline access points. The former business often used the interior property and right-of-way shoulders along Harvard Avenue and Broadway for storage of material related to the crane service business, thereby eliminating public parking along these street frontages of the project parcel. All proposed distillery activity will occur within the existing building, and therefore, no related activity is expected to obstruct the shoulder right-of-ways, thereby remaining available for public shoreline access parking. Furthermore, a condition of approval has been added to require the applicant to provide two beach access spaces on-site that would be available on those days (Monday through Wednesday) when the distillery is generally not open to the public.

The County is working toward completing Plan Princeton before the end of this year. This effort will provide comprehensive updates to the policies, plans, and standards regulating the Princeton area. One of the objectives for Plan Princeton is to improve the inefficiencies in public parking within the Princeton area. The lack of curbs and difficulty distinguishing between public right-of-way and private properties creates confusion over where public parking can occur within the waterfront area. Additionally, a lack of directional signage to available private parking lots that offer public coastal

access parking spaces prevents visitors from taking advantage of available parking lots. Plan Princeton will identify a wayfinding signage program for the Princeton area that will direct visitors to where coastal access parking areas can be found for better utilization of public parking spaces that benefit coastal access.

B. ENVIRONMENTAL REVIEW

The project is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15303, Class 3, for the conversion of an existing warehouse into a micro-distillery with only minor exterior changes to the building to comply with building and fire codes, in an urbanized area. The proposed micro-distillery involves no use of hazardous substances and all public services are available to the existing developed site.

C. REVIEWING AGENCIES

Building Inspection Section
Department of Public Works
Environmental Health Division
Coastside Fire Protection District
Midcoast Community Council
California Coastal Commission

ATTACHMENTS

- A. Recommended Findings and Conditions of Approval
- B. Vicinity Map
- C. Site Plan
- D. Floor Plan/Elevations
- E. Operational Statements
- F. Midcoast Community Council Letter, dated November 9, 2017
- G. California Coastal Commission Comments, dated June 23, 2017

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County of San Mateo
Planning and Building Department

RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL

Permit or Project File Number: PLN 2016-00525

Hearing Date: March 15, 2018

Prepared By: Summer Burlison
Project Planner

For Adoption By: Zoning Hearing Officer

RECOMMENDED FINDINGS

Regarding the Environmental Review, Find:

1. That the project is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15303, Class 3, for the conversion of an existing warehouse into a micro-distillery with only minor exterior changes to the building in an urbanized area. The proposed micro-distillery involves no use of hazardous substances and all public services are available to the existing developed site.

Regarding the Coastal Development Permit, Find:

2. That the project, as described in the application and accompanying materials required by Section 6328.7 of the Zoning Regulations and as conditioned in accordance with Section 6328.14, conforms to the plans, policies, requirements, and standards of the San Mateo County Local Coastal Program (LCP), specifically in regard to the Locating and Planning New Development and Visual Resources Components of the LCP. Staff has determined that the project is located in an urban area designated Coastsides Commercial Recreation (CCR), will revitalize an existing vacant warehouse building into a commercial visitor-serving use, and the building is visually compatible with the mix of commercial development in the Princeton area.
3. That the project is not subject to public access and public recreation policies of Chapter 3 of the Coastal Act of 1976 (commencing with Section 30200 of the Public Resources Code) since the project is not located between the nearest public road and the sea, or the shoreline of the Pescadero Marsh.
4. That the project conforms to the specific findings required by the policies of the San Mateo County LCP with regard to Locating and Planning New Development and Visual Resources, as the project serves to revitalize an existing warehouse building into a commercial visitor-serving use; and the

building's design, materials and colors are compatible with surrounding development in the area.

Regarding the Use Permit, Find:

