



**AGENDA  
REGULAR MEETING  
CITY COUNCIL OF THE TOWN OF COLMA  
Wednesday, November 9, 2022  
7:00 PM**

*This City Council meeting will be conducted pursuant to the provisions of Assembly Bill 361 and Government Code Section 54953(e) (and without compliance with section 54953(b)(3) related to conducting public meetings during the COVID-19 pandemic. The City Council, staff and members of the public may participate in the meeting in person at Town Hall or virtually via Zoom Video Conference.*

**To attend the meeting in person:**

Town Hall, Council Chamber, 1198 El Camino Real, Colma CA 94014

**To participate in the meeting via Zoom Video Conference:**

Join Zoom Meeting: <https://us02web.zoom.us/j/81289976261>

Passcode: 074407

Meeting ID: 812 8997 6261

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 812 8997 6261

Passcode: 074407

**To provide Public Comment in person:**

Members of the public wishing to speak are requested to complete a yellow speaker card and submit it to the City Clerk. Comments should be kept to three minutes or less.

**To provide Public Comment via Zoom Video Conference:**

Live verbal public comments may be made by requesting to speak using the "raise hand" feature in Zoom or, if calling in by phone, by pressing \*9 on the telephone keypad prior to the consent calendar being heard, or prior to the close of the public comment period for agenda items or non-agenda items. In response, the Town will unmute the speaker and allow them to speak up to three minutes.

**To provide Public Comment in writing:**

Members of the public may provide written comments by email to the City Clerk at [ccorley@colma.ca.gov](mailto:ccorley@colma.ca.gov) before the meeting. Emailed comments should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 250-300 words.

## **PLEDGE OF ALLEGIANCE AND ROLL CALL**

## **ADOPTION OF AGENDA**

## **PRESENTATIONS**

- Proclamation in Recognition of Arboretum Day
- Proclamation in Recognition of Veterans Day
- Halloween House Decorating Contest Award Recipients
- Annual Employee Appreciation Presentation

## **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 October 26, 2022 Regular Meeting.
2. Motion to Approve Report of Checks Paid for October 2022.
3. Motion to Reconfirm the Findings and Determinations Made in Resolution No. 2021-33 and Under Assembly Bill 361 for the Continuation of Virtual Meetings, with Acknowledgment that the California Department of Public Health has Updated the Definition of "Close Contact" in Regulation 3205 from Being within 6 Feet of Another Person to Sharing the Same Indoor Space with Another Person for 15 Minutes or More, Which Further Supports the Findings.
4. Motion to Adopt a Resolution Adopting an Amended Appendix of the Conflict of Interest Code Pursuant to the Political Reform Act of 1974.

## **PUBLIC HEARING**

### **5. RENEWAL OF CONDITIONAL USE PERMIT - 1850 EL CAMINO REAL**

*Consider:* Motion Adopt a Resolution Approving Conditional Use Permit, Project Design Review, and Tree Permit for an Office Building Located at 1850 El Camino Real Pursuant to a Previously Adopted Mitigated Negative Declaration.

## **NEW BUSINESS**

### **6. COLMA 100TH ANNIVERSARY AD HOC COMMITTEE**

*Consider:* Motion Establishing a City Council Ad Hoc 100 Year Anniversary Planning Committee.

## **REPORTS**

Mayor/City Council

City Manager

## **ADJOURNMENT**

The City Council Meeting Agenda Packet and supporting documents are available for review on the Town's website [www.colma.ca.gov](http://www.colma.ca.gov) or at Colma Town Hall, 1198 El Camino Real, Colma, CA. Persons interested in obtaining an agenda via e-mail should call 650-997-8300 or email a request to [citymanager@colma.ca.gov](mailto:citymanager@colma.ca.gov).

### Reasonable Accommodation

Upon request, this publication will be made available in appropriate alternative formats to persons with disabilities, as required by the Americans with Disabilities Act of 1990. Any person with a disability, who requires a modification or accommodation to view the agenda, should direct such a request to Pak Lin, ADA Coordinator, at 650-997-8300 or [pak.lin@colma.ca.gov](mailto:pak.lin@colma.ca.gov). Please allow two business days for your request to be processed.

**MINUTES  
REGULAR MEETING**

City Council of the Town of Colma  
Meeting Held Remotely via Zoom.us  
**Wednesday, October 26, 2022**  
**7:00 PM**

**PLEDGE OF ALLEGIANCE AND ROLL CAL**

Mayor Fiscaro called the regular session to order at 7:01 p.m.

Council Present –Mayor Helen Fiscaro, Vice Mayor Joanne F. del Rosario, Council Members John Irish Goodwin and Ken Gonzalez were all present.

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police John Munsey, Administrative Services Director Pak Lin, Director of Public Works and Planning Brad Donohue, City Planner Farhad Mortazavi, and City Clerk Caitlin Corley were in attendance.

The Mayor announced, “As always, we are accepting public comments through email or the zoom chat function—you can email our City Clerk at ccorley@colma.ca.gov or use the chat function to let her know which item you would like to speak on. Please keep your comments to 3 minutes or less. Thank you.”

**ADOPTION OF THE AGENDA**

Mayor Fiscaro asked to pull item #5 from the Consent Calendar. The Mayor asked for a motion to adopt the agenda with the requested change.

**Action:** Vice Mayor del Rosario moved to adopt the agenda with changes; the motion was seconded by Council Member Goodwin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Ken Gonzalez	✓				
	4	0			

**PRESENTATIONS**

▪ **Birthday Recognition of Dianne Chiappari**

The Mayor recognized Dianne Chiappari, longtime resident and former Treasurer for the Town of Colma, for her 75<sup>th</sup> Birthday on October 24<sup>th</sup>. The Town sent flowers and a certificate to her and extended best wishes and continued health and happiness to you.

▪ **Daly City Public Library Associates – Upcoming Events**

Aileen Cassinetto, DCPLA Board Member and Poet Laureate of San Mateo County gave an update on the upcoming Art and Lit Fest on November 5, 2022 and the Daly City Youth

Poet Laureate Program, which is currently accepting applications for the 2023-24 term.

▪ **Recognition of Talia Serefiddin, Manager of Colma Starbucks**

The Mayor announced, “We’d like to recognize Talia Serefiddin, Manager of the Colma Starbucks, for being an incredible community partner to the Town. In addition to the numerous Coffee/Cocoa with a Copy events that Starbucks has hosted through the years, Talia has also participated in National Night Out and donated coffee to our Colma PD during the pandemic shutdown. She is a great supporter of Colma PD and the Town generally and we’re so lucky to have her as a community member. Talia, thank you for your contributions to the Town and helping to keep Colma a great place to live, work and visit!”

Talia was present on the zoom and thanked Council for the recognition.

**PUBLIC COMMENTS**

Mayor Fiscaro opened the public comment period at 7:12 p.m. Brian Shields of Carpenters Union Local 217 spoke regarding labor regulations. The Mayor closed the public comment period at 7:15 p.m.

**CONSENT CALENDAR**

1. Motion to Accept the Minutes from the October 12, 2022 Special Meeting.
2. Motion to Accept the Minutes from the October 12, 2022 Regular Meeting.
3. Motion Accepting the 2022 F Street Pavement Rehabilitation Project as Complete, Directing the Director of Public Works to File A Notice of Completion for the Project with the San Mateo County Recorder’s Office.
4. Motion to Adopt a Resolution Adjusting Salary for Part-Time Casual Staff to Meet the Minimum Wage Requirement Set Forth by the State of California and Amending the Salary Schedule.
5. [Pulled from Consent Calendar]
6. Motion to Adopt a Resolution Awarding and Authorizing the City Manager to Execute a Construction Contract with Marina Landscape Inc. for the 2022 Mission Road Landscape Improvement Project in the Amount of \$289,840.00 and Amending the Total Capital Project Budget to be \$400,000.00.

**Action:** Mayor Fiscaro moved to approve the consent calendar items #1 through 4 and item #6; the motion was seconded by Vice Mayor del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓			<i>Item #6 Only</i>	
Ken Gonzalez	✓			<i>Item #4 Only</i>	
	4	0			

**5. LOCAL PARTNERSHIP COMPETITIVE PROGRAM FUNDING**

City Manager Brian Dossey explained the changes that were made to the proposed resolution. The agenda documents were updated on the website for the public to review. The Mayor opened the public comment period at 7:20 p.m. and seeing no one request to speak, she closed the public comment period. Council discussion followed.

**Action:** Council Member Goodwin moved to Adopt a Resolution Supporting the Construction of Hillside Boulevard Improvement Project, Phase II and Submitting an Application to the California Transportation Commission Through The City/County Association of Governments of San Mateo County for the 2022 Local Partnership Competitive Program Funding; the motion was seconded by Vice Mayor del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Ken Gonzalez	✓				
	4	0			

**NEW BUSINESS**

**7. OPTIONS FOR FILING A CITY COUNCIL VACANCY**

City Manager Brian Dossey and City Attorney Christopher Diaz presented the staff report. The Mayor opened the public comment period at 7:31 p.m. and seeing no one request to speak, she closed the public comment period. Council discussion followed.

**Action:** Council Member Goodwin moved to fill the City Council vacancy by appointment and gave direction to staff regarding the schedule and logistics of the appointment process; the motion was seconded by Council Member Gonzalez and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Ken Gonzalez	✓				
	4	0			

**STUDY SESSION**

**8. C/CAG MICROMOBILITY AND BIKE SHARE PROGRAM**

Director of Public Works introduced C/CAG staff Kim Wever and Kaki Cheung to present the report. The Mayor opened the public comment period at 7:56 p.m. and seeing no one request to speak, she closed the public comment period. Council discussion followed.

*This item was for discussion only; no action was taken at this meeting.*

## **COUNCIL CALENDARING**

The next Regular Meeting will be on Wednesday, November 9, 2022 at 7:00pm. It will be conducted in person at the Council Chamber, but members of the public may also participate remotely via Zoom.

## **REPORTS**

City Manager Brian Dossey gave an update on the following topics:

- The Annual Business Recognition Luncheon on Thursday October 20, 2022 was a great success, with close to 100 attendees. Thank you to staff for putting on a great event!
- The Chamber of Commerce is hosting their Annual Turkey Bowl on Friday, November 4, 2022.
- The Regular City Council Meeting on November 9, 2022 will be a hybrid online and in person meeting.
- There will be a Special Meeting on Wednesday, November 16, 2022 at 6:00 p.m. regarding the appointment of a new Council Member.
- The Regular City Council Meeting on November 23, 2022 will be cancelled.
- The Town was notified by the San Mateo Transit Authority that a \$4.5 million grant application for improvements on Hillside Blvd. will be forwarded to C/CAG for consideration. If approved by C/CAG the grant will be forwarded to the State for approval as part of the Local Partnership Program.

## **ADJOURNMENT**

Mayor Fiscaro adjourned the meeting at 8:37 p.m. in memory of Ting Hwai Wu, retired Lt. General with the Taiwanese Air Force and father of retired K9 Park Police Officer Nyhung "Neil" Wu; and Kathelene Ruff, mother of Veterans Village resident Belinda Payne.

Respectfully submitted,

Caitlin Corley  
City Clerk

apCkHist  
11/02/2022 10:41AM

**Check History Listing**  
Town of Colma

Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55466	10/04/2022	00300 ABILITYPATH	C	10/31/2022	FY 2022-2023 Grant	09/27/2022	6,500.00	6,500.00
55467	10/04/2022	00623 ARAMARK	C	10/31/2022	5180071098	09/19/2022	114.52	
			C	10/31/2022	5180063317	09/05/2022	111.92	
			C	10/31/2022	5180067242	09/12/2022	111.92	
			C	10/31/2022	5180074697	09/26/2022	111.92	
			C	10/31/2022	5180063314	09/05/2022	25.90	
			C	10/31/2022	5180071095	09/19/2022	25.90	
			C	10/31/2022	5180067241	09/12/2022	25.90	
			C	10/31/2022	5180074694	09/26/2022	25.90	
			C	10/31/2022	5180071083	09/19/2022	18.90	
			C	10/31/2022	5180067240	09/12/2022	18.90	
			C	10/31/2022	5180067235	09/12/2022	18.90	
			C	10/31/2022	5180063297	09/05/2022	18.90	
			C	10/31/2022	5180074655	09/26/2022	18.90	648.38
55468	10/04/2022	00051 CALIFORNIA WATER SERV	C	10/31/2022	6544607057 19Sep22	09/19/2022	848.36	848.36
55469	10/04/2022	00057 CINTAS CORPORATION #2	C	10/31/2022	4132157895	09/22/2022	564.97	
			C	10/31/2022	4132157903	09/22/2022	322.65	
			C	10/31/2022	4132906205	09/29/2022	172.33	1,059.95
55470	10/04/2022	01037 COMCAST CABLE	C	10/31/2022	09/25-10/24 Internet	09/20/2022	251.72	
			C	10/31/2022	09/25-10/24 427 F St	09/20/2022	231.72	
			C	10/31/2022	09/27-10/26 XFINITY	09/17/2022	10.94	494.38
55471	10/04/2022	00055 CORA	C	10/31/2022	FY 2022-2023 Grant	09/27/2022	7,000.00	7,000.00
55472	10/04/2022	02827 CORODATA SHREDDING, II	C	10/31/2022	DN 1379414	08/31/2022	115.69	115.69
55473	10/04/2022	02491 DALY CITY YOUTH HEALTH	C	10/31/2022	FY 2022-2023 Grant	09/27/2022	6,000.00	6,000.00
55474	10/04/2022	00116 DALY CITY/COLMA CHAMBI			FY 2022-2023 Grant	09/27/2022	30,000.00	30,000.00
55475	10/04/2022	00649 DAVEY TREE EXPERT COM	C	10/31/2022	917042172	09/21/2022	6,750.00	6,750.00
55476	10/04/2022	03224 DECORATIVE PLANT SERV	C	10/31/2022	0029351	10/01/2022	157.45	157.45
55477	10/04/2022	01831 JOANNE F. DEL ROSARIO	C	10/31/2022	2002360.003	09/26/2022	80.00	80.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55478	10/04/2022	03378 RICARDO ESCOBAR			09/26/22 EE Reimb	09/27/2022	18.00	18.00
55479	10/04/2022	02606 F. FERRANDO & CO.	C	10/31/2022	43061	09/19/2022	3,089.00	
			C	10/31/2022	43060	09/19/2022	2,792.00	
			C	10/31/2022	43067	09/28/2022	2,497.00	
			C	10/31/2022	43066	09/28/2022	2,448.00	
			C	10/31/2022	43059	09/19/2022	1,933.00	
			C	10/31/2022	43065	09/28/2022	1,773.00	14,532.00
55480	10/04/2022	03428 ROMULO FERRO	C	10/31/2022	2002361.003	09/26/2022	275.00	275.00
55481	10/04/2022	02330 FOREMOST PROMOTIONS	C	10/31/2022	706774	09/29/2022	240.63	240.63
55482	10/04/2022	02499 (RICOH) GE CAPITAL INFOI	C	10/31/2022	5065682207	10/01/2022	100.89	100.89
55483	10/04/2022	00177 HUMAN INVESTMENT PRO	C	10/31/2022	FY 2022-2023 Grant	09/27/2022	5,000.00	5,000.00
55484	10/04/2022	00201 JEFFERSON UNION HIGH S	C	10/31/2022	FY 2022-2023 Grant	09/30/2022	4,000.00	4,000.00
55485	10/04/2022	02989 LIFEMOVES	C	10/31/2022	FY 2022-2023 Grant	09/27/2022	4,000.00	4,000.00
55486	10/04/2022	02993 VANESSA MOSQUEDA VEL	C	10/31/2022	Jul 28-Sep 22, 2022	09/22/2022	800.00	800.00
55487	10/04/2022	03061 NICK BARBIERI TRUCKING	C	10/31/2022	2349321	09/15/2022	364.61	364.61
55488	10/04/2022	00280 OFFICE DEPOT, INC.	C	10/31/2022	267401137001	09/22/2022	71.75	
			C	10/31/2022	266305256001	09/22/2022	39.22	
			C	10/31/2022	266531451001	09/22/2022	7.48	118.45
55489	10/04/2022	01586 OMBUDSMAN SERVICES C	C	10/31/2022	FY 2022-2023 Grant	09/27/2022	2,500.00	2,500.00
55490	10/04/2022	00307 PACIFIC GAS & ELECTRIC	C	10/31/2022	0092128195-2 23Sep22	09/23/2022	2,653.83	
			C	10/31/2022	0678090639-9 20Sep22	09/20/2022	80.13	
			C	10/31/2022	9593452526-2 20Sep22	09/20/2022	29.34	
			C	10/31/2022	2039987372-6 23Sep22	09/23/2022	13.27	
			C	10/31/2022	9956638930-2 23Sep22	09/23/2022	10.56	2,787.13
55491	10/04/2022	02926 INC PRECISION BODY SHC	C	10/31/2022	196877	09/16/2022	80.00	80.00
55492	10/04/2022	02970 PRODUCTIVE PRINTING &	C	10/31/2022	36291	09/26/2022	429.63	
			C	10/31/2022	36299	09/26/2022	180.47	



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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
			C	10/31/2022	36298	09/26/2022	114.84	724.94
55493	10/04/2022	02216 RAMOS OIL CO. INC.	C	10/31/2022	822967	09/20/2022	2,171.96	
			C	10/31/2022	823323	09/20/2022	99.65	2,271.61
55494	10/04/2022	03527 YENMI ROSALES			2002362.003	09/26/2022	50.00	50.00
55495	10/04/2022	02795 JAY ROSSET			09/26/2022 Reimb	09/27/2022	18.00	18.00
55496	10/04/2022	03528 SILICON VALLEY BICYCLE	C	10/31/2022	FY 2022-2023 Grant	09/27/2022	3,500.00	3,500.00
55497	10/04/2022	00364 SMC FORENSIC LAB			PS-INV104064	09/13/2022	4,146.31	4,146.31
55498	10/04/2022	00460 SMC JOBS FOR YOUTH	C	10/31/2022	FY 2022-2023 Grant	09/27/2022	4,000.00	4,000.00
55499	10/04/2022	00388 SONITROL	C	10/31/2022	320050	09/26/2022	198.00	198.00
55500	10/04/2022	03321 SPECIAL SERVICES GROU			16379	08/22/2022	600.00	600.00
55501	10/04/2022	02566 STARVISTA	C	10/31/2022	FY 2022-23 Grant	10/03/2022	3,000.00	3,000.00
55502	10/04/2022	02566 STARVISTA	C	10/31/2022	6561	08/31/2022	3,168.93	3,168.93
55503	10/04/2022	02849 6746050100 U.S. BANK PAF	C	10/31/2022	2022.10 OPEB	09/21/2022	128,788.00	128,788.00
55504	10/04/2022	00422 UNDERGROUND SERVICE	C	10/31/2022	1762782022	07/20/2022	699.51	699.51
55505	10/04/2022	02635 VOLUNTEERS IN MEDICINE	C	10/31/2022	FY 2022-2023 Grant	09/27/2022	4,000.00	4,000.00
55506	10/04/2022	02132 JASON WOLLMAN	C	10/31/2022	09/26/2022 Reimb	09/26/2022	18.00	18.00
55507	10/07/2022	01375 NATIONWIDE RETIREMEN	C	10/31/2022	10072022M+B	10/07/2022	7,515.71	7,515.71
55508	10/07/2022	01340 NAVIA BENEFIT SOLUTION	C	10/31/2022	10072022	10/07/2022	1,240.08	1,240.08
55509	10/11/2022	00013 ANDY'S WHEELS & TIRES	C	10/31/2022	65249	09/13/2022	1,159.77	
			C	10/31/2022	65250	09/13/2022	90.78	1,250.55
55510	10/11/2022	00020 ASSOCIATED SERVICES IN			122100028	10/01/2022	40.00	
					122100027	10/01/2022	9.00	49.00
55511	10/11/2022	00051 CALIFORNIA WATER SERV	C	10/31/2022	09/28/2022	09/28/2022	6,763.81	6,763.81
55512	10/11/2022	01995 CELETTA INVESTIGATIVE S	C	10/31/2022	22-1001	10/01/2022	880.00	880.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55513	10/11/2022	01037 COMCAST CABLE	C	10/31/2022	09/26/22 Cable	09/26/2022	15,262.72	
			C	10/31/2022	10/02-11/01/2022	09/27/2022	246.72	15,509.44
55514	10/11/2022	00649 DAVEY TREE EXPERT COM	C	10/31/2022	917056571	09/26/2022	4,950.00	
			C	10/31/2022	917056572	09/26/2022	4,450.00	9,400.00
55515	10/11/2022	02558 DIAL GLASS AND WINDOW	C	10/31/2022	44341	03/21/2022	3,300.00	3,300.00
55516	10/11/2022	03164 EDGEWORTH INTEGRATIC	C	10/31/2022	00032045	09/30/2022	1,962.02	1,962.02
55517	10/11/2022	03459 INC FAST RESPONSE ON-S	C	10/31/2022	157131	09/29/2022	240.00	240.00
55518	10/11/2022	02499 (RICOH) GE CAPITAL INFOI	C	10/31/2022	106536959	09/19/2202	513.17	
			C	10/31/2022	106545325	09/22/2022	274.76	
			C	10/31/2022	106540675	09/20/2022	274.76	1,062.69
55519	10/11/2022	00254 METRO MOBILE COMMUNI	C	10/31/2022	221024	10/01/2022	602.00	602.00
55520	10/11/2022	01340 NAVIA BENEFIT SOLUTION	C	10/31/2022	10517051	09/29/2022	117.70	117.70
55521	10/11/2022	00280 OFFICE DEPOT, INC.			270179244001	09/29/2022	249.47	
					268497964001	09/28/2022	70.59	320.06
55522	10/11/2022	03228 OPERATION SANTA CLAUS			FY 2022-2023 Grant	10/27/2022	1,500.00	1,500.00
55523	10/11/2022	00307 PACIFIC GAS & ELECTRIC	C	10/31/2022	9248309814-8 23Sep22	09/23/2022	350.89	350.89
55524	10/11/2022	00553 PACIFIC NURSERIES			SI-37909	09/27/2022	371.71	371.71
55525	10/11/2022	03381 PENINSULA VOLUNTEERS,			FY 2022-2023 Grant	09/30/2022	6,000.00	6,000.00
55526	10/11/2022	02926 INC PRECISION BODY SHC	C	10/31/2022	17450	09/29/2022	80.00	
			C	10/31/2022	17451	09/29/2022	80.00	160.00
55527	10/11/2022	01023 PRIORITY 1			8943	09/23/2022	2,263.43	2,263.43
55528	10/11/2022	03479 ROBERT HALF INTERNATIK	C	10/31/2022	60826760	10/04/2022	994.60	994.60
55529	10/11/2022	03488 RUBBER STAMPS UNLIMIT	C	10/31/2022	1060166	09/28/2022	61.78	61.78
55530	10/11/2022	00500 (PARKING) SMC CONTROL			September 2022	10/03/2022	2,579.80	2,579.80
55531	10/11/2022	00364 SMC FORENSIC LAB			PS-INV104083	09/30/2022	5,040.00	5,040.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55532	10/11/2022	00683 SMC PUBLIC SAFETY COM			CLMA-MSS 23-01	09/28/2022	1,674.75	1,674.75
55533	10/11/2022	01101 TERRYBERRY COMPANY L	C	10/31/2022	L82110	09/28/2022	153.27	153.27
55534	10/11/2022	00411 TURBO DATA SYSTEMS	C	10/31/2022	38556	09/30/2022	1,398.69	1,398.69
55535	10/11/2022	03015 U.S. BANK CORPORATE PM	C	10/31/2022	09/22/2022	09/22/2022	14,287.10	14,287.10
55536	10/12/2022	03034 FLEX ADVANTAGE	C	10/31/2022	149125	09/30/2022	205.00	205.00
55537	10/12/2022	00181 IEDA			23884	10/01/2022	1,628.05	1,628.05
55538	10/12/2022	02714 DAWN MARCHETTI	C	10/31/2022	EE Reimb 09/11-14/22	10/06/2022	349.02	349.02
55539	10/12/2022	03529 PACIFIC DINING			2022.12.17Colma	09/20/2022	9,756.00	9,756.00
55540	10/12/2022	00307 PACIFIC GAS & ELECTRIC	C	10/31/2022	0567147369-1	09/29/2022	205.21	205.21
55541	10/12/2022	03530 R.BLUM & ASSOCIATES			1956	10/04/2022	4,950.00	4,950.00
55542	10/12/2022	00360 SAN MATEO COUNTY COM	V	10/25/2022	2022.12.17Colma	09/20/2022	3,795.00	3,795.00
55543	10/12/2022	00345 SMC SHERIFF'S OFFICE			Nov 2-3, 2022	09/20/2022	1,350.00	1,350.00
55544	10/12/2022	01030 STEPFORD, INC.			2201483	10/03/2022	9,046.98	
					2205427	10/10/2022	310.00	
					2201595	10/07/2022	45.62	9,402.60
55545	10/12/2022	03457 TOWNSEND PUBLIC AFFAI			19024	10/01/2022	6,000.00	6,000.00
55546	10/18/2022	03461 1000BULBS.COM			W03345769	09/30/2022	1,234.96	
					W03345122	09/29/2022	649.03	1,883.99
55547	10/18/2022	00004 AT&T			000018861307	10/01/2022	34.86	34.86
55548	10/18/2022	03334 LLC AT&T MOBILITY NATIO			287296200335X1010202	10/02/2022	2,524.23	2,524.23
55549	10/18/2022	01565 BAY CONTRACT MAINTEN/			28264	10/10/2022	2,740.50	
					28265	10/10/2022	2,661.35	
					28268	10/10/2022	2,661.35	
					28269	10/10/2022	1,552.45	
					28267	10/10/2022	633.64	
					28270	10/10/2022	221.30	

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
					28266	10/10/2022	193.34	10,663.93
55550	10/18/2022	00051 CALIFORNIA WATER SERV			09/30/2022	09/30/2022	3,956.14	3,956.14
55551	10/18/2022	00057 CINTAS CORPORATION #2			4133534553	10/06/2022	566.62	
					4133534532	10/06/2022	323.74	890.36
55552	10/18/2022	00093 CITY OF SOUTH SAN FRAN			519071	09/22/2022	750.00	750.00
55553	10/18/2022	00507 COLMA FIRE PROTECTION			2022 F-0080	09/27/2022	350.00	350.00
55554	10/18/2022	02827 CORODATA SHREDDING, II			RS 3430759	09/30/2022	107.38	107.38
55555	10/18/2022	02793 DITO'S MOTORS			26653	10/03/2022	1,232.00	1,232.00
55556	10/18/2022	02606 F. FERRANDO & CO.			43072	10/03/2022	2,352.00	2,352.00
55557	10/18/2022	00539 FIREMASTER DEPT 1019			0001001940	10/11/2022	278.00	278.00
55558	10/18/2022	03034 FLEX ADVANTAGE			2022.11 Reimbursemen	10/18/2022	54,238.88	54,238.88
55559	10/18/2022	02965 HAPPYCAKE FACE PAINTIN			687169	10/06/2022	675.00	675.00
55560	10/18/2022	00174 HOME DEPOT CREDIT SEF			Aug 30 - Sep 29	09/29/2022	956.51	956.51
55561	10/18/2022	03273 HOME DEPOT PRO, THE			709900989	10/03/2022	1,408.44	
					710674060	10/06/2022	338.36	
					710066739	10/03/2022	203.73	1,950.53
55562	10/18/2022	03061 NICK BARBIERI TRUCKING			2352045	09/30/2022	678.88	678.88
55563	10/18/2022	00280 OFFICE DEPOT, INC.			266371645001	10/04/2022	276.31	
					270639782001	10/07/2022	135.98	
					268744322001	10/05/2022	44.31	456.60
55564	10/18/2022	02271 O'GRADY PAVING, INC.			6413	09/28/2022	141,615.79	141,615.79
55565	10/18/2022	00307 PACIFIC GAS & ELECTRIC			3007220528-6-100722	10/07/2022	5,411.35	
					0576889222-5-100722	10/07/2022	242.56	5,653.91
55566	10/18/2022	00553 PACIFIC NURSERIES			SI-38691	10/04/2022	288.48	288.48
55567	10/18/2022	02886 READY REFRESH BY NEST			02J0036457661	10/08/2022	69.95	69.95

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55568	10/18/2022	03479 ROBERT HALF INTERNATIK			60876307	10/12/2022	994.60	994.60
55569	10/18/2022	00349 SEGALE & CERINI INC.			17304	09/30/2022	19,960.00	
					17307	09/30/2022	5,460.00	
					17284	09/30/2022	2,843.25	
					17306	09/30/2022	1,239.00	29,502.25
55570	10/18/2022	00414 TERMINEX INTERNATIONA			425401882	09/29/2022	275.00	
					425401883	09/24/2022	83.00	358.00
55571	10/18/2022	01101 TERRYBERRY COMPANY L			L88572	10/12/2022	1,005.65	1,005.65
55572	10/18/2022	03075 SUAN MERAZ VARELA			2002369.003	10/11/2022	50.00	50.00
55573	10/18/2022	03531 DENISE VILLA			2002354.003	09/12/2022	275.00	275.00
55574	10/21/2022	00047 C.L.E.A.			2022-10-21B	10/21/2022	216.00	216.00
55575	10/21/2022	01375 NATIONWIDE RETIREMEN			2022-10-21B	10/21/2022	6,215.71	6,215.71
55576	10/21/2022	01340 NAVIA BENEFIT SOLUTION			2022-10-21B	10/21/2022	1,240.08	1,240.08
55577	10/21/2022	02224 STANDARD INSURANCE C			2022-10-21B	10/21/2022	434.00	434.00
55578	10/25/2022	02337 AXON ENTERPRISES, INC.			INUS108577	10/15/2022	40,152.28	
					INUS108669	10/15/2022	21,511.44	61,663.72
55579	10/25/2022	01183 BEST BEST & KRIEGER LLF			948054	10/14/2022	20,915.87	
					948050	10/14/2022	1,209.90	22,125.77
55580	10/25/2022	02244 CALIFORNIA BUILDING ST/			Jul - Sep 2022	10/12/2022	57.00	57.00
55581	10/25/2022	00051 CALIFORNIA WATER SERV			1727052702	10/13/2022	353.64	353.64
55582	10/25/2022	01037 COMCAST CABLE			10/11-11/10 601 F St	10/07/2022	113.72	113.72
55583	10/25/2022	02583 CRIME SCENE CLEANERS,			85608	10/15/2022	108.00	108.00
55584	10/25/2022	02317 ERIN CUS			May 21-Sep 17, 2022	10/07/2022	1,400.00	1,400.00
55585	10/25/2022	00117 DELTA DENTAL OF CALIFOI			BE005218206	11/01/2022	14,491.40	14,491.40
55586	10/25/2022	00111 DEPARTMENT OF CONSER			Jul - Sep 2022	10/12/2022	317.49	317.49

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55587	10/25/2022	02793 DITO'S MOTORS			26389	08/12/2022	525.42	
					26226	07/21/2022	486.29	
					26517	09/07/2022	126.08	
					25874	05/19/2022	119.83	
					26558	09/15/2022	113.00	1,370.62
55588	10/25/2022	03532 LIDIA'S ITALIAN DELI			7430	10/20/2022	1,426.75	
					7431	10/20/2022	232.67	1,659.42
55589	10/25/2022	03533 TRI LUU			CO05848-Luu	10/19/2022	300.00	300.00
55590	10/25/2022	01036 MANAGED HEALTH NETWC			PRM-075954	10/17/2022	99.20	99.20
55591	10/25/2022	03191 MAZE & ASSOCIATES			46926	09/30/2022	8,215.00	8,215.00
55592	10/25/2022	03260 LUCAS MONTALVO			2002374.003	10/17/2022	300.00	300.00
55593	10/25/2022	03099 NOR-CAL CYCLES LLC			6091	10/11/2022	956.65	956.65
55594	10/25/2022	00280 OFFICE DEPOT, INC.			271112861001	10/10/2022	64.04	64.04
55595	10/25/2022	00307 PACIFIC GAS & ELECTRIC			1918250367-2	10/17/2022	6,308.03	6,308.03
55596	10/25/2022	02641 HEATHER PAPE			2002376.003	10/20/2022	48.00	48.00
55597	10/25/2022	00311 PITNEY BOWES INC.			3105758734	10/08/2022	507.00	507.00
55598	10/25/2022	01023 PRIORITY 1			8962	10/06/2022	299.59	299.59
55599	10/25/2022	01344 PROJECT READ			29th Annual Trivia C	10/20/2022	400.00	400.00
55600	10/25/2022	03004 PROUDCITY INC			1549	10/19/2022	2,500.00	2,500.00
55601	10/25/2022	02216 RAMOS OIL CO. INC.			826039	10/10/2022	2,721.54	
					824499	09/30/2022	2,702.18	
					826400	10/10/2022	78.81	5,502.53
55602	10/25/2022	03479 ROBERT HALF INTERNATIK			60501252	08/09/2022	1,030.96	
					60904048	10/18/2022	1,000.66	2,031.62
55603	10/25/2022	00654 SITIKE COUNSELING CENT			FY 2022-2023 Grant	10/19/2022	6,500.00	6,500.00
55604	10/25/2022	03534 SMC COMMUNITY COLLEG			2022.12.17Colma	09/20/2022	3,795.00	3,795.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55605	10/25/2022	00534 SMC INFORMATION SERVI			1YCL12209	09/30/2022	82.25	82.25
55606	10/25/2022	00345 SMC SHERIFF'S OFFICE			Dec 5-6, 2022	10/19/2022	1,800.00	1,800.00
55607	10/25/2022	02224 STANDARD INSURANCE CO			2022.11	10/17/2022	227.32	227.32
55608	10/25/2022	00830 STAPLES BUSINESS CRED			1644424455	09/25/2022	682.26	682.26
55609	10/25/2022	00412 TELECOMMUNICATIONS E			47891	10/10/2022	1,515.00	1,515.00
55610	10/25/2022	02946 AMANDA VELASQUEZ			10/2-10/7 Reimb	10/13/2022	286.26	286.26
55611	10/25/2022	01414 VERANO OWNERS ASSOC			2022.11	11/01/2022	350.00	350.00
55612	10/25/2022	00432 VISION SERVICE PLAN			816332321	10/19/2022	1,157.85	
					816332339	10/19/2022	25.73	1,183.58
55613	10/25/2022	02799 WAVE (ASTOUND)			103745301-0009745	10/01/2022	400.00	400.00
94714	10/07/2022	00130 EMPLOYMENT DEVELOPM	C	10/31/2022	10072022M+B	10/07/2022	14,331.25	14,331.25
94715	10/07/2022	00521 UNITED STATES TREASUR	C	10/31/2022	10072022M+B	10/07/2022	57,640.71	57,640.71
94716	10/07/2022	00282 CALIFORNIA PUBLIC EMPL	V	10/20/2022	10072022M+B	10/07/2022	73,822.77	73,822.77
94717	10/07/2022	00631 P.E.R.S.	C	10/31/2022	10072022M+B	10/07/2022	48,106.59	48,106.59
94718	10/07/2022	01360 MISSIONSQUARE RETIREM			10072022M+B	10/07/2022	6,918.06	6,918.06
94719	10/07/2022	01340 NAVIA BENEFIT SOLUTION	C	09/30/2022	10072022	10/07/2022	100.00	100.00
94720	10/07/2022	00068 COLMA PEACE OFFICER'S			10072022	10/07/2022	652.14	652.14
94722	10/21/2022	00130 EMPLOYMENT DEVELOPM			2022-10-21B	10/21/2022	14,634.32	14,634.32
94723	10/21/2022	00521 UNITED STATES TREASUR			2022-10-21B	10/21/2022	55,224.37	55,224.37
94724	10/21/2022	00631 P.E.R.S.			2022-10-21B	10/21/2022	47,269.60	47,269.60
94725	10/21/2022	01360 MISSIONSQUARE RETIREM			2022-10-21B	10/21/2022	6,442.39	6,442.39
94726	10/21/2022	00068 COLMA PEACE OFFICER'S			2022-10-21B	10/21/2022	652.14	652.14
10042022	10/04/2022	00282 CALIFORNIA PUBLIC EMPL	C	10/31/2022	100000016938352	09/14/2022	6,408.02	6,408.02

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
10072022	10/07/2022	00282 CALIFORNIA PUBLIC EMPL	C	10/31/2022	10072022M+B	10/07/2022	73,622.82	73,622.82
							<b>first Total:</b>	<b>1,200,082.18</b>
162 checks in this report							<b>Total Checks:</b>	<b>1,200,082.18</b>





# STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Christopher J. Diaz, City Attorney

VIA: Brian Dossey, City Manager

MEETING DATE: November 9, 2022

SUBJECT: Motion to Reconfirm Findings and Determinations Under Resolution No. 2021-33 and Assembly Bill 361 for the Continuation of Virtual Meetings

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## RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION TO RECONFIRM THE FINDINGS AND DETERMINATIONS MADE IN RESOLUTION NO. 2021-33 AND UNDER ASSEMBLY BILL 361 FOR THE CONTINUATION OF VIRTUAL MEETINGS, WITH ACKNOWLEDGMENT THAT THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH HAS UPDATED THE DEFINITION OF "CLOSE CONTACT" IN REGULATION 3205 FROM BEING WITHIN 6 FEET OF ANOTHER PERSON TO SHARING THE SAME INDOOR SPACE WITH ANOTHER PERSON FOR 15 MINUTES OR MORE, WHICH FURTHER SUPPORTS THE FINDINGS.

