



**AGENDA
REGULAR MEETING**

**City Council of the Town of Colma
Colma Community Center
1520 Hillside Boulevard
Colma, CA 94014**

**Wednesday, June 22, 2016
7:00 PM**

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PUBLIC COMMENTS

Comments on the Consent Calendar and Non-Agenda Items will be heard at this time. Comments on Agenda Items will be heard when the item is called.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the June 8, 2016 Regular Meeting.
2. Motion to Adopt a Resolution Establishing Salary for New Administrative Services Director Position; Removing Assistant City Manager, Recreation Services Director and Senior Projects Manager Positions; and Adopting a Salary Schedule.

PUBLIC HEARING

3. 442-468 B STREET – TEALDI SUBDIVISION

Consider: Motion to Adopt a Resolution Granting a Tentative Subdivision Map for Creating Nine Single Family Residential Lots Located at 442-468 B Street Pursuant to CEQA Guideline 15332.

REPORTS

Mayor/City Council

City Manager

ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review at the Colma Town Hall, 1188 El Camino Real, Colma, CA during normal business hours (Mon – Fri 8am-5pm). Persons interested in obtaining an agenda via e-mail should call Caitlin Corley at 650-997-8300 or email a request to ccorley@colma.ca.gov.

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**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Colma Community Center, 1520 Hillside Boulevard
Colma, CA 94014

Wednesday, June 8, 2016

Closed Session – 6:00 p.m. – **CANCELLED**

Regular Session – 7:00 p.m.

CALL TO ORDER

Mayor Diana Colvin called the Regular Meeting of the City Council to order at 7:03 p.m.

Council Present – Mayor Diana Colvin, Vice Mayor Helen Fisicaro, Council Members Raquel “Rae” Gonzalez, Joseph Silva and Joanne F. del Rosario were all present.

Staff Present – City Manager Sean Rabé, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Recreation Services Director Brian Dossey, Director of Public Works Brad Donohue, City Planner Michael Laughlin, Finance Director Paul Rankin and Administrative Technician Darcy De Leon were in attendance.

REPORT FROM CLOSED SESSION

Mayor Colvin stated, “The City Council’s closed session for this evening was cancelled, so no action was taken.”

ADOPTION OF THE AGENDA

Mayor Colvin asked if there were any changes to the agenda. None were requested. The Mayor asked for a motion to adopt the agenda.

Action: Council Member del Rosario moved to adopt the agenda; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel “Rae” Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

PUBLIC COMMENTS

Mayor Colvin opened the public comment period at 7:05 p.m. and seeing no one come forward to speak, she closed the public comment period.

CONSENT CALENDAR

2. Motion to Accept the Minutes from the May 25, 2016 Regular Meeting.

3. Motion to Approve Report of Checks Paid for May 2016.
4. Motion to Approve a Resolution Adopting Appropriations Limit for FY 2016-17.
5. Motion Directing the City Manager to Review the Town of Colma's Conflict of Interest Code and Submit a Biennial Notice by October 1, 2016.

Action: Council Member Gonzalez moved to approve the Consent Calendar items #2-5; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

Council Member del Rosario noted she was absent in the previous May 25, 2016 City Council meeting.

PUBLIC HEARING

6. PROPOSED FISCAL YEAR 2016 – 2017 BUDGET AND FINANCIAL PLAN

City Manager Sean Rabé presented the staff report. Mayor Colvin opened the public comment hearing at 7:15 p.m. Resident Tom Taylor made a comment. The Mayor closed the public hearing at 7:17. Council discussion followed.

Action: Vice Mayor Fiscaro moved to adopt a Resolution Appropriating Funds and Adopting the Annual Budget for Fiscal Year 2016-17; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

At the City Manager's request City Council decided to move forward with item #8 first, followed by item #7.

NEW BUSINESS

8. DROUGHT MITIGATION REBATE PROGRAM EXTENSION

City Planner Michael Laughlin presented the staff report. Mayor Colvin opened the public comment period at 7:29 p.m. Residents Laura Walsh and John Goodwin made comments. The Mayor closed the public comment period at 7:30 p.m. Council discussion followed.

Action: Vice Mayor Fiscaro moved to adopt a Resolution Continuing the Drought Mitigation Rebate Program for Fiscal Year 2016-17; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

PUBLIC HEARING

7. 2016-2021 SEWER SERVICE RATES AND CHARGES

Public Works Director Brad Donohue and City Attorney Christopher Diaz presented the staff report. Mayor Colvin opened the public hearing comment at 7:50 p.m. Resident Laura Walsh made a comment. The Mayor closed the public hearing at 7:53 p.m. Council discussion followed.

Action: Vice Mayor Fiscaro moved to Introduce an Ordinance Amending Subchapter 3.04 of the Colma Municipal Code, Relating to Sewer Rates and Charges; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

Action: Vice Mayor Fiscaro moved to Adopt an Urgency Ordinance Amending Subchapter 3.04 of the Colma Municipal Code, Relating to Sewer Rates and Charges; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

COUNCIL CALENDARING

The next Regular City Council Meetings will be Wednesday, June 22, 2016 at 7:00 p.m. and Wednesday, July 13, 2016 at 7:00 p.m.

REPORTS

Helen Fisicaro

Jobs For Youth Breakfast, 5/26
HIP Housing Luncheon, 6/3

Joseph Silva

Council of Cities Dinner, hosted by Half Moon Bay, 5/27

City Manager Sean Rabé reported on the following topics:

- Bids for the steel package portion of the Town Hall Renovation Project are due next Wednesday, June 15, 2016.
- The Town Hall Renovation Project is still ongoing, with the rebar installation scheduled for completion by the end of the month.

ADJOURNMENT

The meeting was adjourned by Mayor Colvin at 7:59 p.m.

Respectfully submitted,

Darcy De Leon
Administrative Technician



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Sean Rabé, City Manager
 MEETING DATE: June 22, 2016
 SUBJECT: Establishing Salary for Administrative Services Director; Removing Assistant City Manager, Recreation Services Director and Special Projects Manager Positions; and Adopting a Salary Schedule

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION ESTABLISHING SALARY FOR NEW ADMINISTRATIVE SERVICES DIRECTOR POSITION; REMOVING ASSISTANT CITY MANAGER, RECREATION SERVICES DIRECTOR AND SENIOR PROJECTS MANAGER POSITIONS; AND ADOPTING A SALARY SCHEDULE

EXECUTIVE SUMMARY

The Adopted Fiscal Year 2016-17 Budget included a new unrepresented employee classification: Administrative Services Director, and removed a previously-approved position: Assistant City Manager. The attached resolution establishes the salary range for the new position, removes the Assistant City Manager position and includes a new salary schedule for all Town employment positions. No changes are proposed or included in the attached salary schedule, other than those mentioned above.

FISCAL IMPACT

The Administrative Services Director position was included in the staffing chart in the FY 2016-17 budget. The salary for the new position has also been included in the FY 2016-17 budget. The beginning salary range for this position is proposed to be \$70.34, for an annual salary cost of \$146,307 (excluding benefits).

BACKGROUND

The FY 2016-17 budget included a new position in the staffing level chart (see Attachment B): Administrative Services Director. The position is meant to serve as support staff to the City Manager, overseeing the following City Manager Department functional areas:

- Risk Management
- Informational Technology (IT)
- Human Resources

In addition to the duties listed above, the Administrative Services Director will also serve as the Department Director for the Recreation Department.

ANALYSIS

With nearly 2.5 years as the Town of Colma’s City Manager, I have been able to gauge the ongoing staffing needs the organization faces. While the Town had an Assistant City Manager position that was vacant and unfunded for several years, I cannot see the need for that position. There exists a need in the City Manager Department, however, for a position to coordinate the General Services functions of the Town (Risk Management, IT) and to provide managerial support to Human Resources. At the same time, the Recreation Services Director position has taken on many duties not associated with Recreation Services. As such, my recommendation is to combine these two positions into one Administrative Services Director position that will provide greater flexibility to the City Manager Department. In order to accomplish this staff recommends removing both the Assistant City Manager and Recreation Services Director positions and creating the Administrative Services position. As previously mentioned, Council approved funding the new position through the FY 2016/17 budget.

The proposed salary range is similar to the same classifications of nearby cities (specifically, Brisbane and San Carlos) and is as follows:

Administrative Services Director					
STEP	1	2	3	4	5
	70.34	73.86	77.55	81.43	85.50

Finally, the City Council is also being asked to adopt a full and complete pay or salary schedule that includes all Town employment positions and their respective monthly salary scales. The pay or salary schedule is included as Exhibit “A” to the resolution in your packet.