5. That the design and operation of the proposed use will further the purpose of the CCR Zoning District as stated in Section 6265, as the project consists of a micro-distiller intended to serve Coastside visitors and locals. The project will revitalize an existing vacant building that is compatible with the surrounding mix of commercial development in the Princeton area. The project site is within walking distance to other commercial/visitor-serving businesses and to nearby shoreline access points. The project will also provide on-site parking spaces and adequate on-site vehicular maneuvering to avoid conflicts with right-of-way traffic. Furthermore, the project requires minimal exterior site modifications and will not impact coastal resources or public views.
6. That the design and operation of the proposed use will conform with the development standards stated in Section 6269 (CCR Zoning District) since the project, as proposed and conditioned, conforms to the applicable development standards of the CCR Zoning District Regulations with regard to height, lot coverage, protection of coastal resources, and landscaping. The applicant is seeking a use permit to utilize the non-conforming warehouse building as it was built under permit in 1983 with a zero left side yard setback, where 5 feet is the minimum side yard setback currently required under the CCR Zoning Regulations.
7. That the establishment, maintenance, and/or conducting of the use will not, under the circumstances of the particular case, result in a significant adverse impact to coastal resources, or be detrimental to the public welfare or injurious to property or improvements in said neighborhood since there is no evidence to suggest that the proposed project, as conditioned and approved, will have any detrimental effect upon coastal resources or result in adverse impacts to properties or improvements in the area. The project is compatible with the type and appearance of other existing commercial/visitor-serving development in the Princeton area. While the applicant is seeking a reduction in the number of parking spaces, the proposed parking layout is as reasonably in compliance with the parking requirements as possible given existing site conditions. Furthermore, it is reasonable to expect that some distillery visitors will walk to the distillery from other visitor-serving businesses in the area or carpool in small groups to the distillery. Additionally, 20% of the parking spaces will be designated for shoreline access and be kept available during non-public business days.

Regarding the Design Review Permit, Find:

8. That the project complies with the design guidelines and criteria of the Community Design Manual and the LCP's Visual Resources Component as the existing building is compatible with surrounding commercial/visitor-serving development in

the Princeton area and is appropriately scaled to the site with simple signage identifying the business.

RECOMMENDED CONDITIONS OF APPROVAL

Current Planning Section

1. This approval applies only to the proposal, documents and plans described in this report and approved by the Zoning Hearing Officer on March 15, 2018. The Community Development Director may approve minor revisions or modifications to the project if they are consistent with the intent of, and in substantial conformance with, this approval.
2. The Coastal Development Permit, Use Permit, and Design Review Permit approvals shall be valid for five (5) years from the date of final approval in which time a building permit shall be issued and a completed building inspection (to the satisfaction of the Building Inspector) shall have occurred within 180 days of its issuance. Any extension to these permits shall require submittal of a request for permit extension and payment of applicable extension fees, no less than sixty (60) days prior to expiration. An extension of these approvals will be considered upon written request and payment of the applicable fees sixty (60) days prior to the expiration of the approvals.
3. Any change in use or intensity not already approved shall require an amendment to the use permit. Amendment to this use permit requires an application for amendment, payment of applicable fees, and consideration at a public hearing.
4. No site disturbance or tenant improvement work shall occur until a valid building permit has been issued.
5. In no case shall the facility entertain more than fifty-five visitors at a time, or the maximum allowed under the California Building and Fire Codes, whichever is less.
6. No food shall be served on the premise without prior authorization by the Planning and Building Department and Environmental Health Division. Such activity may require an amendment to the Coastal Development Permit and Use Permit.
7. The facility may be open to the public on Thursdays through Sundays between the hours of 11:00 a.m. to 6:00 p.m. (with last tours ending at 6:00 p.m.), plus twenty "flex days" throughout the year (in addition to the normal Thursday through Sunday schedule) between the hours of 11:00 a.m. to 6:00 p.m.
8. The applicant shall maintain a valid license from the State Alcohol Beverage Control (ABC) for the facility and shall provide a copy to the Planning Department prior to building inspection final and certificate of occupancy. If the license is ever

revoked or suspended, the applicant shall notify the Planning Department within ten (10) days of any such revocation or suspension.

