

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

**DATE:** April 12, 2017

**TO:** Planning Commission

**FROM:** Planning Staff

**SUBJECT:** EXECUTIVE SUMMARY: Consideration of an Architectural Review Permit, pursuant to Sections 154, 227-229.1, 260, and 261 of the California Streets and Highways Code, to allow construction of a freestanding roof for a 440 sq. ft. two-car carport within the front yard of a developed parcel located at 103 Harkins Road in the unincorporated North Skyline area of San Mateo County.

County File Number: PLN 2016-00224

**PROPOSAL**

The applicant proposes to construct a freestanding roof for a 440 sq. ft. two-car carport on the existing elevated driveway in the front yard of the subject parcel. An interior remodel of the existing single-family residence is proposed which includes converting the attached two-car garage into living space. The proposed covered carport would be directly in front of the converted garage. The two-car carport is proposed to fulfill the two-covered parking spaces requirement pursuant to Section 6119 (*Parking Spaces Required*) in the County Zoning Regulations. No grading or vegetation removal is proposed. The parcel is located within the Skyline Boulevard State Scenic Corridor.

**RECOMMENDATION**

That the Planning Commission approve the Architectural Review Permit, County File Number PLN 2016-00224, by making the required findings and adopting the conditions of approval listed in Attachment A.

**SUMMARY**

The location of the proposed freestanding roof for the two-car carport is the most feasible for access and usability. The single-family residence on the parcel is only accessible through the elevated driveway connected to Harkins Road. While the parcel is within the Skyline Boulevard State Scenic Corridor, the impact of the proposed project is minimal given that the project is not visible from the scenic roadway. There is also no tree removal or grading proposed which further minimizes disturbance on the site. The location of the carport on an already-disturbed area will allow the majority of the parcel to remain undisturbed in its natural state, which is consistent with the goals of the State of California Scenic Highways program.

The project complies with all applicable General Plan policies and provisions of the California Streets and Highways Code Policies, and the development standards of the S-11 Zoning District. The project includes changes to the interior of the residence. However, no exterior work on the residence is proposed. Due to the steep downward slope from Harkins Road, Section 6411 of the County Zoning Regulations allows the carport to be built to the front property line. The proposed carport meets all applicable zoning regulations including height, setbacks, and lot coverage. The project is also in compliance with the objectives of the Architectural Review Permit as the proposed carport will not be visible from the scenic roadway due to topography and existing vegetation. Furthermore, the project utilizes colors and materials that will match the existing residence and blend in with the natural environment.

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**RECOMMENDATION**

That the Planning Commission approve the Architectural Review Permit, County File Number PLN 2016-00224, by making the required findings and adopting the conditions of approval listed in Attachment A.

**BACKGROUND**

Report Prepared By: Carmelisa Morales, Project Planner, Telephone 650/363-1873

Applicant: Hermann Diederich

Owner: James and Heather Huddleston

Location: 103 Harkins Road, Woodside

APN: 067-014-080

Size: 24,702 sq. ft.

Existing Zoning: R-1/S-10 (Single-Family Residential/S-10 Combing District with 20,000 sq. ft. minimum parcel size)

General Plan Designation: Low Density Residential Rural (0.3 to 2.3 dwelling units/net acre)

Existing Land Use: Improved with a Single-Family Residence

Water Supply: Municipal service is provided by California Water Service Company (Bear Gulch).

Sewage Disposal: The site is currently improved with an on-site septic system which services the existing single-family residence. No change to the septic system is proposed. The County's Environmental Health Division has preliminarily reviewed and approved the plans.

Flood Zone: The project site is located in Flood Zone X as defined by FEMA (Community Panel Number 06081C0292E, dated October 16, 2012), which is an area with minimal potential for flooding.

Environmental Evaluation: Categorically exempt under provisions of Class 3, Section 15303, of the California Environmental Quality Act (CEQA), for construction of an accessory structure.

Setting: The 24,702 sq. ft. developed parcel is located approximately 100 feet from the intersection of Harkins Road and Skyline Boulevard. The parcel has a steep slope going downward from Harkins Road. The project site is accessed via an existing elevated driveway from Harkins Road. The single-family residence on the parcel consists of a 3-bedroom, 2.5-bathroom single-family residence with an attached two-car garage and decks on the lower and storage levels. The project area and surrounding vicinity are wooded with surrounding low-density single-family residential development. In the greater project area, there are open space areas such as the Purisima Creek Redwoods Open Space Preserve.

## **DISCUSSION**

### **A. KEY ISSUES**

#### **1. Conformance with the General Plan**

Staff has reviewed the project for conformance with all applicable General Plan Policies. The policies applicable to this project include the following:

Policy 4.21 (*Scenic Corridors*) aims to protect and enhance the visual quality of scenic corridors by managing the location and appearance of structural development. Further, Policy 4.59 (*Views*) speaks on the location of development in scenic corridors so as to not disrupt the visual harmony of the natural landscape. The subject parcel is located within the Skyline Boulevard State Scenic Corridor. Although the proposed carport will be placed on the highest sloped area of the parcel, the existing mature vegetation bordering the parcel will screen the carport from public viewpoints of Skyline Boulevard. The proposed project does not require any tree removal or grading. The structure will utilize natural materials and colors such as black asphalt composition shingles for the roof, white wood trim, and natural wood shingles for the exterior walls. All materials and colors will match the existing residence and surrounding topography. Given the existing site conditions and proposed materials and colors, the proposed carport will blend in with the natural surrounding environment and any impacts to visual resources will be minimized.

2. Conformance with Zoning Regulations

**R-1/S-10 Zoning District Regulations:**

The project parcel is zoned R-1/S-10 (Single-Family Residential District / S-10 Combining District). The development on the parcel complies with the required development standards for the R-1/S-10 Zoning District for all applicable zoning regulations as outlined in the tables below:

<b>S-10 District Development Standards</b>			
	<b>Required</b>	<b>Existing</b>	<b>Proposed</b>
Minimum Lot Width	Average 75 ft.	120.11 ft.	-
Minimum Building Area	20,000 sq. ft.	24,702 sq. ft.	-
Minimum Front Yard Setback	20 ft.	25.7 ft.	-
Minimum Left Side Yard Setback	10 ft.	13.9 ft.	-
Minimum Right Side Yard Setback	10 ft.	70.1 ft.	-
Minimum Rear Yard Setback	20 ft.	68.1 ft.	-
Maximum Lot Coverage (All Development)	25% (6,175 sq. ft.)	8% <sup>1</sup> (2,190 sq. ft.)	10% <sup>2</sup> (2,630 sq. ft.)
Maximum Building Height	36 ft.	36 ft.	-
Minimum Covered Parking <sup>3</sup>	2 Spaces	2 Spaces	2 Spaces
<p>1. Existing Lot Coverage calculation includes the residence (1,200 sq. ft.) and areas of decks 18 in. or more above ground (990 sq. ft.).</p> <p>2. Proposed Lot Coverage calculation includes the residence (1,200 sq. ft.), areas of decks 18 in. or more above ground (990 sq. ft.), and the two-car carport (440 sq. ft.).</p> <p>3. San Mateo County Zoning Regulations Section 6119.</p>			