Pursuant to Title 2 of the California Code of Regulations, Section 570.5, the City Council is required to adopt a full salary schedule in order to ensure the California Public Employees’ Retirement System or CalPERS can determine the “compensation earnable” as that term is used in Government Code Sections 20630, 20636, and 20636.1. No changes to the various salary scales are proposed by the adoption of the pay or salary schedule, other than those mentioned above (removal of Assistant City Manager, Recreation Services Director and Special Projects Manager and creation of Administrative Services Director). The pay or salary schedule merely memorializes the other existing salaries.

Council Adopted Values

Adoption of the attached resolution is the *fair* course of action because the City Council will be treating this new job classification in the same way it has with other similar classifications. Adoption of the resolution is also the *responsible* course of action because the Council has considered the long term fiscal implications of this decision by prudently budgeting for the new position, while removing extraneous and unnecessary positions.

Alternatives

The Council could choose to not adopt the proposed resolution, or to request modifications to the proposed salary ranges. Doing so is not recommended, however, because the salary ranges follow the Town's personnel policies and are based on comparable entities within San Mateo County.

CONCLUSION

Staff recommends adoption of the attached resolution.

ATTACHMENTS

- A. Resolution with attached Exhibit "A"
- B. FY 2016-17 Budget Staffing Chart



**RESOLUTION NO. 2016-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION ESTABLISHING SALARY FOR NEW ADMINISTRATIVE SERVICES
DIRECTOR POSITION; REMOVING ASSISTANT CITY MANAGER, RECREATION
SERVICES DIRECTOR AND SENIOR PROJECTS MANAGER POSITIONS; AND
ADOPTING A SALARY SCHEDULE**

The City Council of the Town of Colma does hereby resolve as follows:

1. Background.

- (a) The City Council adopted its fiscal year 2016-2017 budget at its June 8, 2016 City Council meeting.
- (b) The budget included a new unrepresented non-exempt employee position – Administrative Services Director and the removal of three vacant positions – Assistant City Manager, Recreation Services Director and Special Projects Manager.
- (d) The City Manager is now recommending that the City Council set the salary for the new position as provided for in this Resolution, as well as the deletion of the three vacant positions.

2. Salary Scale for Administrative Services Director Position. The Town shall pay the Administrative Services Director, an unrepresented exempt employee, the respective monthly salaries shown below, with the City Manager determining the appropriate step in accordance with Subchapter 3.02 of the Colma Administrative Code relating to Employment:

Administrative Services Director					
STEP	1	2	3	4	5
	70.34	73.86	77.55	81.43	85.50

3. Removal of Vacant Positions. The Council hereby removes the following positions from the Town's approved-positions list:

1. Assistant City Manager
2. Recreation Services Director
3. Special Projects Manager

4. Salary Schedule Adopted.

- (a) The City Council hereby adopts a pay or salary schedule for all Town employment positions with the applicable pay or salary for each position listed, in compliance with Title 2 of the California Code of Regulations Section 570.5.

(b) The pay or salary schedule is attached hereto as Exhibit "A" and is hereby incorporated by this reference.

(c) No changes in pay or salary are proposed for those positions on the pay or salary schedule, with the exception of the inclusion of the new Administrative Services Director salary scale and the deletion of the Assistant City Manager, Recreation Services Director and Special Project Manager positions, as set by this Resolution.

5. No Contract. Nothing herein shall be construed as a contract with any employee, and the City Council shall have the discretion to modify the respective salaries in accordance with any applicable state or local provisions.

6. Effective Date. This resolution shall become effective upon adoption.

Certification of Adoption

I certify that the foregoing Resolution No. 2016-## was duly adopted at a regular meeting of said City Council held on June 22, 2016 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Diana Colvin, Mayor					
Helen Fiscaro					
Raquel "Rae" Gonzalez					
Joseph Silva					
Joanne F. del Rosario					
<i>Voting Tally</i>					

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk

**Town of Colma Pay Schedule Adopted 09/09/15
Revised 06/22/16**

Elected Officials (Monthly)	Incumbents						Ordinance # or Resolution #	Dated	Effective
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6			
Mayor & City Council	924.00						ORD. 729	11/13/2013	
Hourly									
Accountant I	0	36.72	38.56	40.49	42.52	44.64	-	Reso 2013-33 10/09/2013	
Accounting Technician	2	32.58	34.21	35.93	37.72	39.62	-	Reso 2013-33 10/09/2013	
Administrative Services Director	1	70.34	73.86	77.55	81.43	85.50	-	Reso 2016- 6/22/16	
Administrative Technician I	1	30.41	31.94	33.53	35.21	36.96	-	Reso 2013-33 10/09/2013	
Administrative Technician II	0	31.94	33.53	35.21	36.96	38.81	-	Reso 2013-33 10/09/2013	
Administrative Technician III	1	31.94	33.53	35.21	36.96	38.81	40.76	Reso 2013-33 10/09/2013	
City Clerk	1	40.75	42.79	44.93	47.17	49.53	-	Reso 2015-39 09/09/2015	
City Manager	1	91.35	-	-	-	-	-	Reso 2015-07 02/11/2015	
Community Service Officer	1	29.67	31.15	32.71	34.35	36.06	-	Reso 2013-33 10/09/2013	
Facility Attendant	7	13.15	13.81	14.50	15.22	15.98	-	Reso 2016-16 03/23/2016	
Human Resources Manager	1	44.64	46.88	49.22	51.69	54.27	-	Reso 2013-33 10/09/2013	
Maintenance Technician I	(7)	1	29.74	31.22	32.78	34.42	36.15	Reso 2013-33 10/09/2013	
Maintenance Technician II	(7)	0	31.22	32.78	34.42	36.15	37.95	Reso 2013-33 10/09/2013	
Maintenance Technician III	(7)	1	31.22	32.78	34.42	36.15	37.95	39.86 Reso 2013-33 10/09/2013	
Police Chief	(1)	1	85.82	-	-	-	-	Reso 2016-06 02/10/2016 11/12/15	
Police Commander	(1)	1	60.15	63.15	66.32	69.63	73.11	Reso 2013-33 10/09/2013	
Police Communications/Dispatcher Supervisor	(2)(4)	1	44.74	45.97	47.22	48.47	49.71	Reso 2013-30 09/11/2013	
Police Dispatcher / Clerk	(6)(4)	3	37.12	38.15	39.19	40.21	41.24	Reso 2013-30 09/11/2013	
Police Officer 1	(1)(3)(5)	4	41.54	43.62	45.80	48.09	-	Reso 2013-30 09/11/2013	
Police Officer 2	(1)(3)(5)	3	43.20	45.36	47.63	50.01	-	Reso 2013-30 09/11/2013	
Police Officer 3	(1)(3)(5)	5	44.04	46.24	48.55	50.98	-	Reso 2013-30 09/11/2013	
Police Officer 4	(1)(3)(5)	0	44.86	47.11	49.46	51.94	-	Reso 2013-30 09/11/2013	
Police Sergeant 1	(1)(3)(5)	0	51.52	52.58	53.67	56.64	-	Reso 2013-30 09/11/2013	
Police Sergeant 2	(1)(3)(5)	0	53.58	54.68	55.81	58.91	-	Reso 2013-30 09/11/2013	
Police Sergeant 3	(1)(3)(5)	5	54.60	55.73	56.88	60.05	-	Reso 2013-30 09/11/2013	
Police Sergeant 4	(1)(3)(5)	0	55.64	56.79	57.96	61.17	-	Reso 2013-30 09/11/2013	
Public Works Maintenance Supervisor	(7)	1	37.97	39.87	41.86	43.96	46.15	Reso 2015-39 09/09/2015	
Recreation Coordinator	2	29.66	31.14	32.70	34.33	36.04	-	Reso 2013-33 10/09/2013	
Recreation Leader	7	10.65	11.18	11.74	12.33	12.95	-	Reso 2016-16 03/23/2016	
Senior Recreation Leader	4	13.15	13.81	14.50	15.22	15.98	-	Reso 2016-16 03/23/2016	

(1) These positions receive a \$880 per year uniform allowance
 (2) This position receives a 5.0% incentive for RIMS Administrator
 (3) These positions receive an additional 5% Holiday Pay
 (4) These positions receive a \$665 per year uniform allowance
 (5) These positions may receive a 5% incentive for Acting Commander, Acting Sergeant, Officer in Charge, Training Officer, and/or Detective
 (6) This position may receive a 2.5% incentive for Back-up RIMS Administrator
 (7) These positions may receive \$100 per week stand-by pay