## EXECUTIVE SUMMARY

On March 17, 2020, in the face of the COVID-19 pandemic, Governor Gavin Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means.

The provisions in the Brown Act that were suspended by the Governor's Executive Order are contained at Government Code Section 54953(b)(3) and require that when teleconferencing is used, outside of a statewide emergency, that the following occur:

- An agenda is required to be posted at all locations, including any teleconference locations
- Each teleconference location must be identified on the actual agenda
- Each teleconference location shall be accessible to the public

- A quorum of the legislative body must be in the jurisdiction

With the Governor's Executive Order, the four above requirements were suspended allowing councilmembers to not have to post an agenda at their teleconference location, not have to identify their location on the meeting agenda, not have to ensure public accessibility at the teleconference location, and the legislative body did not need a quorum in the jurisdiction. As the City Council is well aware, this allowed City Council meetings to be conducted by Zoom with councilmembers, staff, and the public, all joining from remote virtual locations.

The suspension of certain provisions of the Brown Act was further extended by the Governor on June 11, 2021 by the issuance of Executive Order N-08-21 which continued to allow for complete virtual meetings until September 30, 2021.

With the expiration of the Governor's Executive Order along with the uncertainty that surrounded the Governor's potential recall, the State Legislature also took the remote meeting issue into its own hands through the adoption of Assembly Bill 361, which is explained more in depth in the Analysis section below.

On October 13, 2021 the City Council adopted Resolution No.2021-33 making findings under AB 361 that state or local officials continue to recommend social distancing measures to prevent the spread of COVID-19 and including reference in particular to Cal-OSHA regulation 3205, which recommends physical distancing in the workplace. By motion and majority vote, the City Council may renew the findings of Resolution No. 2021-33 to continue to hold virtual meetings pursuant to AB 361.

## **ANALYSIS**

On September 16, 2021, the Governor signed AB 361, which allows legislative bodies to meet virtually provided there is a state of emergency declared by the Governor, and either:

- (1) state or local officials have imposed or recommended measures to promote social distancing; or
- (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees.

The Governor by executive order signed on September 20, 2021, suspended the effective date of AB 361 to October 1, 2021. As a result, if the City desires to have virtual meetings on or after October 1, 2021, it must do so consistent with the requirements of AB 361.

AB 361 preserves many of the provisions of the earlier executive orders, including the suspension of the four teleconferencing requirements noted above, while also adding new requirements to the management of remote and teleconference public meetings in order to better achieve the levels of transparency that the Brown Act demands. Specifically, AB 361 imposes two new rules on remote public meetings:

1. Local governments and agencies hosting teleconference meetings in lieu of traditional in-person public meetings must permit direct public comment during the teleconference, and must leave open the opportunity for public comment until the comment period for a given

item is closed during the ordinary course of the meeting. The opportunity to make public comment must be of a sufficient duration so as to allow actual public participation.

2. Any action by the governing body during a public teleconference meeting must occur while the agency is actively and successfully broadcasting to members of the public through a call-in option or an internet-based service option. If a technical disruption within the agency's control prevents members of the public from either viewing the meeting of the public agency, or prevents members of the public from offering public comment, the agency must cease all action on the meeting agenda until the disruption ends and the broadcast is restored. Action taken during an agency-caused disruption may be challenged as a violation of the Brown Act.

In order to continue to qualify for AB 361's waiver of in-person meeting requirements, the City Council must, within thirty (30) days of its first meeting under AB 361, and every thirty (30) days thereafter, make findings that (a) state or local officials continue to recommend measures to promote social distancing, or that (b) an in-person meeting would constitute an imminent risk to the safety of attendees.

The above conditions continue to exist at this time, and staff recommends the City Council by motion reconfirm the findings and determinations made in Resolution No. 2021-33 so that the City Council may continue to meet virtually under AB 361.

Lastly, it is important to note that AB 361 is optional. If the City Council wishes, it may meet in person. In addition, hybrid meetings are permissible where Council attends in person and the public attends remotely via Zoom.

### **FISCAL IMPACT**

The City Council's motion to continue with virtual meetings will maintain the status quo and no financial impact is anticipated.

### **ENVIRONMENTAL ISSUES**

The City Council's approval of a motion to reconfirm findings does not constitute a project under the California Environmental Quality Act (CEQA) Guideline 15378(b)(5) as it constitutes an organizational or administrative activity of the government that will not result in direct or indirect physical changes in the environment. Further, virtual meetings are likely to reduce certain impacts associated with vehicular travel related to in-person public meetings.

### **RECOMMENDATION**

Move to reconfirm the findings and determinations made in Resolution No. 2021-33 and under Assembly Bill 361 for the continuation of virtual meetings.





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Caitlin Corley, City Clerk  
 Christopher J. Diaz, City Attorney  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: November 9, 2022  
 SUBJECT: Conflict of Interest Code Amendment

## RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION ADOPTING AN AMENDED APPENDIX OF THE CONFLICT OF INTEREST  
 CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

## EXECUTIVE SUMMARY

Pursuant to the Political Reform Act (the "Act"), staff: (1) conducted a review of the Town's Conflict of Interest Code ("Code") to determine if a change in the Code was necessary; (2) will file or filed a biennial notice regarding the results of the review no later than the required deadline; and (3) is recommending that the City Council amend the Code pursuant to the Act.

During the review process, staff found that amendments to the Town's Conflict of Interest Code were necessary to include new positions that must be designated, revise disclosure categories and delete positions that have been abolished and/or positions that no longer make or participate in making governmental decisions. A redlined version of the proposed amended Code is attached.

## FISCAL IMPACT

Adoption and implementation of this amended Conflict of Interest Code will not have a material impact on the Town's finances.

## BACKGROUND AND ANALYSIS

The Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), requires all public agencies to adopt and maintain a Conflict of Interest Code. The Act further requires that agencies regularly review and update their Codes as necessary when directed by the code-reviewing body or when change is necessitated by changed circumstances (Sections 87306 and 87306.5). As the Town's code-reviewing body, the City Council directed that the Code be reviewed as required under the Act. During this review, staff found that amendments to the Code are

necessary to include new positions that must be designated. Such amendments are required to be approved by the City Council as the Town's code-reviewing body.

In the time since the last Conflict of Interest Code amendment, the following three positions have been created: Executive Assistant to the Police Chief, Management Analyst, and Recreation Manager. The job descriptions for these positions indicates that these employees will be participating in Town-wide policy development, evaluating situations and making recommendations to potential decision makers, and generally working to develop new policies and procedures. On this basis, it has been determined that these employees will be involved in the making, or will be participating in the making, of governmental decisions such that designating the positions is recommended under the terms of the Political Reform Act.

The Deputy City Clerk position has been vacant for many years with no plan to be filled, and it should therefore be removed from the list of designated positions.

### **Council Adopted Values**

Adopting an amended Conflict of Interest Code is a *responsible* decision because it ensures that all Town employees are properly reporting all financial interests consistent with the requirements of the Political Reform Act.

### **CONCLUSION**

Staff recommends the City Council adopt the resolution.

### **ATTACHMENTS**

- A. Resolution with Legislative version of proposed amended Conflict of Interest Code showing changes made

**RESOLUTION NO. 2022-XX  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION ADOPTING AN AMENDED APPENDIX OF THE CONFLICT OF INTEREST  
CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

The City Council of the Town of Colma hereby resolves:

**1. Recitals and Background.**

(a) The Legislature of the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Town of Colma (the "Town"), and which requires all public agencies to adopt and promulgate a conflict of interest code; and

(b) The City Council adopted a Conflict of interest Code (the "Code") which was amended on September 14, 2016, in compliance with the Act; and

(c) Subsequent changed circumstances within the Town have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the the Town's Code; and

(d) The potential penalties for violation of the provisions of the Act are significant and may include criminal and civil liability, as well as equitable relief which could result in the Town being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

(e) Notice of the time and place of a public meeting on, and of consideration by the City Council of, the proposed amended Conflict of Interest Code was provided each affected designated position and publicly posted for review; and

(f) A public meeting was held upon the proposed amended Conflict of Interest Code at a regular meeting of the City Council on November 9, 2022, at which all present were given an opportunity to be heard on the proposed amended Conflict of Interest Code.

**2. Order.**

(a) This City Council does hereby approve and adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the City Clerk, and available to the public for inspection and copying during regular business hours.

**3. Effective Date.**

(a) Said amended Code shall become effective immediately upon the date of its adoption and approval.

### Certification of Adoption

I certify that the foregoing Resolution No. 2022-    was duly adopted at a regular meeting of the City Council of the Town of Colma held on November 9, 2022, by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor					
Joanne F. del Rosario					
John Irish Goodwin					
Ken Gonzalez					
<i>Voting Tally</i>					

Dated \_\_\_\_\_

\_\_\_\_\_

Helen Fiscaro, Mayor

Attest: \_\_\_\_\_

Caitlin Corley, City Clerk



**LEGISLATIVE VERSION**  
**(SHOWS CHANGES MADE)**

**CONFLICT OF INTEREST CODE**

**OF THE**

**TOWN OF COLMA**

# CONFLICT OF INTEREST CODE OF THE TOWN OF COLMA

(Amended ~~September 14, 2016~~ November 9, 2022)

The Political Reform Act (Gov. Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 (<http://www.fppc.ca.gov/index.php?id=496>) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Town of Colma (the "Town")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **City Clerk** as the Town's Filing Officer. The **City Clerk** shall make and retain a copy of all statements filed by the Mayor, Members of the City Council, the City Manager, the City Attorney and the City Treasurer, and forward the originals of such statements to the Fair Political Practices Commission. The **City Clerk** shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**TOWN OF COLMA**  
**(Amended ~~September 14, 2016~~ November 9, 2022)**

**PART “A”**

The Mayor, Members of the City Council, the City Manager, the City Attorney, the City Treasurer, and all Other City Officials who manage public investments as defined by 2 Cal. Code of Regs. § 18700.3(b), are NOT subject to the Town’s Code but must file disclosure statements under Government Code section 87200 et seq.). [Regs. § 18730(b)(3)]

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

It has been determined that the positions listed below are officials who manage public investments.<sup>1</sup> These positions are listed here for informational purposes only.

Investment Consultant

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<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

**DESIGNATED POSITIONS**

**GOVERNED BY THE CONFLICT OF INTEREST CODE**

**DESIGNATED POSITIONS'**  
**TITLE OR FUNCTION**

**DISCLOSURE CATEGORIES**  
**ASSIGNED**

Administrative Services Director	1, 2
Administrative Technician III	5
Assistant City Engineer	2, 3, 5, 6
Building Inspector	6
Building Official	2, 6
Chief of Police	5, 6
City Attorney (not filing under GC 87200)	1, 2
City Clerk	5
City Engineer	1, 2
City Planner	1, 2
Communications/Dispatch Supervisor	5
<del>Deputy City Clerk</del>	<del>5</del>
Deputy City Planner	2, 3, 5, 6
Deputy Public Works Director	1, 2
Director, Public Works and Planning	1,2
<u>Executive Assistant to the Chief of Police</u>	<u>5</u>
Human Resources Manager	5
Labor Negotiator	5

**DESIGNATED POSITIONS'**  
**TITLE OR FUNCTION**

**DISCLOSURE CATEGORIES**  
**ASSIGNED**

<u>Management Analyst</u>	<u>5</u>
Maintenance Technician III	5
Police Commander	5
Police Sergeant	5
Principal Planner	2, 3, 5, 6
Public Works Supervisor	5
Recreation Coordinator	5
<u>Recreation Manager</u>	<u>5</u>
Senior Planner	2, 3, 5, 6

Consultants and New Positions<sup>2</sup>

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<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg 18700.3(a) or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.).

## PART “B”

### DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which ~~he or she~~ the designated is assigned.<sup>3</sup> “Investment” means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the Town.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the Town.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the Town, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction, or the acquisition or sale of real property within the jurisdiction of the Town.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Town.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position’s department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated position’s department, unit or division.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)



## STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Farhad Mortazavi, APA, City Planner  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: November 9, 2022  
 SUBJECT: Approval of New Office Building - 1850 El Camino Real

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### RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION APPROVING CONDITIONAL USE PERMIT, PROJECT DESIGN REVIEW, AND TREE PERMIT FOR AN OFFICE BUILDING LOCATED AT 1850 EL CAMINO REAL PURSUANT TO A PREVIOUSLY ADOPTED MITIGATED NEGATIVE DECLARATION

### EXECUTIVE SUMMARY

The applicant is seeking to reinstate entitlements to construct a new 9,592 square foot three-story, office building built over a one-level at-grade parking podium, on the 0.27-acre project site located at 1850 El Camino Real (the "Project"). The Project was first approved on July 11, 2013 pursuant to Resolution 2013-27 and Ordinance No 725. The Project was approved a second time after the previous entitlements expired on May 22, 2019 pursuant to Resolution 2019-26.

### FISCAL IMPACT

The Town will experience a slight fiscal benefit from increased property tax revenue; from the businesses that locate in the building; and possibly from employees who will patronize other local businesses.

### BACKGROUND AND PROJECT DESCRIPTION

The City Council approved the Project on July 11, 2013. Ordinance 725 rezoned the property to Planned Development (PD). The development standards for the PD zoning are specific to the site and match the proposed development plans for the property. The zoning remains in place and does not expire. Resolution #2013-27 granted the project approval and imposed conditions of approval. The conditions noted that the approval would expire within one year unless extensions were requested. Two staff level extensions of the approval were requested and granted, however, the last extension expired on July 11, 2018. Consequently, the applicant again sought the City Council's approval of the Project on May 22, 2019, and again, the City

Council approved the Project pursuant to the adoption of Resolution 2019-26. That approval again noted that it would expire within one year unless extensions were requested. As no formal extensions were requested within the one-year period, the approvals again expired. On September 28, 2022 the Town received a request by the applicant to renew the expired approval to allow for the construction of the Project. Staff is bringing this item back to the City Council for consideration of approval of the Project which essentially amounts to reinstating the prior approvals that have since expired. The Project proposed is the same as that previously approved on May 22, 2019.

The 1850 El Camino Real project site is located on California State highway 82 (El Camino Real) just south of where Mission Road and El Camino Real converge, near the southern edge of Colma. The site was previously zoned Executive/Administrative/Design Review (E/DR) and is currently zoned PD to accommodate the proposed project. Surrounding uses include multi-tenant commercial public storage facilities to the north and to the east, residential to the west (Winston Manor in South San Francisco), and vacant land to the south.

Currently, the site is a dirt and gravel/asphalt lot. There are no existing structures on site, only a concrete pad where a building once stood, with no existing driveway ingress/egress. The fenced project site has been vacant for many years, and the last tenant was a roofing contractor's office and storage. The existing site is irregularly shaped and located in terrain with slopes exceeding 10%. The site measures 198+/- feet in width and has an average depth of 56+/- feet from the front property line along El Camino Real to the east side of the lot.

As shown on the plans, the applicant is proposing a three-story office building. The plans are the same as the plans approved on May 22, 2019. The project will have 23 parking spaces which will be located along the driveway and under the building. Access to the site will be right-turn in and right-turn out due to the configuration of El Camino Real in front of the project site and has been approved by CalTrans. Because on-site parking is limited by the small size of the property, staff is recommending that restrictions be imposed regarding the types of uses for the property and the total number of employees that may be on the property. The building will be appropriate for lower intensity office uses, or office uses that also require inventory storage. The building would not be appropriate for higher intensity office or medical office uses due to the limited on-site parking, no street parking, and so as not to impact parking in the Winston Manor neighborhood.

Since the project site is down-sloping, retaining walls and grading are required to create the driveway and a parking pad. The front portion of the site along El Camino Real will be graded down, and a retaining wall of approximately 10 feet in height will extend parallel to El Camino Real (the retaining wall will not be visible since it will be below El Camino Real). The lower half of the site will include a retaining wall that will raise the height of the site at the rear property line by approximately 10 feet. Grading is estimated at 1,131 cubic yards of cut material and about 888 cubic yards of fill material. Approximately 275 cubic yards of material will be exported from the site.

There are three redwood trees next to the Public Storage building, just north of the project site. Construction of the retaining walls will be within the root zones of the trees. An arborist report was prepared making recommendations on working within the root zone of the trees. Conditions are recommended that will require arborist monitoring and reporting during construction.



The project includes a landscape strip in front of the building, along with a walkway that will extend from the existing sidewalk to the south to the edge of the driveway. There is no sidewalk from the project site south into South San Francisco. Trash and recycling containers will be in a covered area next to the entrance driveway retaining wall and will not be visible from El Camino Real.

## **ANALYSIS**

### ***Mitigated Negative Declaration***

The original application was reviewed pursuant to the requirements of the California Environmental Quality Act (CEQA), and pursuant to Section 15070 of the State CEQA Guidelines. Staff prepared and circulated for a 20-day comment period a proposed Mitigated Negative Declaration (MND) for the project. The City Council considered and adopted a Mitigated Negative Declaration which found that the Project will not have a significant effect on the environment, provided that mitigation measures are implemented. The consideration of the current Project does not require a subsequent, supplemental, or an addendum to the previously adopted Mitigated Negative Declaration as detailed in CEQA Guidelines 15162, 15163, and 15164. This has been determined as there is no evidence in the record that (1) substantial changes are proposed for Project that will require major revisions of the MND, (2) substantial changes will occur with respect to the circumstances under which the Project will be undertaken that will require major revisions in the MND, or (3) new information, which was not known and could not have been known when the MND was adopted, has become available. Based on the foregoing, the Town hereby finds that none of the circumstances requiring preparation of a subsequent, supplemental or addendum to the MND are triggered.

**Mitigation Measure AES-1:** The applicant shall submit a lighting plan for review and approval of the Planning Department.

**Mitigation Measure AIR-1:** The following construction practices shall be implemented during grading operations:

- a. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.
- b. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
- c. All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
- d. All vehicle speeds on unpaved roads shall be limited to 15 mph.
- e. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage reminding workers to shut off equipment shall be provided at all access points.
- f. All construction equipment shall be maintained and properly tuned, in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.

- g. Post a publicly visible sign with the telephone number and person to contact at the Town of Colma regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.

**Mitigation Measure BIO-1:** The following shall be implemented during excavation operations for the retaining wall to be constructed along the northern edge of the property site:

- a. A tree permit from the Town for tree protection mitigation shall be obtained prior to beginning excavation.
- b. A licensed Arborist shall oversee the site excavation for the retaining wall, to ensure no damage to the trees occurs, and a subsequent report shall be submitted to the Town by the arborist detailing the excavation for the retaining wall and documenting measures that were taken to ensure the health and protection of the trees during the construction.
- c. Pier holes for the retaining wall shall not be closer than 6 feet to any of the trees.
- d. Roots larger than two (2) inches in diameter shall be cut cleanly to prevent root dieback to the main trunk.

**Mitigation Measure GEO-1:** Retaining walls located on the site will be designed to resist lateral earth pressures plus additional lateral pressures that may be caused by surcharge loads applied at the ground surface behind the walls. The walls will also be designed to resist an additional uniform pressure. The Geotechnical Engineer shall review and certify the civil and structural plans for the retaining walls and the building.

**Mitigation Measure HWQ-1:** As part of the building permit plan review, the plans shall include a design for an alternative drainage system should the primary percolation system become overburdened or fail during a rain event. Alternatives may include either a gravity drainage system or redundant pumping system with backup power.

**Mitigation Measure NOI-1:** Construction and material deliveries shall be limited to the hours of 7:00 AM -8:00 PM, Monday through Friday, with weekend and holiday hours from 10:00 AM and 6:00 PM. Due to potential traffic and noise considerations, grading activities shall occur only between 9:00 AM and 4:00 PM, Monday through Friday only (no weekend grading). Modifications to construction hours for interior work (but not for exterior construction or grading activity) may be approved by the Town's Building Official.

There is no substantial evidence in support of a fair argument that the proposed project will have a significant, adverse impact on the environment with mitigation measures proposed.

### ***Conditional Use Permit***

As stated in the attached resolution, the Conditional Use Permit sets the parameters and conditions for new office uses and specifies the types of offices that will be permitted and the types that would require an Administrative Use Permit or amended Conditional Use Permit. As stated above, office types will need to be limited to those that do not generate frequent customer visits.

The Conditional Use Permit would specify that future occupancy of the proposed office building would be restricted to specified types of professional offices where professional or technical business services are offered, or where only the administrative or management functions of a business are performed. The former category would include offices used for the practice of law, architecture, engineering, accounting, consulting, escrow/title/notary public, and real estate, or for performing only the administrative or management functions of another business. The resolution authorizes the Zoning Administrator to grant an Administrative Use Permit for any use that is substantially similar to the above list.

Surrounding uses include multi-tenant commercial public storage facilities to the north and to the east, residential to the west, and vacant land to the south. The existing uses will not be affected by the proposed project which allows for various types of professional offices. Each application for a new office use at 1850 El Camino Real would be evaluated subject to conditions of approval found in the Master Conditional Use Permit. Therefore, existing property uses, large or small, would not be detrimentally affected by the proposed Conditional Use Permit.

Granting of a Conditional Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance. Allowing a new office use at 1850 El Camino Real is consistent with the Zoning Ordinance and General Plan.

Approval of the proposed Conditional Use Permit would not constitute a nuisance, because parameters and conditions for new office uses set by the Conditional Use Permit would ensure no office use on site would constitute a nuisance to neighboring persons or properties.

Parking for employees and customers for this project is limited. The number of on-site parking spaces, 23, is the minimum number required by the Colma Municipal Code for this project. Parking is not allowed on El Camino Real near the project site, and across the street is a residential neighborhood with limited parking for residents and guests. To ensure that the supply of on-site parking spaces is adequate to accommodate the demand for parking, uses shall be limited to those which typically do not generate frequent visits by customers or visits by multiple customers at or about the same time, and do not require for there to be more than three (3) employees onsite, per office use, at any given time. Use of the property shall be limited to professional and technical support offices. Use of the property for medical and dental offices shall be prohibited because those uses generate visits by many patients at the same time. For the same reason, the total number of employees working in the building at any given time shall be limited to twenty (20).

The conditions of approval also include that the Permittee shall maintain a true and accurate record of the total number of employees working for all tenants on the property, shall update that record once every three months during the first year of operation and then annually thereafter, and shall provide those records to the Town.

### ***Design Review***

The proposed building plans comply with the design criteria set out in Colma Municipal Code section 5.03.300 (b), which requires a Spanish/Mediterranean style. Elevations submitted to the Town by the applicant show building architecture for the proposed project includes Spanish-

Mediterranean elements, including arched openings, low-pitched tile roofs, stucco details, an entry trellis structure and balconies which help the building' fenestration by minimizing flat walls. The exterior treatment of the building is a combination of stucco and brick. Trees, shrubs, flowers, and foundation plantings along the front façade of the building, along El Camino Real, complement the building architecture. Final details, materials and colors will require approval by staff prior to the issuance of a building permit.

The architectural, site, and landscape design of the proposed project is similar to that of additional sites along El Camino Real containing buildings and landscapes which incorporate Spanish/Mediterranean elements. Together, these sites achieve a consistent site, landscape, and building design theme for the Colma's El Camino Real corridor. The proposed project will further extend a Spanish/Mediterranean theme to the Town's southern border.

An encroachment permit from the California Department of Transportation is required for construction of the driveway ingress/egress on El Camino Real. The applicant was granted an encroachment permit for the ingress/egress design on April 11, 2012, that expired on December 30, 2012 and will need to be renewed. There is currently a line of pylons in the center of El Camino Real that prevent crossing over the center median. These pylons will remain. The driveway will be a "Y" configuration that will only allow for right turns in and right turns out of the property. Once onto the site, the driveway leads down a 5% grade ramp to parking below the building podium.

The Design Review portion of the attached resolution includes numerous conditions that will ensure compliance with local and state requirements to ensure that the project will be constructed and maintained in a safe and attractive manner. Also, adequate space for storage of standard containers for depositing trash and recyclable items awaiting pickup is provided. The Permittee must subscribe to a regular refuse and recyclable items collection service (minimum pick-up of once per week).

### ***Tree Permit***

Alteration of three Coast Redwood trees' root zones is required to allow for the construction of a proposed retaining wall to be located along the northern boundary of the project site, perpendicular to El Camino Real. The trees' root zones will be altered by the earth excavation necessary for construction of the retaining wall. The retaining wall is essential to the project in order to provide necessary parking for the building.

A tree protection plan, prepared by a licensed arborist, was submitted to the Town by the applicant. The plan analyzed potential impacts to the trees and provided mitigation measures to minimize any impacts to the trees' root zones during excavation and construction. The report determined pier holes for the retaining wall must not be closer than 6 feet to any of the trees. The report also determined that roots larger than two (2) inches in diameter shall be cut cleanly to prevent root dieback to the main trunk.

The Town will require the arborist to oversee the site excavation for the retaining wall, to ensure no damage to the trees occurs. A subsequent report will be submitted to the Town by the arborist documenting that all necessary precautions and actions were taken during work within the root zone of the trees.

## **Council Adopted Values**

The recommendation is consistent with the Council value of *fairness* because the recommended decisions are consistent with how similar 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 adopted development policies and regulations, and compatible within its setting.

## **Sustainability Impact**

The project will be consistent with the Climate Action Plan. The project is an infill project which will reuse a previously developed site. The building design will meet current building and energy code requirements. The project includes a state-of-the-art storm water system that will allow stormwater to percolate into the ground to recharge the local aquifer, improving existing site drainage. The project is also accessible by existing transit service (SamTrans ECR).

## **Alternatives**

The following courses of action are available to the City Council:

1. Approve the Project with modified or additional conditions of approval. This Alternative may increase or reduce restrictions on the project to satisfy specific concerns.
2. Deny the Project. This alternative is not recommended since the proposed use is consistent with the zoning and General Plan. This alternative would require the City Council to direct staff to return with a resolution of denial and would require that the Town make certain findings to deny the Project.

## **CONCLUSION**

Staff recommends that the City Council adopt the resolution approving the Conditional Use Permit, Design Review, and Tree Permit for an office building located at 1850 El Camino Real.

## **ATTACHMENTS**

- A. Resolution Approving a Conditional Use Permit, Design Review, and Tree Permit for an Office Building at 1850 El Camino Real
- B. Ordinance No. 725 Adopting an Amended Zoning Map and Approving a Planned Development Zone for 1850 El Camino Real.
- C. Resolution 2013-17, Approving a Mitigated Negative Declaration for an Office Building Project at 1850 El Camino Real.
- D. Resolution 2013-27, Approving a request for a conditional use permit, project design, and tree permit for an office building at 1850 El Camino Real
- E. Project Plan Set (11"x17" set)
- F. Adopted Mitigated Negative Declaration
- G. Project Mitigation Measures



**RESOLUTION NO. 2022-\_\_\_  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING CONDITIONAL USE PERMIT, PROJECT DESIGN REVIEW,  
AND TREE PERMIT FOR AN OFFICE BUILDING AT 1850 EL CAMINO REAL PURSUANT  
TO A PREVIOUSLY ADOPTED MITIGATED NEGATIVE DECLARATION**

**1. Background**

This following proceedings occurred at the time of original project approval:

(a) On September 28, 2022, the Town received an application from 1850 El Camino Real Associates LLC (the "Applicant") for approval of a Conditional Use Permit, Design Review, and Tree Permit for an office building at 1850 El Camino Real (Assessor's Parcel Number: 010-142-130).

(b) As noted in the staff report for this item, this site previously obtained entitlements for a Conditional Use Permit, Design Review, and a Tree Permit in both 2013 and 2019 pursuant to Resolution Nos. 2013-27 and 2019-26, including a Planned Development pursuant to the adoption of Ordinance No. 725. The entitlements associated with Resolution Nos. 2013-27 and 2019-26 have since expired and the Applicant is seeking to reinstate the entitlements.

(c) A public hearing was held on this matter on November 9, 2022, and evidence was taken at the public hearing

(d) (j) The City Council has considered the previously adopted Mitigated Negative Declaration for the project, the project plans, staff report and evidence presented at the public hearing and hereby finds as follows:

**2. Findings**

The City Council finds that:

*Findings Related to CEQA*

(a) The original application was reviewed pursuant to the requirements of the California Environmental Quality Act (CEQA), and pursuant to Section 15070 of the State CEQA Guidelines. Staff prepared and circulated for a 20-day comment period a proposed Mitigated Negative Declaration (MND) for the project. On July 11, 2013 City Council adopted a Mitigated Negative Declaration which found that the proposed project will not have a significant effect on the environment, provided that mitigation measures are implemented (Resolution #2013-17). The consideration of the current Project does not require a subsequent, supplemental, or an addendum to the previously adopted Mitigated Negative Declaration as detailed in CEQA Guidelines 15162, 15163, and 15164. This has been determined as there is no evidence in the record that (1) substantial changes are proposed for Project that will require major revisions of the MND, (2) substantial changes will occur with respect to the circumstances under which the Project will be undertaken that will require major revisions in the MND, or (3) new information, which was not

known and could not have been known when the MND was adopted, has become available. Based on the foregoing, the Town hereby finds that none of the circumstances requiring preparation of a subsequent, supplemental or addendum to the MND are triggered.

*Findings Related to the Conditional Use Permit*

(b) The proposed Conditional Use Permit will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.

*Discussion:* Under the Town's General Plan, the subject property is designated for Executive/Administrative use, and a Land Use Element policy (Colma Administrative Code section 5.02.342) encourages the development of professional offices in the Executive/Administrative land use area along El Camino Real. The property has a zoning of Planned Development (Administrative Office)/Design Review – PD/DR that was rezoned to accommodate the proposed development. The project will be consistent with the General Plan and zoning.

Under this Use Permit, future occupancy of the proposed office building would be restricted to specified types of professional offices where professional or technical business services are offered or where only the administrative or management functions of another business were performed.

(c) Granting the Conditional Use Permit will not be detrimental to the public health, safety or public welfare, or materially injurious to properties or improvements in the vicinity.

*Discussion:* Each new office use proposal for this project would require its own review and will require it to be in compliance with this finding. The new office would set the parameters and conditions in the process of with an Administrative Use Permit or amended Conditional Use Permit review. None of the types of office uses for which an Administrative or an amendment Permit may be granted, as limited by the conditions of approval, would be detrimental to the public health, safety, or welfare.

(d) Existing property uses, large or small, would not be detrimentally affected by the proposed Conditional Use Permit.

*Discussion:* Adjacent land uses include multi-tenant commercial public storage facilities to the north and to the east, and vacant land to the south. All other nearby land uses are restricted in access by El Camino Real for any detrimental affect by this proposal (i.e., residential neighborhood across El Camino Real, and the RV park south of the property) The existing uses adjacent and nearby uses will not be affected by the proposed project which allows for various types of professional offices. Each application for an office use at 1850 El Camino Real not explicitly permitted by the Conditional Use Permit (see (3)(b)) would be evaluated on an individual basis and subject to conditions of approval found in the Conditional Use Permit and additional conditions of approval, as necessary. Therefore, existing property uses, large or small, adjacent or nearby, would not be detrimentally affected by the proposed Conditional Use Permit.



(e) The granting of a Conditional Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.

*Discussion:* Granting of a Conditional Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance. Other land-uses in the area (on Mission and El Camino Real) have been granted Use Permits. Allowing a new office use at 1850 El Camino Real provides no special privilege and is consistent with the area's land use permits in addition to being in consistent with Zoning Ordinance and General Plan.

(f) The Conditional Use Permit would not constitute a nuisance to neighboring persons or properties.

*Discussion:* Approval of the proposed Conditional Use Permit would not constitute a nuisance, because each application for a new office use at 1850 El Camino Real not explicitly permitted by the Conditional Use Permit (see (3)(b)) would be evaluated to assure that it will not constitute a nuisance. Parameters and conditions for new office uses set by the Conditional Use Permit would ensure no office use on site would constitute a nuisance to neighboring persons or properties. As discussed previously, granting of the Use Permit will not affect the adjacent northerly public storage facility and the vacant parcel to the south. All other nearby properties are limited, by access, from and to the project site, and the granting the Use Permit will not adversely affect the neighboring persons or properties. Therefore, the project would not constitute a nuisance to neighboring persons or properties.

(g) The Use Permit limits the types of uses for the property and the number of employees allowed on site because there are a limited number of on-site parking spaces and no adequate off-site parking.

*Discussion.* Parking for employees and customers for this project is extremely limited. The number of on-site parking spaces, 23, is the minimum number required by the Colma Municipal Code for this project. Parking is not allowed on El Camino Real near the project site, and across the street is a residential neighborhood with limited parking for residents and guests. To ensure that the supply of on-site parking spaces is adequate to accommodate the demand for parking, conditions on the types of uses and the number of employees working in the building are needed.

Uses must be limited to those which typically do not generate frequent visits by customers or visits by multiple customers at or about the same time, and do not require for there to be more than three (3) employees onsite at any given time. Thus, a condition limiting the use of the property to professional and technical support offices is needed. Such a condition would, for example, prohibit the use of the property for medical and dental offices because those uses generate visits by many patients at the same time, as well as frequent visits by patients.

For the same reason, the total number of employees working in the building at any given time would be limited to twenty (20).

### *Findings Related to Tree Permit*

- (h) It is necessary to alter trees to improve the property.