<b>Detached Accessory Building Development Standards<sup>4</sup></b>		
	<b>Required</b>	<b>Proposed</b>
Maximum Floor Area of Rear Yard Area <sup>4</sup>	30% (3,705 sq. ft.)	3% (440 sq. ft.) In Front Yard <sup>4</sup>
Maximum Floor Area	1,000 sq. ft.	440 sq. ft.
Maximum Plate Height	10 ft.	9.5 ft.
Maximum Building Height	28 ft.	15.75 ft.
Minimum Front Yard Setback	0 ft.	1.5 ft.
Minimum Left Side Yard Setback	10 ft.	32 ft.
Minimum Right Side Yard Setback	10 ft.	67 ft.
Minimum Rear Yard Setback	3 ft.	102 ft.
<i>4. San Mateo County Zoning Regulations Sections 6410 and 6411.</i>		

The applicant is proposing a detached two-car carport to be located in the front yard on the subject parcel. Section 6411(a) of the San Mateo County Zoning Regulations allows a detached carport to be built to the front lot line if the slope of the front half of the lot is greater than 1 foot rise or fall in a distance of 7 feet from the established street elevation at the property line, or where the elevation of the lot at the street line is 5 feet or more above or below the established street elevation. This section also requires carports under this circumstance to maintain the required setbacks of the main residence and a maximum height specified for carports by the district, or when not specified by the district, a maximum height of 28 feet. The parcel meets the criteria to be eligible for this exception as the slope of the front half of the parcel is greater than 1 foot fall in a distance of 7 feet. The carport complies with the maximum height limit at 15.75 feet and all other applicable regulations.

3. Conformance with the Architectural Review Permit

Staff has reviewed the project and found it to be in compliance with Sections 154, 227-229.1, 260, and 261 of the California Streets and Highways Code as it pertains to the Skyline Boulevard State Scenic Corridor. Specifically, the standards attempt to promote the preservation of the visual character and protect the scenic appearance of the Skyline Boulevard State Scenic Corridor area. As previously discussed, the subject parcel is developed and served by existing infrastructure. Therefore, the project scope is limited to on-site improvements only. The proposed carport is in the most feasible location for access and usability. The existing vegetation surrounding the parcel will provide a visual buffer from public viewpoints. The carport will utilize natural materials and colors, as discussed above, that will match the existing residence and surrounding topography which will aid with blending in with the surrounding environment. The project does not propose tree removal or grading to minimize site disturbance. Overall, the project has been designed and sited to be subordinate and complementary to the site.

B. ENVIRONMENTAL REVIEW

This project is categorically exempt under Section 15303, Class 3, of the California Environmental Quality Act (CEQA), for construction of an accessory structure.

C. REVIEWING AGENCIES

	<b>Approve</b>	<b>Conditions</b>	<b>Deny</b>
Building Inspection Section	X	X	
Cal-Fire	X	X	
Department of Public Works	X	X	
Environmental Health Division	X		
Geotechnical Section	X		

**ATTACHMENTS**

- A. Recommended Findings and Conditions of Approval
- B. Project Plans

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County of San Mateo  
Planning and Building Department

**RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL**

Permit or Project File Number: PLN 2016-00224

Hearing Date: April 12, 2017

Prepared By: Carmelisa Morales  
Project Planner

For Adoption By: Planning Commission

**RECOMMENDED FINDINGS**

Regarding the Environmental Review, Find:

1. That the proposed project is categorically exempt pursuant to Section 15303, Class 3, of the California Environmental Quality Act, related to construction of an accessory structure.

Regarding the Architectural Review Permit, Find:

2. That the project complies with the California Streets and Highways Code as it pertains to the Skyline Boulevard State Scenic Corridor. The proposed project results in on-site improvements only. The proposed development has been carefully located so that topography and existing vegetation provide a visual buffer from public viewpoints. The project will utilize natural materials and colors that will match the existing residence and surrounding topography which will aid with blending in with the surrounding environment. The project does not propose tree removal or grading to minimize site disturbance. Overall, the project has been designed and sited as to remain subordinate and complementary to the site.

**RECOMMENDED CONDITIONS OF APPROVAL**

Current Planning Section

1. The approval applies only to the proposal as described in this report and materials submitted for review and approval by the Planning Commission on April 12, 2017. The Community Development Director may approve minor revisions or modifications to the project if they are found to be consistent with the intent of and in substantial conformance with this approval.
2. This permit shall be valid for one (1) year from the date of approval in which time a building permit shall be issued. Any extension of this permit shall require



submittal of an application for permit extension and payment of applicable extension fees sixty (60) days prior to the expiration date.

3. This permit does not allow for the removal of any trees. Removal of any tree with a diameter equal to or greater than 12 inches as measured 4.5 feet above the ground shall require a separate tree removal permit.
4. The applicant shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section, the Department of Public Works, and the respective Fire Authority.
5. The applicant shall include an erosion and sediment control plan on the plans submitted for the building permit. This plan shall identify the type and location of erosion control devices to be installed upon the commencement of construction in order to maintain the stability of the site and prevent erosion and sedimentation off-site. A separate tree protection plan may also be required as part of the building permit. Species and size of trees shall be indicated on the plan (size shall be measured by dbh method).
6. A survey verification letter will be required during the construction phase of this project. Once the building permit has been issued and the forms have been set, the surveyor of record shall field measure the setback dimensions of the set forms from applicable property lines and compose a survey verification letter, with stamp and signature, of the field measurements to be submitted to the Planning and Building Department for review and approval.
7. Prior to the issuance of a building permit, the applicant shall submit color and material samples for review and approval by the Community Development Director.
8. Prior to scheduling a final inspection, color verification shall occur in the field after the applicant has applied the approved materials and colors. The applicant is required to maintain the approved materials and colors.
9. During project construction, the applicant shall, pursuant to Chapter 4.100 of the San Mateo County Ordinance Code, minimize the transport and discharge of stormwater runoff from the construction site into storm drain systems by:
  - a. Stabilizing all 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 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 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 and undisturbed areas from construction impacts using vegetative buffers trips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
  - h. Performing clearing and earth-moving activities only during dry weather.
  - i. Limiting and timing applications 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 instruction to all employees and subcontractors regarding the construction best management practices.
10. The applicant is responsible for ensuring that all contractors are aware of all stormwater quality measures and implementing such measures. Failure to comply with the construction Best Management Practices (BMPs) will result in the issuance of the correction notices, citations, or a project stop order.
- a. All landscaping shall be properly maintained and shall be designed with efficient irrigation practices to reduce runoff, promote surface filtration, and minimize the use of fertilizers, herbicides and pesticides that can contribute to runoff pollution.
  - b. Where subsurface conditions allow, the roof downspout systems from all structures shall be designed to drain to a designated, effective infiltration area or structure (refer to BMPs Handbook for infiltration system designs and requirements).