STAFFING

POSITION TITLE	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
GENERAL GOVERNMENT					
Administrative Services Dir. (also see Recreation)	-	-	-	-	0.25
Accounting Technician	0.75	0.75	1.80	1.80	1.80
Administrative Technician I	-	-	-	1.00	1.00
Administrative Technician II/III	1.50	1.50	1.50	-	-
City Clerk	-	-	-	1.00	1.00
City Manager	-	-	-	1.00	1.00
City Manager / City Clerk	1.00	1.00	1.00	-	-
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Special Projects Management Analyst	-	-	-	0.25	-
General Government Total	4.25	4.25	5.30	6.05	6.05
PUBLIC WORKS					
Maintenance Supervisor	-	-	-	1.00	1.00
Maintenance Technician I	1.00	1.00	1.00	1.00	1.00
Maintenance Technician II	1.00	1.00	1.00	1.00	1.00
Maintenance Technician III	1.00	1.00	1.00	-	-
Public Works Department Total	3.00	3.00	3.00	3.00	3.00
RECREATION					
Administrative Services Dir. (also see Gen'l Govt.)	-	-	-	-	0.75
Administrative Technician II	1.00	1.00	-	-	-
Part-time Facility Attendant (7 x .5)	3.50	3.50	3.50	3.50	3.50
Part-time Recreation Leader (8 x .5)	4.00	4.00	4.00	4.00	4.00
Recreation Coordinator	1.00	1.00	2.00	2.00	2.00
Recreation Services Director	1.00	1.00	1.00	1.00	-
Recreation Department Total	10.50	10.50	10.50	10.50	10.25
POLICE					
Administrative Technician III	1.00	1.00	1.00	1.00	1.00
Community Services Officer	1.00	1.00	1.00	1.00	1.00
Detective	1.00	1.00	1.00	1.00	1.00
Detective Sergeant	1.00	1.00	1.00	1.00	1.00
Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00
Dispatcher	3.20	3.20	3.20	3.20	3.20
Officer	11.00	11.00	11.00	11.00	11.00
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00	1.00
Sergeant	4.00	4.00	4.00	4.00	4.00
Police Department Total	25.20	25.20	25.20	25.20	25.20
Total Budgeted Staffing	42.95	42.95	44.00	44.75	44.50

Contract Services:

In addition to the Town Staff positions noted above, the Town contracts for services such as: City Attorney, Finance, Information Technology Support, Building Inspection, Engineering and Planning. This allows for flexibility and efficient delivery of services. If the Town were to directly staff these services, additional staffing would be required.





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Michael P. Laughlin, AICP, City Planner
 Turhan Sonmez, Associate Planner
 VIA: Sean Rabé, City Manager
 MEETING DATE: June 22, 2016
 SUBJECT: 442-468 B Street – Tealdi Subdivision

RECOMMENDATION

Staff recommends that the City Council adopt the following resolutions:

RESOLUTION GRANTING A TENTATIVE SUBDIVISION MAP FOR CREATING NINE
 SINGLE FAMILY RESIDENTIAL LOTS LOCATED AT 442-468 B STREET PURSUANT TO
 CEQA GUIDELINE 15332

EXECUTIVE SUMMARY

The project sponsor is seeking approval to subdivide the existing property into nine lots for single-family residential development. The subdivision layout complies with current zoning standards and the minimum required lot width of 33.33' with 100' of depth. The subdivision will separate the existing house at 442 B Street from the remainder of the property so that it will be on its own lot. Project conditions of approval will assure compliance with all State Subdivision Map Act requirements and local requirements.

FISCAL IMPACT

Approval of the Tentative Map is fiscally neutral. If the final subdivision map is approved, recorded, and homes are built, the Town will benefit through increased property tax revenue and the required park-in-lieu fee. These revenues will contribute to the public services provided to the residents.

ANALYSIS

Background

The site is one lot that includes greenhouse structures and a residence. The Tealdi Trust, the Applicant, is seeking approval of a tentative map, with conditions, to subdivide the property. The tentative map would then be marketed to a developer who could complete the remaining steps in the subdivision process and potentially develop eight new homes.

CEQA Analysis

Planning staff found the project to be Categorically Exempt based on the following CEQA Guideline, which reads as follows:

15332. In-Fill Development Projects.

Class 32 consists of projects characterized as in-fill development meeting the conditions described in this section.

(a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.

The project site has a general plan designation as "residential" and is designated for single-family uses. The site is also included in the Housing Element of the General Plan as a single-family housing development site. The site is also zoned for residential use under the town's "R-S (Residential – Sterling Park)" zoning. Within this zoning designation, the Colma Zoning Code allows for single-family residences on lots with a minimum lot width of 33.33'. The proposed subdivision is consistent with the goals and objectives of the Colma General Plan and the Zoning Ordinance, and the ultimate development of the property will serve to unify the residential neighborhood by removing the incongruous greenhouse and accessory structures.

(b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.

Per the Tentative Map and Topographic Survey of the Site, the proposed subdivision will occur on a site of approximately 30,600 square feet of land area (less than one acre). The site is surrounded by existing single family residences.

(c) The project site has no value as habitat for endangered, rare or threatened species.

The Colma General Plan Open Space and Conservation Element does not identify any endangered, rare or threatened species on the subject site. Further, the project site is land that has been previously disturbed by grading, is developed with structures and is no longer in its natural state to support any habitat for endangered, rare or threatened species.

(d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.

The following additional discussion is included by topic to substantiate this finding:

Traffic and Parking

The homes built on the site will be required to have two car garages and driveways that will accommodate 1-2 cars. This on-site parking will exceed most homes in the neighborhood which have one car garages and parking for one or two cars in the driveway. No traffic delays or significant vehicle stacking has been observed in the Sterling Park neighborhood. When the lots are developed with housing, they will generate an insignificant amount of typical single-family residential traffic. The project will not create any significant effects related to traffic or parking.

Noise

The ultimate development of homes will create a minimal increase in operational noise. There will be a temporary increase in noise due to construction when houses are ultimately developed. However, this noise will be managed though Town requirements specified in Section 5.04.120 of the Municipal Code which limits construction noise hours.

Air Quality

The Bay Area Air Quality Management District (BAAQMD) adopted updated CEQA Air Quality Guidelines, including new thresholds of significance and screening criteria in June 2010, and revised them in May 2011 (the 2011 Guidelines). The air quality discussion below uses the previously adopted 2011 screening criteria that is based on the thresholds in the 2011 Guidelines to determine the air quality impacts. The 2011 screening criteria and thresholds are based on substantial evidence identified in BAAQMD's 2009 Justification Report.

The 8 new residences that could ultimately be built if the subdivision is approved fall well below the screening threshold for GHG emission. Up to 56 new dwelling units can be proposed to be built before screening is required.

Since the ultimate development of the site falls well below the screening threshold for single-family residences, the project will not have a significant air quality impact and an air quality analysis is not warranted.

Water Quality

The proposed improvements will improve on-site water quality through engineered drainage improvements on each new residential lot. Current site drainage consists of sheet flow from roof and paved surfaces either to B Street or surrounding properties. The site is almost completely covered with impervious roof or paving surfaces, generating substantial run-off and virtually no water infiltration. New improvements will allow for infiltration of storm water into the ground. In addition, storm water will be cleansed using bio-filtration methods which may include pervious paving materials and the use of "rain gardens" where water is collected from roof leaders and allowed to infiltrate into the ground or be cleansed through sand and gravel and filter fabric before entering existing storm drain improvements. Thus the quantity of run-off will decrease, and the quality of the water leaving the site will be higher. Once developed with single-family residences, the project will comply with current Regional Water Quality Control Board permit requirements.

(e) The site can be adequately served by all required utilities and public services.

The site is currently served by North San Mateo County Sewer, Cal Water, PG&E, Comcast, Allied Waste and the Colma Fire Protection District. The same utility and service providers will provide utilities and services to the site from line extensions on B Street. After providing notice of the project to these service providers, none have indicated any service deficiencies that would prevent the subdivision and development of the property.

Tentative Map Requirements

Subchapter 5.02 of the Colma Municipal Code outlines the process for filing, review and approval of a tentative subdivision map. The application materials submitted by the applicant demonstrate that the property can be subdivided into nine lots. The application included a preliminary geotechnical report which confirms that there are no underlying geotechnical issues that would prevent the future development of the lots for single-family residences. In addition, the applicant included a Phase 1 Environmental Assessment that confirms that the site is free from soil contaminants. The submitted map includes preliminary grading and drainage information.