*Discussion.* Alteration of three Coast Redwood trees' root zones is required to allow for the construction of a proposed retaining wall to be located along the northern boundary of the project site, perpendicular to El Camino Real. The trees' root zones will be altered by the earth excavation necessary for construction of the retaining wall. The retaining wall is essential to the project in order to provide necessary parking for the building. The City Planner has also considered the other factors articulated in the Municipal Code for issuing a tree permit and has concluded the following:

- That alteration of the tree roots is not necessary because of disease, or any hazard or interference, but rather is solely for improvement to the property.
- The alteration of the tree roots, in consultation with an arborist, will maintain the trees, and thus no impact to the topography of the land, or to wind protection, soil erosion, or increased flow of surface water will occur with the issuance of this permit.
- The alteration of the tree roots, in consultation with an arborist, will maintain the trees, and thus no impact to privacy for the property or neighboring properties will occur with the issuance of this permit.
- The alteration of the tree roots, in consultation with an arborist, will maintain the trees, and thus no impact to the number of trees in the area, or to property values or the characteristic of the neighborhood will occur with the issuance of this permit.

### *Findings Related to Design Review*

- (i) The architectural, site and landscape design of the proposed project incorporates design elements adopted for the DR Zone.

*Discussion:* The standards adopted for the DR Zone generally address the use of Spanish/Mediterranean design elements for the construction of new buildings and structures, and for comprehensive site and landscape design. Building architecture for the proposed project includes Spanish-Mediterranean elements, including arched openings, a tile roof, stucco details, an entry trellis structure and balconies which help to minimize flat walls. The exterior treatment of the building is a combination of stucco and brick. Trees, shrubs, flowers, and foundation plantings along the front façade of the building, along El Camino Real, complement the building architecture.

- (j) The architectural, site and landscape design of the proposed project substantially reflects the intent of the DR zone to achieve a consistent site, landscape, and building design theme for the Town of Colma.

*Discussion:* The architectural, site and landscape design of the proposed project is similar to that of additional sites along El Camino Real containing buildings and landscapes which

incorporate Spanish/Mediterranean elements. Together, these sites achieve a consistent site, landscape, and building design theme for the Town of Colma. The proposed project will further extend a Spanish/Mediterranean theme to the Town's southern border.

### **3. Conditional Use Permit and Design Review Granted**

The City Council grants a Conditional Use Permit to use the property at 1850 El Camino Real, Colma, California (APN 010-142-130) for an office building, and approves the exterior design of the project, subject to the full and faithful performance of each of the general terms and conditions set forth in this Resolution and the following project-specific conditions:

#### *General Condition*

The Use Permit is valid for one year and will expire on November 9, 2023, if an associated building permit has not been issued. If this Use Permit is about to expire with no building permit being issued by the expiration date, an application for one (1) year extension of the Use Permit shall be submitted to the planning department pursuant to Section 5.03.422 (b) of Colma Municipal Code prior to the expiration date.

#### *Conditions Relating to Use of the Land*

(a) The site at 1850 El Camino Real may be developed and used for a three-story office building having a total square footage not greater than 9,952 square feet, with -off-street parking for twenty-three (23) vehicles, including one space for disabled parking. Any other use is prohibited.

(b) Only offices where professional or technical support services are offered, or where only the administrative or management functions of a business are performed are permitted by this Use Permit. Professional or technical support services include the practice of law, architecture, engineering, accounting, consulting, escrow services, title insurance, real estate brokerage services, funeral planning, computer support, records storage, and similar services.

(c) Pursuant to section 5.03.520 of the Colma Municipal Code, the Zoning Administrator is authorized to issue an Administrative Use Permit to allow any office use that is substantially similar to those listed in the preceding paragraph.

(d) No more than twenty (20) employees shall be allowed onsite at any given time, with documentation by the building owner prior to the Town approving a new business in the building.

(e) The Permittee shall maintain a true and accurate record of the total number of employees working for all tenants on the property, shall update that record once every three months during the first year of operation after the building is fully leased and then annually thereafter, and shall provide those records to the Town on an annual basis.

(f) All work of the tenant's business, except for loading and unloading of delivery vehicles, shall be conducted inside the building.

- (g) No hazardous materials shall be permitted or used onsite.

*Conditions Relating to Design*

(h) This approval is for the project presented in the Resubmittal of Project Plans entitled "1850 El Camino Real Associates LLC " to the Planning Department date stamped March 22, 2019, consisting of eighteen (13) sheets (A-0 through A-12), prepared by P. Whitehead and Associates, and on file in the office of the City Planner. All plans submitted for required permits and subsequent development, construction, operation and use on the site shall be in substantial compliance with these documents, subject to the changes and conditions set out herein.

(i) No area designated as storage or break room space on the Project Plans shall be converted to office space.

(j) Standard spaces shall be no smaller than 9' wide and 18' long and compact spaces shall be no longer 8' by 16'. Disabled parking spaces shall meet ADA width and overhead clearance requirements. All parking spaces shall be served by an access aisle no smaller than 24' wide. One parking space shall be designated for 20-minute parking.

(k) Exterior colors and materials for the building must be consistent with plans submitted to and approved by the City Planner prior to the issuance of a building permit.

(l) The building shall be provided with an address that is clearly visible from the roadway.

(m) Only paved walks, paved driveways, lawns, and landscaping shall be installed and maintained within the required setback area from El Camino Real. Paved walkways on the subject property shall be ADA compliant to point of entry into the building. The applicant shall be required to record a covenant against the property requiring that the property owner shall dedicate a pedestrian access easement to either the Town of Colma or Caltrans in the event that an easement is required to provide continuous public access to and across the subject property to the property to the north or south.

(n) Minor changes to the approved plans may be approved administratively by the City Planner or designee.

(o) Adequate space for storage of standard containers for depositing trash and recyclable items awaiting pickup shall be provided. The Permittee must subscribe to a regular refuse and recyclable items collection service (minimum pick-up of once per week).

*Conditions Applicable to Grading, Drainage, and Storm Water Pollution Prevention*

(p) *Hydrology.* 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 building permits shall incorporate all recommendations from the approved Hydrology Study and all construction shall comply with its recommendations. The

developer/applicant shall confirm the water table level in the aquifer by installing a temporary piezometer and submit this data as part of the plan review submittal.

(q) *Stormwater Drainage Analysis.* Because the preliminary drainage plan dated 10/09/2012 submitted by the Permittee is relying on percolation into the subgrade as the primary method for handling stormwater runoff from impervious areas of the site, the Permittee shall develop a backup plan to handle stormwater flooding or ponding caused by storm events or an emergency. This should include either a gravity drainage system or redundant pumping system with backup power. Measures to limit the discharge rates to predevelopment conditions shall be incorporated into the design of the backup plan.

(r) *Stormwater Treatment.* The project shall comply with Provision C.3.i of the Municipal Regional Stormwater Permit (MRP) for stormwater treatment and Low Impact Development. Appropriate Site Design measures, Source Control measures and Construction Best Management Practices (BMP's) shall be designed and shown on the project plans in accordance with the Stormwater Requirements Checklist for Small Projects. The checklist shall be submitted along with the project plans. The checklist can be found on the following website. ([http://www.flowstobay.org/bs\\_new\\_development.php](http://www.flowstobay.org/bs_new_development.php))

(s) *Sewer System Analysis.* The Permittee shall submit for the City Engineer's review and approval an analysis of the location and adequacy of the lateral sewer connection. If using an existing lateral connection, the Permittee shall video inspect, clean, and repair (if needed) the lateral prior to any connection to the sewer main. Inspection reports shall be provided to the City Engineer for review and approval. The plans submitted for building permits shall incorporate all recommendations from the approved Hydrology Study and all construction shall comply with its recommendations.

(t) *Geotechnical Exploration.* Because the geotechnical report dated Jan 20, 2012, indicates that the site rests on Colma sand and all site water collected will be percolated into the sub-grade, the Permittee shall perform percolation test at the level of the basement to confirm that percolation rate is sufficient to meet the 100-year design storm. The plans submitted for building permits shall incorporate all recommendations from the approved Geotechnical Study and all construction shall comply with its recommendations.

(u) *Markings.* On-site storm drain inlets shall be marked with the words "No Dumping! Flows to Bay" or equivalent.

(v) *Erosion Control.* Project plans shall include a site-specific erosion and sediment control plan (ESC) and Construction Best Management Practices (BMP) plan sheet into the plan set. Erosion & Sediment Control Measures and Best Management Practices shall be implemented and maintained throughout the duration of construction.

(w) *Maintenance Agreement for Stormwater Treatment Measures.* The property owner shall enter into a Stormwater Treatment Measures Maintenance Agreement for the 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. The maintenance agreement shall be drafted to the

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

(x) *Runoff Across Property Lines Prohibited.* Runoff shall not be allowed to flow across lot lines or across property boundaries onto adjacent private property without an easement being recorded by the permittee at no cost to the Town.

(y) *Grading and Drainage Plan.* The permittee shall submit a site Grading and Drainage Plan to the City Engineer for review and approval and obtain permit(s) 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.

#### *Other On-Site Improvements*

(z) *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 City Engineer for review and approval prior to the issuance of engineering permits. The improvement plans shall incorporate the recommendations from applicable studies, including but not limited to a geotechnical exploration, hydrology study and/or soils report.

(aa) *Required Landscaping.* The Permittee shall install and maintain landscaping that is consistent with landscaping in the surrounding area, and screens parking areas. Low water use trees, shrubs, and ground coverings shall be incorporated into the site's landscaping. Exterior project lighting shall be designed to be the minimum required for security. Project lighting shall be directed downward so as to not impact motorists along El Camino Real or adjoining properties. Landscaping shall be primarily as shown in the Resubmittal of Project Plans entitled "1850 El Camino Real Associates LLC " to the Planning Department date stamped February 15, 2013, and May 30, 2013, consisting of eighteen (18) sheets (A-1.1 through A-11, F-1, and T-1), prepared by Gustavo Rojas and P. Whitehead and Associates, and on file in the office of the City Planner.

(bb) *Trash Enclosure:* Trash enclosure shall be roofed, enclosed, and connected to a sanitary sewer system. The developer shall confirm the elevation of the drain for the trash enclosure and the Town's sewer main to ensure that the discharges from the drain will gravity flow to the main. If gravity flow is to be not feasible a sewer ejector system shall be submitted for review and approval.

(cc) *Final Site Circulation and Parking Plan.* The permittee shall submit a Final Circulation and Parking Plan for review and approval by the City Planner prior to the issuance of building permits. The Plan shall detail the following:

(i) *Circulation Signage.* The Plan shall include design, text, and location for all signs including main entry sign, street signs, parking limitations, emergency access, fire lanes, and unit addresses. On-site signs shall include all signs necessary to minimize traffic back-ups onto public streets and to provide for the safe operation of vehicles within the site. Off-site signs

shall be provided where needed for a safe transition from existing off-site conditions to new on-site conditions. Subject to the approval of the City Engineer.

(ii) **Fire Lanes and Accessible Parking.** The Plan shall identify signage, red curbs, and striping for all fire lanes and parking accessible to the disabled. The permittee shall post signs per 22658(a) CVC to allow removal of inappropriately parked vehicles.

(iii) **Parking Lot Lighting.** The Plan shall include details for parking lot lighting, including the location and design of pull boxes, vaults, conduits, wiring, fixtures, foundations, and connections to the PG&E primary system. The Plan shall include a photometric plan showing the location of lighting fixtures and resulting intensity at all parts of the site. The parking lot lighting shall provide an illumination level of one-foot candle minimum maintained at ground level with photocell control. Fixtures must be shielded so they do not cause glare on adjacent properties nor conflict with motorist visibility on public rights-of-way. All Exterior Lighting Systems shall comply with the requirements of the California Code of Regulations Title 24, Part 6 – Energy Conservation.

(iv) ***Bollards, Protective Devices.*** The permittee shall install and maintain bollards or other devices approved by the City Engineer at [identify location/ site or building feature] that are exposed to moving vehicles in order to protect the [location/ site or building feature] against collision damage. The location of bollards shall not reduce the minimum required width of driving aisles (24') and fire lanes (20').

(v) **Employee Parking.** The Plan shall detail the steps that tenants will be required to take to ensure that employees will utilize the employee parking and not use on-street parking.

(dd) ***Conversion of Parking Spaces Prohibited.*** The parking spaces required by the approved building shall not be converted to any other use without the approval of the City Planner.

#### *Infrastructure, Utilities, and Dedications*

(ee) ***Sanitary Sewer.*** The permittee shall install the sanitary sewer connection in accordance with the Department of Public Works approved standards and pay the applicable sewer connection fee.

(ff) ***Utility Undergrounding.*** All utility lines serving the project site shall be placed underground. Existing power poles and overhead lines along the project frontage shall be removed and all utility lines placed underground.

(gg) ***Design of Public Improvements.*** All public improvements including [grading/ drainage/ driveways/ curbs/ gutters/ sidewalks/ lighting/ planting/ street resurfacing] shall be designed in accordance with the Town of Colma standard details and specifications, to the satisfaction of the City Engineer. Since the Town's jurisdictional boundary ends at the front property line, all required approvals and plans are also required to be reviewed and approved by the City of South San Francisco and CalTrans prior to Town of Colma permit issuance.

### *Financial Guarantees*

(hh) 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 off-site and/or on-site 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.

### *Conditions Applicable to Construction Activities*

(ii) *Traffic Control Plan and Encroachment Permit.* The permittee shall submit a copy of the Caltrans Encroachment Permit for construction of the driveway ingress/egress on El Camino Real and a Caltrans approved Traffic Control Plan to the City Engineer for review prior to commencing any work on the project, including demolition or grading work. No more than one driveway may be built providing access from El Camino Real. The driveway shall only allow for right turns in and out of the property. The plan shall include feasible Caltrans approved traffic calming measures and devices to address traffic hazards in the vicinity of the project site.

(jj) *Construction Plans.* The conditions of approval shall be reproduced on the first page of the plans submitted for demolition, grading or building permits. Additional pages may be used if necessary. At least one copy of the stamped approved plans, along with the Approval Letter and Conditions of Approval and/or mitigations, shall be available for review at the job site at all times.

(kk) *Use of Temporary Power Poles.* Applicant shall use temporary power poles instead of generators where feasible.

(ll) *Posting of Construction Information.* Prior to commencing any work on the project, including demolition or grading work, the permittee shall post on the project site in clear view of the public right-of-way, a sign indicating the hours of construction and a phone number of the permittee to call for noise complaints.

(mm) *Staking of Property Boundaries and Building Corners.* Prior to commencing any work on the project, the permittee shall have the property boundaries staked by a California-licensed land surveyor or a California-registered qualified engineer. For new buildings, the written verification that the placement of the retaining walls and building comply with the approved site plan, prepared by a California-licensed surveyor or civil engineer licensed to practice surveying, shall be submitted and found acceptable by the Building Official prior to pouring of any foundation.

(nn) *Permitted Grading Season.* Grading work shall be limited to the period between April 15 and October 1 unless an alternative schedule is approved in writing by the City Engineer in conjunction with the approval of an Erosion and Sediment Control Plan.



(oo) *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.

(pp) *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.

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

(rr) *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.

(ss) *Reduce Particulate Emissions.* To reduce particulate matter emissions during project demolition and construction phases, the permittee shall require the construction contractors to comply with the dust control strategies developed by the Bay Area Air Quality Management District (BAAQMD) and shall include in construction contracts the following requirements:

- (i) Cover the load area of all trucks hauling construction and demolition debris from the site;
- (ii) Water all exposed or disturbed soil surfaces at least twice daily;
- (iii) Use watering to control dust generation during demolition of structures or break-up of pavement;
- (iv) Pave, apply water three times daily, or apply (non-toxic) soil stabilizers on all unpaved parking areas, staging areas, and areas used for vehicle access within the site;
- (v) Sweep daily (with water sweepers) all paved parking areas and staging areas during the earthwork phases of construction;
- (vi) Provide daily clean-up of mud and dirt carried onto paved streets from the site;

(vii) Enclose, cover, water twice daily, or apply non-toxic soil binders to exposed stockpiles (dirt, sand, etc.);

(viii) Limit traffic speeds on unpaved roads to 15 mph;

(ix) Install and maintain sandbags or other erosion control measures to prevent silt runoff to public roadways; and

(x) Replant vegetation in disturbed areas as quickly as possible.

(xi) Reduce Air Pollutants Related to Vehicle Operation

(tt) The Permittee shall ensure that the contractors shall implement measures to reduce the emissions of pollutants generated by heavy-duty diesel-powered equipment operating at the Project Site during project demolition, excavation and construction phases. The permittee shall include in construction contracts the following requirements or measures shown to be equally effective:

(i) Keep all construction equipment in proper tune in accordance with manufacturer's specifications;

(ii) Use late model heavy-duty diesel-powered equipment at the Project Site to the extent that it is readily available in the San Francisco Bay Area;

(iii) Use diesel-powered equipment that has been retrofitted with after-treatment products (e.g., engine catalysts) to the extent that it is readily available in the San Francisco Bay Area;

(iv) Use low-emission diesel fuel for all heavy-duty diesel-powered equipment operating and refueling at the Project Site to the extent that it is readily available and cost effective in the San Francisco Bay Area (this does not apply to diesel-powered trucks traveling to and from the site);

(v) Utilize alternative fuel construction equipment (i.e., compressed natural gas, liquid petroleum gas, and unleaded gasoline) to the extent that the equipment is readily available and cost effective in the San Francisco Bay Area;

(vi) Limit truck and equipment idling time to five minutes or less;

(vii) Rely on the electricity infrastructure surrounding the construction sites rather than electrical generators powered by internal combustion engines to the extent feasible.

(uu) *Air Quality Provisions in Contractor Agreements.* The permittee shall incorporate the following practices into the construction documents to be implemented by the project contractor, and submit evidence of compliance to the City Planner for approval prior to the issuance of any construction permit, including a grading permit. The physical separation between noise generators and noise receptors shall be maximized. Such practices include, but are not limited to, the following measures:

(i) Use heavy-duty mufflers for stationary equipment and barriers around particularly noisy areas of the site or around the entire site;

(ii) Use shields, impervious fences, or other physical sound barriers to inhibit transmission of noise to sensitive receptors;

(iii) Locate stationary equipment on portions of the project site distant from nearby residential areas to minimize noise impacts on the community;

(iv) Minimize backing movements of equipment;

(v) Select and use the quieter from among available construction equipment whenever possible;

(vi) Use noise-reducing pile driving techniques, such as pre-drilling pile holes (if feasible, based on soils) to the maximum feasible depth, installing intake and exhaust mufflers on pile driving equipment, vibrating piles into place when feasible, and installing shrouds around the pile driving hammer where feasible; and

(vii) Prohibit pile driving on weekends and restrict pile driving during the weekdays to between 7:00 a.m. and 6:00 p.m.

(vv) *Will-Serve Letters*. The permittee shall provide copies to the City Engineer of "will-serve" letters from all utility companies that will provide utilities to the project.

(ww) *Temporary Construction Easement(s)*. On the preliminary plans, the retaining walls for the building are shown to be constructed directly adjacent to the property line. The Permittee shall obtain a Temporary Construction Easement from adjacent/affected property owners for construction of the site retaining walls.

#### *Maintenance Agreement*

(xx) *Landscape and Property Maintenance Agreement*. The permittee shall enter into a Landscape and Property Maintenance Agreement binding on heirs and successors for an ongoing program of property maintenance in accordance with the Town of Colma's property maintenance standards. The agreement shall include remedies exercisable by the Town in the event of default. The agreement must be in recordable form and approved by the City Planner and City Attorney prior to final inspection.

#### *Colma Fire District Conditions*

(yy) *Fire Prevention*. The permittee must comply with all Colma Fire District requirements including,

(i) All second emergency exits must be direct from the office space to the exit door on all floors. You cannot go thru a storage to make access to an exit

(ii) A fire sprinkler system and fire standpipe system are required. This will require a separate permit from the Colma Fire District

(iii) A fire alarm monitoring system for the building will be required. This will require a separate permit from the Colma Fire District

(iv) An underground piping needs to be installed for the fire sprinkler system and a fire hydrant. This will require a separate permit from the Colma Fire District

(v) Fire extinguishers are required on all floors with tri-angled fire extinguisher signage. Additional fire extinguishers and locations are subject to change pending final building layout

(vi) Locations of exit signs and emergency lighting fixtures shall be shown on building plans. Additional signs and fixtures may be required pending final building layout.

(vii) A Knox Box Lock box is required to be placed on the building. Keys for access to all areas shall in the Knox Box Lock Box. This will require a separate permit from the Colma Fire District.

(viii) Location and dimensions of address shall be shown on the Building Plans. The address numbers shall be located at the front of the building, visible from the road way and be a min of 6 inches in height by ½ inch in with. Color of the numbers shall contrast the color of the building

(ix) Location of fire lane signage, stripping or curbs shall be shown on building plans.

#### **4. Tree Permit Granted.**

The City Council grants a Permit to work in the root zone of three Coast Redwood trees that are located off-site along the northern boundary of the project site, perpendicular to El Camino Real, subject to the general terms and conditions set forth in this Resolution and the following project-specific conditions:

(a) A licensed Arborist shall oversee the site excavation for the retaining wall and foundation to ensure no damage to the trees occurs, and a subsequent report shall be submitted to the Town by the arborist detailing the excavation for the retaining wall and remedial actions taken to prevent damage to any of the trees.

(b) Pier holes for the retaining wall shall not be closer than 6 feet to any of the trees.

(c) Roots larger than two (2) inches in diameter shall be cut cleanly to prevent root dieback to the main trunk.

#### **5. General Conditions**

(a) This Conditional Use Permit shall run with the land and be freely and automatically transferred to each user of the property described herein, subject to each of the specific and general conditions herein. As used in this Conditional Use 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) The Permittee and each user granted an Administrative Use Permit or Conditional Use Permit to use the property must comply with all applicable federal, state and municipal laws, codes and regulations, including the California Building and Fire Codes. 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 as defined on the California Building Code. Without limiting the generality of the foregoing:

(i) The Permittee shall maintain an annual Colma Business Registration;

(ii) Prior to issuance of a Business Registration, the Permittee shall arrange for the project site to be inspected for Fire and Life Safety requirements of California Fire Code by the Colma Fire Protection District; and

(iii) Approved signage shall be as shown in the Project Plans entitled "1850 El Camino Real Associates LLC " to the Planning Department date stamped February 15, 2013, , and on file in the office of the City Planner. Additional signage shall require a Sign Permit.

(c) The Permittee shall 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 with respect to the Permittee's project.

(d) The Conditional Use Permit may be modified or revoked should it be determined that (a) the property is being operated or maintained in a manner that is detrimental to the public health or welfare, is materially injurious to property or improvements in the vicinity, constitutes a public nuisance, or is contrary to any law, code or regulation, or (b) if the Permittee fails to comply with and satisfy the conditions herein.

(e) The Permittee must agree to comply with each and every term and condition herein by countersigning a copy of this Resolution and returning the counter-signed copy to the City Clerk no more 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. Failure to return the counter-signed copy as specified shall render this permit null and void.

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***Certification of Adoption***

I certify that the foregoing Resolution No. \_\_\_\_ was adopted at a regular meeting of the City Council of the Town of Colma held on November 9, 2022, by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fisicaro, Mayor					
Joanne F. del Rosario					
John Irish Goodwin					
Ken Gonzalez					
<i>Voting Tally</i>					

Dated \_\_\_\_\_

\_\_\_\_\_   
 Helen Fisicaro, 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 use the property on the terms and conditions set forth in this resolution.

Dated: \_\_\_\_\_

1850 El Camino Real Associates LLC, Property Owner

[Notarization of Property Owner's signature required]





**ORDINANCE NO. 725****ORDINANCE ADOPTING AN AMENDED ZONING MAP AND  
APPROVING A PLANNED DEVELOPMENT ZONE  
FOR 1850 EL CAMINO REAL**

Applicant: 1850 El Camino Real Associates LLC  
Location: 1850 El Camino Real, Colma  
Assessor's Parcel Number: 010-142-130

The City Council of the Town of Colma does ordain as follows:

**1. BACKGROUND**

(a) The Town received an application from 1850 El Camino Real Associates LLC for approval of a Planned Development for the property at 1850 El Camino Real, Colma (Assessor's Parcel Number: 010-142-130) to allow a 9,592 square foot office building. Approval of the request would rezone the project site from E/DR (Administrative Office/Design Review) to Planned Development (Administrative Office)/Design Review – PD/DR.

(b) A proposed Mitigated Negative Declaration was posted in a timely manner made available to responsible agencies and the general public for inspection and copying.

(c) A public hearing was held on this matter on June 12, 2013, and evidence was taken at the public hearing.

(d) On June 12, 2013, the City Council adopted Resolution 2013-17, "Resolution Approving a Mitigated Negative Declaration for an Office Building Project at 1850 El Camino Real".

(e) The City Council has duly considered said application, the staff report and public comments thereon.

**2. FINDINGS**

The City Council finds that:

(a) The proposed use of the subject property as an office building is, in substantial part, generally or conditionally permitted under the zoning classification for the proposed district in existence at the time of the application. The subject property is General Planned and Zoned for Executive/Administrative use, and the Colma General Plan contains a special Land Use Element Policy (Colma Administrative Code Section 5.02.342) encouraging the development of professional offices in the Executive/Administrative land use area along El Camino Real. PD Districts may be established in an E Zone upon application of a property owner or owners, or upon the initiative of the City Council, and professional offices are permitted within the "PD" Zone upon issuance of a Conditional Use Permit.

(b) The uses proposed will not be detrimental to present and potential surrounding uses, but will have a beneficial effect which could not be achieved under other zoning districts. There is little, if any, vacant office space in Colma and no stock of vacant office space available for larger tenants. The proposed 9,592 square foot office would provide office space along El Camino Real. The new office building and landscaping will develop a vacant site and result in a visual improvement to the community.

(c) The streets and thoroughfares proposed are suitable and adequate to carry anticipated traffic and the density will not generate traffic in such amounts as to overload the street network outside the PD District. El Camino Real is suitable and adequate to carry anticipated traffic and the project will not generate traffic in such amounts as to overload the street network surrounding of the project site. There is sufficient off-street parking proposed and the office building is relatively small and only expected to generate approximately 125 +/- daily trips and 15 +/- peak hour vehicle trips in the A.M. and P.M. peak hours to and from the site most weekdays, with less than 10 +/- A.M. and P.M. peak hour vehicle trips expected on weekends and holidays.

(d) The proposed development can be economically justified at the location proposed. The proposed development is economically justified since there is a need for office space. The owner will be making a substantial investment to improve the property.

(e) The impact created by the development can be absorbed and serviced by the Town. The impact created by the proposed office development can be serviced by Town services and utility providers. The proposed project is for a 9,592 +/- square foot office building with only 6,708 +/- square feet of usable office space. The project is not large enough to require construction of new water or wastewater treatment facilities or from existing sources so no new expanded entitlements are needed. Non-recyclable or non-compostable waste is disposed at Ox Mountain landfill near Half Moon Bay. There is sufficient capacity to accommodate the project's solid waste disposal needs.

(f) The proposed office building complies with the design criteria set out in Colma Municipal Code section 5.03.300 (b), which requires a Spanish/Mediterranean style. The building incorporates Spanish/Mediterranean design elements, including arched openings, window boxes, balconies, and tile roofs. Appropriate landscaping is incorporated along the front of the building along El Camino Real.

(g) Approval of the Planned Development will allow the development of a new office building at the southern entry to the Town. Section 5.320 of the Colma Zoning Ordinance permits the establishment of a Planned Development Zone allowing flexibility in the mix of land uses, building setbacks and other design aspects to reflect unique situations. The office building is proposed on a constrained site, consequently, custom standards are established through the planned development process. Therefore, the granting of the Planned Development Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.

### 3. PLANNED DEVELOPMENT ZONE

This City Council hereby approves and applies the Planned Development (PD) overlay zone to the property identified as Assessor's Parcel Number 010-142-130, as shown on the Amended Zoning Map attached hereto and incorporated by reference herein, subject to the standards set forth in the next section.

### 4. STANDARDS

Development of the site will be subject to the following standards:

- (a) *Land Use.* The site may be developed and used for a three story office building having a net building area not exceeding 9,592 square feet and a net office area not exceeding 6,708 square feet.
- (b) *Design Review.* The design of the Site Plan and all structures on the site are subject to review and prior approval by the City Council in accordance with the Town's Design Review Standards.
- (c) *Maximum Building Height.* The office building shall not exceed 47 feet and 2 inches in height, as measured from the finished grade parking lot surface to the top roof peak.
- (d) *El Camino Real Frontage.* Within the required setback area from El Camino Real there shall be maintained only paved walks, paved driveways, lawns, and landscaping.
- (e) *Off-Street Parking.* The property shall have a minimum of twenty-three (23) off-street parking spaces, including a minimum of one (1) disabled parking space for the office use. Standard spaces shall be no smaller than 9' wide and 18' long and compact spaces shall be no smaller than 8' by 16'. Disabled parking spaces shall meet ADA width and overhead clearance requirements. All parking spaces shall be served by an access aisle no smaller than 24' wide. One parking space shall be designated for 20 minute parking.
- (f) *Open space features.* Landscaping shall be consistent with landscaping in the surrounding area, and shall screen parking areas. Low water use trees, shrubs, and ground coverings shall be incorporated into the site's landscaping. Exterior project lighting shall be designed to be the minimum required for security. Project lighting shall be directed downward so as to not impact motorists along El Camino Real or adjoining properties.
- (g) *Access.* Ingress and egress shall be provided from El Camino Real to all off-street parking spaces. An encroachment permit from the California Department of Transportation is required for construction of the driveway ingress/egress on El Camino Real. The driveway will be a "Y" configuration that will only allow for right turns in and right turns out of the property. No more than one driveway may be built providing access from El Camino Real.
- (h) *Minimum Building Setbacks.* The office building shall be set back from the perimeter property boundary of the site. Setbacks shall be varied along the north and east property boundaries. The following distances shall apply:

- (i) From the north side: 18'-6" to 20'-9";
- (ii) From the east side: 5'-0" to 10'-3"
- (iii) From the west side (El Camino Real): 11'-3"
- (iv) From the south side: 70'

(i) *Refuse Disposal and Recycling.* Adequate space for storage of standard containers and recycling for depositing trash and recyclable items awaiting pickup shall be provided. The Permittee must subscribe to a regular refuse and recyclable items collection service.

(j) *Utilities Undergrounding.* All utilities shall be constructed underground from the utility pole at the northeast corner of the property to the building.

**5. EFFECTIVE DATE**

This ordinance shall be posted as required by law, to wit, upon the three (3) official bulletin boards of the Town of Colma and is to take force and effect thirty (30) days after its passage.

**Certification of Adoption**

I certify that the foregoing Ordinance No. 725 was introduced at a regular meeting of the City Council of the Town of Colma held on June 12, 2013, and duly adopted at a regular meeting of said City Council held on July 11, 2013 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor	x				
Joseph Silva	x				
Diana Colvin	x				
Helen Fisicaro	x				
Raquel Gonzalez					x
<i>Voting Tally</i>	4	0			

Dated 8/21/13 \_\_\_\_\_  
 \_\_\_\_\_  
 Joanne F. del Rosario, Mayor

Attest: \_\_\_\_\_  
 \_\_\_\_\_  
 William C. Norton, City Clerk

**RESOLUTION NO. 2013-17  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING A MITIGATED NEGATIVE DECLARATION FOR  
AN OFFICE BUILDING PROJECT AT 1850 EL CAMINO REAL**

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

**1. Background**

- (a) Staff completed an Initial Study of the proposed office building project for 1850 El Camino Real, and determined that the potential for environmental impacts can be mitigated to a less than significant level through mitigation measures included in the document.
- (b) Staff posted a Notice of Intent to Adopt a Mitigated Negative Declaration with the San Mateo County Clerk on April 25, 2013.
- (c) On April 29, 2013, staff mailed the Notice of Intent to Adopt a Mitigated Negative Declaration to responsible agencies, interested parties and organizations. One comment letter was received from San Mateo County Public Works Department prior to the May 20, 2013 close of the public comment period. Its comments regarding drainage system design are addressed in the Mitigated Negative Declaration and conditions of approval.
- (d) On April 26, 2013, staff posted on its three official bulletin boards the Notice of Intent to Adopt a Mitigated Negative Declaration and posted the Initial Study and Draft Mitigated Negative Declaration on the Town's website for public comment.
- (e) A public hearing on this matter was held on June 12, 2013 and evidence was taken.
- (f) The City Council has considered the Initial Study, the proposed Mitigated Negative Declaration, the staff report, and evidence presented during the review process.

**2. Findings**

Based on the entirety of the record, the City Council of the Town of Colma hereby finds as follows:

- (a) The foregoing Recitals are true and correct, and incorporated herein by reference.
- (b) The Mitigated Negative Declaration, which consists of the Initial Study, the draft Mitigated Negative Declaration, and this Resolution, has been prepared in accordance with state and local environmental laws, guidelines, and regulations.

*Discussion:* The proposed project includes grading, a tree permit, a conditional use permit, a planned development, and design review for the construction of an office building. The Mitigated Negative Declaration fully analyzed every aspect of the project and includes appropriate mitigation measures to address potential impacts.

As described in items 1(a-f), above, the Mitigated Negative Declaration, including the Initial Study, the draft Mitigated Negative Declaration and this Resolution have all been prepared, circulated, and made available for public review in accordance with state and local laws, guidelines and regulations.

(c) There is no substantial evidence in support of a fair argument that the proposed project will have a significant, adverse impact on the environment with mitigation measures proposed.

*Discussion:* Based on the grading, Tree Permit, Conditional Use Permit, Planned Development, Design Review Approval, and other aspects of the project, the document addresses potential impacts and includes mitigation measures in the following areas:

- Aesthetics

Due to the limited amount of street lighting, the proposed project will include exterior security lighting and walkway lighting which remains on during evening hours. To assure that project lighting will not impact surrounding properties, the applicant shall submit a lighting plan for review and approval of the Planning Department. Exterior project lighting shall be designed to be the minimum required for security. Project lighting shall be directed downward so as not to impact motorists along El Camino Real or adjoining properties.

- Air Quality

The project involves grading and construction, which includes the use of construction vehicles to transport and move soil and building materials. Grading and construction activities would temporarily affect local air quality causing a temporary increase in particulate dust and other pollutants. The following construction practices shall be implemented during grading operations:

- a. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.
- b. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
- c. All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
- d. All vehicle speeds on unpaved roads shall be limited to 15 mph.
- e. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage reminding workers to shut off equipment shall be provided at all access points.
- f. All construction equipment shall be maintained and properly tuned, in

accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.

- g. Post a publicly visible sign with the telephone number and person to contact at the Town of Colma regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.

- Biological Resources

A Tree Permit from the Town for tree protection mitigation is required for working in the root zone of three Coast Redwood trees located off-site along the northern boundary of the project site, perpendicular to El Camino Real. The trees are located in proximity to a proposed retaining wall to be constructed along the northern edge of the project site. The following shall be implemented during excavation operations for the retaining wall to be constructed along the northern edge of the property site:

- a. A tree permit from the Town for tree protection mitigation shall be obtained prior to beginning excavation.
- b. A licensed Arborist shall oversee the site excavation for the retaining wall, to ensure no damage to the trees occurs, and a subsequent report shall be submitted to the Town by the arborist detailing the excavation for the retaining wall and any damage occurring to any of the trees.
- c. Pier holes for the retaining wall shall not be closer than 6 feet to any of the trees.
- d. Roots larger than two (2) inches in diameter shall be cut cleanly to prevent root dieback to the main trunk. The use of grading equipment will create short-term impacts.