11. 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).

#### Building Inspection Section

12. All new construction within 5 ft. of a property line shall be protected on the underside of the structure with materials of one-hour fire rating.

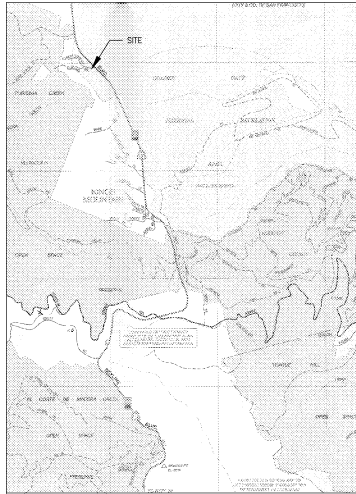
#### Cal-Fire

13. Residential buildings shall have internally illuminated address numbers contrasting with the background so as to be seen from the public roadway fronting the building. Residential address numbers shall be at least 6 ft. above the finished surface of the driveway. Where buildings are located remotely to the public roadway, additional signage at the driveway/roadway entrance leading to the building and/or on each individual building shall be required by the San Mateo County Fire Department. This remote signage shall consist of a 6-inch by 18-inch green reflective metal sign with 3-inch reflective numbers/letters similar to Hy-Ko 911 or equivalent.

#### Department of Public Works

14. If the project requires new footings, compliance with C6 Best Management Practices (BMPs) will be required.

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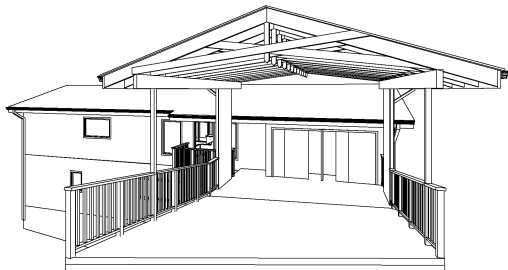
LOCATION MAP

### ZONING INFORMATION

ZONING R-1/S-10  
 FRONT YARD SETBACK = 20'-0"  
 SIDE YARD SETBACK = 10'-0"  
 REAR YARD SETBACK = 20'-0"  
 PROPOSED CARPORT = 17'-0"  
 SETBACK FROM STREET PROPERTY LINE  
 COVERAGE ALLOWANCE = 25%  
 LOT SIZE = 24,700 SQ. FT.  
 EXISTING RESIDENCE COVERAGE = 1,200 SQ. FT.  
 EXISTING DECK COVERAGE = 890 SQ. FT.  
 NEW CARPORT COVERAGE = 440 SQ. FT.  
 TOTAL COVERAGE = 2,630 SQ. FT.  
 PERCENT COVERAGE = 10.6 %

### NOTES

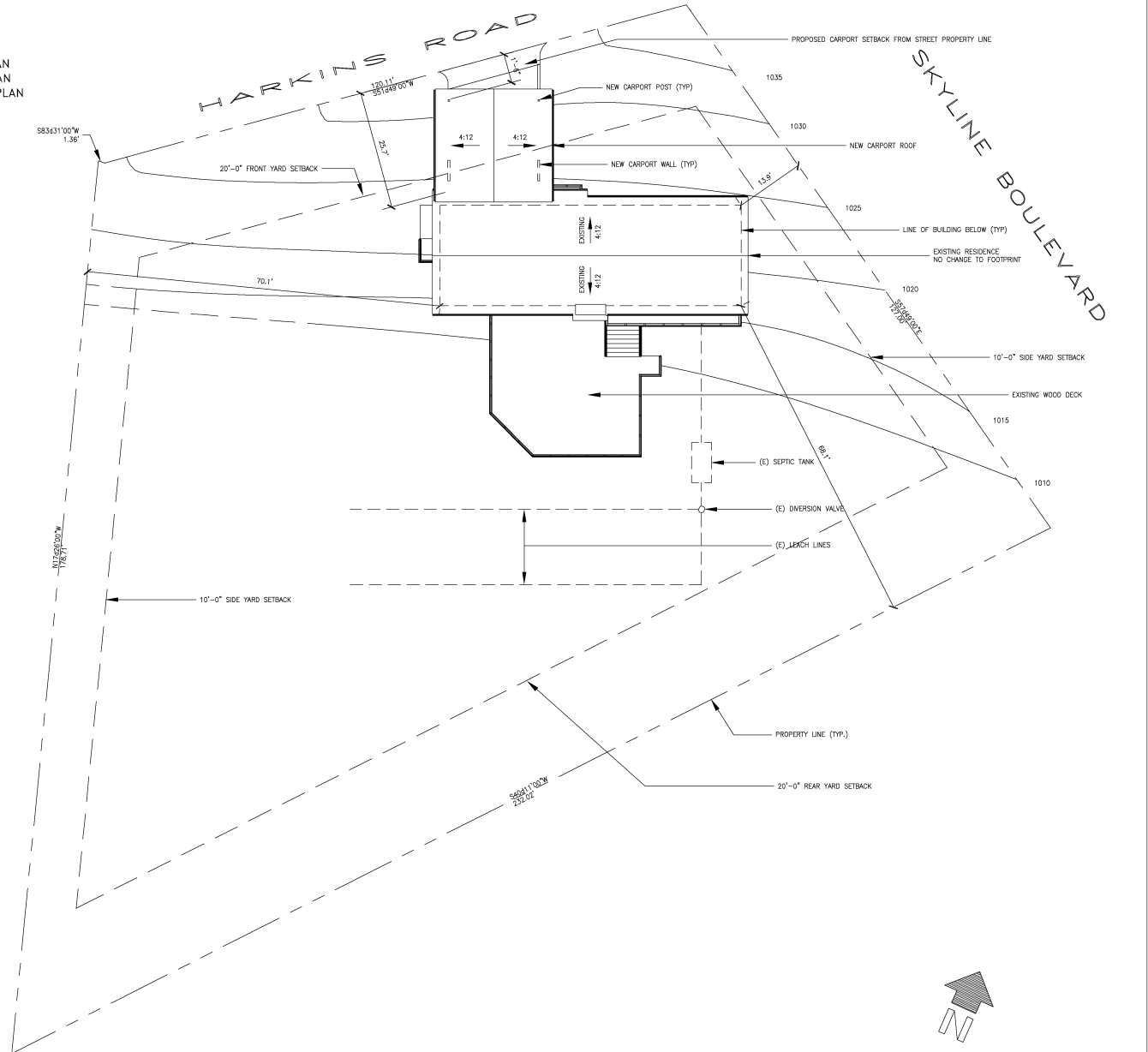
THERE WILL BE NO GRADING FOR THIS PROJECT.  
 THE DRAINAGE WILL NOT CHANGE. THE DOWNSPOUTS OF THE NEW CARPORT ROOF WILL BE LED INTO THE EXISTING DOWNSPOUTS WHICH SERVE THE EXISTING DRIVEWAY.