9. A minimum of 20% of the provided off-street parking spaces for this parcel (specifically, two parking spaces) shall be made available for shoreline access parking between the hours of 10:00 a.m. and 4:00 p.m. during days when the facility is not open to the public. The applicant shall identify each shoreline access parking space by posting a sign for each space identifying its designated availability for shoreline access parking between the hours of 10:00 a.m. and 4:00 p.m. These spaces shall be identified and included on the site/parking plan submitted for the building permit, along with details for the signage (including text). Verification that the signage has been posted shall be made prior to building inspection final and certificate of occupancy.
10. The applicant shall provide eight (8) parking spaces on-site, measuring a minimum 9' x 19' per space. Each required parking space shall be easily distinguishable (i.e., striping, parking blocks, or other method) for visitors parking on-site. Planning verification shall be required to ensure that the approved number of on-site parking spaces have been completed to the satisfaction of the Community Development Director prior to final building permit inspection and certificate of occupancy.
11. All on-site parking spaces and maneuvering areas shall be kept free and clear of debris and obstructions that would hinder their accessibility and availability for visitor parking.
12. The applicant shall encourage visitors to carpool and/or use alternative modes of transportation to the project site. Information shall be made readily available on any business website or to persons visiting the facility of options for alternative modes of transportation to the facility, including public transit service.
13. Fencing along street fronting property lines shall be limited to four (4) feet in maximum height to avoid view obstructions along this corner property. Chain link fencing shall be prohibited. All fencing shall be maintained in good condition for the life of the use. Any damage to fencing shall be promptly repaired.
14. Signage for the use shall be limited to that approved under this permit. Any additional signage beyond the existing building mounted identification sign shall require separate approval by the Planning and Building Department prior to installation.
15. All exterior lighting shall be designed and located so as to confine direct rays to the subject property and prevent glare in the surrounding area. All proposed exterior lighting shall be reviewed and approved by the Planning Department (design manufacturer's "cut sheets") prior to the issuance of a building permit.

Prior to Planning final of the building permit for this project, the applicant shall submit photos verifying the installation of any approved exterior light fixtures.

16. Any new utilities shall be located underground from the nearest existing pole. No new poles are permitted to be installed.
17. The existing exterior building color is approved. Any changes to the exterior color of the building shall require review and approval by the Planning and Building Department prior to implementing.
18. A 4-foot wide landscape area consisting of native plant species shall be provided for any areas not developed along the street frontages of the parcel (i.e., Broadway and Harvard Avenue). Landscaping plans, including size, species, and location, for all proposed landscaping shall be submitted as part of the building permit for review and approval. No landscape species shall exceed 4-feet in height at full maturity. Prior to building inspection final and certificate of occupancy, the Planning Department shall verify that the approved landscaping has been installed.
19. All approved landscaping shall be maintained in a healthy condition for the life of the use. Any dead or dying landscape shall be removed and replaced with the same or similar species.
20. The Planning and Building Department shall be notified prior to any new tenant occupancy of the building.
21. Odor control shall be provided for the fermentation area such that objectionable odors are not detectable off-premise from the project property.
22. The applicant shall adhere to Best Management Practices for erosion and sediment control throughout the duration of project construction. Erosion control measure deficiencies, as they occur, shall be immediately corrected. The goal is to prevent sediment and other pollutants from leaving the project site and to protect all exposed earth surfaces from erosive forces. Said plan shall adhere to the San Mateo Countywide Stormwater Pollution Prevention Program "General Construction and Site Supervision Guidelines," including:
 - a. Stabilizing any denuded areas and maintaining erosion control measures continuously between October 1 and April 30. Stabilizing shall include both proactive measures, such as the placement of hay bales or coir netting, and passive measures, such as revegetating disturbed areas with plants propagated from seed collected in the immediate area.
 - b. Storing, handling, and disposing of construction materials and wastes properly, so as to prevent their contact with stormwater.

- c. Controlling and preventing the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, and non-stormwater discharges to storm drains and watercourses.
 - d. Using sediment controls or filtration to remove sediment when dewatering the site and obtaining all necessary permits.
 - e. Avoiding cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
 - f. Delineating with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees and drainage courses.
 - g. Protecting adjacent properties, buildings, and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
 - h. Performing earth-moving or ground disturbing activities only during dry weather.
 - i. Limiting and timing application of pesticides and fertilizers to prevent polluted runoff.
 - j. Limiting construction access routes and stabilizing designated access points.
 - k. Avoiding tracking dirt or other materials off-site; cleaning off-site paved areas and sidewalks using dry sweeping methods.
 - l. The contractor shall train and provide instructions to all employees and subcontractors regarding the construction best management practices.
23. To reduce the impact of construction activities on neighboring properties and/or the public roadways, comply with the following:
- a. All debris shall be contained on-site; a dumpster or trash bin shall be provided on-site during construction to prevent debris from blowing onto adjacent properties. The applicant shall monitor the site to ensure that trash is picked up and appropriately disposed of daily.
 - b. The applicant shall remove all construction equipment from the site upon completion of the use and/or need of each piece of equipment which shall include but not be limited to tractors, back hoes, cement mixers, etc.