Park Fee

The applicant proposes to subdivide the existing property into nine residential lots for eight new single family residences. Pursuant to Section 5.13.080 of the Colma Municipal Code (CMC), any subdivision is required to either dedicate land for park use or pay an in-lieu fee. Given the size of this development, an in-lieu fee is appropriate. The fee is required for each net new residence that can be built as a result of the subdivision. The fee is calculated based on the fair market value of land at the time of the subdivision (as if the Town were to purchase useable parkland in the vicinity). Staff has a recent appraisal from the applicant for the property at 7733 El Camino Real which is used to determine the current fair market value of land for the calculation. The calculation is as follows:

Number of Units:	8
<u>Persons Per Unit (by Code):</u>	<u>3.41</u>
Persons by Code:	27.28
Land Dedication Per Person	0.003
Fee Multiplier (27.28 x 0.003)	0.08184
Average Land Price (per s.f.)	\$75.00
<u>Subdivision Area</u>	<u>26,664 sq. ft.</u>
Average Value	\$1,999,800.00
In-Lieu Fee (\$1,999,800.00 x 0.08184) = \$163,663.63	

This fee is required to be paid prior to the recordation of the Final Map (see Page 6 for Final Map process).

Affordable Housing

Pursuant to Subchapter 5.12 of the Colma Municipal Code, the permittee is required to provide 20% of the eight new units as affordable (1.6 units). The permittee has the option of providing one unit at a sales price that is affordable to a very low income buyer. With this option, the subdivider is required to provide an Inclusionary Housing Plan, to be approved by the City Council. The remaining requirement (0.6 of a unit) can be satisfied by the payment of a fee. Since the development has fewer than 12 units, the permittee has the option of paying a fee in-lieu. For this application, the applicant has agreed to provide payment of the fee in-lieu; therefore, the Inclusionary Housing Plan is not required. Pursuant to Section 5.12.070, the fee shall be based on the calculation formula provided for in subsection (b) and shall be paid within 10 calendar days of building permit issuance.

Public Comments

On Wednesday, June 15, 2016, the Planning Department received an email comment (Attachment C) from a Sterling Park (B Street) property owner protesting the project based on the increase in vehicle trips they believe will occur once the lots are developed.

Findings

The following findings are suggested in support of the recommendations in this report to approve the tentative subdivision:

- a) The subdivision, including its provisions for design and improvements is consistent with the Colma General Plan and Zoning

Discussion: The project site has a general plan designation as "residential" and is designated for single-family uses. The site is also included in the Housing Element of the General Plan as a single-family housing development site. The site is also zoned for residential use under the town's "R-S (Residential – Sterling Park)" zoning. Within this zoning designation, the Colma Zoning Code allows for single-family residences on lots with a minimum lot width of 33.33'. The proposed subdivision is consistent with the goals and objectives of the Colma General Plan and the Zoning Ordinance, and the ultimate development of the property will serve to unify the residential neighborhood by removing the incongruous greenhouse and accessory structures.

- b) Waste discharged from the propose subdivision into the existing community sewer system will not result in a violation of existing requirements proscribed by the San Francisco Bay Area Regional Water Quality Control Board.

Discussion: The Town of Colma has purchased capacity of 490,000 gallons per day from the North San Mateo County Sanitation District and currently uses less than 50 percent of that amount. The proposed subdivision would not add a significant flow to the system and there are no waste characteristics that would violate existing discharge requirements.

- c) The Tentative Parcel map meets all requirements of the Subdivision Map Act and provisions of the Colma Subdivision Ordinance.

Discussion: The map, if approved, would divide one existing lot into nine new land parcels meeting the minimum residential standard of 33.33 feet in width and 100 feet in depth. A preliminary Grading and Drainage Plan submitted with the application demonstrates that proper drainage can be achieved, that utilities can be provided and that site access can be obtained from an existing public street.

- d) The Site is physically suitable for the type of development.

Discussion: When graded, the subject property slopes gradually from north to south and east to west allowing each lot to be drained to the street. A Phase 1 Environmental Assessment demonstrated that there are no hazardous materials. A condition is recommended requiring remediation of any hazardous materials prior to the City Engineer signing the Final Parcel Map for recoding at the County.

- e) The site is physically suitable for the proposed density of development.

Discussion: Preliminary plans submitted by the applicant show that single-family residences can be constructed on parcels measuring 33.33 feet wide by 100 feet deep to conform with the zoning standards applicable to the property. A preliminary geotechnical report substantiates that the lots can be developed.

- f) The design of the subdivision and its improvements are not likely to cause any substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

Discussion: The project involves a parcel that is developed with existing structures. The structures will be removed to prepare the site for re-use. New development is considered to be infill development. No significant native, aquatic or upland habitat exists on-site as the site has been previously disturbed and developed.

- g) The design of the subdivision and its improvements are not likely to cause serious public health problems.

Discussion: A Phase 1 Environmental Assessment was completed that confirms that the site is free from soil contaminants that could pose a serious public health problem. Nevertheless, conditions are recommended that would require remediation of any potential site contamination whether in the old structures or in the soil. The development of the site for single-family homes would not pose any serious public health problem.

- h) The design of the subdivision and its improvements will not conflict with easements acquired by the public at large for access through or use of the property within the proposed subdivision.

Discussion: A preliminary title report indicates no easements within the property. The public street easement fronting the property allows for all necessary public utilities. The proposed subdivision does not adversely affect the easement area.

Final Map Process

If approved, the tentative map is valid for a period of two years (unless permitted extensions are requested and granted). Within this period, the subdivider will need to:

- Prepare a Final Map for recordation;
- Prepare a conceptual improvement plan to maximize street parking in determining where curb cuts are located;
- Prepare improvements for the frontage improvements, including driveway cuts;
- Bond for subdivision improvements or construct improvements;
- Enter into a subdivision agreement;
- Preparation of plans for lot specific drainage systems to comply with current low impact development criteria;
- Demolish existing structures;
- Guarantee compliance with affordable housing requirement; and
- Pay the required park dedication (Quimby) fee prior to map recordation.

Once these items are completed to the satisfaction of the Town, the Final Map can be approved for recordation. Once recorded, building permits can be sought to develop the properties as a group or individually.

If the Final Map is not recorded within two years of the Council's approval of the Tentative Map, and no extensions to the life of the Tentative Map are granted within that period, the Tentative Map approval will expire.

Council Adopted Values

The recommendation is consistent with the Council value of *fairness* because the recommended decisions are consistent with how similar subdivision requests have been handled, and with the Council value of *responsibility* because the proposed application has been carefully reviewed and conditioned so that it will be consistent with General Plan and Municipal Code requirements.

Sustainability Impact

The project supports sustainability by allowing for residential in-fill development close to transit.

Alternatives

An alternative would be to deny with findings the tentative subdivision of the property. This action would result in the continued legally non-conforming use of the property for the

greenhouse and accessory structures currently on the property, but deny the subdivision which would allow for new single-family homes.

This alternative is not recommended since the proposed subdivision is consistent with the Housing Element, the General Plan and Municipal Code.

CONCLUSION

Staff recommends that the City Council adopt the Resolution approving the tentative subdivision of the property.

ATTACHMENTS

- A. Resolution 2016-_____, approving tentative subdivision of the property.
- B. Tentative Subdivision Map
- C. Public Comment

RESOLUTION NO. 2016-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION GRANTING A TENTATIVE SUBDIVISION MAP FOR CREATING NINE
SINGLE FAMILY RESIDENTIAL LOTS LOCATED AT 442-468 B STREET PURSUANT TO
CEQA GUIDELINE 15332**

Property Owner: Leo Natalie Tealdi 2001 Revocable Trust
Location: 442-468 B Street
Assessor's Parcel Number: 008-126-040

The City Council of the Town of Colma does hereby resolve as follows:

1. Background

- (a) On February 4, 2016 Dan Tealdi submitted an application for a Tentative Subdivision Map for property located at 442-468 B Street on behalf of the Leo Natalie Tealdi 2001 Revocable Trust;
- (b) A public hearing was held on this matter on June 22, 2016;
- (c) The City Council has considered the staff report and evidence presented at the public hearing.

2. Findings.

The City Council finds that:

Finding Related to CEQA

- (a) This application was reviewed pursuant to the requirements of the California Environmental Quality Act (CEQA), and staff determined that the project is considered Categorical Exempt from further environmental review under Section 15332, Class 32, because the proposed project is characterized as in-fill development.

Findings Related to Tentative Subdivision

- (b) The subdivision, including its provisions for design and improvements is consistent with the Colma General Plan and Zoning.

Discussion: The project site has a general plan designation as "residential" and is designated for single-family uses. The site is also included in the Housing Element of the General Plan as a single-family housing development site. The site is also zoned for residential use under the town's "R-S (Residential – Sterling Park)" zoning. Within this zoning designation, the Colma Zoning Code allows for single-family residences on lots with a minimum lot width of 33.33'. The proposed subdivision is consistent with the goals and objectives of the Colma General Plan and the Zoning Ordinance, and the ultimate development of the property will serve to unify the residential neighborhood by removing the incongruous greenhouse and accessory structures.