STREET PERSPECTIVE

### INDEX TO DRAWINGS

- A1 SITE & ROOF PLAN
- A2 MAIN FLOOR PLAN
- A3 (E) UPPER FLOOR PLAN
- A4 (E) LOWER FLOOR PLAN
- A5 (E) STORAGE FLOOR PLAN
- A6 EXTERIOR ELEVATIONS
- A7 EXTERIOR ELEVATIONS
- A8 INTERIOR ELEVATIONS



SITE & ROOF PLAN

Diederich & Kim Architects  
 240 Star Hill Road Woodside, Ca. 94062  
 (650) 851-0477

Removal to the Residence of:  
 Heather & Hutch Huddleston  
 103 Harkins Road  
 Woodside, CA 94062

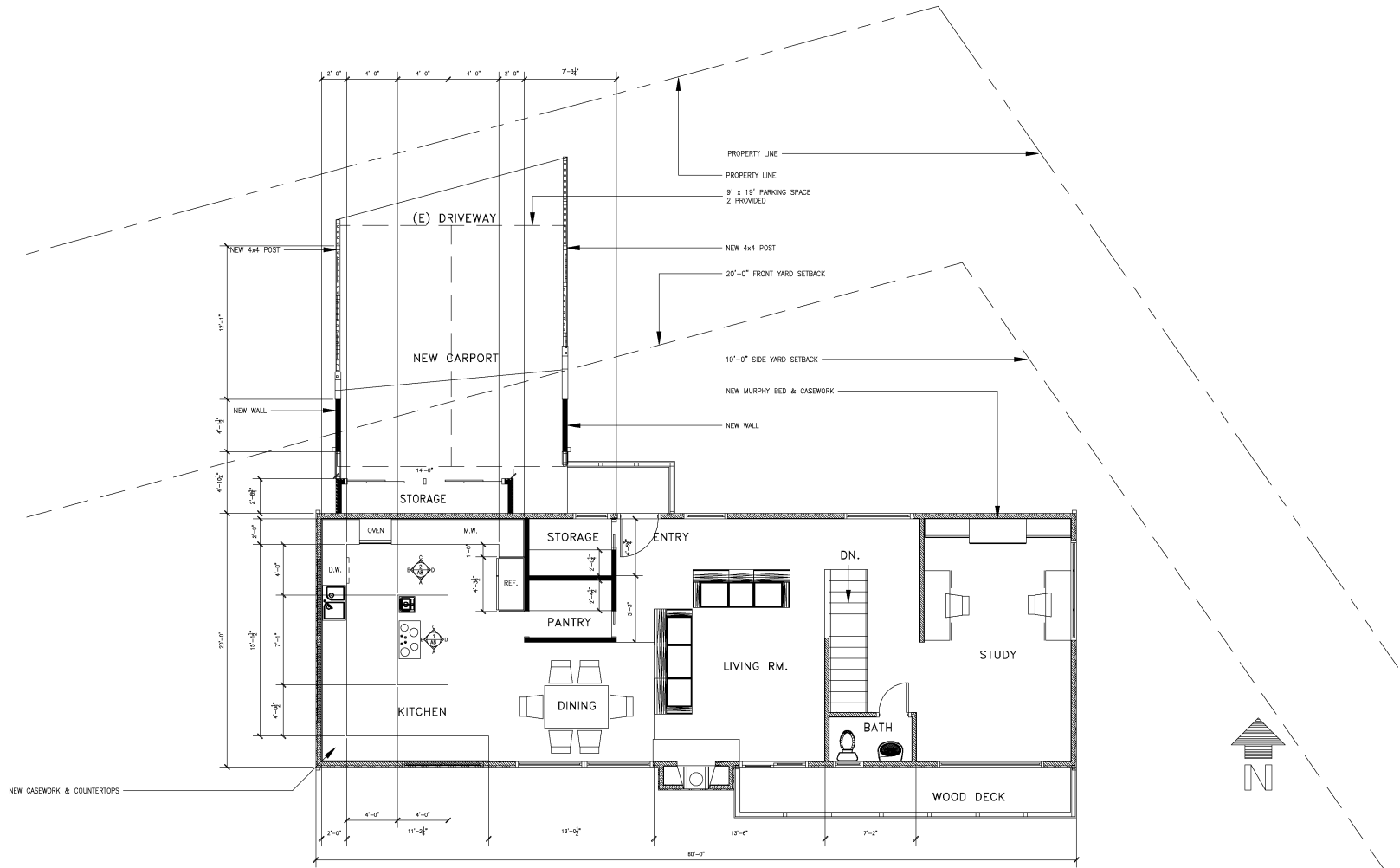
Site & Roof Plan

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 date 12/27/2016  
 revisions



project 16-01

A 1



MAIN FLOOR PLAN

①

Diederich & Kim Architects  
 240 Star Hill Road Woodside, Ca. 94062  
 (650) 851-0477

Remodel to the Residence of:  
 Heather & Hutch Huddleston  
 103 Harkins Road  
 Woodside, CA 94062