- c. The applicant shall ensure that no construction-related vehicles will impede through traffic along any public right-of-way. All construction vehicles shall be parked on-site outside of any public right-of-way. There shall be no storage of construction vehicles, equipment, or materials in any public right-of-way or shared driveway.
24. The applicant shall ensure that during construction, noise, light, dust, odor and other interference with persons and property off the development site is minimized. Furthermore, no hazardous materials shall be stored on-site.
25. Noise sources associated with demolition, construction, repair, remodeling, or grading of any real property shall be limited to the hours from 7:00 a.m. to 6:00 p.m. weekdays and 9:00 a.m. to 5:00 p.m. Saturdays. Said activities are prohibited on Sundays, Thanksgiving and Christmas (San Mateo Ordinance Code Section 4.88.360).
26. The approved use shall maintain compliance with the noise, odor, and vibration standards of the Coastside Commercial Recreation District.
27. Any outdoor garbage dumpsters shall be screened by 6-foot high fencing (non-chain link) and/or landscaping for screening purposes.

Building Inspection Section

28. The project shall be designed to comply with the currently adopted California Building Standards, as amended by San Mateo County.
29. Prior to occupancy of the building, the applicant shall obtain all necessary building inspections up to and including all final inspections by necessary agencies/Departments.
30. No modifications to the building shall be made until any applicable building permits are obtained.
31. A final building inspection shall be issued prior to the facility being open to the public.

Environmental Health Division

32. The applicant shall comply with all food facility regulations determined to be applicable by the County Environmental Health Division.
33. A final construction inspection and permit to operate is required by the Environmental Health Division prior to commencing operation of the business. A copy of the approved plans must be on site for final inspection.

Coastside Fire Protection District

34. The following shall be shown on the building plans:
 - a. Occupancy classification F-1 B, S.
 - b. Type of construction.
 - c. The site plan shall show the location of the building in relationship to all property lines.
 - d. Type of construction of interior partitions for any office and storage areas.
 - e. Identification of all commodities in any storage areas.
35. Class 1 electrical equipment may be required for your facility (Class 1B Flammable Liquid).
36. The storage of flammable liquids within a building (CFC 2016, Section 5704) shall comply with Chapter 50.
37. Your project will require fire sprinklers; Coastside Ordinance # 2016-01, Section 903.2.4.
38. Building requirements shall comply with the following Section 505,506,507 and 603 of the 2016 CFC.
39. Provide Occupancy load for your building and show it meets exiting requirements in Section 1006 Table 1006.2.1 of the 2016 CFC.
40. The proposed project will require the installation of “Knox Boxes”. These emergency key boxes are required when access to, or within a structure, or an area is unduly difficult because of secured openings or where immediate access is necessary for life saving or fire-fighting purposes. The Fire Chief will determine the location for the key box and provide an authorized order form. All security gate systems controlling vehicular access shall be equipped with a “Knox” key operated emergency entry device. The applicant shall contact the Fire Prevention Bureau for specifications and approvals prior to installation.
41. This project is required to install an approved NFPA 72 Fire Alarm System throughout the building. The system is to monitor any flow through the required automatic fire sprinkler system, any fire sprinkler valve tamper and all heat and smoke detectors. The system will also include an exterior bell and interior horn/strobes, which are required to be wired to the alarm system and the flow switch for the fire sprinkler system. The fire alarm control panel shall be protected with a smoke detector as per NFPA 72, Section 1-5.6 and a manual pull station.

A wiring inspection is required to be conducted by the Coastside Fire Protection District prior to covering walls and ceiling areas. All systems and components must be tested per manufacturer's specifications and NFPA 72. Battery backup shall meet or exceed requirements for amp-hour rating and must be tested as per manufactures specification and NFPA 72.

42. Pursuant to the Coastside Fire Protection District Ordinance 2016-01, the 2013 California Fire Code and Public Resources Code 4291, the project shall comply with the following:

A fuel break of defensible space is required around the perimeter of all structures to a distance of not less than 30 feet and may be required to a distance of 100 feet or to the property line. In SRA (State Responsible Area) the fuel break is 100 feet or to the property line. Trees located within the defensible space shall be pruned to remove dead and dying portions, and limbed up 6 to 10 feet above the ground. New trees planted in the defensible space shall be located no closer than 10 feet to adjacent trees when fully grown or at maturity. Remove that portion of any existing tree, which extends within 10 feet of the outlet of a chimney or stovepipe or is within 5 feet of any structure.

43. There must be at least one 2A10BC fire extinguisher for each 3,000 sq. ft., travel distance not to exceed 75 feet with at least one extinguisher per floor per Title 19, California Code of Regulations.