(c) Waste discharged from the propose subdivision into the existing community sewer system will not result in a violation of existing requirements proscribed by the San Francisco Bay Area Regional Water Quality Control Board.

Discussion: The Town of Colma has purchased capacity of 490,000 gallons per day from the North San Mateo County Sanitation District and currently uses less than fifty percent of that amount. The proposed subdivision would not add a significant flow to the system and there are no waste characteristics that would violate existing discharge requirements.

d) The Tentative Parcel map meets all requirements of the Subdivision Map Act and provisions of the Colma Subdivision Ordinance.

Discussion: The map would divide one existing lot into 9 new land parcels meeting the minimum residential standard of 33.33 feet in width and 100 feet in depth. A preliminary Grading and Drainage Plan submitted with the application demonstrates that proper drainage can be achieved, that utilities can be provided and that site access can be obtained from an existing public street.

e) The Site is physically suitable for the type of development.

Discussion: When graded, the subject property slopes gradually from north to south and east to west allowing each lot to be drained to the street. A Phase 1 Environmental Assessment demonstrated that there are no hazardous materials present in the soil. A condition is recommended requiring remediation of any hazardous materials discovered prior to the City Engineer signing the Final Parcel Map for recoding at the County.

f) The site is physically suitable for the proposed density of development.

Discussion: Preliminary plans submitted by the permittee show that single-family residences can be constructed on parcels measuring 33.33 feet wide by 100 feet deep to conform with the zoning standards applicable to the property. A preliminary geotechnical report substantiates that the lots can be developed.

g) The design of the subdivision and its improvements are not likely to cause any substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

Discussion: The project involves a parcel that is developed with existing structures. The structures will be removed to prepare the site for re-use. New development is considered to be infill development. No significant native, aquatic or upland habitat exists on-site as the site has been previously disturbed and developed.

h) The design of the subdivision and its improvements are not likely to cause serious public health problems.

Discussion: A Phase 1 Environmental Assessment was completed that confirms that the site is free from soil contaminants that could pose a serious public health problem. Nevertheless, conditions are recommended that would require remediation of any site contamination whether in the old structure or in the soil. The development of the site for single-family homes would not pose any serious public health problem.

i) The design of the subdivision and its improvements will not conflict with easements acquired by the public at large for access through or use of the property within the proposed subdivision.

Discussion: A preliminary title report indicates no easements within the property. The public street easement fronting the property allows for all necessary public utilities. The proposed subdivision does not adversely affect the easement area.

3. Subdivision Approval Granted

A Tentative Subdivision Map for creating nine (9) single-family residential lots located at 442-468 B Street (APN: 008-126-040) is hereby approved, subject to the general terms and conditions set forth in this Resolution and the following project-specific conditions:

Planning

(a) Final Map: Prior to issuance of any grading or building permits for the project, the permittee shall submit for review by the Town a final map in substantial conformance with the approved tentative map. Upon approval by the City Council and payment of various fees/deposits, the permittee shall record the final map with the County.

(b) Demolition: Prior to recording of the final map the permittee shall obtain a demolition permit and remove any nonconforming structures.

(c) Monumentation for Final Map: Prior to recordation of the final map, the permittee shall provide a cash deposit for setting all monuments shown on the map. Monuments shall be set per the Colma Municipal Code.

(d) Inclusionary Housing: Pursuant to Subchapter 5.12 of the Colma Municipal Code, the permittee shall pay a fee in lieu of satisfying the requirement to provide 20% of the 8 new units as affordable. The fee in lieu shall be calculated by the City Manager pursuant to Subchapter 5.12 of the Colma Municipal Code, and more specifically Section 5.12.070, and shall be paid within 10 calendar days of building permit issuance. If permittee seeks to deviate from the requirement detailed in this condition, the Permittee shall be required to seek a modification to this condition prior to building permit issuance.

(e) Preliminary Improvement Plan: In order to maximize available street parking, the subdivider shall submit for review and administrative approval of a preliminary improvement plan prior to the preparation of complete improvements plan which shows driveway curb cuts for each new lot, street tree placement and linear distances between curb cuts. This may require narrower curb cuts than driveway widths to create on-street parking spaces.

(f) Park Fee: Pursuant to Section 5.13.080 of the Colma Municipal Code, any subdivision is required to either dedicate land for park use or pay an in-lieu fee. Since the subdivision does not include the dedication of parkland, the permittee shall pay an in-lieu fee of \$163,663.63 prior to the recordation of the final map.

Public Works

(g) Basic Approval. This approval of a Tentative Map authorizes the creation of nine (9) single-family lots, subject to revisions required by conditions set forth in this Permit. The Final

Map shall be substantially consistent with the approved Tentative Map, on file in the office of the City Planner, subject to the changes and conditions set out herein.

(h) Hydrology Study. No later than application for a grading permit or building permit, whichever comes first, the permittee shall submit a hydrology study prepared by a California-registered qualified engineer for the City Engineer's review and approval. The hydrology study shall include hydraulic calculations for pipe sizing of all drainage, sanitary sewer and water facilities and shall identify the type of pipe to be used. The plans submitted for permits shall incorporate all recommendations from the approved Hydrology Study and all construction shall comply with its recommendations.

(i) Geotechnical Exploration. No later than application for a grading permit or building permit, the permittee shall submit a geotechnical exploration performed by a California-registered qualified Engineer and described and evaluated in a written report for the City Engineer's review and approval. The plans submitted for permits shall incorporate all recommendations from the approved Geotechnical Study and all construction shall comply with its recommendations.

(j) Soils Report. No later than at application for a grading permit or building permit, whichever comes first, the permittee shall submit a Soils Report and Phase 2 Report for review. The recommendations contained in the soils report shall be included in the site grading, drainage and improvements plan and submitted for review and approval by the City Engineer prior to issuance of a grading permit.

(k) Improvement Plans. The permittee shall submit complete Improvement Plans for all on-site and off-site improvements, designed, signed, and stamped by a registered Civil Engineer, to the Public Works Department for review and approval prior to the issuance of building permits. Whether installed at the time of final map recordation or whether a subdivision agreement is recorded, the subdivider shall install all public improvements at one time to avoid the removal and replacement of the street pavers more than once. The improvement plans shall incorporate the recommendations from applicable studies, including but not limited to a geotechnical exploration, hydrology study, hydraulic study, and/or soils report. The on- and off-site improvements shall be constructed, developed and maintained as shown on the approved plans, and shall be in substantial compliance with the improvements shown on the approved tentative map subject to revisions as required by conditions herein. The Plans shall detail the following:

1. Storm Drain Water Treatment. Permanent storm drain water pollution control devices and filters shall be furnished, constructed, installed and maintained within the project drainage system. Plans must be prepared by a licensed civil engineer and submitted to the City Engineer for review and approval. The design shall incorporate Best Management Practices and minimize increases of impervious cover consistent with Colma General Plan policy 5.04.316. The permittee shall submit, along with the Plan, a signed statement accepting responsibility for Operation and Maintenance of Permanent Storm water Treatment Measures until responsibility is legally transferred.
2. Runoff Across Property Lines Prohibited. Runoff shall not be allowed to flow across lot lines or across subdivision boundaries onto adjacent private property without an easement being recorded by the permittee at no cost to the Town.

3. Minimum Slopes. All slopes shall be shown on the plans, and finished grades shall be designed to have a minimum slope of 1%.
4. Street Cuts to be Minimized. Locations of utilities requiring street cuts shall be designed to minimize the number of individual cuts. Grading, curbs and gutters, paving, and monuments within street rights-of-way.
5. General Information:
 - a. Driveways, sidewalks or pedestrian paths and similar features.
 - b. Street name signs, traffic warning signs, traffic control signs, required traffic and crosswalk lines, and similar devices, all in accordance with standard specifications of the City.
 - c. Storm drainage system, including on and off site grading and drainage structures.
 - d. Water system including fire hydrants with required appurtenances.
 - e. Sanitary sewer system and appurtenant structures, laterals for each lot including such connections as are required. (Location and depth of such laterals shall be indicated on construction drawings.)
 - f. Street tree and other street plantings which shall be installed by the Town and the cost of which shall be reimbursed by the permittee.
 - g. All communications and electrical distribution facilities, including fire alarm boxes.
 - h. Gas distribution system.
 - i. On-site and off-site fences.
 - j. Street lighting system.

(l) Acceptable Datum. Improvement plans shall be done using NAVD8as the datum basis.