- Geology and Soils

Grading activity has the potential to create conditions resulting in soil erosion. The applicant will comply with the recommendations of the Soils and Geotechnical Engineer provided in the soils report submitted to the Town. Retaining walls located on the site will be designed to resist lateral earth pressures plus additional lateral pressures that may be caused by surcharge loads applied at the ground surface behind the walls. The walls will also be designed to resist an additional uniform pressure. The Geotechnical Engineer shall review and certify the civil and structural plans for the retaining walls and the building.

- Hydrology & Water Quality

Due to the fact that the drainage plan is relying entirely on percolation into the subgrade as the primary method for handling stormwater runoff from pervious and impervious areas of the site, the Town of Colma requires a backup plan to be developed in case of

emergency. This should include either a gravity drainage system or redundant pumping system with backup power.

- Noise

Restricting the hours of construction will assure that residents in the area will not be impacted by noise in the early morning or evening hours. Construction and material deliveries shall be limited to the hours of 7:00 AM -8:00 PM, Monday through Friday, with weekend and holiday hours from 10:00 AM and 6:00 PM. Due to potential traffic and noise considerations, grading activities shall occur only between 9:00 AM and 4:00 PM, Monday through Friday only (no weekend grading). Modifications to construction hours for interior work (but not for exterior construction or grading activity) may be approved by the Building Official.

- (d) This Mitigated Negative Declaration reflects the independent judgment and analysis of the City Council of the Town of Colma.

*Discussion:* The City Council has reviewed and considered the information contained in the Mitigated Negative Declaration and provided the opportunity for comment during the public review period; and the mitigation measures agreed to by the applicant would avoid or mitigate the effects to a point where clearly no significant effects would occur. On the basis of the whole record before the City Council (including this Mitigated Negative Declaration), there is no substantial evidence that the project will have a significant effect on the environment.

- (e) Without limiting the generality of the foregoing, the City Council specifically adopts and incorporates herein the findings of the City Planner set forth in the Mitigated Draft Negative Declaration.

### **3. Mitigated Negative Declaration**

- (a) The City Council, having reviewed the proposed project and the proposed Mitigated Negative Declaration, hereby approves a Mitigated Negative Declaration for the proposed project and instructs the City Planner to post a Notice of Determination in accordance with law.

- (b) The administrative record of proceedings upon which the City Council has based its decision to grant this Mitigated Negative Declaration shall be located in the office of the City Planner, and the City Planner shall be the custodian of such records.



\* \* \* \* \*

**Certification of Adoption**

I certify that the foregoing Resolution No. 2013-17 was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 12, 2013, by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor	x				
Joseph Silva, Vice Mayor	x				
Helen Fisicaro	x				
Raquel "Rae" Gonzalez	x				
Diana Colvin	x				
<i>Voting Tally</i>	5	0			

Dated 7/23/13

Joanne F. del Rosario  
Joanne F. del Rosario, Mayor

Attest: Laura Allen  
Laura Allen, City Clerk



**RESOLUTION NO. 2013-27  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING CONDITIONAL USE PERMIT,  
PROJECT DESIGN, AND TREE PERMIT  
FOR AN OFFICE BUILDING AT 1850 EL CAMINO REAL**

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

**1. Background**

This resolution was adopted after the following proceedings had occurred:

- (a) The Town has received an application from 1850 El Camino Real Associates LLC for approval of a Conditional Use Permit, Design Review, and Tree Permit for a Planned Development office building at 1850 El Camino Real (Assessor's Parcel Number: 010-142-130).
- (b) A proposed Notice of Intent to Adopt a Mitigated Negative Declaration was posted with the San Mateo County Clerk in a timely manner and was made available to the public;
- (c) A public hearing was held on this matter on June 12 and July 11, 2013 and evidence was taken at the public hearing;
- (d) The City Council has considered the staff report and evidence presented at the public hearing.

**2. Findings**

The City Council finds that:

*Findings Related to the Conditional Use Permit*

- (a) The proposed Conditional Use Permit will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.

*Discussion:* Under the Town's General Plan, the subject property is designated for Executive/Administrative use, and a Land Use Element policy (Colma Administrative Code section 5.02.342) encourages the development of professional offices in the Executive/Administrative land use area along El Camino Real. Upon adoption of an ordinance re-zoning the subject property to Planned Development (Administrative Office)/Design Review – PD/DR, the property will be consistent with the General Plan.

Under this Use Permit, future occupancy of the proposed office building would be restricted to specified types of professional offices where professional or technical business services are offered or where only the administrative or management functions of another business were performed.

- (b) Granting the Conditional Use Permit will not be detrimental to the public health, safety or public welfare, or materially injurious to properties or improvements in the vicinity.

*Discussion:* The Conditional Use Permit would set the parameters and conditions for new office uses and specify the types of offices that will be permitted and the types that would require an Administrative Use Permit or amended Conditional Use Permit review process. None of the types of office uses permitted or for which an Administrative Permit may be granted, as limited by the conditions of approval, would be detrimental to the public health, safety, or welfare.

- (c) Existing property uses, large or small, would not be detrimentally affected by the proposed Conditional Use Permit.

*Discussion:* Surrounding uses include multi-tenant commercial public storage facilities to the north and to the east, residential to the west, and vacant land to the south. The existing uses will not be affected by the proposed project which allows for various types of professional offices. Each application for an office use at 1850 El Camino Real not explicitly permitted by the Conditional Use Permit (see (3)(b)) would be evaluated on an individual basis and subject to conditions of approval found in the Conditional Use Permit and additional conditions of approval, as necessary. Therefore, existing property uses, large or small, would not be detrimentally affected by the proposed Conditional Use Permit.

- (d) The granting of a Conditional Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.

*Discussion:* Granting of a Conditional Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance. Allowing a new office use at 1850 El Camino Real is consistent with the Zoning Ordinance and General Plan.

- (e) The Conditional Use Permit would not constitute a nuisance to neighboring persons or properties.

*Discussion:* Approval of the proposed Conditional Use Permit would not constitute a nuisance, because each application for a new office use at 1850 El Camino Real not explicitly permitted by the Conditional Use Permit (see (3)(b)) would be evaluated to assure that will not constitute a nuisance. Parameters and conditions for new office uses set by the Conditional Use Permit would ensure no office use on site would constitute a nuisance to neighboring persons or properties.

- (f) The Use Permit limits the types of uses for the property and the number of employees allowed on site because there are a limited number of on-site parking spaces and no adequate off-site parking.

*Discussion.* Parking for employees and customers for this project is extremely limited. The number of on-site parking spaces, 23, is the minimum number required by the Colma Municipal Code for this project. Parking is not allowed on El Camino Real near the project site, and across the street is a residential neighborhood with limited parking for residents and guests. To ensure that the supply of on-site parking spaces are adequate to accommodate the demand for parking, conditions on the types of uses and

the number of employees working in the building are needed.

Uses must be limited to those which typically do not generate frequent visits by customers or visits by multiple customers at or about the same time, and do not require for there to be more than three (3) employees onsite at any given time. Thus, a condition limiting use of the property to professional and technical support offices is needed. Such a condition would, for example, prohibit the use of the property for medical and dental offices because those uses generate visits by many patients at the same time, as well as frequent visits by patients.

For the same reason, the total number of employees working in the building at any given time would be limited to twenty (20).

*Findings Related to Tree Permit*

- (g) It is necessary to alter trees to improve the property.

*Discussion.* Alteration of three Coast Redwood trees' root zones is required to allow for the construction of a proposed retaining wall to be located along the northern boundary of the project site, perpendicular to El Camino Real. The trees' root zones will be altered by the earth excavation necessary for construction of the retaining wall. The retaining wall is essential to the project in order to provide necessary parking for the building.

*Findings Related to Design Review*

- (h) The architectural, site, and landscape design of the proposed project incorporates design elements adopted for the DR Zone.

*Discussion:* The standards adopted for the DR Zone generally address the use of Spanish/Mediterranean design elements for the construction of new buildings and structures, and for comprehensive site and landscape design. Building architecture for the proposed project includes Spanish-Mediterranean elements, including arched openings, a tile roof, stucco details, an entry trellis structure and balconies which help to minimize flat walls. The exterior treatment of the building is a combination of stucco and brick. Trees, shrubs, flowers, and foundation plantings along the front façade of the building, along El Camino Real, complement the building architecture.

- (i) The architectural, site, and landscape design of the proposed project substantially reflects the intent of the DR zone to achieve a consistent site, landscape, and building design theme for the Town of Colma.

*Discussion:* The architectural, site, and landscape design of the proposed project is similar to that of additional sites along El Camino Real containing buildings and landscapes which incorporate Spanish/Mediterranean elements. Together, these sites achieve a consistent site, landscape, and building design theme for the Town of Colma. The proposed project will further extend a Spanish/Mediterranean theme to the Town's southern border.

(j) To assure that there is continuous public access to and across the subject property to the north or south, a condition should be included requiring the Permittee to dedicate a public access easement property to either the Town of Colma or Caltrans.

*Discussion:* The subject property, and the adjacent properties to the north and south, are within the jurisdictional limits of the Town of Colma; however, the right of way in front of these properties belongs to and is within the jurisdiction of the City of South San Francisco.

The property owner should not be required to dedicate a sidewalk at this time because there is no need for a public sidewalk on the subject property. There is no sidewalk to the south of the project site because the adjacent property to the south is not developed at this time, and the property to the south of that is being used as a mobile home park without a sidewalk.

There is a sidewalk on the adjacent property to the north, where there is also a bus stop. The applicant is providing a walkway on the project site that will allow for individuals who may wish to access the site by foot from the existing sidewalk and bus stop directly north of the site.

Rather than require a public sidewalk on the site which may never be utilized or connected to sidewalk improvements further south, the permit has been conditioned to require that the property owner covenant to provide an access easement for the purpose of providing a public sidewalk if one is required in the future.

### **3. Conditional Use Permit Granted**

The City Council grants a Conditional Use Permit to use the property at 1850 El Camino Real, Colma, California (APN 010-142-130) for an office building, and approves the exterior design of the project, subject to the full and faithful performance of each of the general terms and conditions set forth in this Resolution and the following project-specific conditions:

#### *Conditions Relating to Use of the Land*

(a) The site at 1850 El Camino Real may be developed and used for a three-story office building having a total square footage not greater than 9,952 square feet, with off-street parking for twenty-three (23) vehicles, including one space for disabled parking. Any other use is prohibited.

(b) Only offices where professional or technical support services are offered, or where only the administrative or management functions of a business are performed are permitted by this Use Permit. Professional or technical support services include the practice of law, architecture, engineering, accounting, consulting, escrow services, title insurance, real estate brokerage services, funeral planning, computer support, records storage, and similar services.

(c) Pursuant to section 5.03.520 of the Colma Municipal Code and any successor ordinance, the Zoning Administrator is authorized to issue an Administrative Use Permit to allow any office use that is substantially similar to those listed in the preceding paragraph.

- (d) No more than twenty (20) employees shall be allowed onsite at any given time, with documentation by the building owner prior to the Town approving a new business in the building.
- (e) The Permittee shall maintain a true and accurate record of the total number of employees working for all tenants on the property, shall update that record once every three months during the first year of operation after the building is fully leased and then annually thereafter, and shall provide those records to the Town's Code Enforcement Officer on demand.
- (f) All work of the tenant's business, except for loading and unloading of delivery vehicles, shall be conducted inside the building.
- (g) No hazardous materials shall be permitted or used onsite.

*Conditions Relating to Design*

- (h) This approval is for the project presented in the Resubmittal of Project Plans entitled "1850 El Camino Real Associates LLC " to the Planning Department date stamped February 15, 2013 (with pages A-5 to A-11 date stamped May 30, 2013), consisting of eighteen (18) sheets (A-1.1 through A-11, F-1, and T-1), prepared by Gustavo Rojas and P. Whitehead and Associates, and on file in the office of the City Planner. All plans submitted for required permits and subsequent development, construction, operation and use on the site shall be in substantial compliance with these documents, subject to the changes and conditions set out herein.
- (i) No area designated as storage or break room space on the Project Plans shall be converted to office space.
- (j) Standard spaces shall be no smaller than 9' wide and 18' long and compact spaces shall be no longer 8' by 16'. Disabled parking spaces shall meet ADA width and overhead clearance requirements. All parking spaces shall be served by an access aisle no smaller than 24' wide. One parking space shall be designated for 20 minute parking.
- (k) Exterior colors and materials for the building must be consistent with plans submitted to and approved by the City Planner prior to the issuance of a building permit.
- (l) The building shall be provided with an address that is clearly visible from the roadway.
- (m) Only paved walks, paved driveways, lawns and landscaping shall be installed and maintained within the required setback area from El Camino Real. Paved walkways on the subject property shall be ADA compliant to point of entry into the building. The applicant shall be required to record a covenant against the property requiring that the property owner shall dedicate a pedestrian access easement to either the Town of Colma or Caltrans in the event that an easement is required to provide continuous public access to and across the subject property to the property to the north or south.
- (n) Minor changes to the approved plans may be approved administratively by the City Planner or designee.

(o) Adequate space for storage of standard containers for depositing trash and recyclable items awaiting pickup shall be provided. The Permittee must subscribe to a regular refuse and recyclable items collection service (minimum pick-up of once per week).

*Conditions Applicable to Grading, Drainage and Storm Water Pollution Prevention*

(p) *Hydrology.* 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 building permits shall incorporate all recommendations from the approved Hydrology Study and all construction shall comply with its recommendations. The developer/applicant shall confirm the water table level in the aquifer by installing a temporary piezometer and submit this data as part of the plan review submittal.

(q) *Stormwater Drainage Analysis.* Because the preliminary drainage plan dated 10/09/2012 submitted by the Permittee is relying on percolation into the sub grade as the primary method for handling stormwater runoff from impervious areas of the site, the Permittee shall develop a backup plan to handle stormwater flooding or ponding caused by storm events or an emergency. This should include either a gravity drainage system or redundant pumping system with backup power. Measures to limit the discharge rates to predevelopment conditions shall be incorporated into the design of the backup plan.

(r) *Stormwater Treatment.* The project shall comply with Provision C.3.i of the Municipal Regional Stormwater Permit (MRP) for stormwater treatment and Low Impact Development. Appropriate Site Design measures, Source Control measures, and Construction Best Management Practices (BMP's) shall be designed and shown on the project plans in accordance with the Stormwater Requirements Checklist for Small Projects. The checklist shall be submitted along with the project plans. The checklist can be found on the following website. ([http://www.flowstobay.org/bs\\_new\\_development.php](http://www.flowstobay.org/bs_new_development.php))

(s) *Sewer System Analysis.* The Permittee shall submit for the City Engineer's review and approval an analysis of the location and adequacy of the lateral sewer connection. If using an existing lateral connection, the Permittee shall video inspect, clean, and repair (if needed) the lateral prior to any connection to the sewer main. Inspection reports shall be provided to the City Engineer for review and approval. The plans submitted for building permits shall incorporate all recommendations from the approved Hydrology Study and all construction shall comply with its recommendations.

(t) *Geotechnical Exploration.* Because the geotechnical report dated Jan 20, 2012 indicates that the site rests on Colma sand and all site water collected will be percolated into the sub-grade, the Permittee shall perform percolation test at the level of the basement to confirm that percolation rate is sufficient to meet the 100 year design storm. The plans submitted for building permits shall incorporate all recommendations from the approved Geotechnical Study and all construction shall comply with its recommendations.

(u) *Markings.* On-site storm drain inlets shall be marked with the words "No Dumping! Flows to Bay" or equivalent.



(v) *Erosion Control.* Project plans shall include a site specific erosion and sediment control plan (ESC) and Construction Best Management Practices (BMP) plan sheet into the plan set. Erosion & Sediment Control Measures and Best Management Practices shall be implemented and maintained throughout the duration of construction.

(w) *Maintenance Agreement for Stormwater Treatment Measures.* The property owner shall enter into a Stormwater Treatment Measures Maintenance Agreement for the 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. The maintenance agreement shall be drafted to the satisfaction of the City Engineer and the agreement shall be recorded at the County Recorder's Office at the permittee's expense.

(x) *Runoff Across Property Lines Prohibited.* Runoff shall not be allowed to flow across lot lines or across property boundaries onto adjacent private property without an easement being recorded by the permittee at no cost to the Town.

(y) *Grading and Drainage Plan.* The permittee shall submit a site Grading and Drainage Plan to the City Engineer for review and approval and obtain permit(s) 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.

#### *Other On-Site Improvements*

(z) *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 City Engineer for review and approval prior to the issuance of engineering permits. The improvement plans shall incorporate the recommendations from applicable studies, including but not limited to a geotechnical exploration, hydrology study and/or soils report.

(aa) *Required Landscaping.* The Permittee shall install and maintain landscaping that is consistent with landscaping in the surrounding area, and screens parking areas. Low water use trees, shrubs, and ground coverings shall be incorporated into the site's landscaping. Exterior project lighting shall be designed to be the minimum required for security. Project lighting shall be directed downward so as to not impact motorists along El Camino Real or adjoining properties. Landscaping shall be primarily as shown in the Resubmittal of Project Plans entitled "1850 El Camino Real Associates LLC " to the Planning Department date stamped February 15, 2013 and May 30, 2013, consisting of eighteen (18) sheets (A-1.1 through A-11, F-1, and T-1), prepared by Gustavo Rojas and P. Whitehead and Associates, and on file in the office of the City Planner.

(bb) *Trash Enclosure:* Trash enclosure shall be roofed, enclosed, and connected to a sanitary sewer system. The developer shall confirm the elevation of the drain for the trash enclosure and the Town's sewer main to ensure that the discharges from the drain will gravity flow to the main. If gravity flow is to be not feasible a sewer ejector system shall be submitted for review and approval.

(cc) *Final Site Circulation and Parking Plan.* The permittee shall submit a Final Circulation and Parking Plan for review and approval by the City Planner prior to the issuance of building permits. The Plan shall detail the following:

(i) *Circulation Signage.* The Plan shall include design, text and location for all signs including main entry sign, street signs, parking limitations, emergency access, fire lanes, and unit addresses. On-site signs shall include all signs necessary to minimize traffic back-ups onto public streets, and to provide for the safe operation of vehicles within the site. Off-site signs shall be provided where needed for safe transition from existing off-site conditions to new on-site conditions. Subject to the approval of the City Engineer.

(ii) *Fire Lanes and Accessible Parking.* The Plan shall identify signage, red curbs, and striping for all fire lanes and parking accessible to the disabled. The permittee shall post signs per 22658(a) CVC to allow removal of inappropriately parked vehicles.

(iii) *Parking Lot Lighting.* The Plan shall include details for parking lot lighting, including the location and design of pull boxes, vaults, conduits, wiring, fixtures, foundations and connections to the PG&E primary system. The Plan shall include a photometric plan showing the location of lighting fixtures and resulting intensity at all parts of the site. The parking lot lighting shall provide an illumination level of one-foot candle minimum maintained at ground level with photocell control. Fixtures must be shielded so they do not cause glare on adjacent properties nor conflict with motorist visibility on public rights-of-way. All Exterior Lighting Systems shall comply with the requirements of the California Code of Regulations Title 24, Part 6 – Energy Conservation.

(iv) *Bollards, Protective Devices.* The permittee shall install and maintain bollards or other devices approved by the City Engineer at [identify location/ site or building feature] that are exposed to moving vehicles in order to protect the [location/ site or building feature] against collision damage. The location of bollards shall not reduce the minimum required width of driving aisles (24') and fire lanes (20').

(v) *Employee Parking.* The Plan shall detail the steps that tenants will be required to take to ensure that employees will utilize the employee parking and not use on-street parking.

(dd) *Conversion of Parking Spaces Prohibited.* The parking spaces required by the approved building shall not be converted to any other use without the approval of the City Planner.

#### *Infrastructure, Utilities and Dedications*

(ee) *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.

(ff) *Utility Undergrounding.* All utility lines serving the project site shall be placed underground. Existing power poles and overhead lines along the project frontage shall be removed and all utility lines placed underground.

(gg) *Design of Public Improvements.* All public improvements including [grading/ drainage/ driveways/ curbs/ gutters/ sidewalks/ lighting/ planting/ street resurfacing] shall be designed in accordance with the Town of Colma standard details and specifications, to the satisfaction of the City Engineer. Since the Town's jurisdictional boundary ends at the front property line, all required approvals and plans are also required to be reviewed and approved by the City of South San Francisco and CalTrans prior to Town of Colma permit issuance.

*Financial Guarantees*

(hh) 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 off-site and/or on-site 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.

*Conditions Applicable to Construction Activities*

(ii) *Traffic Control Plan and Encroachment Permit.* The permittee shall submit a copy of the Caltrans Encroachment Permit for construction of the driveway ingress/egress on El Camino Real and a Caltrans approved Traffic Control Plan to the City Engineer for review prior to commencing any work on the project, including demolition or grading work. No more than one driveway may be built providing access from El Camino Real. The driveway shall only allow for right turns in and out of the property. The plan shall include feasible Caltrans approved traffic calming measures and devices to address traffic hazards in the vicinity of the project site.

(jj) *Construction Plans.* The conditions of approval shall be reproduced on the first page of the plans submitted for demolition, grading or building permits. Additional pages may be used if necessary. At least one copy of the stamped approved plans, along with the Approval Letter and Conditions of Approval and/or mitigations, shall be available for review at the job site at all times.

(kk) *Use of Temporary Power Poles.* Applicant shall use temporary power poles instead of generators where feasible.

(ll) *Posting of Construction Information.* Prior to commencing any work on the project, including demolition or grading work, the permittee shall post on the project site in clear view of the public right-of-way, a sign indicating the hours of construction and a phone number of the permittee to call for noise complaints.

(mm) *Staking of Property Boundaries and Building Corners.* Prior to commencing any work on the project, the permittee shall have the property boundaries staked by a California-licensed land surveyor or a California-registered qualified engineer. For new buildings, the written verification that the placement of the retaining walls and building comply with the approved site plan, prepared by a California-licensed surveyor or civil engineer licensed to practice surveying,

shall be submitted and found acceptable by the Building Official prior to pouring of any foundation.

(nn) *Permitted Grading Season.* Grading work shall be limited to the period between April 15 and October 1 unless an alternative schedule is approved in writing by the City Engineer in conjunction with the approval of an Erosion and Sediment Control Plan.

(oo) *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.

(pp) *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.

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

(rr) *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.

(ss) *Reduce Particulate Emissions.* To reduce particulate matter emissions during project demolition and construction phases, the permittee shall require the construction contractors to comply with the dust control strategies developed by the Bay Area Air Quality Management District (BAAQMD) and shall include in construction contracts the following requirements:

- (i) Cover the load area of all trucks hauling construction and demolition debris from the site;
- (ii) Water all exposed or disturbed soil surfaces at least twice daily;
- (iii) Use watering to control dust generation during demolition of structures or break-up of pavement;
- (iv) Pave, apply water three times daily, or apply (non-toxic) soil stabilizers on all unpaved parking areas, staging areas, and areas used for vehicle access within the site;
- (v) Sweep daily (with water sweepers) all paved parking areas and staging areas during the earthwork phases of construction;

- (vi) Provide daily clean-up of mud and dirt carried onto paved streets from the site;
- (vii) Enclose, cover, water twice daily, or apply non-toxic soil binders to exposed stockpiles (dirt, sand, etc.);
- (viii) Limit traffic speeds on unpaved roads to 15 mph;
- (ix) Install and maintain sandbags or other erosion control measures to prevent silt runoff to public roadways; and
- (x) Replant vegetation in disturbed areas as quickly as possible.
- (xi) Reduce Air Pollutants Related to Vehicle Operation

(tt) The Permittee shall ensure that the contractors shall implement measures to reduce the emissions of pollutants generated by heavy-duty diesel-powered equipment operating at the Project Site during project demolition, excavation and construction phases. The permittee shall include in construction contracts the following requirements or measures shown to be equally effective:

- (i) Keep all construction equipment in proper tune in accordance with manufacturer's specifications;
- (ii) Use late model heavy-duty diesel-powered equipment at the Project Site to the extent that it is readily available in the San Francisco Bay Area;
- (iii) Use diesel-powered equipment that has been retrofitted with after-treatment products (e.g., engine catalysts) to the extent that it is readily available in the San Francisco Bay Area;
- (iv) Use low-emission diesel fuel for all heavy-duty diesel-powered equipment operating and refueling at the Project Site to the extent that it is readily available and cost effective in the San Francisco Bay Area (this does not apply to diesel-powered trucks traveling to and from the site);
- (v) Utilize alternative fuel construction equipment (i.e., compressed natural gas, liquid petroleum gas, and unleaded gasoline) to the extent that the equipment is readily available and cost effective in the San Francisco Bay Area;
- (vi) Limit truck and equipment idling time to five minutes or less;
- (vii) Rely on the electricity infrastructure surrounding the construction sites rather than electrical generators powered by internal combustion engines to the extent feasible.

(uu) *Air Quality Provisions in Contractor Agreements.* The permittee shall incorporate the following practices into the construction documents to be implemented by the project contractor, and submit evidence of compliance to the City Planner for approval prior to the issuance of any construction permit, including a grading permit. The physical separation

between noise generators and noise receptors shall be maximized. Such practices include, but are not limited to, the following measures:

- (i) Use heavy-duty mufflers for stationary equipment and barriers around particularly noisy areas of the site or around the entire site;
  - (ii) Use shields, impervious fences, or other physical sound barriers to inhibit transmission of noise to sensitive receptors;
  - (iii) Locate stationary equipment on portions of the project site distant from nearby residential areas to minimize noise impacts on the community;
  - (iv) Minimize backing movements of equipment;
  - (v) Select and use the quieter from among available construction equipment whenever possible;
  - (vi) Use noise-reducing pile driving techniques, such as pre-drilling pile holes (if feasible, based on soils) to the maximum feasible depth, installing intake and exhaust mufflers on pile driving equipment, vibrating piles into place when feasible, and installing shrouds around the pile driving hammer where feasible; and
  - (vii) Prohibit pile driving on weekends and restrict pile driving during the weekdays to between 7:00 a.m. and 6:00 p.m.
- (vv) *Will-Serve Letters.* The permittee shall provide copies to the City Engineer of "will-serve" letters from all utility companies that will provide utilities to the project.
- (ww) *Temporary Construction Easement(s).* On the preliminary plans, the retaining walls for the building are shown to be constructed directly adjacent to the property line. The Permittee shall obtain a Temporary Construction Easement from adjacent/affected property owners for construction of the site retaining walls.

#### *Maintenance Agreement*

(xx) *Landscape and Property Maintenance Agreement.* The permittee shall enter into a Landscape and Property Maintenance Agreement binding on heirs and successors for an ongoing program of property maintenance in accordance with the Town of Colma's property maintenance standards. The agreement shall include remedies exercisable by the Town in the event of default. The agreement must be in recordable form and approved by the City Planner and City Attorney prior to final inspection.

#### **4. Tree Permit Granted.**

The City Council grants a Permit to work in the root zone of three Coast Redwood trees that are located off-site along the northern boundary of the project site, perpendicular to El Camino Real, subject to the general terms and conditions set forth in this Resolution and the following project-specific conditions:

- (a) A licensed Arborist shall oversee the site excavation for the retaining wall and foundation to ensure no damage to the trees occurs, and a subsequent report shall be submitted to the Town by the arborist detailing the excavation for the retaining wall and remedial actions taken to prevent damage to any of the trees.
- (b) Pier holes for the retaining wall shall not be closer than 6 feet to any of the trees.
- (c) Roots larger than two (2) inches in diameter shall be cut cleanly to prevent root dieback to the main trunk.

**5. General Conditions**

- (a) This Conditional Use Permit shall run with the land and be freely and automatically transferred to each user of the property described herein, subject to each of the specific and general conditions herein. As used in this Conditional Use 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) The Permittee and each user granted an Administrative Use Permit or Conditional Use Permit to use the property must comply with all applicable federal, state and municipal laws, codes and regulations, including the California Building and Fire Codes. 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 as defined on the California Building Code. Without limiting the generality of the foregoing:
  - (i) The Permittee shall maintain an annual Colma Business Registration;
  - (ii) Prior to issuance of a Business Registration, the Permittee shall arrange for the project site to be inspected for Fire and Life Safety requirements of California Fire Code by the Colma Fire Protection District; and
  - (iii) Approved signage shall be as shown in the Project Plans entitled "1850 El Camino Real Associates LLC " to the Planning Department date stamped February 15, 2013, , and on file in the office of the City Planner. Additional signage shall require a Sign Permit.
- (c) The Permittee shall 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 with respect to the Permittee's project.
- (d) The Conditional Use Permit may be modified or revoked should it be determined that (a) the property is being operated or maintained in a manner that is detrimental to the public health or welfare, is materially injurious to property or improvements in the vicinity, constitutes a public nuisance, or is contrary to any law, code or regulation, or (b) if the Permittee fails to comply with and satisfy the conditions herein.

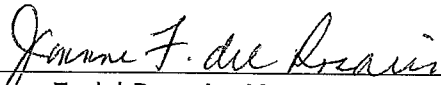
(e) The Permittee must agree to comply with each and every term and condition herein by countersigning a copy of this Resolution and returning the counter-signed copy to the City Clerk no more than forty-five (45) days following City Council approval of the permit. If Permittee is not the property owner, 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. Failure to return the counter-signed copy as specified shall render this permit null and void.

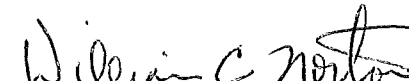
***Certification of Adoption***

I certify that the foregoing Resolution No. 2013-27 was duly adopted at a regular meeting of the City Council of the Town of Colma held on July 11, 2013, by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor	x				
Joseph Silva, Vice Mayor	x				
Helen Fisicaro	x				
Raquel "Rae" Gonzalez					x
Diana Colvin	x				
<i>Voting Tally</i>	4	0			

Dated \_\_\_\_\_

  
Joanne F. del Rosario, Mayor

Attest:   
William C. Norton, 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 use the property on the terms and conditions set forth in this resolution.

Dated: 8/30/2013

  
\_\_\_\_\_

1850 El Camino Real Associates LLC, Property Owner

[Notarization of Property Owner's signature required]



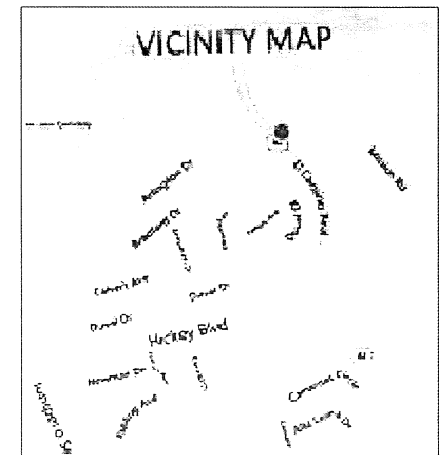
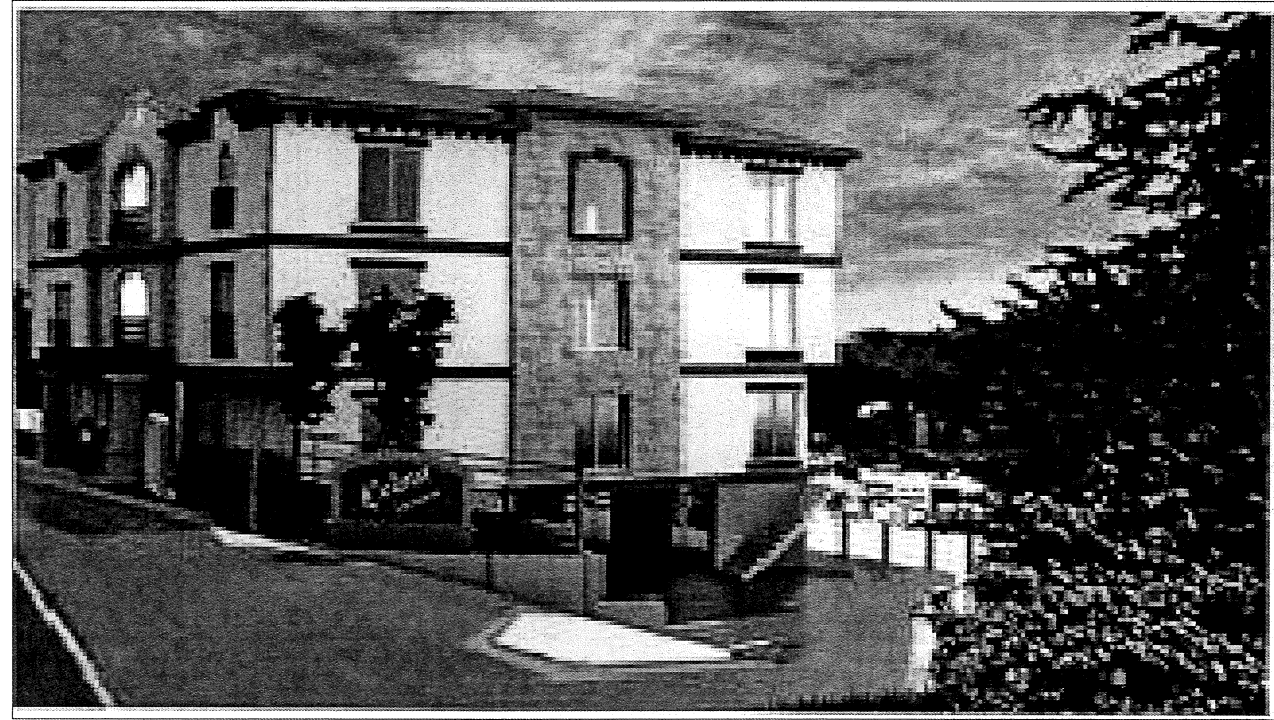
# COLMA SHOWCASE

1850 El Camino Real, Colma, CA 94014

BUILDING APPLICATION  
MAY 4, 2019

## SCOPE OF WORK

NEW CONSTRUCTION OF 3 STORY COMMERCIAL BUILDING OVER GARAGE PARKING.