Coastside County Water District

44. Prior to the issuance of a building permit, the Coastside County Water District shall review a complete set of building plans to determine if the water service capacity available is adequate for the proposed development and complies with all District regulations.

Granada Community Services District

45. The applicant shall comply with any requirements of the Granada Community Services District for the proposed use.

SB:pac - SSBCC0062_WPU.DOCX

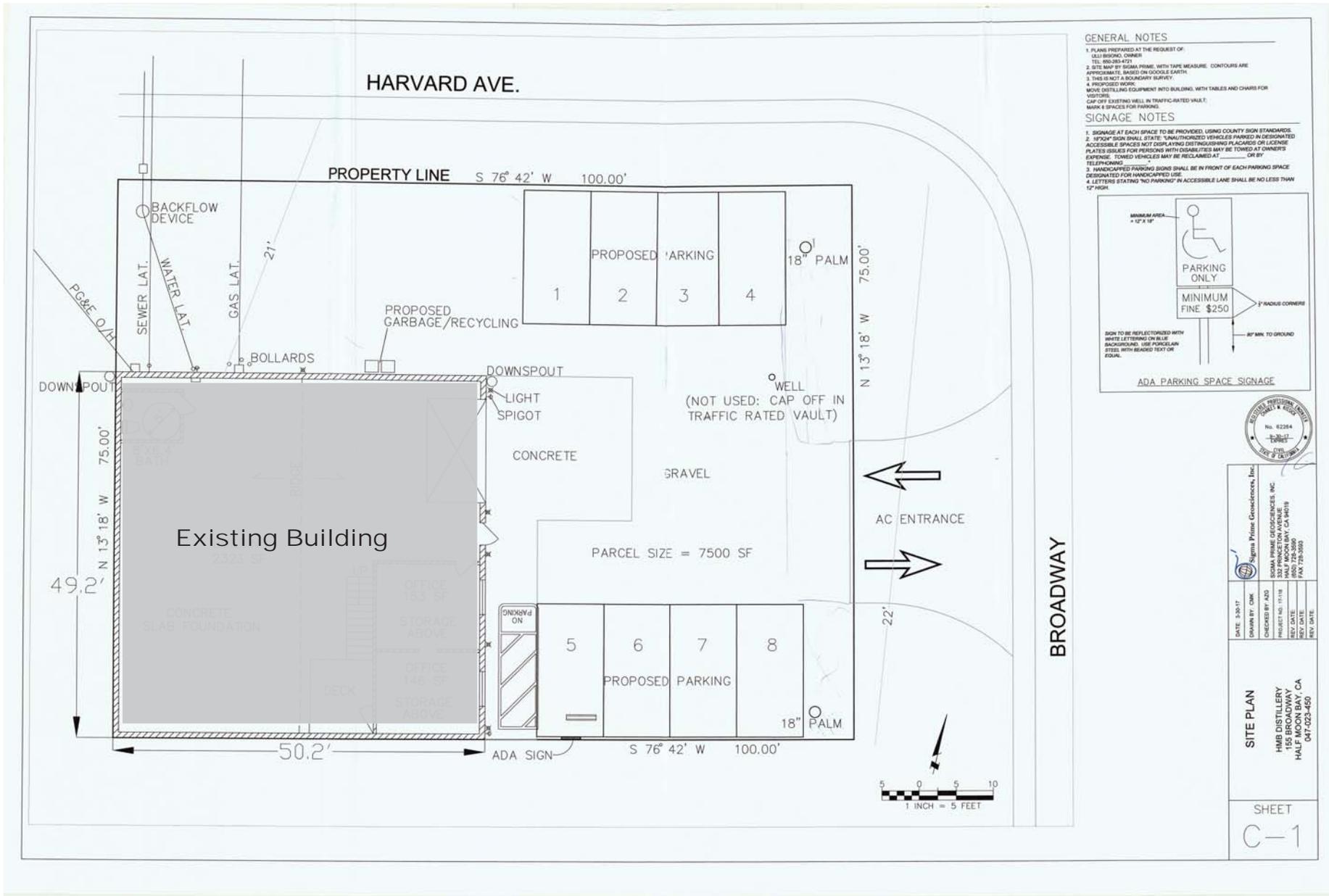


San Mateo County Zoning Hearing Officer Meeting

Owner/Applicant: Mickelsen/HMB Distillery

Attachment: B

File Numbers: PLN2016-00525



San Mateo County Zoning Hearing Officer Meeting

Owner/Applicant: Mickelsen/HMB Distillery

Attachment: C

File Numbers: PLN2016-00525

ATTACHMENT E

Ulrike and Caesar Bisono
Half Moon Bay Distillery
103 Harvard Avenue #4
Half Moon Bay, CA 94019