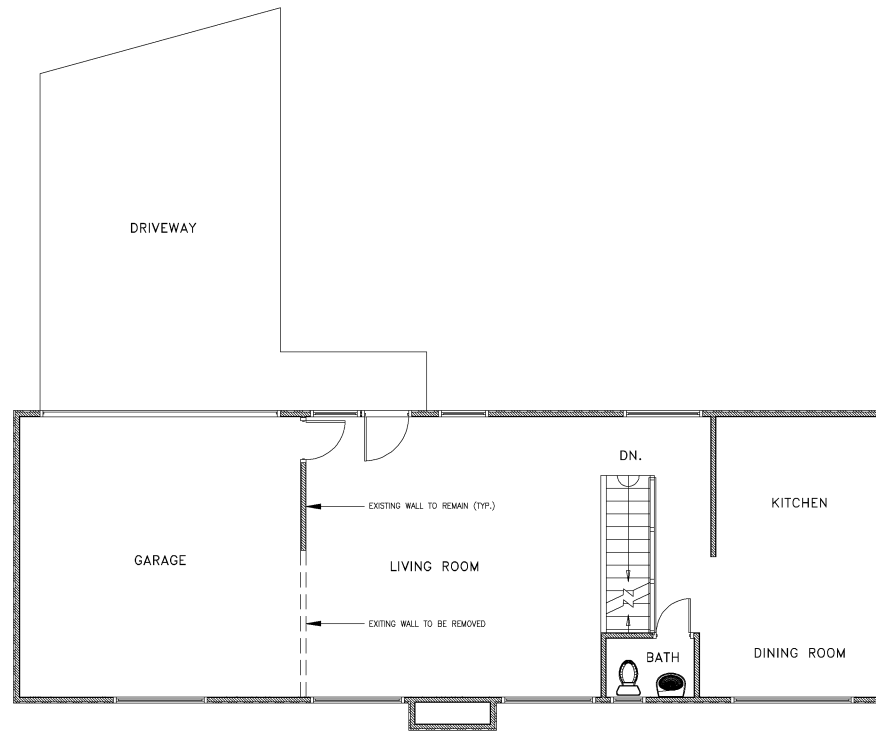
Main Floor Plan

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 date 12/20/2016  
 revisions




project 16-01

A 2



EXISTING UPPER FLOOR PLAN & DEMOLITION PLAN

1


 Diederich & Kim Architects  
 240 Star Hill Road Woodside, Ca.  
 (650) 851-0477 94062

Remodel to the Residence of:  
 Heather & Hutch Huddleston  
 103 Harkins Road  
 Woodside, CA 94062

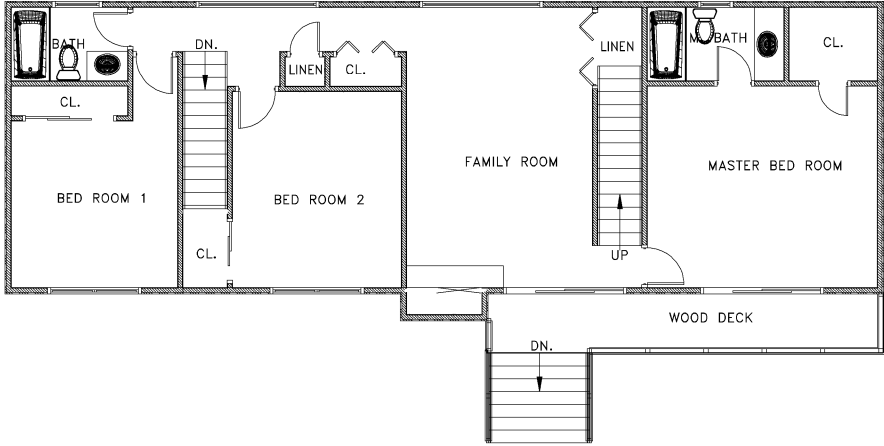
Existing Upper Floor Plan

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 date 4/20/2016  
 revisions




project 16-01

A 3



EXISTING LOWER FLOOR PLAN

1


**Diederich & Kim Architects**  
 240 Star Hill Road Woodside, Ca.  
 (650) 851-0477 94062

Remodel to the Residence of:  
**Heather & Hutch Huddleston**  
 103 Harkins Road  
 Woodside, CA 94062

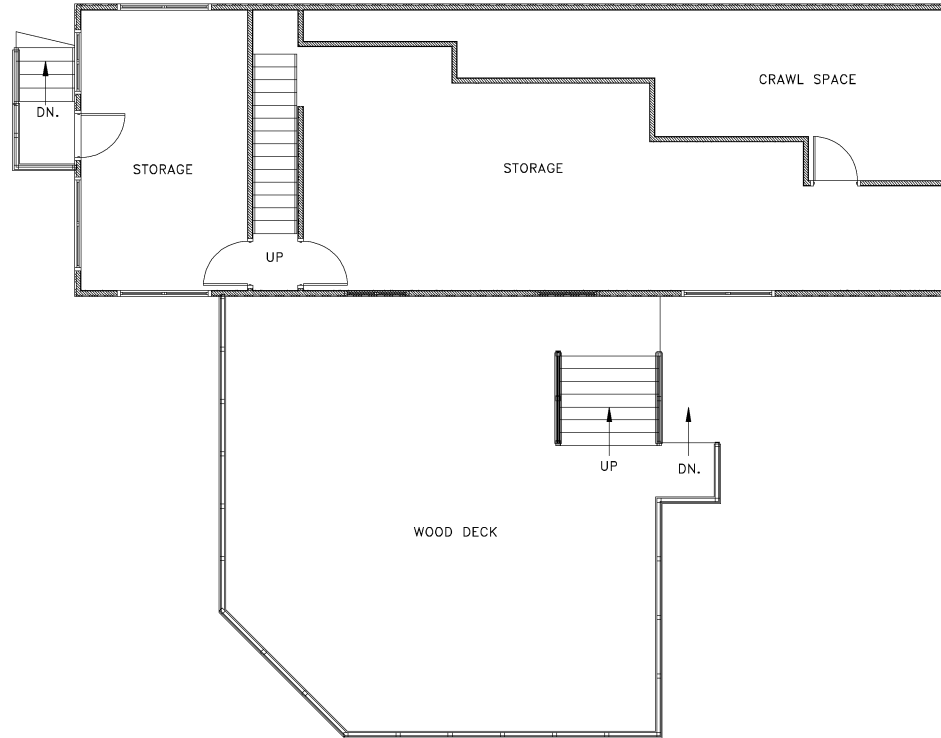
Existing Lower Floor Plan

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 revisions



project 16-01

A 4



EXISTING STORAGE FLOOR PLAN

1

Diederich & Kim Architects  
240 Star Hill Road Woodside, Ca.  
(650) 851-0477 94062