(m) Site Design Measures for Post-Construction Stormwater Management. The project drawings submitted for a building permit (or other construction-related permit) shall contain a final site plan identifying appropriate site design measures to manage stormwater runoff and minimize impacts to water quality after the construction of the project. These measures may include, but are not limited to, the following:

- Minimize impervious surfaces, especially directly connected impervious surfaces;
- Utilize permeable paving in place of impervious paving where appropriate;
- Cluster buildings;
- Preserve quality open space; and

- Establish vegetated buffer areas.

The site plan shall be reviewed and approved by the City Engineer. The approved plan shall be implemented and the site design measures shown on the plan shall be permanently maintained.

(n) Post-Construction Stormwater Management Plan. The permittee shall comply with the requirements of Provision C.3 of the National Pollutant Discharge Elimination System (NPDES) permit issued to the San Mateo Countywide Clean Water Program. The permittee shall submit with the application for a building permit (or other construction-related permit) a completed Construction-Permit-Phase Stormwater Supplemental Form to the Building Official. The project drawings submitted for the building permit (or other construction-related permit) shall contain a stormwater management plan, for review and approval by the Town of Colma, to manage stormwater run-off and to limit the discharge of pollutants in stormwater after construction of the project to the maximum extent practicable.

The post-construction stormwater management plan shall include and identify the following:

- All proposed impervious surface on the site;
- Anticipated directional flows of on-site stormwater runoff; and
- Site design measures to reduce the amount of impervious surface area and directly connected impervious surfaces; and
- Source control measures to limit the potential for stormwater pollution;
- Stormwater treatment measures to remove pollutants from stormwater runoff; and
- Hydromodification management measures so that post-project stormwater runoff does not exceed the flow and duration of pre-project runoff, if required under the NPDES permit.

The following additional information shall be submitted with the post-construction stormwater management plan:

- Detailed hydraulic sizing calculations for each stormwater treatment measure proposed; and
- Pollutant removal information demonstrating that any proposed manufactured/mechanical (i.e. non-landscape-based) stormwater treatment measure, when not used in combination with a landscape-based treatment measure, is capable of removing the range of pollutants typically removed by landscape-based treatment measures and/or the range of pollutants expected to be generated by the project.

All proposed stormwater treatment measures shall incorporate appropriate planting materials for stormwater treatment (for landscape-based treatment measures) and shall be designed with considerations for vector/mosquito control. Proposed planting materials for all proposed landscape-based stormwater treatment measures shall be included on the landscape and irrigation plan for the project. The permittee is not required to include on-site stormwater treatment measures in the post-construction stormwater management plan if he or she secures approval from the City Engineer of an alternative proposal that demonstrates compliance with

the requirements of the Provision C.3 of the National Pollutant Discharge Elimination System (NPDES) permit issued to the San Mateo Countywide Clean Water Program.

The permittee shall install and maintain all improvements and implement all programs and measures set out in the approved stormwater management plan.

(o) Maintenance Agreement for Stormwater Treatment Measures. For projects incorporating stormwater treatment measures, the permittee shall enter into a Stormwater Treatment Measures Maintenance Agreement, in accordance with Provision C.3.e of the NPDES permit, which provides, in part, for the following:

- The permittee accepting responsibility for the adequate installation/construction, operation, maintenance, inspection, and reporting of any on-site stormwater treatment measures being incorporated into the project until the responsibility is legally transferred to another entity; and
- Legal access to the on-site stormwater treatment measures for representatives of the City, the local vector control district, and staff of the Regional Water Quality Control Board, San Francisco Region, for the purpose of verifying the implementation, operation, and maintenance of the on-site stormwater treatment measures and to take corrective action if necessary.

The maintenance agreement shall be to the satisfaction of the City Engineer and the agreement shall be recorded at the County Recorder's Office at the permittee's expense.

(p) Erosion and Sediment Control Plan. The permittee shall submit an Erosion and Sediment Control Plan to the City Engineer prior to commencing any work on the project, including demolition or grading work. The Plan shall show Best Management Practices (BMPs) for storm water pollution prevention, in accordance with provision C.6 of the Municipal Regional Stormwater Permit. The Plan shall also include measures for dust control and for keeping the existing streets clean of dirt and debris from the construction site. All construction work in connection with this project must conform to the approved Erosion and Sediment Control Plan.

(q) Grading, Drainage, and Improvements Plan. The permittee shall submit a site Grading, Drainage, and Improvements Plan to the City Engineer for review and approval prior to commencing any work on the project, including demolition or grading work. The Plan shall include all recommendations contained in the Final Soils and Geotechnical Report(s). The Plan shall be prepared by a licensed civil engineer and shall be approved by the project Soils Engineer. The Plan shall show existing and proposed contours of the subject property in conformance with the Town's grading ordinance.

(r) Traffic Control Plan. The permittee shall submit a Traffic Control Plan to the City Engineer for review and approval prior to commencing any work on the project, including demolition or grading work, for control procedures during the construction of the project. The Plan shall include at least the following: the route(s) that construction trucks shall use to access the property, identification of the access point(s) to the site, any proposed staging area for trucks waiting to enter the site, traffic management for any work within the improved portion of a public right-of-way, and any proposed traffic controls, such as the use of flag persons, to ensure the safe entry and exit of trucks accessing the project site. Throughout the construction period for the project, the permittee must faithfully implement the approved Traffic Control Plan.

- (s) Interior Floor Drains. Interior floor drains shall be plumbed to treatment device acceptable to the City Engineer and shall not be connected to storm drains.
- (t) Fire Sprinkler Test Water. The project design and construction shall provide for fire sprinkler test water to be discharged into the sanitary sewer system.
- (u) Air Conditioning Condensate. Condensate from air conditioning units shall be connected to the sanitary sewer system. Any anti-algal or descaling agents must be properly disposed of.
- (v) Roof Drainage. Roof downspout systems shall be designed to drain into designated, effective infiltration areas or structures (refer to the Bay Area Stormwater Management Agencies Association (BASMAA) Start at the Source Design Guidance Manual for Stormwater Quality Protection [available from BASMAA @ 510-622-2465]).
- (w) Sanitary Sewer. The permittee shall install the sanitary sewer connection in accordance with Department of Public Works approved standards and pay the applicable sewer connection fee.
- (x) Design of Public Improvements. All public improvements including grading, drainage, driveways, curbs, gutters, sidewalks, lighting, planting, and street resurfacing shall be designed in accordance with the Town of Colma standard details and specifications, to the satisfaction of the City Engineer.
- (y) Financial Guarantees. The Permittee must post a security bond, cash deposit or letter of credit in an amount not less than 100% of the estimated cost of all public improvements to guarantee to the Town the faithful performance of all work and all conditions contained or described in the Permit. The financial guarantee shall also include a two-year maintenance provision that provides for 10% of the bond to be held for two years to make any repairs or corrections to the public improvements identified within two years of the improvements being accepted as complete by the City. The estimated cost of the off-site public improvements shall be determined by the City Engineer, and the security must be in a form reasonably satisfactory to the City Attorney.
- (z) Maintenance of Infrastructure and Utilities: The permittee shall provide for the private maintenance of all infrastructure and utilities within the project site or constructed with encroachment permits within a public right-of-way to serve the project which are not accepted by the Town or a utility company for maintenance. This shall include, but not be limited to private roadways, shared parking spaces, sidewalk, common landscaping, and the stormwater drainage system. The private maintenance may be provided for by Codes, Conditions and Restrictions (CC&Rs) or a shared maintenance agreement, or by some other means proposed by the permittee and found acceptable by the City Engineer. The private maintenance provisions shall be specified in a document recorded with the San Mateo County Recorder, which document shall be to the satisfaction of the City Engineer.
- (aa) Approved Haul Route. The permittee shall submit proposed haul route from Highway 280 to the project site, which route shall be subject to review and approval by the City Engineer. All contractors and suppliers shall be advised to use the approved haul route in moving materials and equipment to and from the project site.

(bb) Repairs to Public Improvements. The permittee shall be responsible for the cost of repairs to any improvements within the public right-of-way that are damaged during construction. The permittee shall submit documentation of the existing condition of the approved haul route and the public improvements along the project's frontage, including but not limited to trees, tree grates, signs, light poles, drainage inlets, curbs, gutters, etc. to the satisfaction of the City Engineer prior to issuance of a grading or building permit. This survey shall be submitted to the City Engineer for review and approval. All damage shall be repaired to the satisfaction of the City Engineer at no cost to the Town prior to approval of final occupancy. Notwithstanding for the foregoing, all damage that is a threat to public health or safety, as determined by the City Engineer, shall be repaired immediately.

(cc) Storage of Materials in Public Roadway. No materials or equipment shall be stored on the improved portion of any public roadway at any time.