December 12, 2016

County of San Mateo
Planning and Building Department
455 County Center, Second Floor
Redwood City, CA 94063

Proposal for a Distillery at 155 Broadway, Half Moon Bay (Princeton), California

Statement of Intended Use

Dear San Mateo County Planning and Building Department,

Half Moon Bay Distillery has been operating at its current location at 103 Harvard Avenue #4, Half Moon Bay (Princeton), CA 94019, in unincorporated San Mateo County, since 2014. We have an opportunity to move our business operation from our current location to a larger building in the same area. We are respectfully submitting this request for permission to operate a craft distillery at 155 Broadway, Half Moon Bay (Princeton), CA 94019, in unincorporated San Mateo County. We believe that this space meets the County's requirements for our intended purpose. The County's approval of this site is a prerequisite to obtaining the necessary federal and California permits to operate such a business.

1. Our production process:

Our operation will consist of a small 40 gallon still, which is powered by gas (utilities are fully connected at the site). Also on site will be containers made of wood, glass or plastic for fermentation and storage. We intend to ferment and distill fruit and grains.

The process for producing our product is simple, and it entails the following steps:

First, we mash up fruit and/or grain, add yeast to the mash and allow it to ferment. Fermentation takes an average of 7 days. During this step of the process, the naturally occurring sugar and/or starch in the fruit or grain is being converted to alcohol.

The second step is to distill the fermented mash. The distillate, which is highly concentrated, is then diluted with water to the desired alcohol content of the product (typically, around 40% alcohol or 80 proof).

The distillate will then be bottled and sold to our wholesale distributor, and we will have limited direct sales to consumers, as permitted by the State of California according to our Type 74 CA Craft Distillers License. The entire product cycle from fruit or grain to finished product is between 3-8 weeks. Certain products may require longer times for aging.

Our products are made from all natural ingredients. There are no chemicals, artificial ingredients or additives used in the process. The fruit and grain residue is 100% biodegradable and can be composted or used as animal feed. There is no noise or pollution generated in the process.

We have been producing our products at our current location for more than 2 years. We have not generated any complaints, violations of codes or other problems. The business community in the Princeton area has been supportive and accepting of our business.

2. Distillery tours:

Our facility will be open to the public for distillery tours. Tours will take place between the hours of 11 a.m. and 6 p.m. The maximum number of people in the building at any time shall not exceed 55. We have adequate parking space for 10 vehicles, plus there is ample street parking available.

3. Commercial deliveries:

All commercial deliveries and pick up of product occurs during regular business hours, Monday through Friday (8 a.m. to 5 p.m.).

4. Employees:

The distillery has 2 full time employees at this time, Ulli and Caesar Bisono (the founders). We anticipate hiring part time employees as tour guides once operation at our new facility commences.

Please feel free to contact us if you would like additional information about our distillery. We would be happy to meet with you to personally discuss this proposal at any time. We would also like to invite you to visit our current location, where we offer limited distillery tours on Friday, Saturday and Sunday afternoons.

Sincerely,



Caesar and Ulrike Bisono
Half Moon Bay Distillery
103 Harvard Avenue #4
Half Moon Bay, CA 94019

Ulrike and Caesar Bisono
Half Moon Bay Distillery
103 Harvard Avenue #4
Half Moon Bay, CA 94019

April 10, 2017

County of San Mateo
Planning and Building Department
Att: Ms. Summer Burlison, Project Planner
455 County Center, Second Floor
Redwood City, CA 94063

RECEIVED
APR 10 2017
San Mateo County
Planning and Building Department

PLN2016-00525

Re: Project Case # PLN 2016-00525

Dear Ms. Burlison,

Thank you for your correspondence dated 1/12/2017, detailing what additional information and processes are required to proceed with the above identified application.

As per your request, we have had a special inspection from the SMC Building Department at our current location at 103 Harvard Avenue #4. This was one of the steps that were required before you can further consider our application for the new location at 155 Broadway, Half Moon Bay, CA 94019.

I have also completed the documents you sent me (CDP application).