Remodel to the Residence of:  
Heather & Hutch Huddleston  
103 Harkins Road  
Woodside, CA 94062

Existing Storage Floor Plan

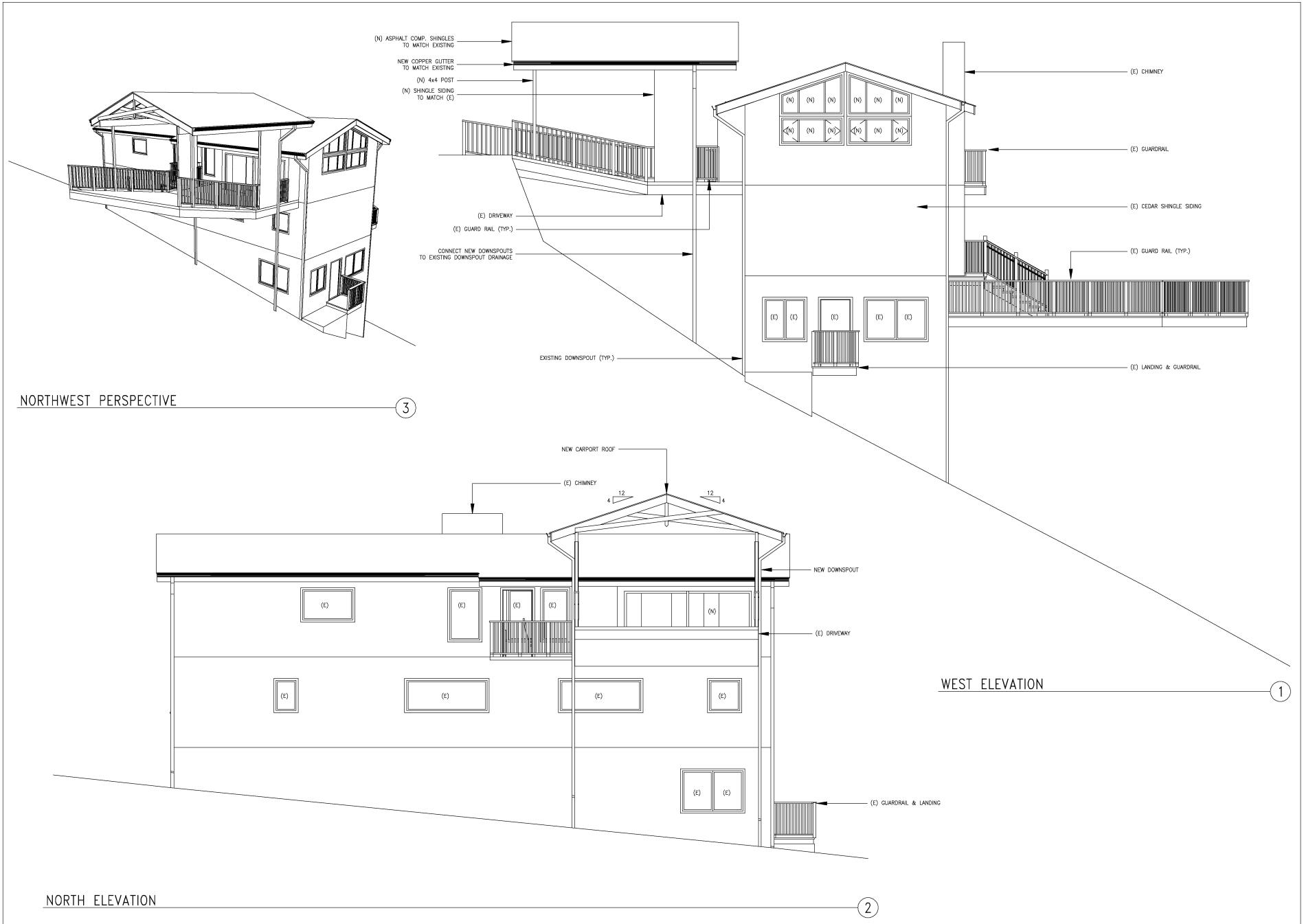
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revisions



project 16-01

A 5





Diederich & Kim Architects  
 240 Star Hill Road Woodside, Ca. 94062  
 (650) 851-0477

Remodel to the Residence of:  
 Heather & Hutch Huddleston  
 103 Harkins Road  
 Woodside, CA 94062