## APPLICABLE CODES

- 2016 INTERNATIONAL BUILDING CODE
- 2016 CALIFORNIA BUILDING CODE (CBC)
- 2016 CALIFORNIA ELECTRICAL CODE (CEC)
- 2016 CALIFORNIA PLUMBING CODE (CPC)
- 2016 CALIFORNIA MECHANICAL CODE (CMC)
- 2016 CALIFORNIA ENERGY STANDARDS (TITLE 24)
- AMERICAN SOCIETY OF CIVIL ENGINEERS
- AMERICAN CONCRETE INSTITUTE
- 2013 COLMA MUNICIPAL CODE
- ALONG WITH ANY OTHER APPLICABLE LOCAL AND STATE LAWS AND REGULATIONS

## PROJECT DIRECTORY

OWNER	1850 EL CAMINO ASSOCIATES LLC	MANAGING MEMBER ARMEN JALALIAN 1850 EL CAMINO REAL COLMA, CA 650 222 3542 armenj@sbglobal.net
CIVIL ENGINEER	P. WHITEHEAD AND ASSOCIATE	CIVIL ENGINEER GEOTECHNICAL ENGINEER P. WHITEHEAD P.E. 671 ROCKDALE DRIVE SAN FRANCISCO, CA 94127 415 584 0537 dugganj@msn.com
GEOTECHNICAL ENGINEER		

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- A-6 ROOF PLAN
- A-7 FRONT VIEW ELEVATION
- A-8 LEFT VIEW ELEVATION
- A-9 REAR VIEW ELEVATION
- A-10 RIGHT VIEW ELEVATION
- A-11 CROSS SECTION - A
- A-12 CROSS SECTION - B

RECEIVED  
MAR 22 2019

FIRM NAME:  
 P. WHITEHEAD AND ASSOC  
 671 ROCKDALE DRIVE  
 SAN FRANCISCO, VA 94127

PROJECT NAME:  
 OFFICE BUILDING  
 COLMA SHOWCASE  
 1850 EL CAMINO REAL  
 COLMA, CALIFORNIA

REVISION:	BY

DRAWN: <b>LA</b>
CHECKED: <b>PW</b>
DATE: <b>3/15/2019</b>
SCALE: <b>AS SHOWN</b>
JOB NO: <b>2011-41</b>
SHEET NO: <b>A - 0</b>

P. WHITEHEAD AND ASSOC  
SAN FRANCISCO, VA 94127

PROJECT NAME:  
OFFICE BUILDING  
COLMA SHOWCASE  
1850 EL CAMINO REAL  
COLMA, CALIFORNIA

REVISION: BY


DRAWN: LA

CHECKED: PW

DATE: 03/15/2019

SCAL: 1/8" = 1' - 0"

JOB NO: 2011-41

SHEET NO: A-1

ADDRESS 1850 EL CAMINO REAL COLMA, CA. CONSTRUCTION TYPE: IB

BLDG AREA (MEASURED OUTSIDE BUILDING ENVELOPE)	GROUND FLOOR	3,435 S.F.
	SECOND FLOOR	3,480 S.F.
	THIRD FLOOR	3,480 S.F.
TOTAL		10,395 S.F.

STORAGE	GROUND FLOOR	358 S.F.
	SECOND FLOOR	358 S.F.
	THIRD FLOOR	358 S.F.
TOTAL		1074 S.F.

OFFICE-SHOWROOM	GROUND FLOOR	2,052 S.F.
	SECOND FLOOR	2,410 S.F.
	THIRD FLOOR	2,410 S.F.
TOTAL		7,230 S.F.

COMMON AREAS	GROUND FLOOR	118 S.F.
	SECOND FLOOR	118 S.F.
	THIRD FLOOR	118 S.F.
TOTAL		354 S.F.

RESTROOMS	GROUND FLOOR	450 S.F.
	SECOND FLOOR	275 S.F.
	THIRD FLOOR	275 S.F.
TOTAL		843 S.F.

ELEVATORS	GROUND FLOOR	497 S.F.
	SECOND FLOOR	275 S.F.
	THIRD FLOOR	275 S.F.
TOTAL		843 S.F.

LOBBY	GROUND FLOOR	497 S.F.
	SECOND FLOOR	275 S.F.
	THIRD FLOOR	275 S.F.
TOTAL		843 S.F.

UTILITY	GROUND FLOOR	497 S.F.
	SECOND FLOOR	275 S.F.
	THIRD FLOOR	275 S.F.
TOTAL		843 S.F.

FIRE	GROUND FLOOR	497 S.F.
	SECOND FLOOR	275 S.F.
	THIRD FLOOR	275 S.F.
TOTAL		843 S.F.

SCAPE STAIRS	GROUND FLOOR	275 S.F.
	SECOND FLOOR	275 S.F.
	THIRD FLOOR	275 S.F.
TOTAL		843 S.F.

RESTROOMS	GROUND FLOOR	450 S.F.
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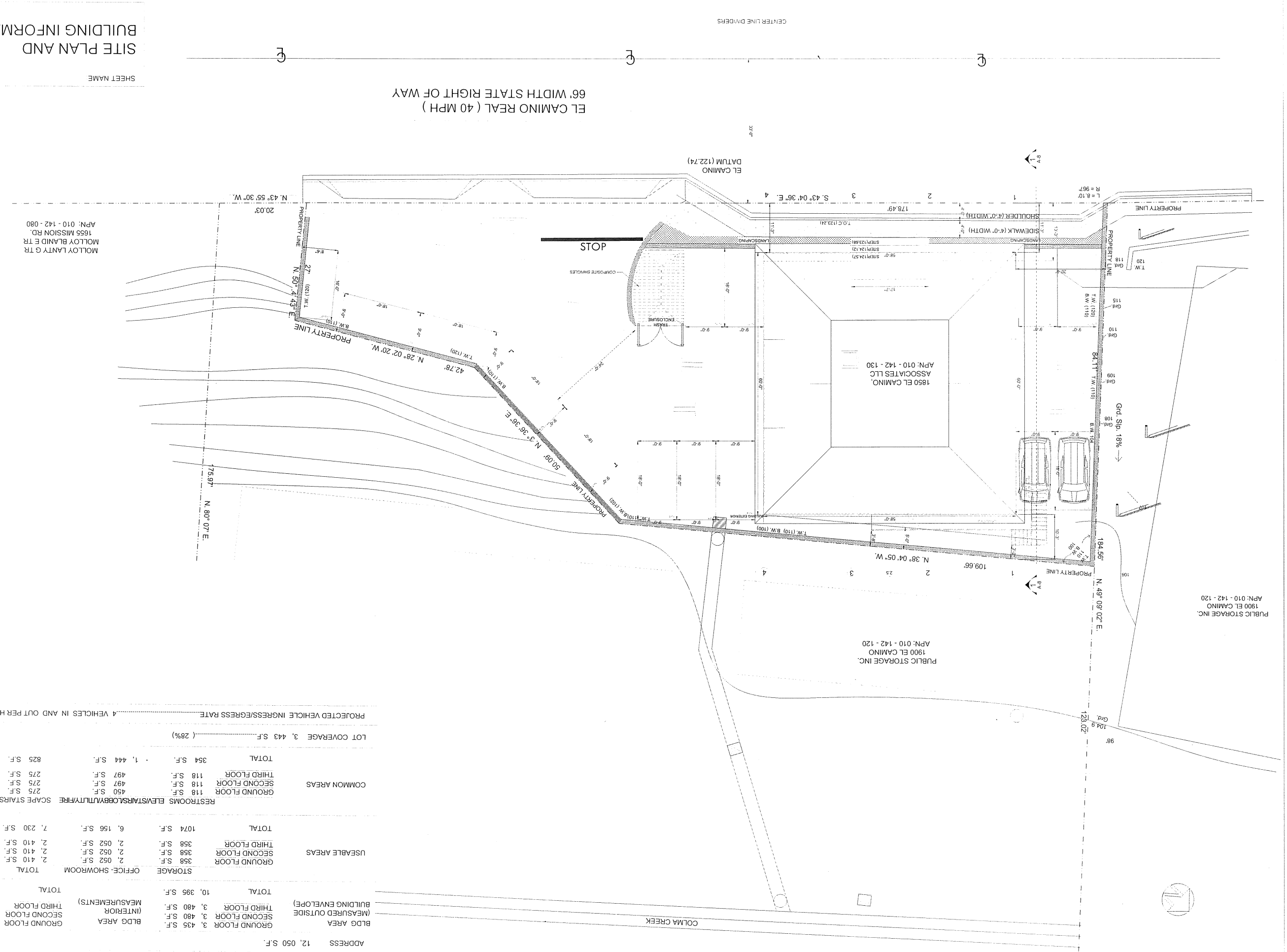
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FIRE	GROUND FLOOR	497 S.F.
	SECOND FLOOR	275 S.F.
	THIRD FLOOR	275 S.F.
TOTAL		843 S.F.

LOT COVERAGE	3,443 S.F.	(28%)
PROJECTED VEHICLE INGRESS/EGRESS RATE	4 VEHICLES IN AND OUT PER HOUR	



SITE PLAN AND BUILDING INFORMATION

SHEET NAME

SHEET NO: 2011-41

SCALE: 1/8" = 1' - 0"

DATE: 03/15/2019

CHECKED: PW

DRAWN: LA

PROJECT NAME: OFFICE BUILDING

COLMA SHOWCASE

1850 EL CAMINO REAL

COLMA, CALIFORNIA

REVISION: BY

PROJECT NAME: OFFICE BUILDING

COLMA SHOWCASE

1850 EL CAMINO REAL

COLMA, CALIFORNIA

REVISION: BY

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COLMA, CALIFORNIA

REVISION: BY

PROJECT NAME: OFFICE BUILDING

COLMA SHOWCASE

1850 EL CAMINO REAL

COLMA, CALIFORNIA

REVISION: BY

P. WHITEHEAD AND ASSOC  
SAN FRANCISCO, VA 94127

PROJECT NAME:  
OFFICE BUILDING  
COLMA SHOWCASE  
1850 EL CAMINO REAL  
COLMA, CALIFORNIA

REVISION: BY


DRAWN: LA

CHECKED: PW

DATE: 03/15/2019

SCAL: 1/8" = 1' - 0"

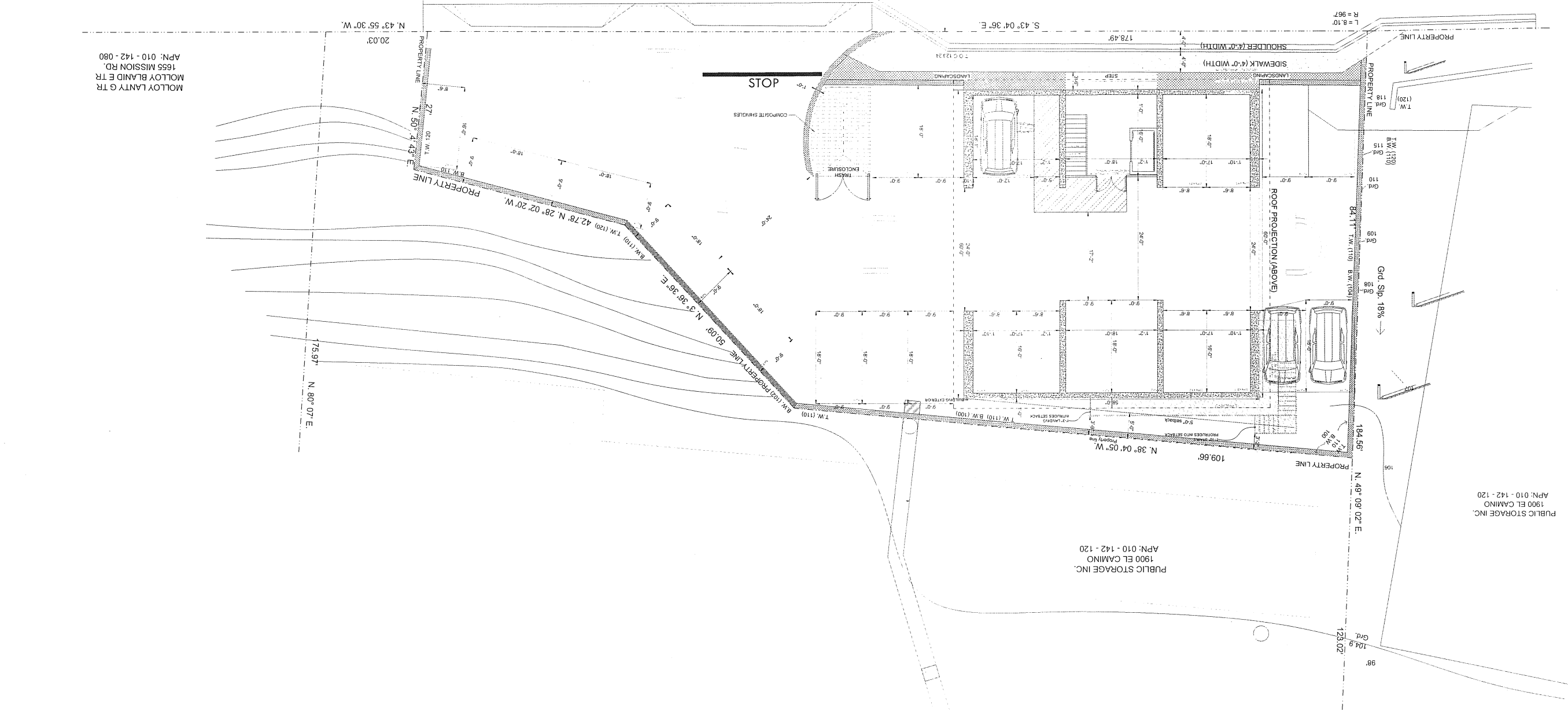
JOB NO: 2011-41

A-1P

ADDRESS	1850 EL CAMINO REAL COLMA, CA	CONSTRUCTION TYPE	IB
BUILDING PARCEL AREA:	12,050 S.F.	LOT BUILDING PARCEL GROUND COVERAGE:	3,443 S.F. (28%)
REQUIRED PARKING	OFFICE (1:300)	22.36	
REQUIRED PARKING	STORAGE (1:2000)	0.4	
REQUIRED PARKING	TOTAL	22.76	
REQUIRED PARKING	COMPACT 8'6" X 18'0"	7 OF 23 (30%)	
REQUIRED PARKING	FULL 9'0" X 18'0"	16 OF 23 (70%)	
REQUIRED PARKING	COUNT	23	
REQUIRED PARKING	PARKING PROVIDED	23	
REQUIRED PARKING	PARKING REQUIRED	23	
REQUIRED PARKING	STORAGE (1:2000)	1	
REQUIRED PARKING	OFFICE (1:300)	22	

PROJECTED VEHICLE INGRESS/EGRESS RATE: 4 VEHICLES IN AND OUT PER HOUR

REQUIRED PARKING: 22 OFFICE (1:300) + 1 STORAGE (1:2000) = 23



SITE PLAN AND PARKING INFORMATION

MOLLOY LANTY & TR  
1655 MISSION RD.  
APN: 010 - 142 - 080

PUBLIC STORAGE INC.  
1900 EL CAMINO  
APN: 010 - 142 - 120

PUBLIC STORAGE INC.  
1900 EL CAMINO  
APN: 010 - 142 - 120

EL CAMINO REAL (40 MPH)  
66' WIDTH STATE RIGHT OF WAY

SHEET NAME:

SHEET NO:

BASEMENT PLAN

A-2

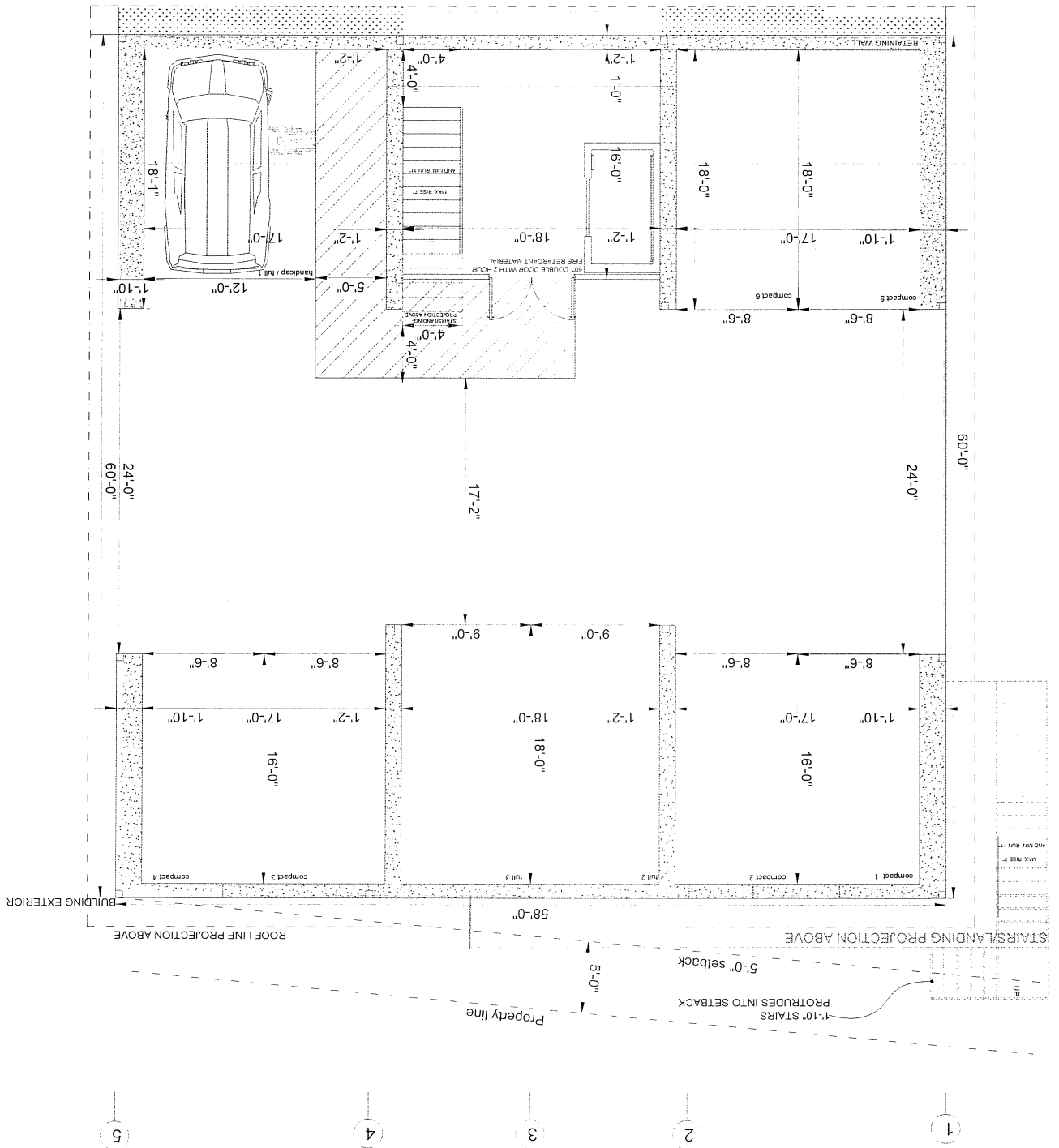
SHEET NAME:

SHEET NO:



BASEMENT PLAN

SCALE 1/4" = 1'-0"



A B C D E

1 2 3 4 5

PROJECT NAME:  
 OFFICE BUILDING  
 COLMA SHOWCASE  
 1850 EL CAMINO REAL  
 COLMA, CALIFORNIA

FIRM NAME:  
 P. WHITEHEAD AND ASSOC  
 671 ROCKDALE DRIVE  
 SAN FRANCISCO, VA 94127

REVISION: BY

DRAWN: LA

CHECKED: PW

DATE: 03/15/2019

SCAL: AS SHOWN

JOB NO: 2011-41

2011-41

SHEET NO:

FIRM NAME:  
 P. WHITEHEAD AND ASSOC  
 671 ROCKDALE DRIVE  
 SAN FRANCISCO, VA 94127

PROJECT NAME:  
 OFFICE BUILDING  
 COLMA SHOWCASE  
 1850 EL CAMINO REAL  
 COLMA, CALIFORNIA

REVISION: BY


DRAWN: LA

CHECKED: PW

DATE: 03/15/2019

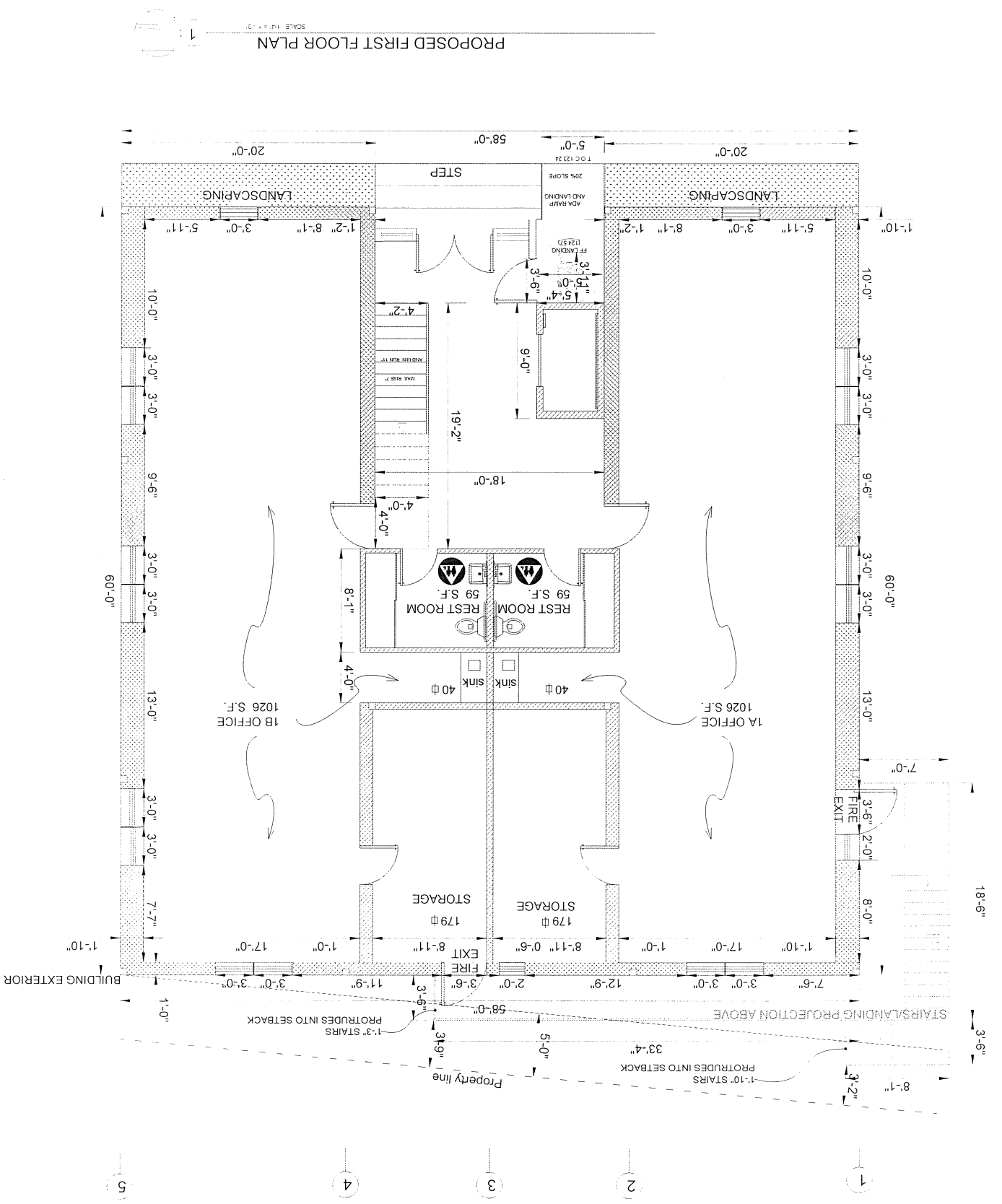
SCAL: AS SHOWN

JOB NO: 2011-41

SHEET NO: A-3

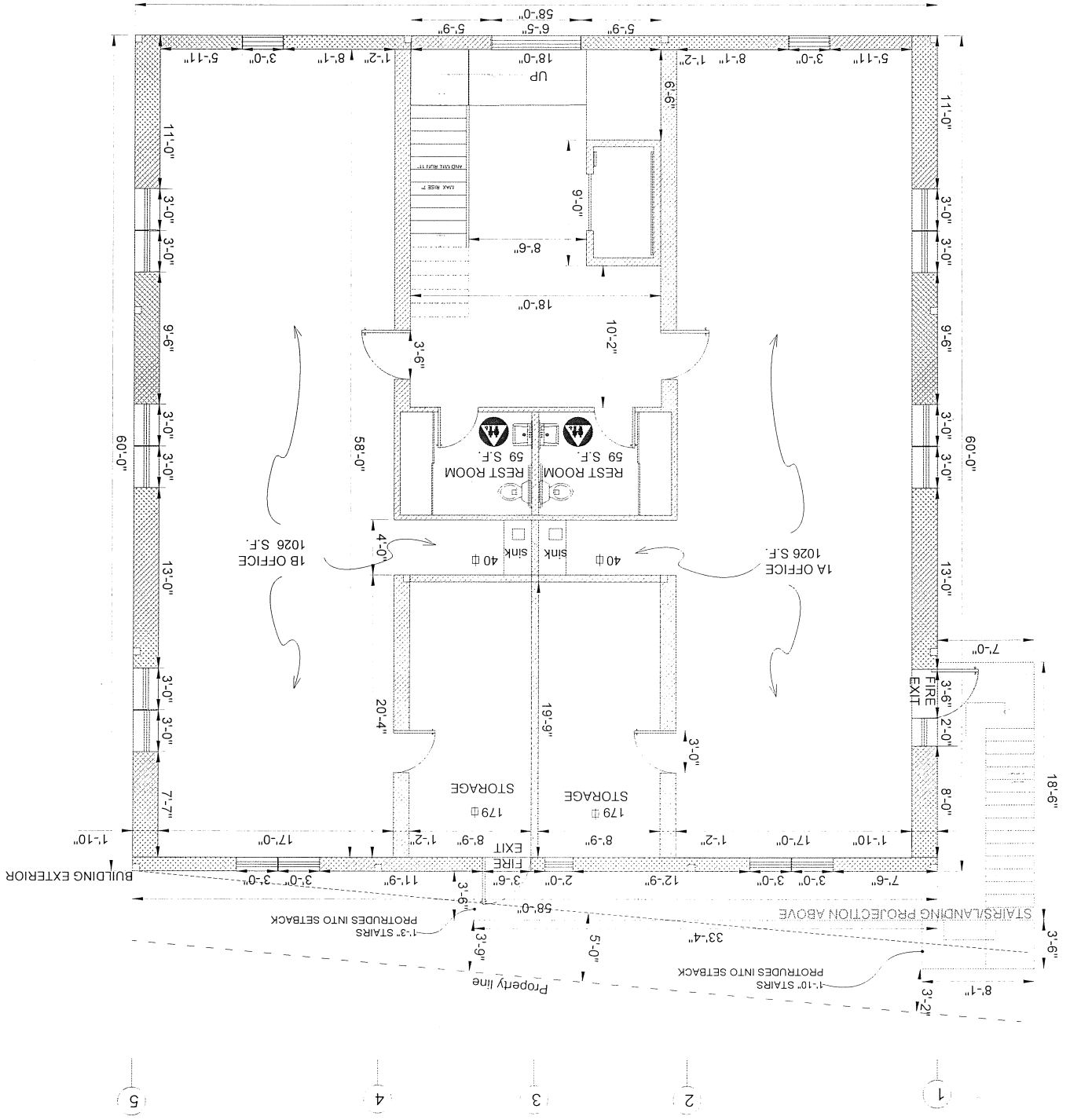
FIRST FLOOR PLAN

SHEET NAME



PROPOSED FIRST FLOOR PLAN  
 SCALE: 1/4" = 1'-0"  
 1

PROPOSED SECOND FLOOR PLAN  
SCALE: 1/8" = 1'-0"



A B C D E

SECOND FLOOR PLAN

A-4

SHEET NAME:		SHEET NO:	
JOB NO:		2011-41	
SCAL:		AS SHOWN	
DATE:		03/15/2019	
CHECKED:		PW	
DRAWN:		LA	
REVISION:		BY	

PROJECT NAME:  
OFFICE BUILDING  
COLMA SHOWCASE  
1850 EL CAMINO REAL  
COLMA, CALIFORNIA

FIRM NAME:  
P. WHITEHEAD AND ASSOC  
671 ROCKDALE DRIVE  
SAN FRANCISCO, VA 94127



THIRD FLOOR PLAN

A-5

SHEET NAME

SHEET NO.

JOB NO. 2011-41

SCAL. AS SHOWN

DATE: 03/15/2019

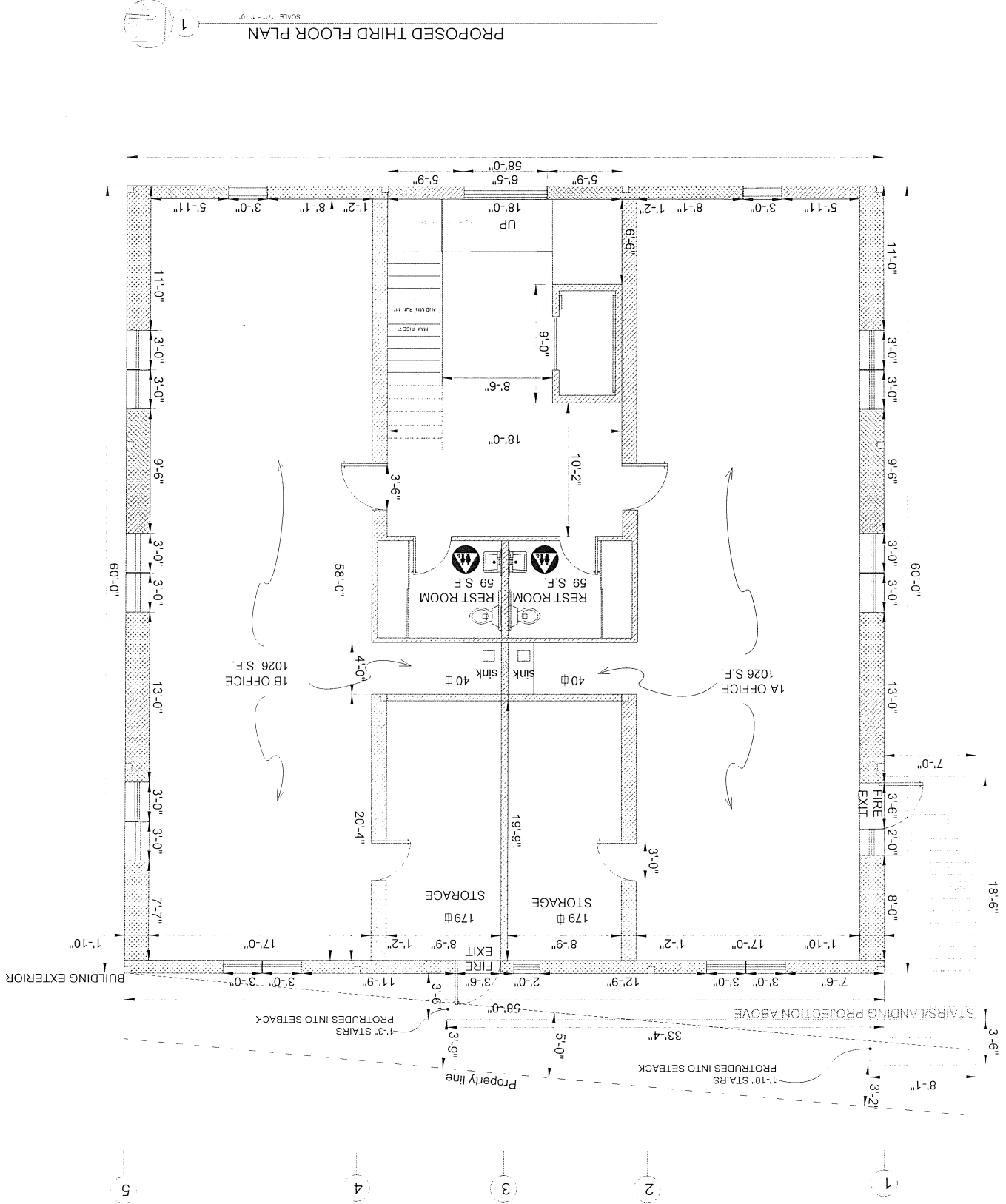
CHECKED: PW

DRAWN: LA

REVISION:	BY

PROJECT NAME:  
OFFICE BUILDING  
COLMA SHOWCASE  
1850 EL CAMINO REAL  
COLMA, CALIFORNIA

FIRM NAME:  
P. WHITEHEAD AND ASSOC  
671 ROCKDALE DRIVE  
SAN FRANCISCO, VA 94127



E  
D  
C  
B  
A

1  
2  
3  
4  
5

A-6

ROOF PLAN

SHEET NO:

SHEET NAME:

2011-41

JOB NO:

AS SHOWN

SCAL:

03/15/2019

DATE:

PW

CHECKED:

LA

DRAWN:

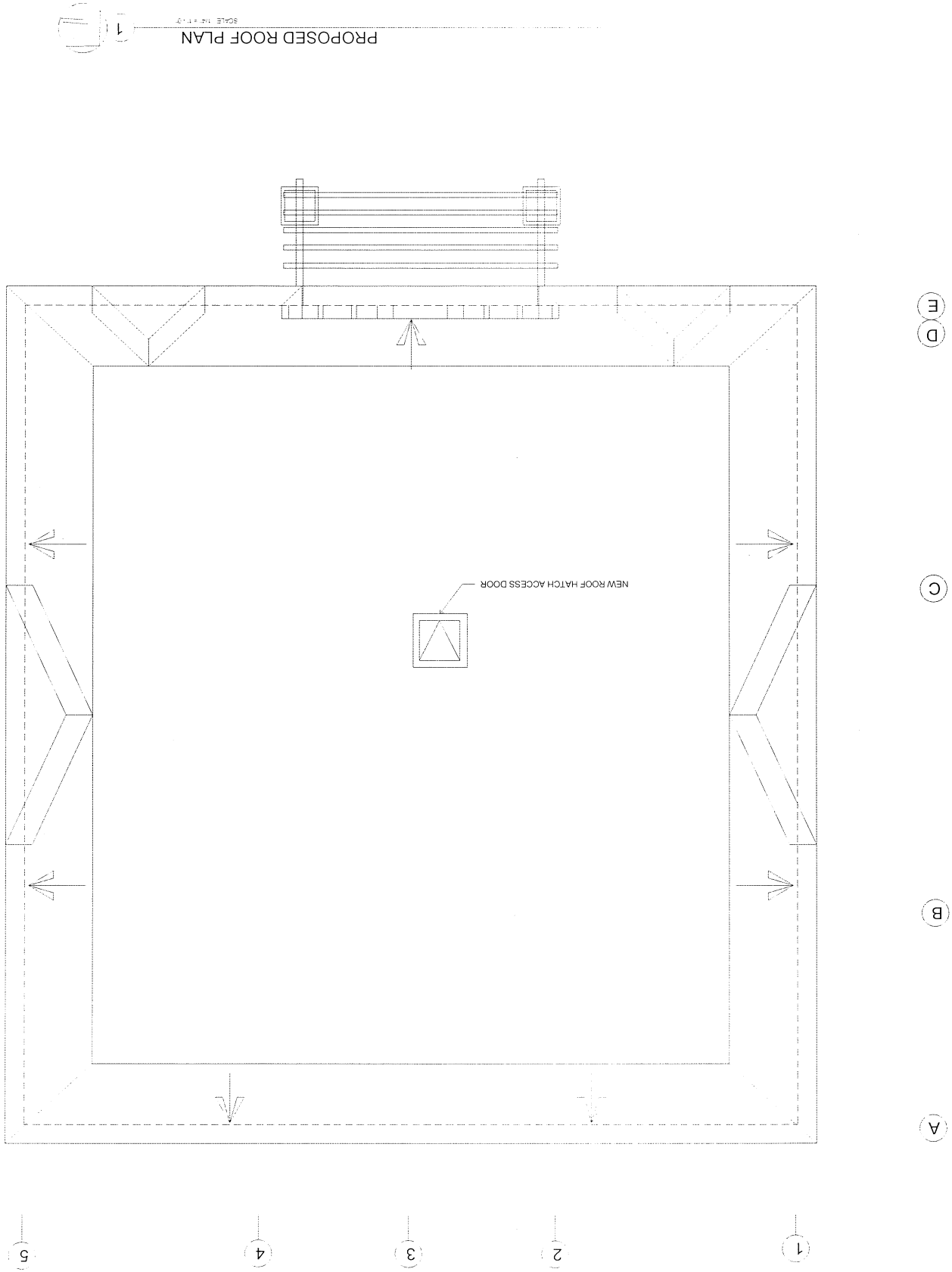
REVISION: BY

PROJECT NAME:

OFFICE BUILDING  
COLMA SHOWCASE  
1850 EL CAMINO REAL  
COLMA, CALIFORNIA

FIRM NAME:

P. WHITEHEAD AND ASSOC  
671 ROCKDALE DRIVE  
SAN FRANCISCO, VA 94127



FRONT VIEW ELEVATION

A-7

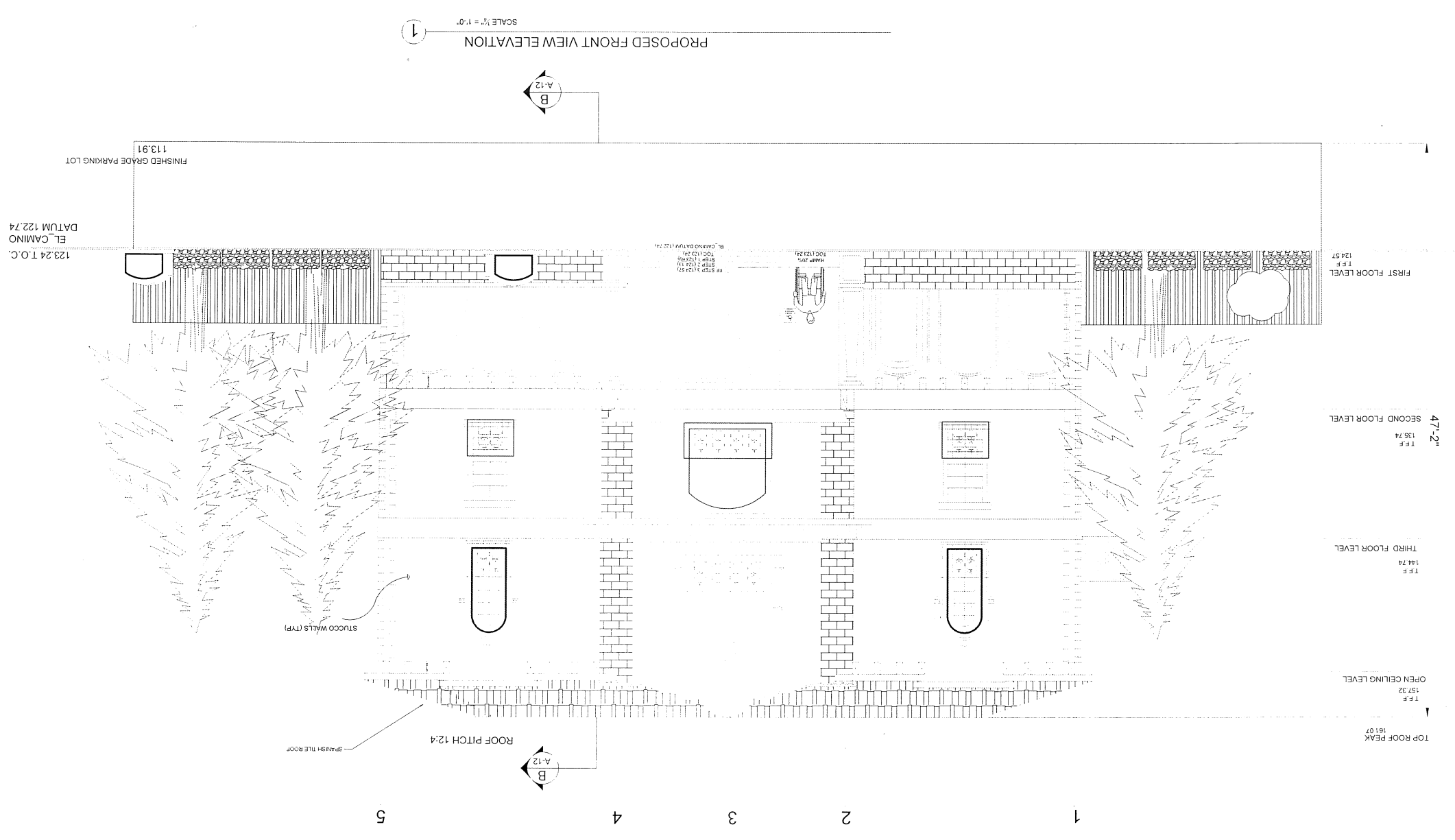
SHEET NAME:

SHEET NO.:

JOB NO.:	2011-41
AS SHOWN	SCAL:
DATE:	03/15/2019
CHECKED:	PW
DRAWN:	LA
REVISION:	BY

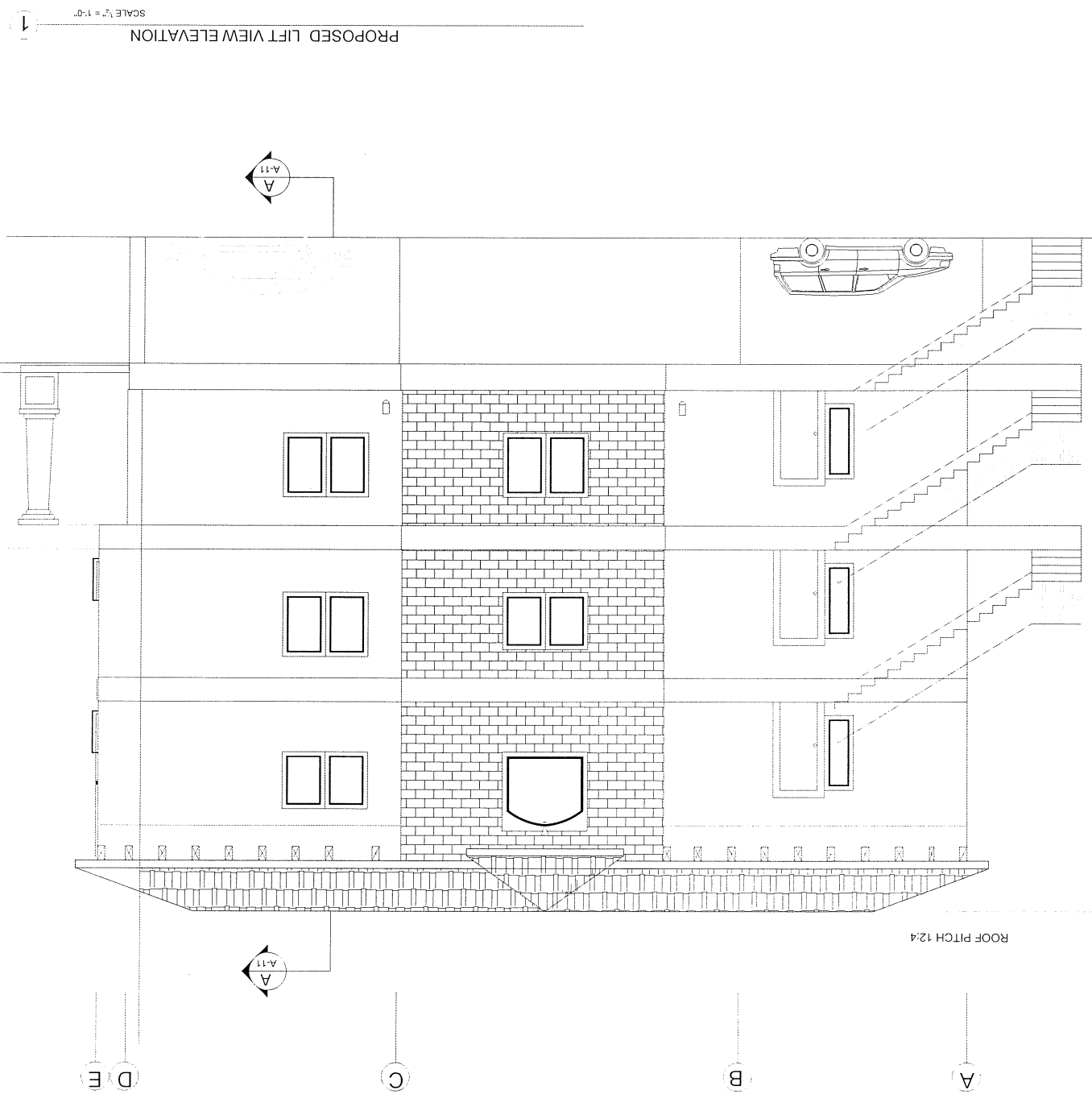
PROJECT NAME:  
 OFFICE BUILDING  
 COLMA SHOWCASE  
 1850 EL CAMINO REAL  
 COLMA, CALIFORNIA

FIRM NAME:  
 P. WHITEHEAD AND ASSOC.  
 671 ROCKDALE DRIVE  
 SAN FRANCISCO, VA 94127



PROPOSED FRONT VIEW ELEVATION  
 SCALE 1/8" = 1'-0"

TOP ROOF PEAK  
 161.07  
 T.F.F.  
 157.32  
 OPEN CEILING LEVEL  
 T.F.F.  
 144.74  
 THIRD FLOOR LEVEL  
 T.F.F.  
 135.74  
 SECOND FLOOR LEVEL  
 T.F.F.  
 124.57  
 FIRST FLOOR LEVEL  
 T.F.F.  
 124.57  
 FINISHED GRADE  
 PARKING LOT  
 (TOWN OF COLMA  
 ORDINANCE 725)



PROPOSED LIFT VIEW ELEVATION

SCALE 1/2" = 1'-0"

LEFT VIEW ELEVATION

A-8

SHEET NAME:	
SHEET NO:	
JOB NO:	2011-41
SCAL:	AS SHOWN
DATE:	03/15/2019
CHECKED:	PW
DRAWN:	LA
REVISION:	BY

PROJECT NAME:  
 OFFICE BULDING  
 COLMA SHOWCASE  
 1850 EL CAMINO REAL  
 COLMA, CALIFORNIA

FIRM NAME:  
 P. WHITEHEAD AND ASSOC.  
 671 ROCKDALE DRIVE  
 SAN FRANCISCO, VA 94127

FIRM NAME:  
 P. WHITEHEAD AND ASSOC.  
 671 ROCKDALE DRIVE  
 SAN FRANCISCO, VA 94127

PROJECT NAME:  
 OFFICE BULDING  
 COLMA SHOWCASE  
 1850 EL CAMINO REAL  
 COLMA, CALIFORNIA

REVISION: BY


DRAWN: LA

CHECKED: PW

DATE: 03/15/2019

SCALE: AS SHOWN

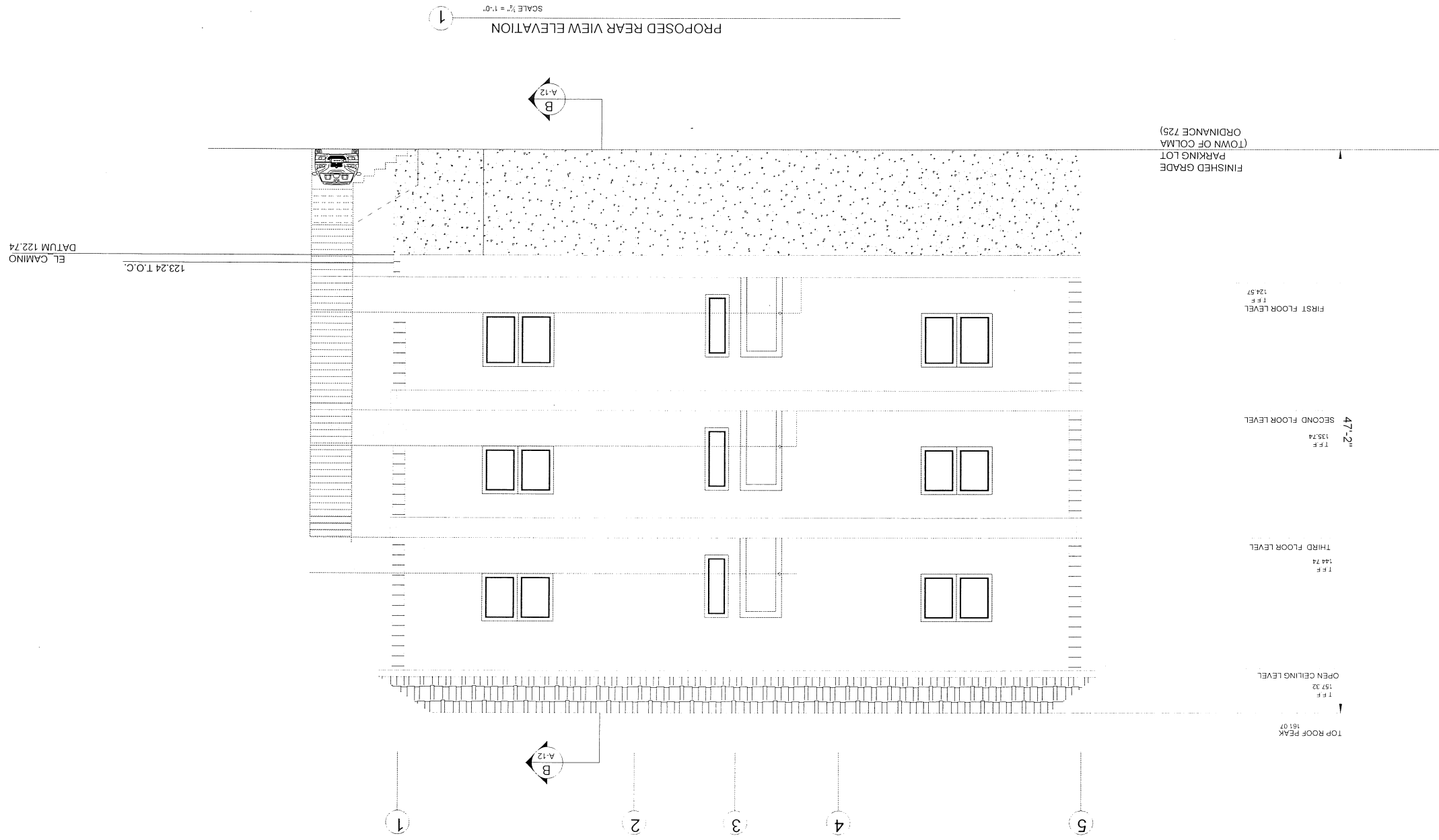
JOB NO.: 2011-41

REAR VIEW ELEVATION

A-9

SHEET NAME:

SHEET NO.:



A-10

RIGHT VIEW ELEVATION

SHEET NO.

SHEET NAME:

2011-41

JOB NO.

AS SHOWN

SCALE:

03/15/2019

DATE:

PW

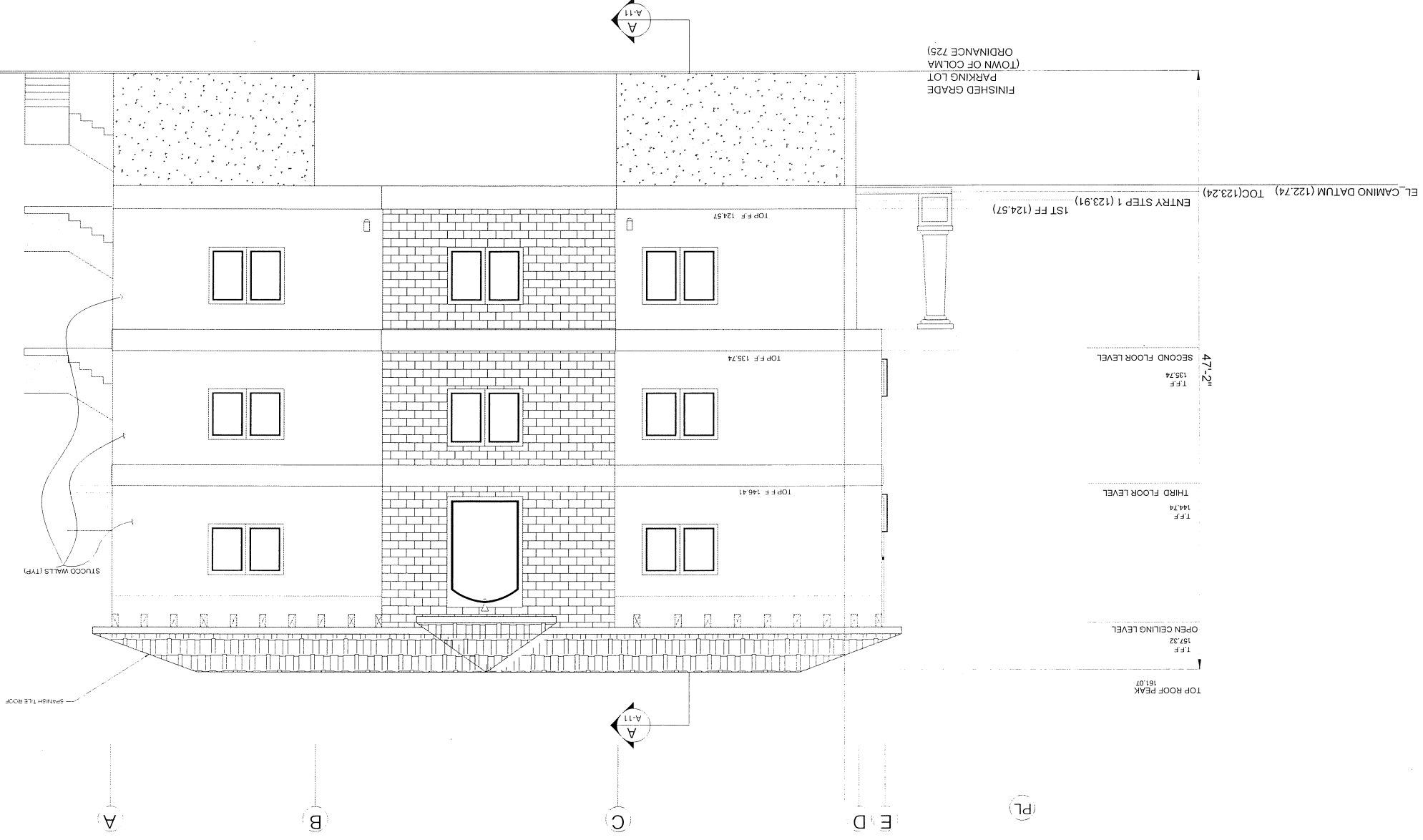
CHECKED:

LA

DRAWN:

FINISHED GRADE  
PARKING LOT 113.91  
(TOWN OF COLMA  
ORDINANCE 725)

PROPOSED RIGHT VIEW ELEVATION  
SCALE 1" = 1'-0"



PROJECT NAME:  
 OFFICE BUILDING  
 COLMA SHOWCASE  
 1850 EL CAMINO REAL  
 COLMA, CALIFORNIA

FIRM NAME:  
 P. WHITEHEAD AND ASSOC.  
 671 ROCKDALE DRIVE  
 SAN FRANCISCO, VA 94127

REVISION: BY


CHECKED: PW

DATE: 03/15/2019

SCALE: AS SHOWN

JOB NO. 2011-41

SHEET NO. A-10

FIRM NAME:  
P. WHITEHEAD AND ASSOC.  
671 ROCKDALE DRIVE  
SAN FRANCISCO, VA 94127

PROJECT NAME:  
OFFICE BUILDING  
COLMA SHOWCASE  
1850 EL CAMINO REAL  
COLMA, CALIFORNIA

REVISION:	BY

DRAWN: LA

CHECKED: PW

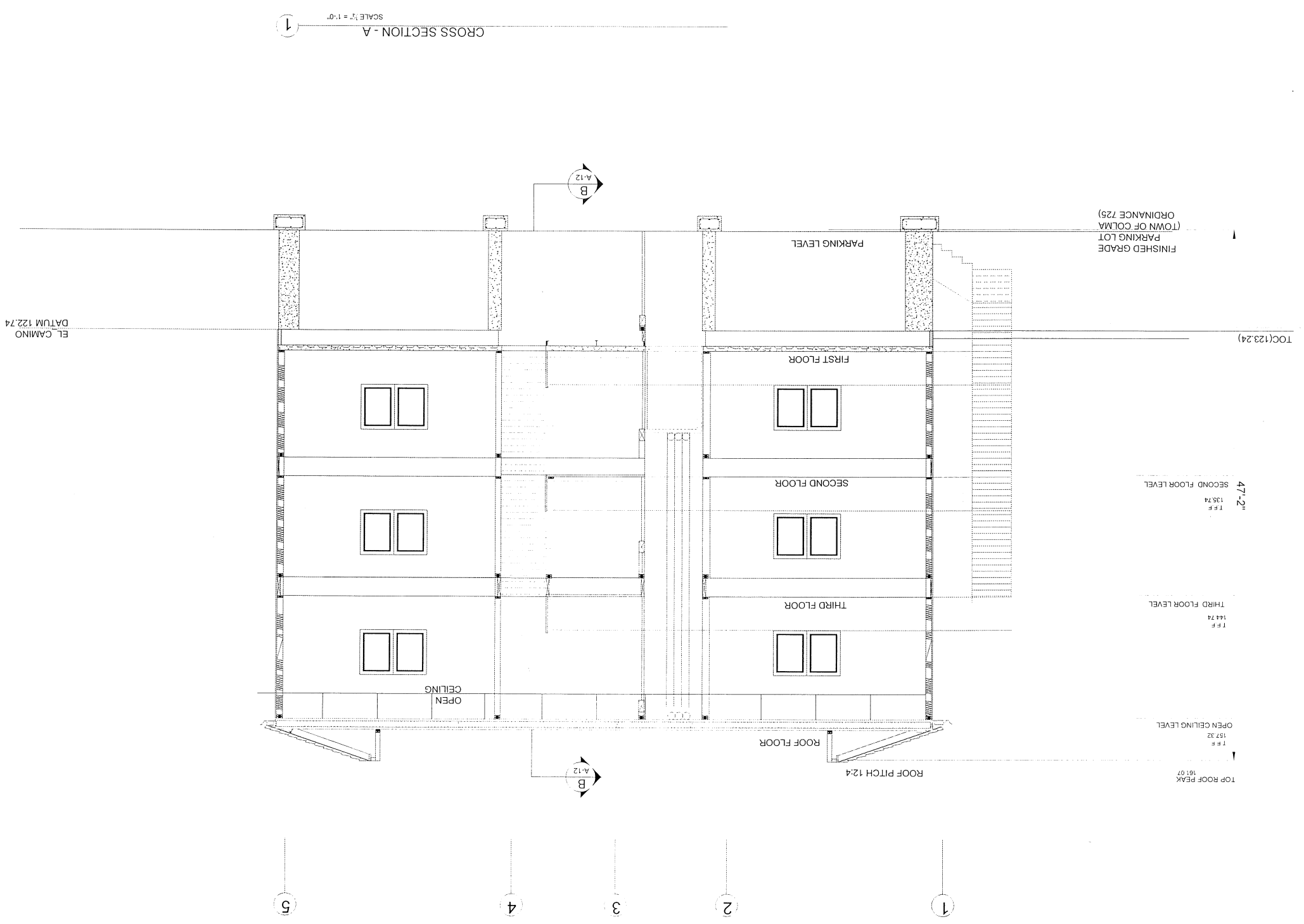
DATE: 03/15/2019

SCAL: AS SHOWN

JOB NO: 2011-41

SHEET NO: A-11

SHEET NAME: CROSS SECTION - A



FIRM NAME:  
 P. WHITEHEAD AND ASSOC.  
 671 ROCKDALE DRIVE  
 SAN FRANCISCO, VA 94127

PROJECT NAME:  
 OFFICE BUILDING  
 COLMA SHOWCASE  
 1850 EL CAMINO REAL  
 COLMA, CALIFORNIA

REVISION:	BY

DRAWN: LA

CHECKED: PW

DATE: 03/15/2019

SCAL: AS SHOWN

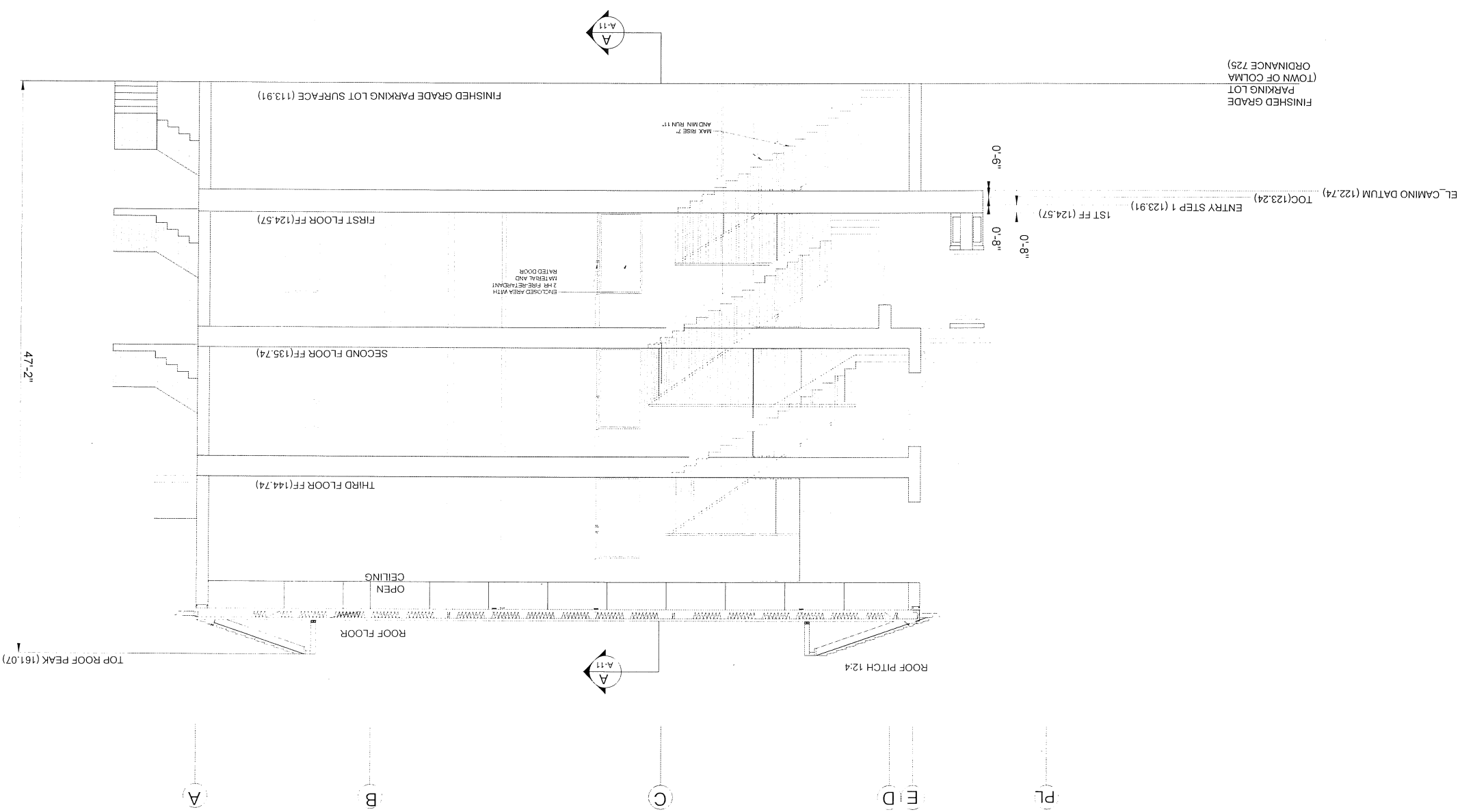
JOB NO: 2011-41

A-12

CROSS SECTION - B

SHEET NAME

SHEET NO:



1 CROSS SECTION - B SCALE 1/8" = 1'-0"

FINISHED GRADE  
 PARKING LOT  
 (TOWN OF COLMA  
 ORDINANCE 725)





## TOWN OF COLMA

### Environmental Checklist Form

#### Project Title:

### 1850 El Camino Real 9,592 Sq. Ft. Office

1. **Lead Agency Name and Address:** Town of Colma Planning Department  
1190 El Camino Real  
Colma, CA 94014
2. **Contact Person and Phone Number:** Turhan Sonmez, Assistant Planner  
650-757-8898
3. **Project Location:** 1850 El Camino Real. The 0.27 acre project site is located between Mission Road and California State Highway 82 (El Camino Real) just south of where Mission Road and El Camino Real converge, near the southern edge of Colma. Please see attached location map. Uses surrounding the project site include multi-tenant commercial public storage facilities to the north and to the east, residential to the west, and vacant land to the south.
4. **Project Sponsor's Name and Address:** 1850 El Camino Real Associates LLC  
88 41<sup>st</sup> Avenue  
San Mateo, CA 94403
5. **General Plan Designation:** Executive/Administrative
6. **Zoning:** Executive/Administrative/Design Review – E/DR

#### 7. **Description of Project:**

##### **Overview**

This Initial Study identifies the potential environmental impacts associated with grading, construction and future occupancy of the project which includes any reasonably foreseeable impacts associated with the project in its entirety. The project sponsor is seeking entitlements to construct a new three-story, 9,592+/- square foot office building built over one-level of at-grade parking, on the 0.27 acre project site. The proposed building would have a 35' tall front façade along El Camino Real. The existing site is a partially paved dirt and gravel lot. There are no existing structures on site, only a concrete pad where a building once stood, and no existing driveway ingress/egress. The project site has been vacant for many years, and the last tenant was a roof contractor's office.

Surrounding uses include multi-tenant commercial public storage facilities to the north and to the east, residential to the west, and vacant land to the south. The project is a small, infill project that would normally be exempt from CEQA review, if it were located on a level site, and if it were not fronting on a state highway.

The proposed project includes several components. A description of each of these components is described below.

### **Zoning Reclassification, Planned Development and**

A Zoning Reclassification and Planned Development is requested to rezone the project site from E/DR (Administrative Office/Design Review) to Planned Development (Administrative Office)/Design Review – PD/DR. The subject property is General Planned for executive/administrative use. The Colma General Plan contains a special Land Use Element Policy (Colma Administrative Code Section 5.02.342) encouraging the development of professional offices in the Executive/Administrative land use area along El Camino Real.

### **Conditional Use Permit**

A Conditional Use Permit has been requested which will set the parameters and conditions for new businesses prior to occupancy of the building. A Master Conditional Use Permit would be established which would specify the types of businesses that will be permitted through an Administrative Use Permit process and the types that would require review by the City Council through an amended Conditional Use Permit process.

### **Parking and Access**

The parking plan submitted to the Town by the project sponsor indicates a total of 22 off-street parking spaces are proposed. This number includes surface parking spaces, as well as parking spaces under the building. The E Zone requires one (1) parking space for every 300 square feet of office space. Since only 6,708+/- square feet of the proposed building's total square footage is office space, the proposed 22 parking spaces is adequate. The parking requirement for medical offices is higher than the requirement for general office, and medical offices will not be permitted. New businesses would be reviewed through an Administrative Use Permit process to assure that required parking will not exceed available on-site parking.

An encroachment permit from the California Department of Transportation is required for construction of the driveway ingress/egress on El Camino Real. The project sponsor was granted an encroachment permit for the ingress/egress design on April 11, 2012 that expired on December 30, 2012 and will need to be renewed. There is currently a line of pylons in the center of El Camino Real that prevent crossing over the center median. These pylons will remain. The driveway will be a "Y" configuration that will only allow for right turns in and right turns out of the property. Once onto the site, the driveway leads down a 5% grade ramp to parking below the building podium.

### **Preliminary Landscape Plan**

A landscape plan, prepared by a licensed Landscape Architect will be required prior to obtaining a building permit. Plans will need to include low water use trees and shrubs and water use calculations as required by the Town. Within the required setback area from El Camino Real there shall be maintained only paved walks, paved driveways, lawns and landscaping. The landscaping shall be consistent with landscaping in the surrounding area, and shall screen parking areas from passersby on the adjacent street.

The preliminary landscape plan submitted to the Town by the project sponsor is consistent with the above. Site landscaping includes plants, signage, lighting and a small lawn area along El Camino Real.

**Tree Permit for Tree Protection Plan**

A tree permit from the Town for tree protection mitigation is required for working in the root zone of three Coast Redwood trees located off-site along the northern boundary of the project site, perpendicular to El Camino Real. The trees are located on the adjoining property in proximity to a proposed retaining wall to be constructed along the northern boundary of the property site.

A tree protection plan, prepared by a licensed arborist, was submitted to the Town by the project sponsor. The plan analyzed potential impacts to the trees and provided mitigation measures to minimize any impacts to the trees' root zones during excavation and construction. The report determined pier holes for the retaining wall must not be closer than 6 feet to any of the trees. The report also determined that roots larger than two (2) inches in diameter must be cut cleanly to prevent root dieback to the main trunk.

The Town will require the arborist to oversee the site excavation for the retaining wall to ensure no damage to the trees occurs. A subsequent report will be submitted to the Town by the arborist documenting that all necessary precautions and actions were taken during work within the root zone of the trees.

**Design Review**

Design Review is required for the proposed office building. All plans for development in the DR zone shall incorporate building, site and landscape design elements representing the Spanish/Mediterranean style.

Elevations submitted to the Town by the project sponsor show building architecture for the proposed project includes Spanish-Mediterranean elements, including arched openings, window boxes, balconies, and tile roofs. Appropriate landscaping will be incorporated along the front of the building, parallel to El Camino Real.

The proposed office building is designed to accommodate administrative offices in a logical manner. The new office building and projected landscaping will develop a vacant site and result in a visual improvement to the community.

**Soils Geotechnical Report**

A soils report is required for the proposed project. The soils report submitted to the Town by the project sponsor indicates the project site is underlain by fine grained sand stratum that extends approximately 8 feet below the surface. Below this first layer is fine grained and medium grained sand and clay sand to a depth of 22 feet.

The soils encountered are characteristic of the area, and are of a low liquefaction potential. Expansive soils were not encountered. Also, ground water was not encountered in the two borings drilled at the site to a depth of 22 feet. Per the recommendation provided in the soils report submitted to the Town, building foundations will consist primarily of a drilled pier and grade beam system. The San Francisco Bay Area is considered to be one of the most seismically active regions in the United States. The nearest active faults are the northwest trending San Andreas Faults, mapping approximately 14 miles northeast of the site. It is expected that the site will be subjected to at least one moderate to severe earthquake. Strong shaking of the site and structures is to be expected. The building will be designed to meet current building code and seismic standards.

**Grading Plan**

Site preparation for the proposed office building will result in site grading and off-hauling of excess soil. A Grading Plan is required for the proposed site preparation.

The existing site is irregularly shaped and located in terrain with slopes exceeding 10%. The site measures 198+/- feet in width and has an average depth of 56+/- feet from the front property line along El Camino Real. The lot is level for a distance of approximately 30+/- feet from the property line. The lot then slopes downward from south to north at a slope averaging two horizontal to one vertical, until reaching a level bench 20+/- wide. After the bench, the lot continues to slope down at two horizontal to one vertical to the rear property line.