Here are answers to the additional items you had requested clarification on:

- There will be no outdoor storage of containers or supplies on the premises of 155 Broadway (same as our current location).
- There are no outdoor activities associated with the proposed operation of the business (same as our current location).
- In addition to manufacturing distilled spirits, we would like to conduct distillery tours at our new location (same as our current location). Due to the popularity of our distillery tours, we would like to increase the number of visitors per tour. The new location at 155 Broadway is significantly larger and has ample parking space on site; it is also located within walking distance from several hotels, restaurants and retail areas. We would like to host up to a maximum of 50 visitors, therefore allowing us to accommodate tour groups as well.
- We would like to conduct distillery tours on Friday, Saturday and Sunday between the hours of 11 a.m. and 6 p.m. This means that the last tour on each day would commence at 5:00 p.m. to ensure that all visitors are off premises no later than 6 p.m.
- We would like to be able to schedule tours on 10 additional days per calendar year, on weekdays other than Friday, Saturday and Sunday. This will allow us to open the distillery for tours on some holidays, regardless of what day of the week those holidays fall on.

Attached hereto you will find additional documentation requested by you. I am providing photographs and specification of the existing structure details (fencing, siding, lighting) as per your request. We do not plan on altering the exterior of the existing building at all, so all exterior details already exist and have been installed by landlord/property owner. Please note that we are only tenants at this building, and we are satisfied with the current condition of the building. Our business does not require exterior alterations or modifications.

This building was built with all necessary permits, and those documents are on file at the San Mateo County Building offices. The siding was replaced by the building's owner in 2016, and the owner obtained all necessary permits from the SMC Building Department. I have obtained information about the siding and lighting fixture from the owner of the building, and I am enclosing these for you per your request.

As far as the signage on the building is concerned, we called the planning department in September of 2016 to inquire about guidelines for signage, and we were given the information that we could replace the existing sign on the building (for Big Ed's Crane Service) with a sign displaying our logo. Please note that we are currently already using the building for Half Moon Bay Distillery, albeit only as a warehouse for storage of non-alcohol supplies. This use is within the parameters of the permitted use of the building as a warehouse by its previous tenant and we were informed that this does not require any additional permits. We respectfully request that you do not require us to remove the sign, which was already installed about 6 months ago, as the building is already being used by Half Moon Bay Distillery for storage. The sign shows our logo (exactly as displayed at our existing location, see attached photo). The size of our sign matches that of the previous tenant's signage on the existing building at 155 Broadway.

Sincerely,

A handwritten signature in black ink that reads "Ulrike Bisono". The signature is written in a cursive, flowing style.

Caesar and Ulrike Bisono
Half Moon Bay Distillery
103 Harvard Avenue #4
Half Moon Bay, CA 94019

Summer Burlison

From: Ulli Bisono <ulli@hmbdistillery.com>
Sent: Friday, April 21, 2017 2:52 PM
To: Summer Burlison
Subject: Re: HMB Distillery at 155 Broadway
Attachments: IMG_9051 (1).JPG

Hello Summer,

Thank you for your emails from today - let me answer your questions first:

1. Food items: No, we do not offer food to our visitors. There will be no food on the premises, and we don't want people to bring "outside food" to the distillery either. It is not an eating establishment.
2. We would like to place 5 tall tables (bar height) for visitors to "group around" during the presentation. We do not plan on having chairs around these tables. Visitors are going to be standing around those tables for the tasting. We are planning on having a limited number of chairs available for visitors with health conditions, which would require them to be seated rather than stand for 45 minutes (the typical duration of our distillery tours). These chairs will be stored away unless needed as a special accommodation for a guest who prefers to be seated.
3. There is an existing chain link fence, and I submitted a photo of it with the re-submission documents. We were planning on leaving the existing chain link fence. The fence is metal and it is 7 feet tall. I am attaching a photo of the existing fence to this email also.
4. If this is required, we can put a wooden enclosure around garbage/recycle bins. We would paint the wood in a color to match the siding of the building as closely as possible.

Thank you for explaining the different zoning to me as well - glad to hear that there is a bit more flexibility with the new location as far as hours for being open to the public. If possible, then, we would like to amend our distillery tour dates to include Thursday, Friday, Saturday and Sunday between the hours of 11 a.m. and 5 p.m. And we would like to request up to 20 "flex days" per year to schedule additional tours, such as on holidays etc. I don't think that we would max this out during the first year or two at the new location, but if it is permissible, it is probably a good idea to request these parameters now.