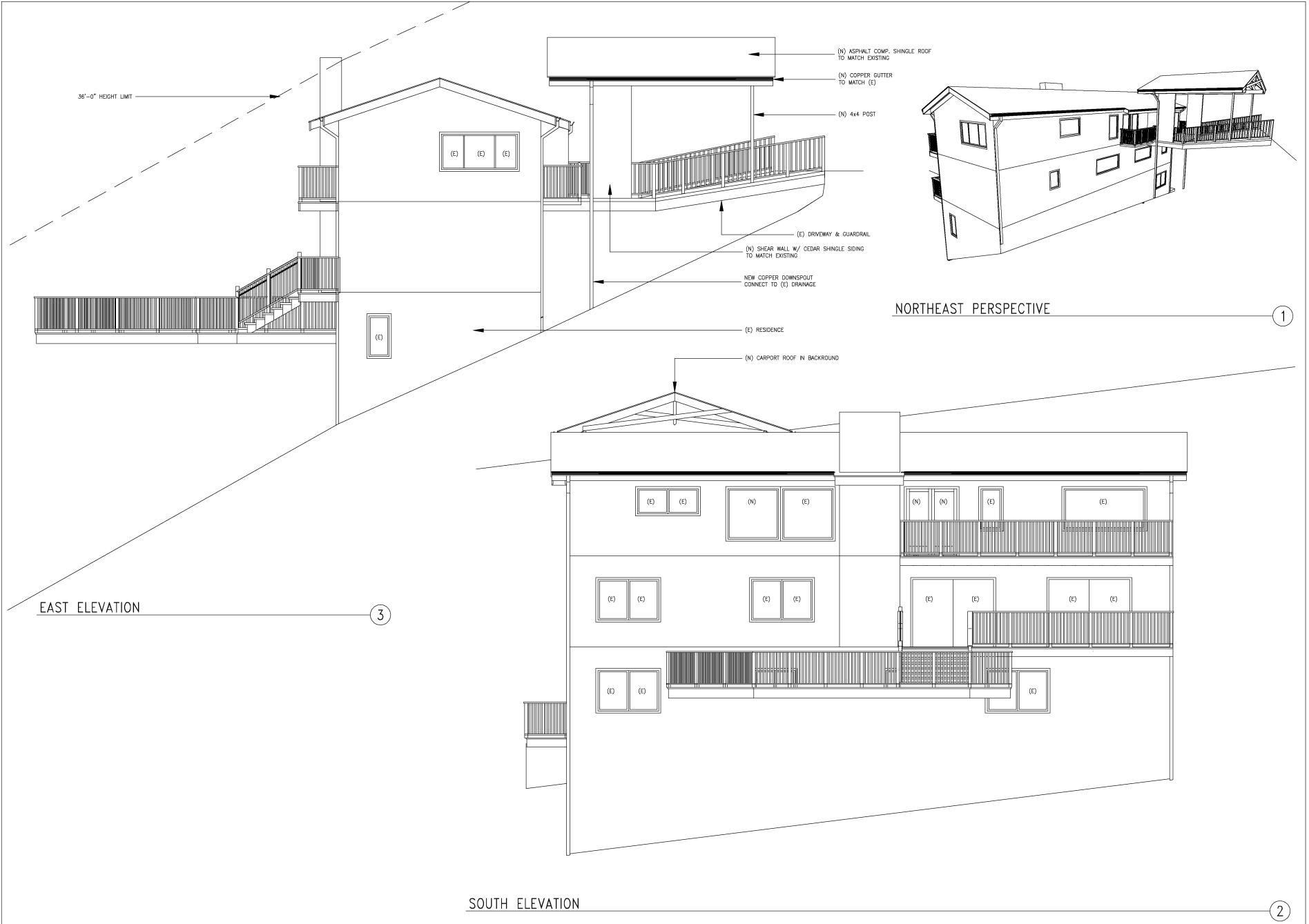
Exterior Elevations

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 revisions



project 16-01

A 6



Diederich & Kim Architects  
 240 Star Hill Road Woodside, Ca. 94062  
 (650) 851-0477

Remodel to the Residence of:  
 Heather & Hutch Huddleston  
 103 Harkins Road  
 Woodside, CA 94062

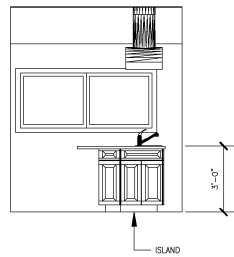
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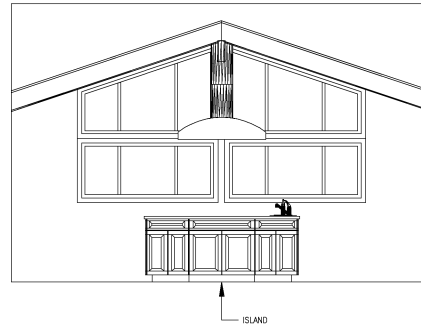
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 DIEKERICH & KIM  
 No. C 14804  
 REN. 11/30/17  
 STATE OF CALIFORNIA

project 16-01

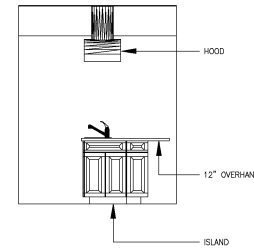
A 7



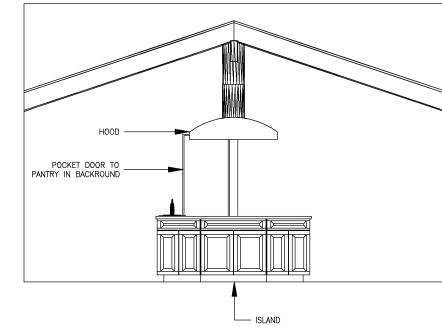
SOUTH ELEVATION A



WEST ELEVATION B



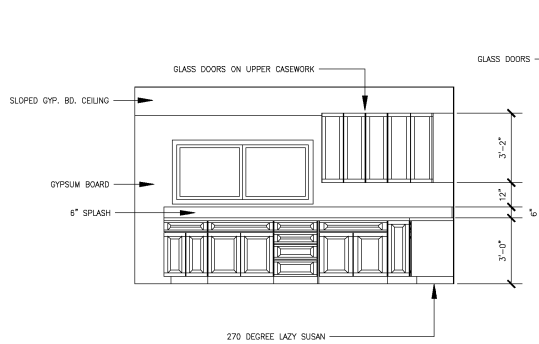
NORTH ELEVATION C



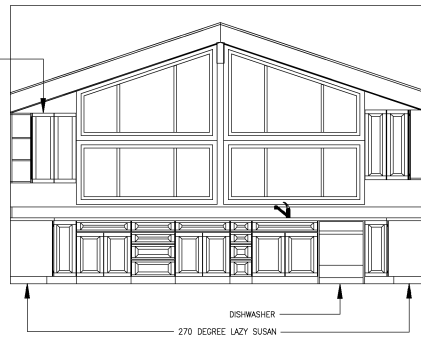
EAST ELEVATION D

KITCHEN ISLAND INTERIOR ELEVATIONS

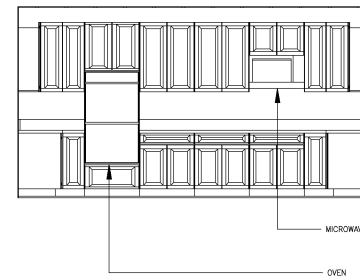
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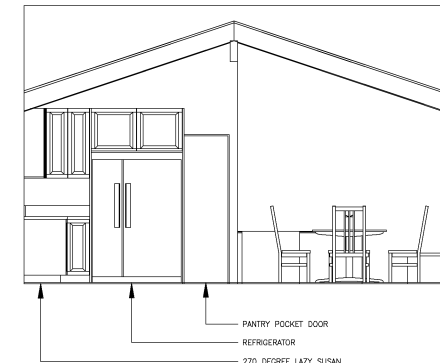
SOUTH ELEVATION A