The grading plan submitted to the Town by the project sponsor indicates there will be approximately 1,131+/- cubic yards of cut and approximately 888+/- cubic yards of fill. There will also be approximately 32+/- cubic yards of site spoils from the drilling of pier holes. As a result, the quantity of material to be removed from the site is estimated to be 275+/- cubic yards.

The grading plan submitted to the Town by the project sponsor indicates the average depth of cut is 5+/- feet and the average depth of fill is 6.5+/- feet. The average depth of pier holes drilled is 16+/- feet.

The potential for erosion caused by grading on slopes greater than 10% will be mitigated by new pier designed retaining walls proposed along most of the perimeter boundaries of the project site and engineered drainage. Per the recommendation provided in the soils report submitted to the Town, retaining walls located on the site will be designed to resist lateral earth pressures plus additional lateral pressures that may be caused by surcharge loads applied at the ground surface behind the walls. The walls will also be designed to resist additional uniform pressure applied at the surface behind the walls.

#### **Preliminary Drainage Plan**

A drainage plan is required for the proposed project. The preliminary drainage plan submitted to the Town by the project sponsor proposes various mitigation measures for the treatment of stormwater. The plan proposes landscaped area and permeable joint pavers where stormwater is expected to percolate into the underlying native sandy soil. This accounts for approximately 65% of the project site. The remaining project site area will include impervious surfaces.

The preliminary drainage plan indicates stormwater containment will be achieved with a proposed 6" curb along the perimeter of the site. The curb along the north, east, and south boundaries of the site will allow storm water containment on-site allowing time for stormwater infiltration and permeation. In addition, a 6" curb along the west boundary of the site, along El Camino Real, shall serve as a stormwater repulsion measure keeping stormwater on El Camino Real from entering the site.

#### **ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:**


The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Aesthetics           | <input type="checkbox"/> Agricultural and Forestry Resources      | <input checked="" type="checkbox"/> Air Quality             |
| <input checked="" type="checkbox"/> Biological Resources | <input type="checkbox"/> Cultural Resources                       | <input checked="" type="checkbox"/> Geology/Soils           |
| <input type="checkbox"/> Greenhouse Gas Emissions        | <input checked="" type="checkbox"/> Hazards & Hazardous Materials | <input checked="" type="checkbox"/> Hydrology/Water Quality |
| <input checked="" type="checkbox"/> Land Use/Planning    | <input type="checkbox"/> Mineral Resources                        | <input type="checkbox"/> Noise                              |
| <input type="checkbox"/> Population/Housing              | <input type="checkbox"/> Public Services                          | <input type="checkbox"/> Recreation                         |
| <input type="checkbox"/> Transportation/Traffic          | <input type="checkbox"/> Utilities/Service Systems                | <input type="checkbox"/> Mandatory Findings of Significance |

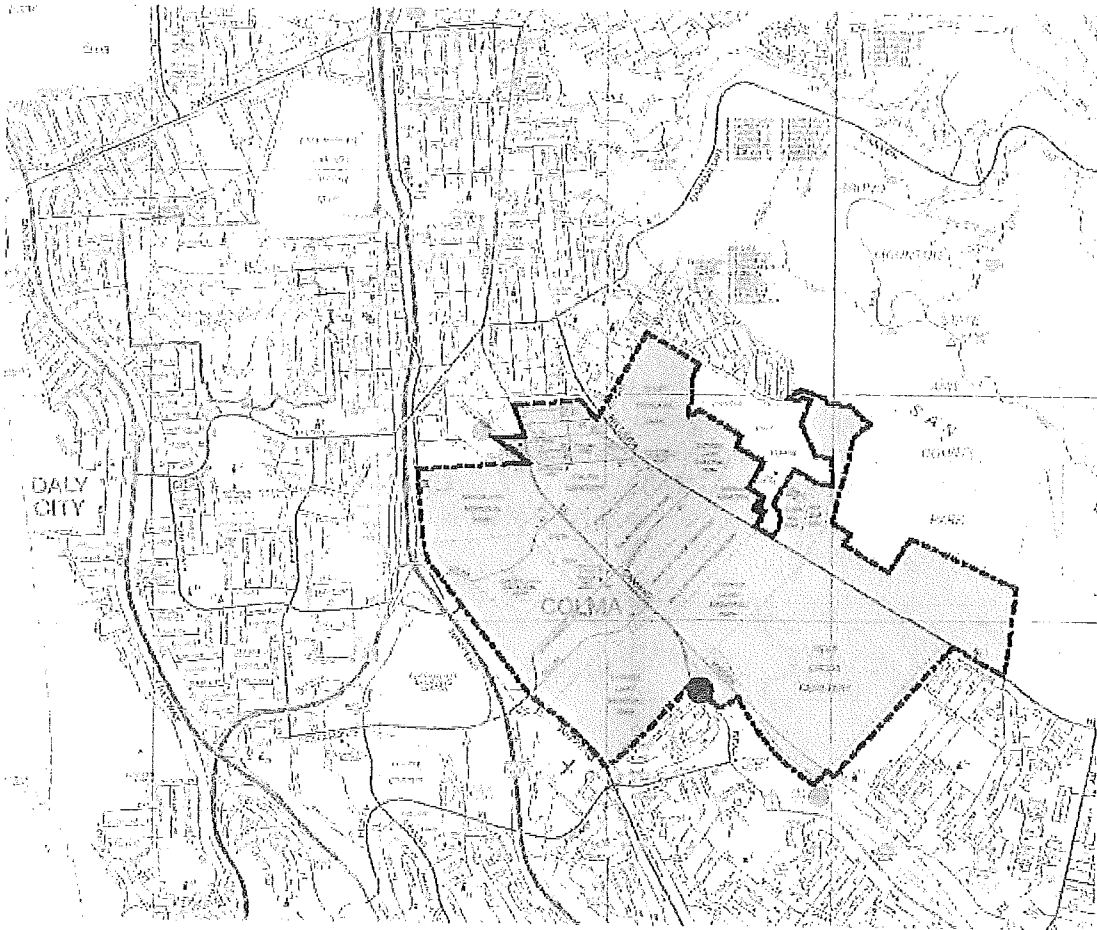
DETERMINATION (To be completed by the Lead Agency):

On the basis of this initial evaluation:

- I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- I find that the proposed project MAY have a "potentially significant" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

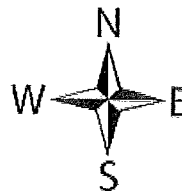
 _____ Signature	April 24, 2013 _____ Date
Michael Laughlin, AICP, City Planner _____ Printed Name	Town of Colma _____

# Location Map



## Legend

- — — — — Town of Colma Boundary
- Project Site



**EXISTING ENVIRONMENTAL SETTING**

Description of the environmental setting is a key aspect of evaluating potential environmental impacts because a “*significant effect on the environment*” is the result of a substantial or potentially substantial adverse **change** in any of the physical conditions within the area affected by the project (CEQA Guidelines Section 15382). The existing environmental setting will be discussed in the analysis of the project for each environmental factor in the Initial Study.

The following sections of the Initial Study focus on evaluating the potential impacts of grading, construction and future occupancy of the project.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
<b>I. AESTHETICS.</b> Would the project:				
a) Have a substantial adverse effect on a scenic vista? (5; 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a State scenic highway? (5, 13, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Substantially degrade the existing visual character or quality of the site and its surroundings? (5, 13,15)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area? (15)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)*

**a) Have a substantial adverse effect on a scenic vista? (No Impact)**

The 1999 Colma General Plan identifies either side of El Camino Real, from the BART crossing in the northern part of Colma to the southern municipal boundary, as a scenic corridor. Although the project site is within this corridor, there are no scenic vistas in the vicinity of the project site, and the proposed building’s visual impact along El Camino Real would be minimal (especially given the presence of existing nearby structures and heavy vegetation south of the site). The proposed building and landscaping would be an improvement over the existing chain link fence and concrete/asphalt on the site. Therefore, there would be no impact on a scenic vista.

**b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a State scenic highway? (No Impact)**

The project site is located along California State Highway 82, which is not a State scenic highway, and the project site has no buildings, trees, rock outcroppings or other potentially scenic resources onsite; therefore, there would be no impact to scenic resources.

**c) Substantially degrade the existing visual character or quality of the site and its surroundings? (Less than Significant Impact)**

The existing site is a dirt and gravel lot. There are no existing structures on site, only a concrete pad where a building once stood. The new office building and projected landscaping will develop a vacant site and result in improvements to the appearance of the existing site and community. The proposed improvements will change the appearance of the site and create a visual change as viewed from El Camino Real and other vantage points. The construction will not block or affect any known significant views. The proposed project is seen as a positive visual change. There would be a less than significant impact with respect to visual character of the site and its surroundings.

**d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area? (Less Than Significant With Mitigation Incorporated)**

Due to the limited amount of street lighting, the proposed project will include exterior security lighting and walkway lighting which remains on during evening hours. The lighting proposed is minimal, as it is only for illuminating walkways and providing security lighting and will not constitute a source of substantial light or glare. The lighting proposed is consistent with that of surrounding uses in the direct vicinity. To assure that project lighting will not impact surrounding properties, the following mitigation measure is recommended. Once implemented, potential for light and glare impacts will be mitigated to a less than significant level.

**Mitigation Measure AES-1:** The applicant shall submit a lighting plan for review and approval of the Planning Department. Exterior project lighting shall be designed to be the minimum required for security. Project lighting shall be directed downward so as not to impact motorists along El Camino Real or adjoining properties.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
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**II. AGRICULTURE AND FOREST RESOURCES.** In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry and Fire Protection regarding the State's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment project; and forest carbon measurement methodology provided in Forest Protocols adopted by the California Air Resources Board. Would the project:



Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use? (1, 5, 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract? (1, 5, 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))? (1, 5, 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Result in the loss of forest land or conversion of forest land to non-forest use? (1, 5, 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland to non-agricultural use or conversion of forest land to non-forest use? (1, 5, 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)*

**a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to a non-agricultural use? (No Impact)**

There are no sites within Colma that are identified as prime farmland, unique farmland or farmland of statewide importance. There would be no impact.

**b) Conflict with existing zoning for agricultural use, or a Williamson Act contract? (No Impact)**

There are no sites subject to a Williamson Act contract in or immediately adjacent to Colma. There would be no impact.

**c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))? (No Impact)**

There are no forest lands or timberland in or immediately adjacent to Colma. There would be no impact.

**d) Result in the loss of forest land or conversion of forest land to non-forest use? (No Impact)**

There are no forest lands in or immediately adjacent to Colma. There would be no impact.

**e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland to non-agricultural use or conversion of forest land to non-forest use? (No Impact)**

The project site is zoned Executive/Administrative/Design Review-E/DR and will be rezoned to Planned Development/Design Review – PD/DR. Surrounding properties are zoned Executive/Administrative Design Review-E/DR, Commercial/Design Review-C/DR, and G/DR-Cemetery/Design Review. Agricultural uses are not permitted within any of the above mentioned zones, with the exception of the cemetery “G” zone. Within the cemetery “G” zone, agricultural uses (primarily open field) are permitted but not required. The existing site is a dirt and gravel lot. The project site and surrounding properties have no agriculture or forest resource use. Therefore, the project would not result in any conversion of farmland to non-agricultural use or conversion of forest land to non-forest use. There would be no impact.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
<b>III. AIR QUALITY:</b> Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:				
a) Conflict with or obstruct implementation of the applicable air quality plan? (1, 5, 10, 18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Violate any air quality standards? (1, 5, 10, 18)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Result in a cumulatively considerable air pollutants? (1, 5, 10, 18)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Expose sensitive receptors to substantial pollutant concentrations? (1, 5, 10, 18)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Create objectionable odors affecting a substantial number of people? (1, 5, 10, 18)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)*

**OVERVIEW**

The project is a small, infill project that would normally be exempt from CEQA review, if it were located on a level site, and if it were not fronting on a state highway. There should be no operational air quality impacts since the site will be used for office uses. Since the proposed office project is less than 53,000 square feet in area, the project is below the GHG screening level identified in table 3-1 of the BAAQMD CEQA Guidelines (May 2011) for potential operational impacts. Construction related GHG impacts can be mitigated by application of standard construction mitigation measures to reduce air quality impacts to a less than significant level.

**Meteorology and Climatology**

Atmospheric conditions such as wind speed, wind direction, and air temperature gradients interact with the physical features of the landscape to determine the movement and dispersal of air pollutants. The

climate of the San Francisco Bay Area is classified as Mediterranean, and has mild, wet winters and warm, dry summers. The regional climate is controlled primarily by the Pacific high-pressure system over the eastern Pacific Ocean and by local topography. Local climate is strongly influenced by topography and proximity to the Pacific Ocean and San Francisco Bay. Cool, onshore winds blowing from the Pacific have a moderating effect, especially west of the Diablo Mountain Range where Colma is located. These mountains act as a barrier to onshore winds, resulting in the channeling of airflow along canyons, valleys, and through straits in the Bay, as well as strong west-to-east temperature differences. The resulting overall air flow patterns are complex, exhibiting much local variation. Large-scale winds, which are the wind patterns influenced by general geographical and topographical features of the San Francisco Bay Area on a roughly 50-mile scale, are predominantly from the west of the Golden Gate toward the Delta.

While air quality is largely a regional issue, the protection of air quality is vital to the overall health of the environment and the attractiveness of any locality. Colma enjoys generally good air quality due largely to the presence of the San Bruno Gap, a break in the Santa Cruz Mountains that allows onshore winds to flow easily into San Francisco Bay and quickly disperse air pollutants.

Within Colma, certain areas of the city are more likely to result in pollutant exposure for residents and workers. These areas include the Junipero Serra Boulevard, Hillside Boulevard, Serramonte Boulevard, El Camino Real, and Highway 280 corridors, which experience relatively high pollutant concentrations due to heavy traffic volumes, particularly during peak traffic periods. In addition, wind blowing out of the south and southeast exposes Colma to emissions from operation of the San Francisco International Airport, including aircraft takeoffs and landings.

### **Regulatory Setting**

Colma is located within the San Francisco Bay Area Air Basin. Air quality in the basin is monitored by the Bay Area Air Quality Management District (BAAQMD), which is primarily responsible for regulating air pollution emissions from stationary sources (e.g., factories) and indirect sources (e.g., traffic associated with new development), as well as for monitoring ambient pollutant concentrations. The BAAQMD's jurisdiction encompasses seven counties – Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Napa – and portions of Solano and Sonoma counties. The Air Resources Board (ARB) and the U.S. Environmental Protection Agency (U.S. EPA) regulate direct emissions from motor vehicles.

**United States Environmental Protection Agency.** At the federal level, the U.S. EPA has been charged with implementing national air quality programs. U.S. EPA's air quality mandates are drawn primarily from the Federal Clean Air Act (FCAA), which was enacted in 1963. The FCAA was amended in 1970, 1977, and 1990.

The FCAA required U.S. EPA to establish primary and secondary National Ambient Air Quality Standards (NAAQS) and required each state to prepare an air quality control plan referred to as a State Implementation Plan (SIP). The Federal Clean Air Act Amendments of 1990 (FCAAA) added requirements for states with nonattainment areas to revise their SIP's to incorporate additional control measures to reduce air pollution. The SIP is periodically modified to reflect the latest emissions inventories, planning documents, and rules and regulations of the air basins as reported by their jurisdictional agencies. U.S. EPA has responsibility to review all state SIP's to determine conformity with the mandates of the FCAAA and determine if implementation would achieve air quality goals. If the U.S. EPA determines a SIP to be inadequate, a Federal Implementation Plan (FIP) may be prepared for the nonattainment area which imposes additional control measures. Failure to submit an approvable SIP or to implement the plan within the mandated timeframe may result in sanctions on transportation funding and stationary air pollution sources in the air basin.

**California Air Resources Board.** In 1992 and 1993, the Air Resources Board (ARB) requested delegation of authority for the implementation and enforcement of specified New Source Performance Standards and National Emission Standards for Hazardous Air Pollutants to the BAAQMD. The U.S. EPA review of the State of California's laws, rules, and regulations showed them to be adequate for the implementation and enforcement of federal standards, and the U.S. EPA granted the delegations as requested.

The ARB is the agency responsible for the coordination and oversight of State and local air pollution control programs in California and for implementing the California Clean Air Act (CCAA), adopted in 1988. The CCAA requires that all air districts in the State achieve and maintain the California Ambient Air Quality Standards (CAAQS) by the earliest practical date. The CCAA specifies that districts should focus on reducing the emissions from transportation and air-wide emission sources, and provides districts with the authority to regulate indirect sources.

The ARB is also primarily responsible for developing and implementing air pollution control plans to achieve and maintain the NAAQS. The ARB is primarily responsible for Statewide pollution sources and produces a major part of the SIP. Local air districts provide additional strategies for sources under their jurisdiction. The ARB combines this data and submits the completed SIP to the U.S. EPA.

Other ARB duties include monitoring air quality (in conjunction with air monitoring networks maintained by air pollution control and air quality management districts), establishing CAAQS (which in many cases are more stringent than the NAAQS), determining and updating area designations and maps, and setting emissions standards for new mobile sources, consumer products, small utility engines, and off-road vehicles.

**National and State Ambient Air Quality Standards.** Pursuant to the FCAA of 1970, the U.S. EPA established NAAQS. The NAAQS were established for major pollutants, termed "criteria" pollutants. "Criteria" pollutants are defined as those pollutants for which the federal and State governments have established ambient air quality standards, or criteria, for outdoor concentrations in order to protect public health.

Both the U.S. EPA and the ARB have established ambient air quality standards for common pollutants: CO, O<sub>3</sub>, NO<sub>2</sub>, SO<sub>2</sub>, Pb, and PM. In addition, the State has set standards for sulfates, hydrogen sulfide, vinyl chloride, and visibility-reducing particles. These standards are designed to protect the health and welfare of the populace with a reasonable margin of safety. These ambient air quality standards are levels of contaminants that avoid specific adverse health effects associated with each pollutant. The ambient air quality standards cover what are called "criteria" pollutants.

Federal standards include both primary and secondary standards. Primary standards set limits to protect public health, including the health of sensitive populations such as asthmatics, children, and the elderly. Secondary standards set limits to protect public welfare, including protection against decreased visibility, damage to animals, crops, vegetation, and buildings.<sup>1</sup> State and Federal standards for the criteria air pollutants are listed in Table 7.

**Bay Area Air Quality Management District (BAAQMD).** The BAAQMD seeks to attain and maintain air quality conditions in the San Francisco Bay Area Air Basin through a comprehensive program of planning, regulation, enforcement, technical innovation, and education. The clean air strategy includes the preparation of plans for the attainment of ambient air quality standards, adoption and enforcement of rules

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<sup>1</sup> U.S. Environmental Protection Agency, 2007. Website: [www.epa.gov/air/criteria.html](http://www.epa.gov/air/criteria.html).

and regulations, and issuance of permits for stationary sources. The BAAQMD also inspects stationary sources and responds to citizen complaints, monitors ambient air quality and meteorological conditions, and implements programs and regulations required by law.

The BAAQMD is responsible for developing a Clean Air Plan which guides the region's air quality planning efforts to attain the CAAQS. The BAAQMD's 2010 Clean Air Plan is the latest Clean Air Plan which contains district-wide control measures to reduce ozone precursor emissions (i.e., ROG and NOx), particulate matter and greenhouse gas emissions. The Bay Area 2010 Clean Air Plan, which was adopted on September 15, 2010 by the BAAQMD's board of directors:

- Updates the Bay Area 2005 Ozone Strategy in accordance with the requirements of the California Clean Air Act to implement "all feasible measures" to reduce ozone;
- Provides a control strategy to reduce ozone, PM, TACs, and greenhouse gases in a single, integrated plan;
- Reviews progress in improving air quality in recent years; and
- Establishes emission control measures to be adopted or implemented in the 2010 to 2012 timeframe.

The BAAQMD CEQA Air Quality Guidelines were prepared to assist in the evaluation of air quality impacts of projects and plans proposed within the Bay Area. The guidelines provide recommended procedures for evaluating potential air impacts during the environmental review process, consistent with CEQA requirements, and include thresholds of significance, mitigation measures, and background air quality information. They also include assessment methodologies for air toxics, odors, and greenhouse gas emissions. In June 2010, the BAAQMD's Board of Directors adopted CEQA thresholds of significance and an update of the CEQA Guidelines. In May 2011, the updated BAAQMD CEQA Air Quality Guidelines were amended to include a risk and hazards threshold for new receptors and modified procedures for assessing impacts related to risk and hazard impacts.

### **Criteria Air Pollutants**

Ambient air quality standards have been established by State and Federal environmental agencies for specific air pollutants most pervasive in urban environments. These pollutants are referred to as criteria air pollutants because the standards established for them were developed to meet specific health and welfare criteria set forth in the enabling legislation. The criteria air pollutants that could be emitted by the development of the proposed project include ozone (O<sub>3</sub>) precursors (NOx and ROG), carbon monoxide (CO), nitrogen dioxide (NO<sub>2</sub>), and suspended particulate matter (PM<sub>10</sub> and PM<sub>2.5</sub>). Other criteria pollutants, such as lead (Pb) and sulfur dioxide (SO<sub>2</sub>), would not be substantially emitted by the proposed project or from related traffic, and air quality standards for them are being met throughout the Bay Area.

**Ozone (O<sub>3</sub>).** While ozone serves a beneficial purpose in the upper atmosphere (stratosphere) by reducing ultraviolet radiation potentially harmful to humans, when it reaches elevated concentrations in the lower atmosphere it can be harmful to the human respiratory system and to sensitive species of plants. Ozone concentrations build to peak levels during periods of light winds, bright sunshine, and high temperatures. Short-term ozone exposure can reduce lung function in children, make persons susceptible to respiratory infection, and produce symptoms that cause people to seek medical treatment for respiratory distress. Long-term exposure can impair lung defense mechanisms and lead to emphysema and chronic bronchitis. Sensitivity to ozone varies among individuals, but about 20 percent of the population is sensitive to ozone, with exercising children being particularly vulnerable. Ozone is formed in the atmosphere by a complex series of photochemical reactions that involve "ozone precursors" that are two large families of pollutants: oxides of nitrogen (NOx) and reactive organic gases (ROG). NOx and ROG are emitted from a

variety of stationary and mobile sources. While NO<sub>2</sub>, an oxide of nitrogen, is another criteria pollutant itself, ROG's are not in that category, but are included in this discussion as ozone precursors.

**Carbon Monoxide (CO).** Exposure to high concentrations of CO reduces the oxygen-carrying capacity of the blood and can cause dizziness and fatigue, impair central nervous system function, and induce angina in persons with serious heart disease. Primary sources of CO in ambient air are passenger cars, light-duty trucks, and residential wood burning.

**Nitrogen Dioxide (NO<sub>2</sub>).** The major health effect from exposure to high levels of NO<sub>2</sub> is the risk of acute and chronic respiratory disease. NO<sub>2</sub> is a combustion by-product, but it can also form in the atmosphere by chemical reaction. NO<sub>2</sub> is a reddish-brown colored gas often observed during the same conditions that produce high levels of ozone and can affect regional visibility. NO<sub>2</sub> is one compound in a group of compounds consisting of oxides of nitrogen (NO<sub>x</sub>). As described above, NO<sub>x</sub> is an ozone precursor compound.

**Particulate Matter (PM).** Particulate matter consists of particles of various sizes which can be inhaled into the lungs and cause adverse health effects. Particulate matter is regulated by the fraction of coarse particulates 10 microns (a micron is one one-millionth of a meter) or less in diameter (PM<sub>10</sub>) and by the fraction of fine particulates 2.5 microns or less in diameter (PM<sub>2.5</sub>). The health effects from long-term exposure to high concentrations of particulate matter are increased risk of chronic respiratory disease like asthma, and altered lung function in children. Short-term exposure to high levels of particulate matter has been shown to increase the number of people seeking medical treatment for respiratory distress, and to increase mortality among those with severe respiratory problems. Particulate matter also results in reduced visibility. Ambient particulate matter has many sources. It is emitted directly by combustion sources like motor vehicles, industrial facilities, and residential wood burning, and in the form of dust from ground-disturbing activities such as construction and farming. It also forms in the atmosphere from the chemical reaction of precursor gases.

**Standards of Significance.** BAAQMD CEQA Guidelines provide the following definitions of a significant air quality impact:

**Table 6. BAAQMD Significance Threshold Levels**

<b>Project-Level</b>		
	<b>Construction-Related</b>	<b>Operational-Related</b>
ROG	54 lbs/day	54 lbs/day or 10 tons/year
NO <sub>x</sub>	54 lbs/day	54 lbs/day or 10 tons/year
PM <sub>10</sub>	82 lbs/day (exhaust)	82 lbs/day or 15 tons/year
PM <sub>10</sub> /PM <sub>2.5</sub> (fugitive dust)	Best Management Practices	None
Local CO	None	9.0 ppm (8-hour average) 20.0 ppm (1-hour average)
<b>Risks and Hazards Single Source Impacts (New Source / Receptor)</b>		
Cancer Risk	>10 in one million	
Acute / Chronic Hazard Indices	>1.0	
PM <sub>2.5</sub>	>0.3 ug/m <sup>3</sup>	
<b>Risks and Hazards Cumulative Impact (New Source / Receptor)</b>		
Cancer Risk	>100 in one million	
Acute / Chronic Hazard Indices	>10.0	
PM <sub>2.5</sub>	>0.8 ug/m <sup>3</sup>	

ug/m<sup>3</sup> = micrograms per cubic meter of air. ppm = parts per million

Source: BAAQMD, 2011

### Existing Air Quality

In general, the upwind parts of the Bay Area experience low concentrations of most pollutants when compared to Federal and State standards, which are set out in Table 7. The Bay Area is classified a non-attainment area for National ozone and PM<sub>2.5</sub> standards. The BAAQMD monitors air quality at about two dozen locations within the San Francisco Air Basin, although none are located in Colma. The monitoring sites closest to Colma are located in San Francisco and Redwood City. Table 8 summarizes exceedances of the State and Federal standards at these two sites. The table shows that most of the ambient air quality standards are met in the project area with the exception of the State standards for PM<sub>10</sub> and Federal standards for PM<sub>2.5</sub>.

**Table 7. Federal and State Ambient Air Quality Standards**

<b>Pollutant</b>	<b>Averaging Time</b>	<b>Federal Primary Standard</b>	<b>State Standard</b>
Ozone	1-Hour	--	0.09 ppm
	8-Hour	0.075 ppm	0.070 ppm
Carbon Monoxide	1-Hour	9.0 ppm	9.0 ppm
	8-Hour	35.0 ppm	20.0 ppm
Nitrogen Dioxide	1-Hour	0.100 ppm	0.18 ppm
	Annual	0.053 ppm	0.030 ppm
Sulfur Dioxide	1-Hour	0.075 ppm	0.25 ppm
	24-hour	--	0.04 ppm
PM <sub>10</sub>	24-Hour	150 ug/m <sup>3</sup>	50 ug/m <sup>3</sup>
	Annual	--	20 ug/m <sup>3</sup>
PM <sub>2.5</sub>	24-Hour	35 ug/m <sup>3</sup>	--
	Annual	15 ug/m <sup>3</sup>	12 ug/m <sup>3</sup>
Lead	30-Day Avg.	--	1.5 ug/m <sup>3</sup>
	Calendar Quarter	1.5 ug/m <sup>3</sup>	--
	Rolling 3-Month Avg.	0.15 ug/m <sup>3</sup>	--

ppm = parts per million. ug/m<sup>3</sup> = Micrograms per Cubic Meter

Source: BAAQMD, 2010.

**Table 8. Air Quality Data Summary for San Francisco and Redwood City, 2007-2009**

Pollutant	Standard	Monitoring Site	Days Standard Exceeded		
			2007	2008	2009
Ozone	Federal 8-Hour	San Francisco	0	0	0
		Redwood City	0	0	0
Ozone	State 8-Hour	San Francisco	0	0	0
		Redwood City	0	0	0
PM <sub>10</sub>	Federal 24-Hour	San Francisco	0	0	0
		Redwood City	0	0	0
PM <sub>10</sub>	State 24-Hour	San Francisco	2	0	0
		Redwood City	1	0	0
PM <sub>2.5</sub>	Federal 24-Hour	San Francisco	5	0	1
		Redwood City	1	0	0
Carbon Monoxide	Federal/State 8-Hour	San Francisco	0	0	0
		Redwood City	0	0	0
Nitrogen Dioxide	Federal/State 1-Hour	San Francisco	0	0	0
		Redwood City	0	0	0

Source: Air Resources Board, 2010

**a) Would the project conflict or obstruct implementation of an air quality plan? (No Impact)**

As noted above, the BAAQMD's 2010 Clean Air Plan contains district-wide control measures to reduce ozone precursor emissions (i.e., ROG and NO<sub>x</sub>) and particulate matter. The BAAQMD uses the Clean Air Plan to evaluate a project's potential cumulative air quality impacts. The latest air quality plan, the *Bay Area 2010 Clean Air Plan*,<sup>1</sup> was developed in order to bring the region into compliance with State and Federal air quality standards. The project would not conflict with any of the control measures identified in the Clean Air Plan. Therefore, the project would not conflict with the *Bay Area 2010 Clean Air Plan*.

**b) Would the project violate any air quality standards? (Less Than Significant With Mitigation Incorporated)**

The project involves grading and construction, which includes the use of construction vehicles to transport and move soil and building materials. Grading and construction activities would temporarily affect local air quality causing a temporary increase in particulate dust and other pollutants.

The BAAQMD considers projects that implement all Basic Construction Mitigation Measures to have a less than significant impact on fugitive dust emissions. Implementation of the Mitigation Measure AIR-1, which implements the BAAQMD recommendations, would reduce air quality construction impacts to a less than significant level. Also, there should be no operational air quality impacts since the site will be used for office uses. Therefore, the proposed grading would not violate any air quality standard or contribute substantially to an existing or projected air quality violation.

**Mitigation Measure AIR-1:** The following construction practices shall be implemented during grading operations:

- a. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.

<sup>1</sup> BAAQMD, 2010. *Bay Area 2010 Clean Air Plan*. September.



- b. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
- c. All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
- d. All vehicle speeds on unpaved roads shall be limited to 15 mph.
- e. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage reminding workers to shut off equipment shall be provided at all access points.
- f. All construction equipment shall be maintained and properly tuned, in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.
- g. Post a publicly visible sign with the telephone number and person to contact at the Town of Colma regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.

**c) Would the project result in cumulatively considerable air pollutants? (Less Than Significant Impact)**

Past, present and future development projects contribute to the region's adverse air quality impacts on a cumulative basis. According to the BAAQMD, no single project is sufficient in size to, by itself, result in nonattainment of ambient air quality standards. Instead, a project's individual emissions contribute to existing cumulatively significant adverse air quality impacts. If a project's contribution to the cumulative impact is considerable, then the project's impact on air quality would be considered significant. As indicated in the analysis in III (a,b) above, the grading and construction would not have a significant impact provided that truck trips do not exceed 60 incoming per day and provided that Mitigation Measure AIR-1 is implemented. Therefore, the project would not result in cumulatively considerable air pollutants.

**d) Expose sensitive receptors to substantial pollutant concentrations? (Less Than Significant Impact with Mitigation Incorporated)**

As discussed in III (b), there would be potentially significant air quality impacts related to grading and construction impacts which would be reduced to a less than significant level by Mitigation Measure AIR-1. There would be construction related impacts to sensitive receptors in the vicinity of the project site, namely the Winston Manor neighborhood. However, these impacts are mitigated to a less than significant level by Mitigation Measure AIR-1.

**e) Create objectionable odors affecting a substantial number or people? (Less Than Significant Impact)**

During grading and construction, the various vehicles and equipment in use on the site may create odors. These odors are temporary and not likely to be noticeable much beyond the site boundaries. There should be no operational odors since the site will be used for office uses. Therefore, the potential for odor impacts is less than significant.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
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**IV. BIOLOGICAL RESOURCES.** Would the project:

- |   |                          |                                     |                          |                                     |
|---|--------------------------|-------------------------------------|--------------------------|-------------------------------------|
| a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service? (1, 2, 3, 6, 15, 22) | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or U.S. Fish and Wildlife Service? (1, 2, 3, 6, 15, 22)   | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means? (1, 2, 3, 6, 15, 22)   | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites? (1, 2, 3, 6, 15,22)  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance? (1, 2, 3, 6, 15, 22)  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan? (1, 2, 3, 6, 15, 22)   | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

*(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)*

**OVERVIEW**

Colma abuts San Bruno Mountain State and County Park which provides habitat for federally-listed endangered butterflies and two subspecies of Manzanita which are listed by the State of California as threatened. Colma’s tall trees and tree groves are potential nesting sites for birds protected by the Migratory Bird Treaty Act. The ornamental ponds within the cemeteries may provide habitat for the federally-listed threatened Red-legged frog (1999 Colma General Plan, 5.04.219). No Habitat Conservation Plan has been established for any area within Colma.

The existing site is a dirt and gravel lot with some paving. There are no existing structures on site, only a concrete pad where a building once stood. The existing site is irregularly shaped and located in terrain with slopes exceeding 10%. The site measures 198+/- feet in width and has an average depth of 56+/- feet from the front property line along El Camino Real. The lot is level for a distance of approximately 30+/- feet from the property line. The lot then slopes downward from south to north at a slope averaging two

horizontal to one vertical, until reaching a level bench 20+/- wide. After the bench, the lot continues to slope down at two horizontal to one vertical to the rear property line. There are no trees or any other significant vegetation on the site.

- a) **Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service? (No Impact)**

The site has not been identified as providing habitat for candidate, sensitive, or special status species, therefore there would be no impact.

- b) **Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or U.S. Fish and Wildlife Service? (No Impact)**

The project site is not in a riparian habitat area or other sensitive natural community. Therefore, there would be no impact.

- c) **Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) Through direct removal, filling, hydrological interruption, or other means? (No Impact)**

The project site does not contain federally protected wetlands. Therefore, there would be no impact.

- d) **Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites? (No Impact)**

The project site has been disturbed by past use of the area. The area does not provide migratory wildlife corridor access or serve as wildlife nursery sites. Therefore, there would be no impact.

- e) **Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance? (Less than Significant with Mitigation Incorporated)**

The General Plan of the Town of Colma recognizes the contribution of both trees and views to the character and beauty of the Town. Removal of trees without reasonable care would destroy the natural beauty of certain areas, contribute to erosion and increase cost of drainage systems, reduce protection against wind, and impair residential privacy and quiet. Guidelines are needed to protect both trees and views and to ensure that access to public property and public rights of-way, including sidewalks, by persons with disabilities is not constrained or inhibited. For such reasons, the City Council enacts these regulations to promote the public health, safety and welfare.

A Tree Permit from the Town for tree protection mitigation is required for working in the root zone of three Coast Redwood trees located off-site along the northern boundary of the project site, perpendicular to El Camino Real. The trees are located in proximity to a proposed retaining wall to be constructed along the northern edge of the property site.

An arborist report submitted to the Town by the project sponsor analyzes potential impacts to the trees and provides mitigation measures to minimize any impacts to the trees' root zones. The report determines pier holes for the retaining wall must not be closer than 6 feet to any of the trees. The report also

determines that roots larger than two (2) inches in diameter must be cut cleanly to prevent root dieback to the main trunk.