(dd) Litter Control. Prior to the end of each work day during construction, the contractor or contractors shall pick up and properly dispose of all litter resulting from or related to the project, whether located on the property, within the public rights-of-way, or properties of adjacent or nearby neighbors.

(ee) Expiration of Tentative Map Approval. The Tentative Map shall expire twenty-four months from the date the map was conditionally approved by the City Council unless the Final Map has been recorded in accordance with the Town of Colma Municipal Code.

(ff) Extension. As provided for in Town of Colma Municipal Code, the permittee may request an extension of the expiration date for this Tentative Map approval by filing a written application with the City Planner at least forty five (45) days before the conditional approval is due to expire. The application shall state the reasons for requesting the extension. In granting the extension, new conditions for approval of the tentative map may be imposed and existing conditions may be revised. Extensions shall not exceed a total of two (2) years.

(gg) Field Survey. The Final Map shall be prepared by a Registered Land Surveyor and shall be based on a field survey conducted by the Surveyor.

(hh) Recordation of Map. Upon review and approval of all improvement plans by the City Engineer, submission and approval of a financial guarantee for the subdivision improvements (alternatively, the construction and approval of the City of all subdivision improvements), and satisfaction of other conditions of approval herein, the permittee shall record the Final Map at the San Mateo County Recorder's Office. The permittee shall record the Final Map prior to the issuance of any permits for buildings.

(ii) Will-Serve Letters. Prior to recording the Final Map, the permittee shall provide copies to the City Engineer of "will-serve" letters from all utility companies that will provide utilities to the project.

(jj) Sanitation District Requirements. Prior to recording the Final Map, the permittee shall address all comments provided by the North San Mateo County Sanitation District in the March 1, 2016 letter to the City Planner.

(kk) Subdivision Improvement Agreement. If the permittee does not choose to construct all required improvements prior to recordation of the Final Map, then the permittee shall enter into

a Subdivision Improvement Agreement with the Town and provide a financial guarantee in the amount and in the form acceptable to the Town, prior to recording the Final Map. Completion of the subdivision improvements and submittal and acceptance of the Completion Plans is required prior to the release of the subdivision financial guarantees.

(ll) Payment for Inspections. The subdivision agreement shall provide for payment of all Town inspection and plan check charges associated with the installation of public and private improvements including, but not limited to, streets, sanitary sewers, storm drains and street lights. A cash deposit shall be made in accordance with the fee schedule, against which the Town will assess its costs. A refund or additional charge will be made at the conclusion of construction.

(mm) Final Map. The Final Map prepared and submitted for Town review and approval shall be consistent with and fulfill the conditions of approval herein and shall comply with the requirements of Town of Colma and the Subdivision Map Act. The Final Map shall not be recorded until all the subdivision improvements are constructed or the permittee has entered into a Subdivision Improvement Agreement and provided suitable financial guarantees to ensure the construction of the subdivision improvements.

(nn) Completion Plans. In compliance with Town of Colma and the Subdivision Map Act, upon completion of the construction of all improvements, the permittee shall amend the improvement plans to show improvements "as built." Such "as built" plans shall be on suitable reproducible material. Upon receipt of the "as built" plans, the Director of Public Works shall recommend formal acceptance of the improvements by the Council when he is fully satisfied that they have been installed in complete conformance with the provisions of this Chapter and with the "as built" plans.

(oo) Sale of Individual Lots. The individual lots may not be sold or conveyed until the Final Map has been recorded. Whether installed at the time of final map recordation or whether a subdivision agreement is recorded, the subdivider shall install all public improvements at one time to avoid the removal and replacement of the street pavers more than once.

(pp) Water Main Standards. All water mains and services shall be designed to meet California Water Services standards. All existing water mains shall be repaired and tested to the satisfaction of California Water Services.

(qq) Sanitary Sewer Facility Standards. All sanitary sewer facilities shall be designed in accordance with the Uniform Plumbing Code and to the standards of the North San Mateo County Sanitation District.

(rr) Grading and Encroachment Permits. The permittee shall obtain Grading and Encroachment Permits from the Colma Public Works Department prior to performing any work on-site or off-site.

(ss) Relocation of Utilities. The permittee shall be responsible for obtaining permits for the relocation of utilities and shall provide copies of such permits to the City Engineer.

(tt) Hazardous Materials and Contaminated Soil. Prior to commencing any work on the project, the permittee must remove all hazardous materials and remediate all contaminated soil conditions documented in the Phase 1 Environmental Assessment to the satisfaction of the San

Mateo County Health Department [or Air District for building demolition which may include asbestos or lead paint]. Prior to the issuance of building permits, the permittee shall submit certification to the City Engineer that hazardous materials have been removed and that any contaminated soil conditions have been remediated.

Stormwater Treatment

(uu) Prior to issuance of a building permit for development of any lot(s), permittee shall develop and submit a stormwater management plan that illustrates full compliance with Section C.3 of Order R-2-2009-0074 NPDES Permit No. CA612008. The project must comply with Order No. 2010-0014-DWQ, NPDES No. CAS000002, the statewide National Pollutant Discharge Elimination System (NPDES) General Construction Activity Storm Water Permit.

(vv) Additional stormwater information and updated forms may be required during the building permit review stage when more details of the construction drawings are known. Information and/or designs may be required if there are any changes that impact the forms submitted for the subdivision application. No building permit may be issued until acceptable storm water requirements are met.

(ww) The Permittee shall receive approval of the stormwater management plan from a third-party reviewer appointed by the City prior to building permit submittal. The permittee shall pay the entire cost of the third-party reviewer.

(xx) All stormwater treatment facilities shall be inspected during construction to ensure eventual compliance with the stormwater management plan. The permittee shall pay the entire cost of these inspections.

(yy) The permittee shall enter into a Maintenance Agreement with the Town to ensure long-term maintenance and servicing by the Property Owner of stormwater site design and treatment control measures in accordance with the approved Maintenance Agreement.

(zz) The permittee shall arrange and pay for final inspection of all installed treatment measures by the Town's inspector within 45 days of installation or project construction completion, whichever comes first.

4. Terms

(a) Permittee. As used in this Permit, the word "Permittee" shall mean each person using the property pursuant to the permit granted herein, including successors to the person first obtaining the permit.

(b) *Recordable Covenant; Transfer.* The Town may record this tentative map approval with the San Mateo County Recorder. The tentative map approval shall run with the land and shall be freely and automatically transferred to each user of the property described herein, subject to each of the specific and general conditions herein.

5. General Conditions

(a) This approval is conditioned upon the Permittee and each user of the subject property fully and faithfully performing each of the following generally-applicable obligations.

(b) *Duty to Comply With Laws.* The Permittee and each user must comply with all applicable federal, state and municipal laws, codes and regulations. Nothing herein shall be construed as authorizing any approvals under, or any exceptions to any other law, code or regulation, or as authorizing any change to the occupancy classification of the premises or any buildings thereon.

(c) *Indemnification.* The Permittee shall indemnify, pay and hold the Town of Colma harmless from all costs and expenses, including attorney's fees, incurred by the Town or held to be the liability of the Town in connection with the Town's defense of its actions in any proceeding brought in any state or federal court challenging the Town's actions or approval with respect to the Permittee's project.

(d) *Agreement Required.* The Permittee must agree to comply with each and every term and condition herein by counter-signing a copy of this Resolution and returning the counter-signed copy to the City Clerk no later than forty-five (45) days following City Council approval of the permit. If Permittee is not the property owner, then the property owner must consent to use of the property on the terms and conditions herein by counter-signing a copy of this resolution and returning the counter-signed copy to the City Clerk no later than forty-five (45) days following City Council approval of the permit.

Certification of Adoption

I certify that the foregoing Resolution No. 2016-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 22, 2016, by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Diana Colvin, Mayor					
Helen Fiscaro					
Joanne F. del Rosario					
Joseph Silva					
Raquel Gonzalez					
<i>Voting Tally</i>					

Dated _____

Diana Colvin, Mayor

Attest: _____

Caitlin Corley, City Clerk

NOTICE OF RIGHT TO PROTEST

The Conditions of Project Approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(1), these Conditions constitute written notice of a statement of the amount of such fees, and a description of the dedications, reservations, and other exactions. You are hereby further notified that the 90-day approval period in which you may protest these fees, dedications, reservations, and other exactions, pursuant to Government Code Section 66020(a), began on date of adoption of this resolution. If you fail to file a protest within this 90-day period complying with all of the requirements of Section 66020, you will be legally barred from later challenging such exactions.

AGREEMENT

Property Owner/Permittee

The undersigned agrees to comply with each and every condition set forth in this resolution.