WEST ELEVATION B



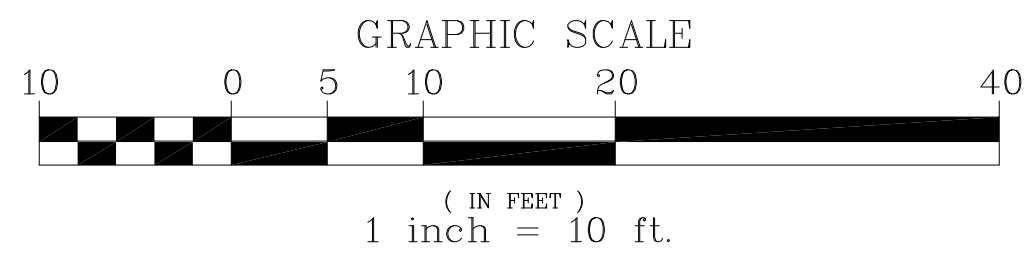
NORTH ELEVATION C



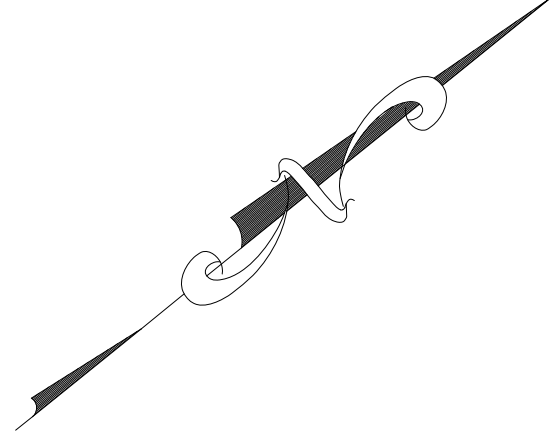
EAST ELEVATION D

KITCHEN INTERIOR ELEVATIONS

2

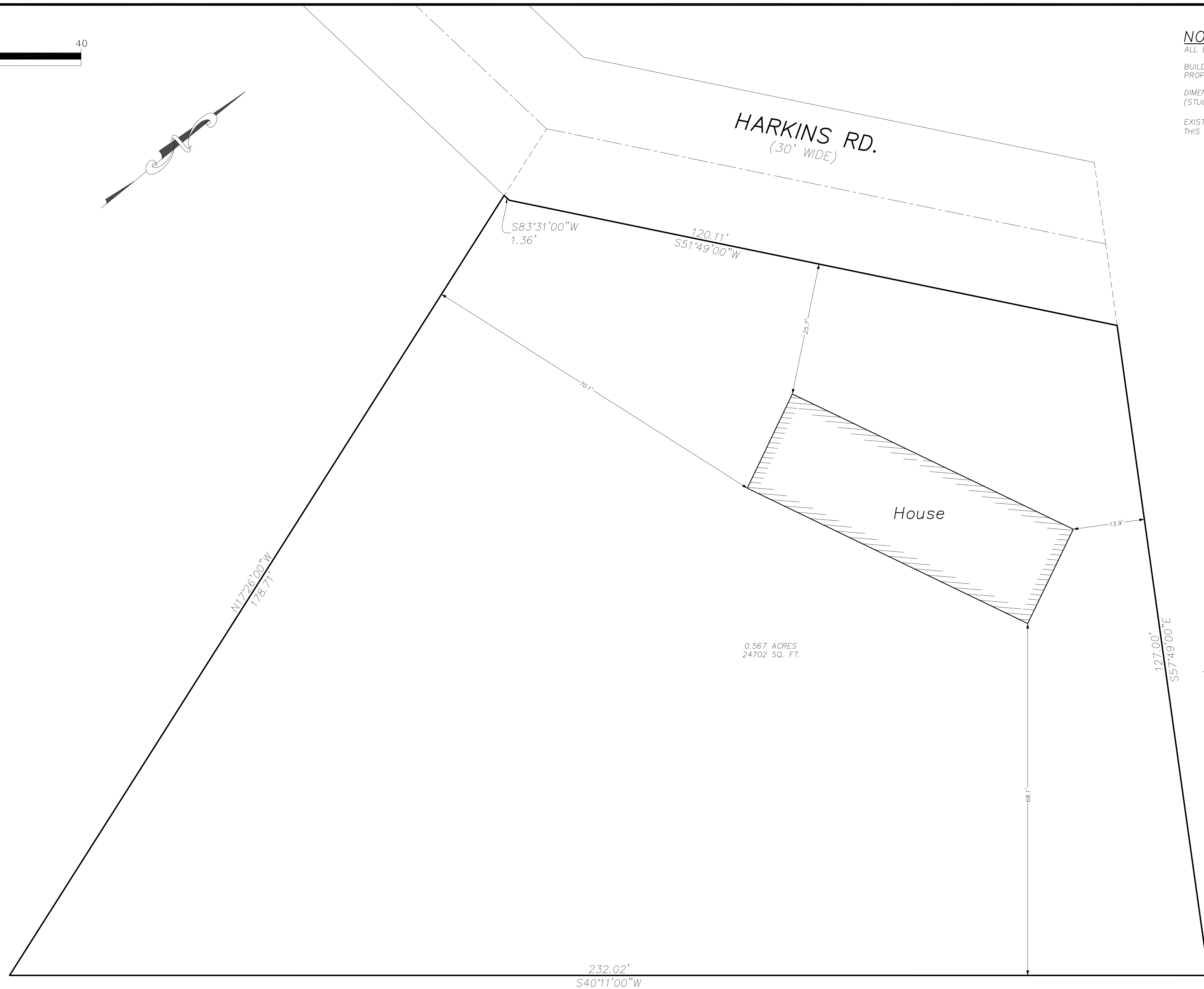


12-12-2016

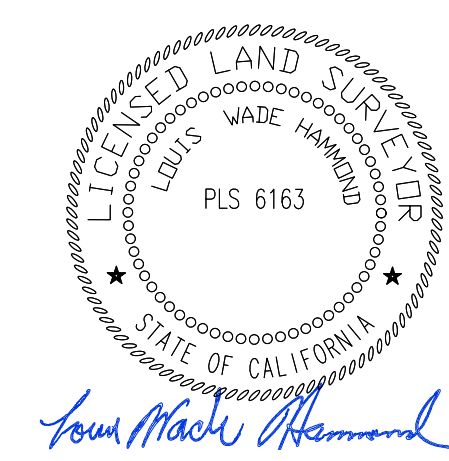


**NOTES**  
 ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.  
 BUILDING LOCATION DIMENSIONS ARE MEASURED PERPENDICULAR TO THE PROPERTY LINES.  
 DIMENSIONS TO THE BUILDING ARE TAKEN AT THE EXTERIOR FINISHED SURFACE. (STUCCO/SIDING)  
 EXISTING HARDSCAPE IS **NOT** SHOWN ON THIS SURVEY.  
 THIS IS A PARTIAL TOPOGRAPHIC SURVEY

# Attachment B



**SURVEY**  
 103 HARKINS RD.  
 WOODSIDE  
 APN: 067-014-080  
 LOT 35, 12 MAPS 12



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