Do you need me to re-write the letter or can you amend the application request with the answers provided in this email? Please advise.

Also, I would like to ask you whether you think it might be a good idea to schedule a special building inspection for 155 Broadway now, since this will give us extra time to make any upgrades or changes the building inspector may require. Do I need to wait for anything from your department prior to scheduling the first building inspection?

Thanks, Summer! Have a great weekend.

Ulli Bisono
Half Moon Bay Distillery

On Fri, Apr 21, 2017 at 2:19 PM, Summer Burlison <sburlison@smcgov.org> wrote:

Midcoast Community Council

*An elected Advisory Council to the San Mateo County Board of Supervisors
representing Montara, Moss Beach, El Granada, Princeton, and Miramar*
P.O. Box 248, Moss Beach, CA 94038-0248 - www.MidcoastCommunityCouncil.org

Lisa Ketcham **Dave Olson** **Claire Toutant** **Dan Haggerty** **Chris Johnson** **Brandon Kwan**
Chair Vice-Chair Secretary

Date: November 9, 2017

To: Summer Burlison, Project Planner

From: Midcoast Community Council/ Lisa Ketcham, Chair

Subject: **HMB Distillery Use Permit and CDP for craft distillery and public tours at new location, 155 Broadway, Princeton, PLN2016-00525**

MCC reviewed this application at our 11/8/17 meeting with the applicant in attendance.

MCC supports this project with the following conditions:

Parking:

Oppose the row of perpendicular private parking accessed along Harvard:

- Causes loss of 80 feet of existing public street parking (four spaces).
- Requires backing out into traffic to exit.

Could another nearby lot be leased for parking?

Could tasting area be reduced to lower the parking requirement?

If necessary, MCC would support a parking exception with eight onsite parking spaces accessed via the existing entrance on Broadway, as proposed in the March 2017 site plan.

Odors:

Recommend requirement for odor control for the fermentation area, similar to that proposed for Cannabis cultivation.

Thank you for the opportunity to comment.

Summer Burlison

From: Ananda, Renee@Coastal <Renee.Ananda@coastal.ca.gov>
Sent: Friday, June 23, 2017 4:55 PM
To: Summer Burlison
Subject: RE: HMB Distillery Project Referral

Dear Ms. Burlison (Summer),

Thank you for allowing additional time for us to complete our review of the Planning Permit Application Referral for PLN2016-00525 (HMB Distillery). Our comments are provided below.

The proposed project site is located within the CCR/DR/CD district and has a "Light Industrial" land use designation. The parcel is in proximity to two shoreline access points: at the end of Broadway (this is the closest one) and an access trail off Prospect Way located southeasterly of the site. The applicant's written description in the "Statement of Use" indicates there is adequate parking for ten vehicles and "ample" street parking; although the plans propose eight parking spaces on the site (including an ADA space). We suggest that the County's evaluation address the proposed project's consistency with the LCP policies for parking and shoreline access in the area. This includes Section 6118 which provides the general requirements for off-street parking and LCP Policy 10.22 that requires continued use of existing off-street parking for shoreline access areas, such as at the end of Broadway, in order to maintain existing parking levels and to confine negative impacts to areas already disturbed. The proposed distillery use will include public tours of the facility not to exceed a maximum number of 55 people in the building at any time. The analysis must consider the impact to parking as a result of these tours; including the potential to cause parking to overflow to areas in the vicinity and adjacent to existing parking for shoreline access.

Thank you, RTA

*Renée T. Ananda, Coastal Program Analyst
California Coastal Commission – North Central Coast District
45 Fremont Street, Suite 2000
San Francisco, CA 94105
Phone – Direct: (415) 904-5292 Main: (415) 904-5260
renee.ananda@coastal.ca.gov*

From: Summer Burlison [mailto:sburlison@smcgov.org]
Sent: Wednesday, June 21, 2017 9:02 AM
To: Ananda, Renee@Coastal
Subject: HMB Distillery Project Referral

Hi Renee,

Thank you for your voice message regarding this project referral. I am still waiting for a few other agency responses as well which I expect by end of next week, if that works for you.

Regards,

Summer Burlison
Planner III

County of San Mateo
Planning & Building Department
455 County Center, 2nd Floor
Redwood City, CA 94063
Tel: 650/363-1815
FAX: 650/363-4849
<http://planning.smcgov.org>

Please be aware that I am out of the office every other Monday. For immediate assistance, contact the Planning counter at 650/363-1825.