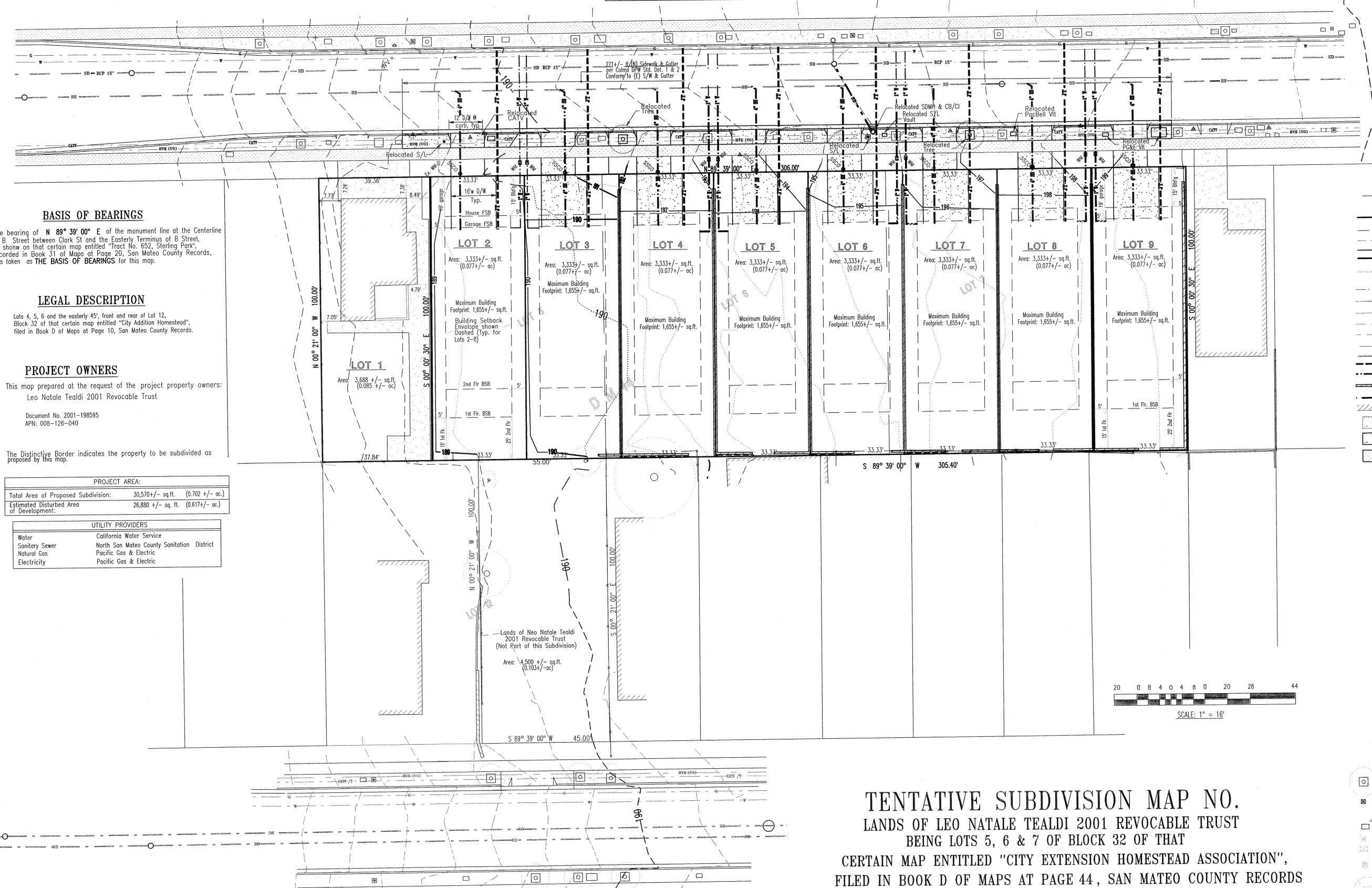
Dated: _____
Leo Natalie Tealdi 2001 Revocable Trust

[Notarization of Property Owner's signature recommended]



ATTACHMENT B

Harvey F. Blomquist
 Licensed Land Surveyor - PLS 3885
 38566 Royal Ann Common, Fremont, CA 94536 (916) 849-2622



BASIS OF BEARINGS

The bearing of $N 89^{\circ} 39' 00'' E$ of the monument line at the Centerline of B Street between Clark St and the Easterly Terminus of B Street, as shown on that certain map entitled "Tract No. 652, Sterling Park", recorded in Book 31 of Maps at Page 20, San Mateo County Records, was taken as THE BASIS OF BEARINGS for this map.

LEGAL DESCRIPTION

Lots 4, 5, 6 and the easterly 45' front and rear of Lot 12, Block 32 of that certain map entitled "City Addition Homestead", filed in Book D of Maps at Page 10, San Mateo County Records.

PROJECT OWNERS

This map prepared at the request of the project property owners:
 Leo Natale Tealdi 2001 Revocable Trust

Document No. 2001-198595
 APN: 008-126-040

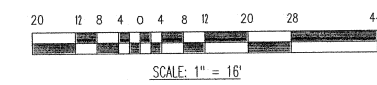
The Distinctive Border indicates the property to be subdivided as proposed by this map.

PROJECT AREA:	
Total Area of Proposed Subdivision:	30,570 +/- sq.ft. (0.702 +/- ac.)
Estimated Disturbed Area of Development:	26,880 +/- sq. ft. (0.617 +/- ac.)

UTILITY PROVIDERS	
Water	California Water Service
Sanitary Sewer	North San Mateo County Sanitation District
Natural Gas	Pacific Gas & Electric
Electricity	Pacific Gas & Electric

LEGEND

- Disinctive Line
- - - Building Setback Line
- - - Existing Minor Contour
- - - Existing Major Contour
- XXX--- New Contour
- Original Contour within Graded Area
- OH --- Overhead Line
- HVE (10k) --- High Voltage Electricity, Underground
- CATV --- Underground Cable TV
- (E) --- (E) Gas Main
- SS --- (E) Sanitary Sewer Main
- W --- (E) Water Main
- SD --- (E) Storm Drain
- JT --- Joint Trench
- XXX --- New Utility Lateral / Main as indicated
- New Retaining / Terracing walls
- SD --- New Storm Drain as Indicated
- Building / Retaining Wall
- Existing concrete surface
- New concrete surface
- Existing pavers
- Spot Elevation
- BSB Building Setback
- B/W Bottom of Wall
- BC Beginning of Curve
- C Centerline
- CATV
- CB Catch Basin
- CI Curb Inlet
- C/L Chainlink
- Conc. Concrete
- DPW Department of Public Works
- EC End of Curve
- EP Edge of Pavement
- Ex. Existing
- FL Front Setback
- FL Flow Line
- GM Gas Meter
- Hyd. Hydrant
- MH Man-Hole
- New
- POC Point on Curve
- Std. Det. Standard Details
- SD Storm drain
- SDMH Storm Drain Manhole
- S/L Street Light
- SS Sanitary Sewer
- SSCO Sanitary Sewer Cleanout
- SSMH Sanitary Sewer Manhole
- S/W Sidewalk
- TW Top of Wall
- Vit Vault (utility)
- WM Water Meter
- W/V Water Valve
- Street (planted) tree
- Street light
- Utility vault as designated
- Street light to be removed / relocated
- Utility Vault to be removed / relocated
- Stormdrain Manhole & Curb Inlet to be relocated
- Street (planted) Tree to be Relocated



TENTATIVE SUBDIVISION MAP NO.
LANDS OF LEO NATALE TEALDI 2001 REVOCABLE TRUST
BEING LOTS 5, 6 & 7 OF BLOCK 32 OF THAT
CERTAIN MAP ENTITLED "CITY EXTENSION HOMESTEAD ASSOCIATION",
FILED IN BOOK D OF MAPS AT PAGE 44, SAN MATEO COUNTY RECORDS

City of Colma San Mateo County California
 Scale: 1" = 16' May 2016



ATTACHMENT C

Michael Laughlin

From: Sandy Fontana [SFontana@woodsidetown.org]
Sent: Wednesday, June 15, 2016 3:34 PM
To: michael.laughlin@colma.ca.gov
Subject: Tealdi Subdivision

Mr. Laughlin:

I am writing to protest the Tealdi subdivision at 442 – 468 B Street in Colma.

There are already too many vehicles on the street and too much congestion.

I am one of the owners of 469 B Street and I am concerned about the safety of my brother who has lived at this address since birth and is blind.

It is already a dangerous situation with all the cars speeding up and down the street, the last thing that is needed is an additional 9 houses and the cars that will go with them

Sandra Fontana
469 B Street
Colma, CA 94014