The Town will require the arborist to oversee the site excavation for the retaining wall to ensure no long-term damage to the trees occurs. A subsequent report will be submitted to the Town by the arborist detailing care of the trees for the excavation of the retaining wall to ensure the trees incurred no damage during grading.

**Mitigation Measure BIO-1:** The following shall be implemented during excavation operations for the retaining wall to be constructed along the northern edge of the property site:

- a. A tree permit from the Town for tree protection mitigation shall be obtained prior to beginning excavation.
- b. A licensed Arborist shall oversee the site excavation for the retaining wall, to ensure no damage to the trees occurs, and a subsequent report shall be submitted to the Town by the arborist detailing the excavation for the retaining wall and documenting measures that were taken to ensure the health and protection of the trees during the construction.
- c. Pier holes for the retaining wall shall not be closer than 6 feet to any of the trees.
- d. Roots larger than two (2) inches in diameter shall be cut cleanly to prevent root dieback to the main trunk.

**f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan or other approved local, regional, or State habitat conservation plan? (No Impact)**

There is no adopted Habitat Conservation Plan, Natural Community Conservation Plan or other approved local, regional, or State habitat conservation plan that applies to land within Colma. Therefore, there would be no impact.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
V. <b>CULTURAL RESOURCES.</b> Would the project:				
a) Cause a substantial adverse change in the significance of a historical resource as defined in § 15064.5? (1, 2, 5, 13, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to § 15064.5? (1, 2, 5, 13, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature (1, 2, 5, 13, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Disturb any human remains, including those interred outside of formal cemeteries? (1, 2, 5, 13, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)*

**a) Cause a substantial adverse change in the significance of a historical resource as defined in § 15064.5? (No Impact)**

Incorporated in 1924, the Town of Colma's history is exemplified by its Spanish-Mediterranean architecture and historic cemeteries. During the 1999 General Plan update, the Town of Colma was comprehensively surveyed for historic resources, and private and public potentially historic resources were identified, and documented in the Historic Resources Element of the 1999 General Plan. The project site is not the site of a significant historical resource. The site has been significantly altered over the years by grading and filling. Therefore, there would be no impact to a significant historical resource.

**b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to § 15064.5? (No Impact)**

There are no known archeological resources within the Town of Colma. However, research conducted by the California Historical Resources Information System (CHRIS) staff suggests that Native American activity and possibly settlement occurred in Colma. Since the site has been significantly altered over the years by grading and filling, the likelihood of archaeological resources is remote. Therefore, there would be no impact to a significant archaeological resource.

**c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature? (No Impact)**

There are no known paleontological resources or sites or unique geologic features within the Town of Colma. Since the site has been significantly altered over the years by grading and filling, the likelihood of finding paleontological resources is remote. Therefore, there would be no impact to a unique paleontological resource.

**d) Disturb any human remains, including those interred outside of formal cemeteries? (No Impact)**

Since the site has been significantly altered over the years by grading and filling, the likelihood of finding human remains is remote. Therefore, there would be no impact to human remains.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
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**VI. GEOLOGY AND SOILS.** Would the project:

a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury or death involving:

- i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42. (1, 5,10,11,15)

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
ii) Strong seismic ground shaking (1, 5,10,11,15)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iii) Seismic-related ground failure, including liquefaction? (1, 5,10,11,15)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iv) Landslides? (1, 5,10,11,15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in substantial soil erosion or the loss of topsoil? (1, 5,10,11,15)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse? (1, 5,10,11,15)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Be located on expansive soil, as defined in Table 18 1 B of the Uniform Building Code (1994), creating substantial risks to life or property? (1, 5,10,11,15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water? (1, 5,10,11,15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)

**OVERVIEW**

Colma is located within the seismically active San Francisco Bay region, one of the most seismically active zones in the United States. The faults in the region are capable of generating earthquakes of at least 8.0 in magnitude on the Richter Scale, producing very strong ground shaking in Colma. The closest fault line to Colma is the San Andreas Fault, which runs along the Crystal Springs Reservoir and extends into the Pacific Ocean at Mussel Rock, west of Colma. Earthquake hazards also include secondary effects, such as earthquake induced land sliding, subsidence, liquefaction, tsunami and seiche. There are no fault lines identified within Colma’s boundaries, nor is Colma within an Alquist-Priolo designated zone, so the risk of seismically induced ground rupture is low. Additionally, because Colma is situated inland, and not adjacent to any large body of water, there is a low potential for tsunamis or seiches that affect Colma.

- a) **Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving: i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42; ii) Strong seismic ground shaking; iii) Seismic-related ground failure, including liquefaction; iv) Landslides? (Less Than Significant Impact)**

The project area is not in an Alquist-Priolo Earthquake fault zone, however the entire Bay Area is a seismically active region. Users of the proposed building are expected to experience a significant seismic event during the life of the building. There is a low potential for liquefaction at the site. Retaining walls located on the site will be designed to resist lateral earth pressures plus additional lateral pressures that

may be caused by surcharge loads applied at the ground surface behind the walls, so there would be no risk of landslides. The proposed improvements and all future improvements on the property would be subject to environmental review and would be required to conform with the Town's administrative and discretionary review procedures, the Municipal Code, and the California Building Code and Fire Codes. The building will be designed to meet all current code requirements. Therefore, there will be a less than significant impact when building codes are applied.

**b) Result in substantial soil erosion or the loss of topsoil? (Less than Significant With Mitigation Incorporated)**

Grading activity has the potential to create conditions resulting in soil erosion. Colma Municipal Code (CMC) Section 5.07.010 et. seq. requires a grading permit for projects involving more than minor grading activity. The regulations for a grading permit require an erosion and sedimentation control plan as part of a grading permit unless the site is less than one-quarter acre in size and is the grading is limited to less than 50 cubic yards of cut or fill (CMC 5.07.130). The grading plan submitted to the Town by the project sponsor indicates there will be approximately 1,131+/- cubic yards of cut and 888+/- cubic yards of fill for the project. There will also be 32+/- cubic yards of site spoils from the drilling of pier holes. As a result, the quantity of material to be removed from the site is estimated to be approximately 275+/- cubic yards. The potential for erosion caused by grading on slopes greater than 10% will be mitigated by new pier designed retaining walls proposed all along the southern, eastern, and northern boundaries of the project site. A large portion of the site's western boundary along El Camino Real will also be supported by a new retaining wall. The following mitigation measure will be applied to the project to mitigate against soil erosion:

**Mitigation Measure GEO-1:** Retaining walls located on the site will be designed to resist lateral earth pressures plus additional lateral pressures that may be caused by surcharge loads applied at the ground surface behind the walls. The walls will also be designed to resist an additional uniform pressure. The Geotechnical Engineer shall review and certify the civil and structural plans for the retaining walls and the building.

**c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse? (Less than Significant With Mitigation Incorporated)**

The soils report submitted to the Town by the project sponsor indicates the project site is underlain by fine grained sand stratum that extends approximately 8 feet below the surface. Below this first layer is fine grained and medium grained sand and clay sand to a depth of 22 feet.

The soils encountered are characteristic of the area, and are of a low liquefaction potential. Also, ground water was not encountered in the two borings drilled at the site to a depth of 22 feet. Given that the site is moderately sloped and contains some overburden material, the potential for local creep exists. Impacts related to soil stability will be mitigated to a less than significant level though the implementation of Mitigation Measure GEO-1.

**d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property? (No Impact)**

The soils report submitted to the Town by the project sponsor indicates the project site is underlain by fine grained sand stratum that extends approximately 8 feet below the surface. Below this first layer is fine grained and medium grained sand and clay sand to a depth of 22 feet.

The project involves engineered grading in an area that is stable. Expansive soils were not encountered. Therefore, there would be no impact.

**e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water? (No Impact)**

All of Colma is served by sanitary sewers, so there would be no need for the installation of septic systems. There would be no impact.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
<b>VII. GREENHOUSE GAS EMISSIONS.</b> Would the project:				
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment? (1, 2, 9, 19)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases? (1, 2, 9, 19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)*

**OVERVIEW**

The project is a small, infill project that would normally be exempt from CEQA review, if it were located on a level site, and if it were not fronting on a state highway. Operational air quality impacts would be minimal, since the site would be used for office uses .. Since the proposed office project is less than 53,000 square feet in area, the project is below the GHG screening level identified in table 3-1 of the BAAQMD CEQA Guidelines (May 2011) for potential operational impacts.

**a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment? (Less Than Significant Impact)**

Under the recently adopted BAAQMD Air Quality CEQA Guidelines, a greenhouse gas (GHG) threshold was established at 1,100 metric tons of carbon dioxide equivalents (CO<sub>2</sub>e) a year or more. If a project would generate GHG at a rate above this threshold, then it would make a cumulatively considerable contribution to greenhouse gas emissions and result in a cumulatively significant impact to global climate change. Estimates of future GHG emissions do not account for all changes in technology that may reduce such emissions; therefore, the estimates are based on past performance and represent a scenario that is believed to be worse than that which is likely to be encountered (i.e., after energy-efficient technologies have been implemented).

GHG emissions associated with grading and construction of the office building would occur over the short term from construction activities, consisting primarily of emissions from equipment exhaust. Due to



the small size of the project site and the proposed building, grading and construction GHG emissions will be well below the threshold of creating significant impacts. There would not be substantial long-term regional emissions since the proposed use for the project site is professional offices.

Construction activities, such as site grading, utility engines, on-site heavy-duty construction vehicles, equipment hauling materials to and from the site, asphalt paving, and motor vehicles transporting the construction crew would produce combustion emissions from various sources. During construction of the proposed office building, GHG's would be emitted through the operation of construction equipment and from worker and builder supply vendor vehicles, each of which typically use fossil-based fuels to operate. The combustion of fossil-based fuels creates GHG's such as CO<sub>2</sub>, methane (CH<sub>4</sub>), and nitrous oxide (N<sub>2</sub>O). Exhaust emissions from on-site construction activities would vary daily as construction activity levels change.

The BAAQMD does not have an adopted threshold of significance for construction-related GHG emissions. However, the project falls well below the 277,000 square feet of building area that is recommended to be screened for possible construction related impact related to Reactive Organic Gases (ROG), and well below the 53,000 square feet of building area for operational GHG screening. With the implementation of **Mitigation Measure AIR-1**, there would clearly be a less than significant impact with respect to construction related greenhouse gas emissions.

**b) Conflict with any applicable plan, policy or regulation of an agency adopted for the purpose of reducing the emissions of greenhouse gases? (No Impact)**

**Federal Regulations.** The United States has historically had a voluntary approach to reducing GHG emissions. However, on April 2, 2007, the United States Supreme Court ruled that the U.S. EPA has the authority to regulate CO<sub>2</sub> emissions under the Federal Clean Air Act (CAA). While there currently are no adopted Federal regulations for the control or reduction of GHG emissions, the U.S. EPA commenced several actions in 2009 that are required to implement a regulatory approach to global climate change.

On September 30, 2009, the U.S. EPA announced a proposal that focuses on large facilities emitting over 25,000 tons of GHG emissions per year. These facilities would be required to obtain permits that would demonstrate they are using the best practices and technologies to minimize GHG emissions.

On December 7, 2009, the U.S. EPA Administrator signed a final action under the CAA, finding that six greenhouse gases (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, HFCs, PFCs, SF<sub>6</sub>) constitute a threat to public health and welfare, and that the combined emissions from motor vehicles cause and contribute to global climate change. This U.S. EPA action does not impose any requirements on industry or other entities. However, the findings are a prerequisite to finalizing the GHG emission standards for light-duty vehicles mentioned below.

On April 1, 2010, the U.S. EPA and the Department of Transportation's National Highway Traffic Safety Administration (NHTSA) announced a final joint rule to establish a National program consisting of new standards for model year 2012 through 2016 light-duty vehicles that will reduce GHG emissions and improve fuel economy. The U.S. EPA GHG standards require that these vehicles must meet an estimated combined average emissions level of 250 grams of carbon dioxide (CO<sub>2</sub>) per mile in model year 2016, equivalent to 35.5 miles per gallon (mpg).

**State Regulations.** In June 2005, Governor Schwarzenegger established California's GHG emissions reduction targets in Executive Order S-3-05. The Executive Order established the following goals for the State of California: GHG emissions should be reduced to 2000 levels by 2010; GHG emissions should be reduced to 1990 levels by 2020; and GHG emissions should be reduced to 80 percent below 1990 levels by 2050.

California’s major initiative for reducing GHG emissions is outlined in Assembly Bill 32 (AB 32), the “Global Warming Solutions Act,” passed by the California State legislature on August 31, 2006. This effort aims at reducing GHG emissions to 1990 levels by 2020. The ARB has established 1990 baseline at 427 million metric tons (MMT) of CO<sub>2</sub>eq. The 2020 emissions target requires the reduction of 169 MMT from the State’s projected business-as-usual emissions by about 30 percent. AB 32 requires ARB to prepare a Scoping Plan that outlines the main State strategies for meeting the 2020 deadline and to reduce GHG’s that contribute to global climate change. The Scoping Plan was approved by ARB on December 11, 2008, and includes GHG emission reduction strategies for energy efficiency, water use, and recycling and solid waste, among other measures. The Scoping Plan includes a range of GHG reduction actions including direct regulations, alternative compliance mechanisms, monetary and non-monetary incentives, voluntary actions, and market-based mechanisms. As of September 2010, the ARB has adopted rules achieving 40 percent of total expected emission reductions.

Senate Bill 375, the “Sustainable Communities and Climate Protection Act of 2008,” (SB 375) explicitly encourages regional planning agencies to focus new housing in areas that are already built and well served by transit and avoiding sprawl. The law requires the Metropolitan Transportation Commission to prepare a sustainable communities strategy that demonstrates how the region will meet its GHG reduction target through integrated land use, housing and transportation planning. These community strategies direct new housing to areas well served by transit and local services, and thus to minimize motor vehicle GHG emissions.

**Project Impacts.** As discussed earlier, the proposed grading and construction activities are short-term, and will not exceed the BAAQMD threshold of significance for annual emissions of 1,100 tons CO<sub>2</sub>eq (since there will be no annual operational emissions). Therefore, the proposed project would not conflict with any applicable plan, policy or regulation that reduces future GHG emissions.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
<b>VIII. HAZARDS AND HAZARDOUS MATERIALS.</b> Would the project:				
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials? (1, 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment? (1, 2, 23)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school? (1, 2, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code section 65962.5 and, as a result, would it create a significant hazard to the public or the environment? (1, 2, 23)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area? (1, 2, 15, 24)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area? (1, 2, 15, 24)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan? (1, 2, 5, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands? (1, 2, 5, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)

**OVERVIEW**

Colma has few sources of hazardous materials and does not experience higher than normal transportation of hazardous materials on its circulation system since there are few cross-town routes. Use of pesticides and fertilizer in the Town’s cemeteries are the most common occurrence of hazardous materials within the community. The California Environmental Protection Agency, Department of Toxic Substances Control (DTSC) is authorized by the U.S. EPA to enforce and implement federal hazardous materials laws and regulations, including disposal and transportation of hazardous materials. There are four identified sites with existing or removed underground storage tanks (UST’s) within Colma, and a former landfill is currently in the process of closing. Since there are limited potential hazardous materials generators in Colma, hazardous materials are regulated by the San Mateo County Health Department, the U.S. EPA and the DTSC.

The project site is not listed on the State of California DTSC Cortese List as a contaminated site. A Phase 1 Site Assessment was submitted with the application which concludes that the site is currently free of hazardous materials.

No portion of Colma is within the State-designated “Fire Hazard Severity Zones” as determined by the California Department of Forestry and Fire Protection (Cal Fire).

**a) Create a significant hazard to the public or the environment through the routine transport use or disposal of hazardous materials? (No Impact)**

There would be no routine transport, use, or disposal of amounts of hazardous materials in Colma that would be a significant hazard to the public or to the environment, and the proposed grading and construction will not involve the use of hazardous materials. It is not anticipated that any of the office tenants will use, transport or dispose of significant amounts of hazardous materials. Use or storage of any materials beyond those available for use by the general public (i.e. cleaning products) are not anticipated, and would be exempt from filing a Hazardous Materials Business Plan to San Mateo County. If any

business does require use of hazardous materials beyond those available for use by the public, a Conditional Use Permit from the Town of Colma would be required and approval from the San Mateo County Environmental Health Department would be required. In addition, further environmental review under CEQA may be required.

**b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment? (No Impact)**

The proposed grading and construction of the office building would not involve the transport or use of any hazardous materials. See the discussion under "Overview" at the beginning this section, and in the discussion under VIII(a).

**c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school? (No Impact)**

The proposed grading, construction and operation of the office building would not involve the emission or handling of acutely hazardous materials or waste, and there is no existing or proposed school within one-quarter mile of the site. The closest school is El Camino High School located at 1320 Mission Road in South San Francisco. El Camino High School is located approximately half a mile away from 1850 El Camino Real.

**d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code section 65962.5 and, as a result, would it create a significant hazard to the public or the environment? (No Impact)**

The project site is not included on the most recent Cortese List of identified hazardous waste and substances sites as of October 4, 2012 as compiled and maintained by the Department of Toxics Substances Control. There is, therefore, no impact.

**e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area? (No Impact)**

Colma is not located within an airport referral area as part of an Airport Land Use Plan, and is not located within two miles of a public airport or public use airport. The nearest airport is San Francisco International Airport located roughly 7.3 miles from Colma. Therefore, there would be no impact.

**f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area? (No Impact)**

There is no private airstrip in Colma's vicinity. There would be no impact.

**g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan? (No Impact)**

The proposed project does not involve major change to existing roads or development patterns that would block emergency evacuation plans. Therefore, there would be no impact with regard to interference with emergency evacuation plans.

**h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands? (No Impact)**

The project site is located within an area with minimal risk of wildland fires. There would be no impact.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
<b>IX. HYDROLOGY AND WATER QUALITY.</b> Would the project:				
a) Violate any water quality standards or waste discharge requirements? (1, 2, 4, 5, 6, 11,12,15)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)? (1, 2, 4, 5, 6, 11, 12, 15, 20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site? (1, 2, 4, 5, 6, 12,15)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site? (1, 2, 4, 5, 6, 12,15)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff? (1, 2, 4, 5, 6, 12, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f) Otherwise substantially degrade water quality? (1, 2, 4, 5, 6, 12, 15, 20)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map? (1, 2, 4, 5, 6, 11, 13, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows? (1, 2, 4, 5, 6, 11, 12, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding of as a result of the failure of a levee or dam? (1, 2, 4, 5, 6, 11, 12, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
j) Inundation by seiche, tsunami, or mudflow? (1, 2, 4, 5, 6, 10,11, 12, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)*

**OVERVIEW**

Colma Creek runs through Colma, generally to the west of El Camino Real. This creek is culverted in sections and open in others. Water quality in the Colma Creek watershed is potentially affected by common urban pollutants in stormwater runoff. To manage run-off, Colma uses a stormwater collection system, in conjunction with the natural creek drainage system. In addition to this natural creek, there are man-made ornamental ponds, which may also serve as stormwater detention basins, located within some of the cemeteries.

New construction projects are required to comply with National Pollutant Discharge Elimination System (NPDES) requirements. Storm water quality standards and discharge requirements are regulated by the State Water Resources Control Board (SWRCB) in compliance with NPDES as established by the U.S. EPA. Statewide NPDES permits, such as the Industrial Stormwater and the General Construction Permits (for projects over one acre) are overseen by the SWRCB. The Federal Clean Water Act and the California Porter-Cologne Water Quality Control Act require that large urban areas discharging stormwater into the San Francisco Bay or the Pacific Ocean have an NPDES stormwater discharge permit. Locally, the San Francisco Regional Water Quality Control Board (Water Board) is the permitting and implementation agency for the Phase I Stormwater Program as it is in effect in San Mateo County. The San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) is the stormwater program of the NPDES permit issued to the City/County Association of Governments (C/CAG) which includes each incorporated city and town in San Mateo County, and the County of San Mateo.

SMCWPPP's goal is to prevent polluted storm water from entering creeks, wetlands, and the San Francisco Bay. The Town requires the implementation of Best Management Practices (BMP's) and Low Impact Development (LID) measures for new development and construction as part of its storm water management program, as levied through standard City conditions of project approval.

The Town requires the implementation of BMP's and LID measures to ensure the protection of water quality in storm runoff from the Project site. In brief, the measures presented in the BMP handbook address pollution control and management mechanisms for contractor activities, e.g. structure construction, material delivery and storage, solid waste management, employee and subcontractor training, etc. The handbook also provides direction for the control of erosion and sedimentation as well as the establishment of monitoring programs to ensure effectiveness of the measures.

The project site is located just west of Colma Creek, buffered by the multi-tenant commercial public storage facility to the east. The project incorporates design features which will make it comply with Low Impact Development Standards (LID). Specifically, the project will utilize pervious paving where feasible. The project has been designed to allow for runoff generated by the project to infiltrate back into the ground.

**a) Violate any water quality standards or waste discharge requirements? (Less Than Significant Impact)**

The proposed grading and excavation activities could result in exposure of soil runoff, potentially causing erosion and entrainment of sediment and contaminants in the runoff. Soil stockpiles and excavated areas may be exposed to runoff and, if not managed properly, the runoff could cause erosion and increased sedimentation and pollutants in stormwater. The grading permit will require the preparation and submittal of a Storm Water Pollution Prevention Plan (SWPPP) to provide for stormwater management and erosion control during grading.

Colma's regulatory requirements in the design, approval, and implementation of the grading plan, SWPPP, and site Best Management Practices (BMP's) would ensure that grading activity would not violate water quality standards or waste discharge requirements. Therefore, there would be a less than significant impact with respect to water quality standards or waste discharge requirements.

**b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level ? (No Impact)**

The preliminary drainage plan submitted to the Town by the project sponsor proposes various measures for the treatment of stormwater. **Also**, the proposed project is not large enough to deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level. The proposed project is designed to accommodate approximately 20+/- employees onsite. Therefore, there is no impact.

**c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site? (Less Than Significant Impact)**

There would be no alteration of Colma Creek, and the creek is buffered from the project site by an existing multi-tenant commercial public storage facility site. The site currently contains unprotected slopes that can erode toward the creek and into the nearest stormdrain inlet located just downhill from the site. After construction, the site will have engineered drainage that will largely flow through pervious pavers into underground water storage and percolation. Stormwater quality and drainage requirements would ensure that there would be a less than significant impact (see the discussion under IX (a) and (b)).

**d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site? (Less Than Significant With Mitigation Incorporated)**

See the discussion under IX (a), (b), and (c).

Due to the fact that the drainage plan is relying entirely on percolation into the subgrade as the primary method for handling stormwater runoff from pervious and impervious areas of the site, the Town of Colma requires a backup plan to be developed in case of emergency. This should include either a gravity drainage system or redundant pumping system with backup power.

**Mitigation Measure HWQ-1:** As part of the building permit plan review, the plans shall include a design for an alternative drainage system should the primary percolation system become

overburdened or fail during a rain event. Alternatives may include either a gravity drainage system or redundant pumping system with backup power..

Mitigation Measure HWQ-1 would ensure a less than significant impact.

**e) Create or contribute runoff water which would exceed the capacity of existing or planned storm water drainage systems or provide substantial additional sources of polluted runoff? (Less Than Significant Impact)**

See the discussion under IX (a), (b), (c), and (d).

Because the project incorporates LID measures, post project run-off to the storm drain will be equal to or less than the existing site runoff. Therefore, there will be a less than significant impact to the capacity of the existing stormwater drainage system.

**f) Otherwise substantially degrade water quality? (Less Than Significant Impact)**

See the discussion under IX (a), (b), (c), and (d).

**g) Place housing within a 100-year flood hazard area as mapped by a Flood Insurance Rate Map? (No Impact)**

Colma has been determined by the Federal Emergency Management Agency (FEMA) to be only minimally flood-prone and therefore it is not included on FEMA's official Flood Zone Maps. Also, the project proposes no housing. There would be no impact.

**h) Place within a 100-year flood hazard boundary structures that impeded or redirect floor flow, including dam failures? (No Impact)**

Colma has been determined by FEMA to be only minimally flood-prone and therefore it is not included on FEMA's official Flood Zone Maps. There would be no impact.

**i) Expose people or structures to a significant risk of loss, injury or death involving flooding including flowing as a result of the failure of a levee or dam? (No Impact)**

Colma has been determined by FEMA to be only minimally flood-prone and therefore it is not included on FEMA's official Flood Zone Maps (1999 General Plan 5.07.310). Colma is not in an area that would be affected by the failure of a levee or dam. There would be no impact.

**j) Result in inundation by seiche, tsunami or mudflows? (No Impact)**

Colma is located inland from both the Pacific Ocean and San Francisco Bay and, therefore, is not at risk of being affected by a seiche or tsunami. There are no bodies of water in the vicinity that could cause inundation by seiche. Impacts from mudflows or landslides is minimal since the area will be an engineered slope, less prone to mudslides than the existing slope it will replace. Therefore, there would be no impact with respect to any of these factors.



Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
<b>X. LAND USE AND PLANNING.</b> Would the project:				
a) Physically divide an established community? (2, 5, 6, 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect? (2, 5, 6, 7, 18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Conflict with any applicable habitat conservation plan or natural community conservation plan? (2, 3, 5, 6, 7, 17, 18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)*

**a) Physically divide an established community? (No Impact)**

There is no construction associated with the project that has the potential to divide the community. The proposed construction will serve to link potential development sites. Therefore, there is no impact.

**b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect? (No Impact)**

The Colma General Plan contains a special Land Use Element Policy (Colma Administrative Code Section 5.02.342) encouraging the development of professional offices in the Executive/Administrative land use area along El Camino Real. The site is proposed to be rezoned from E/DR (Administrative Office/Design Review) to Planned Development (Administrative Office)/Design Review – PD/DR. Since the proposed project is consistent with the General Plan and would be a PD Zone, there would be no impact.

**c) Conflict with any applicable habitat conservation plan or natural community conservation plan? (No Impact)**

There is no adopted Habitat Conservation Plan, Natural Community Conservation Plan or other approved local, regional, or State habitat conservation plan that applies to land within Colma. There would be no impact.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
<b>XI. MINERAL RESOURCES.</b> Would the project:				
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state? (1, 5, 26)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan? (1, 5, 26)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)

**a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the State? (No Impact)**

There are no known mineral resources within Colma. Underlying soils in Colma may provide common building materials such as sand and crushed gravel which are plentiful in the state. There are no active extraction activities occurring or proposed within Colma.

**b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan? (No Impact)**

There are no mineral resource recovery sites within Colma. There would be no impact.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
<b>XII. NOISE.</b> Would the project result in:				
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies? (1, 2, 5, 6)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels? (1, 2, 5, 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project? (1, 2, 5, 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project? (1, 2, 5, 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels? (1, 2, 5, 6, 24)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels? (1, 2, 5, 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)

**OVERVIEW**

Colma defines noise as a sound or series of sounds that are intrusive, irritating, objectionable, and disruptive to daily life. Noise is primarily a concern with regard to noise sensitive land uses such as residences, schools, churches and hospitals. The Noise Element of the 1999 Colma General Plan identifies the primary source of noise in Colma as traffic noise from Highway 280 and arterial roadways in the community, specifically El Camino Real, Serramonte Boulevard, and Junipero Serra Boulevard.

The potential impacts evaluated in this section relate to noise created by the operation of equipment used for site grading and construction since operational noise of the office building after construction will not exceed ambient noise levels of El Camino Real traffic. Construction and grading noise will largely blend with existing traffic noise along El Camino Real, but may

- a) **Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies? (Less Than Significant With Mitigation Incorporated)**

No significant new noise sources would be developed once the project site is developed and occupied for office uses. Temporary noise increase will be experienced locally while grading and construction activities are occurring. Any generated noise would likely blend with the traffic noise of El Camino Real. Restricting the hours of construction will assure that residents in the area will not be impacted by noise in the early morning or evening hours.

**Mitigation Measure NOI-1:** Construction and material deliveries shall be limited to the hours of 7:00 AM -8:00 PM, Monday through Friday, with weekend and holiday hours from 10:00 AM and 6:00 PM. Due to potential traffic and noise considerations, grading activities shall occur only between 9:00 AM and 4:00 PM, Monday through Friday only (no weekend grading). Modifications to construction hours for interior work (but not for exterior construction or grading activity) may be approved by the Building Official. .

- b) **Exposure of persons to or generation of excessive ground borne vibration or ground borne noise levels? (Less Than Significant Impact)**

As noted in discussion under XII (a), above, temporary construction noise (including ground borne vibration) will occur. However, given the small size of the project and limited duration of the project construction, these impacts would be less than significant. Also, please see **Mitigation Measure NOI-1.**

- c) **A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project? (No Impact)**

There would be no permanent increase in ambient noise levels since the proposed grading and construction is temporary and the proposed land use for the site is professional office, which does not create significant ambient noise.

- d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project? (Less Than Significant Impact)**

See the discussion under XII (a).

- e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels? (No Impact)**

Colma is not located within an airport referral area as part of an Airport Land Use Plan, and is not located within an impacted noise over flight area. Therefore, there would be no impact.

- f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels? (No Impact)**

Colma is not located within an airport referral area as part of an Airport Land Use Plan, and is not located within an impacted noise over flight area. There is no private airstrip in Colma's vicinity. Therefore, there would be no impact.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
<b>XIII. POPULATION AND HOUSING.</b> Would the project:				
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of road or other infrastructure)? (1, 5, 6, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere? (1, 5, 6, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere? (1, 5, 6, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)*

- a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)? (No Impact)**

The proposed project would not induce population growth since the small number of additional employees will likely come from existing employment resources in the vicinity. Therefore, there would be no impact.

**b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere? (No Impact)**

The project site has been vacant for many years, and the last tenant was a roof contractor's office. The site is a vacant lot with a large asphalt area taking up a substantial portion of the site. There are no existing structures on site and no existing driveway ingress/egress. Since the project only involves the development of a vacant lot, there would be no impact.

**c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere? (No Impact)**

The project site has been vacant for many years, and the last tenant was a roof contractor's office. The project will not displace any people. Since the project only involves the development of a vacant lot, there would be no impact.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
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**XIV. PUBLIC SERVICES.** Would the project:

a) Result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services: (1, 2, 3, 5, 15)

i. Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii. Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iii. Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iv. Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
v. Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)*

**OVERVIEW**

The proposed project would have a significant environmental impact if it were to result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for fire protection, police protection, schools, parks and recreational facilities, or other government facilities.

As described in XIII(a), the project is not expected to induce substantial population growth. The project would be developed in an area planned, used and zoned for office use and within the development density

envisioned by the General Plan. With no increase in population, no significant increase in the demand for public services would be expected.

The project would not exceed the development and growth assumptions contained in the Colma General Plan. Redevelopment of the project site would not increase the demand for public services individually or cumulatively.

**a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:**

**i. Fire protection? (No Impact)**

Fire protection is provided by the Colma Fire Protection District. There would be no expansion of the geographic area served by the District. There would be no impact.

**ii. Police protection? (No Impact)**

Police services are provided by the Colma Police Department. Much of the demand for police services is related to the retail businesses and the Cardroom. There would be no impact.

**iii. Schools? (No Impact)**

Since the project is not expected to induce population growth, there would be no impact.

**iv. Parks? (No Impact)**

Since the project is not expected to induce population growth, there would be no impact.

**v. Other public facilities? (No Impact)**

Since the project is not expected to induce population growth, there would be no impact.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
<b>XV. RECREATION.</b> Would the project:				
a) Increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated? (1, 2, 5, 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which have an adverse physical effect on the environment? (1, 2, 5 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)*

**OVERVIEW**

Colma's recreational areas include:

1. The Sterling Park Community Center and Park located at 427 F Street, which includes a multi-purpose event space, basketball half-court, bocci ball court, and children’s play area. In addition, there is an open grass park area for general play, passive recreation and events.
2. The Colma Community Center located at 1520 Hillside Boulevard, which includes large event spaces, a kitchen and the Recreation Department offices.
3. Bark Park, a dog exercise park located at 427 D Street.

Colma offers a number of recreation programs to its residents.

- a) **Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated? (No Impact)**

Since the project does not involve the creation of new residences, there would be no impact.

- b) **Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment? (No Impact)**

Since the project does not involve the creation of new residences, there would be no impact.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
<b>XVI. TRANSPORTATION / TRAFFIC.</b> Would the project:				
a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit? (1, 2, 5, 15, 19)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways? (1, 2, 5, 15, 19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks? (1, 2, 5, 15, 19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)? (1, 2, 5,15,19)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Result in inadequate emergency access? (1, 2, 5,15,19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Conflict with adopted polices, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities? (1, 2, 5,15,19)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)

**OVERVIEW**

Colma is bounded on the west by Highway 280, and State Route 82 (El Camino Real) runs through the middle of Colma from its northern to southern boundaries. Hillside Boulevard provides another major north-south roadway on the eastern side of the community. Serramonte Boulevard provides a major east-west route across Colma. Other major east-west routes include Colma Boulevard and Lawndale Boulevard which extends into South San Francisco as McLellan Drive.

The project site is located between Mission Road and California State Highway 82 just south of where Mission Road and California State Highway 82 converge and become El Camino Real, near the southern edge of Colma.

On April 11, 2012 the California Department of Transportation granted the project sponsor an encroachment permit to construct driveway ingress/egress for the project site on California State Highway 82.

- a) **Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit? (Less Than Significant Impact)**

The proposed office building is relatively small, and once occupied is only expected to generate approximately 125+/- A.M. and P.M. peak hour vehicle trips to and from the site most weekdays, with less than 10+/- vehicle trips expected on weekends and holidays. El Camino Real is a four-lane highway, with two north-bound and two south-bound lanes; therefore, 125+/- vehicle trips per day would result in a less than significant impact along El Camino Real. In addition, the intersection at Arlington Drive and El Camino Real, just north of the site, is controlled by a traffic signal which mitigates potential traffic impacts. Vehicle trips generated by construction are expected to be less than 60+/- per day and these trips would not result in significant traffic impacts. The proposed project would not significantly conflict with any plan, ordinance or policy regarding the performance of Colma’s transportation system. There would be a less than significant impact.



- b) Conflict with an applicable congestion management program, including but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways? (No Impact)**

The San Mateo County congestion management program has been developed, based on the adopted General Plans of the communities within San Mateo County. Since the proposed project is consistent with the Colma General Plan, and generates so few vehicle trips, it will not conflict with the congestion management program. Therefore, there will be no impact.

- c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks? (No impact)**

The proposed grading would not change air traffic patterns because Colma is not adjacent to any airport. There would be no impact.

- d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)? (Less Than Significant Impact)**

The proposed project would not result in the development of any new public roads, only the development of ingress/egress for the project site off of California State Highway 82. On April 11, 2012 the California Department of Transportation granted the project sponsor an encroachment permit to construct driveway ingress/egress for the project site off of California State Highway 82. Access to the site is to be restricted to a right turn in and a right turn out only. This will mitigate for unsafe left turn movements that otherwise might occur.. Therefore, there would be a less than significant impact.

- e) Result in inadequate emergency access? (No Impact)**

The ingress/egress driveway off of California State Highway 82 (and street frontage along El Camino Real) will permit Fire Department access to all portions of the building; therefore, there would be no impact.

- f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities? (Less Than Significant Impact)**

Construction of the ingress/egress driveway off of California State Highway 82 will require the project sponsor to provide traffic control along California State Highway 82 while construction is being performed. California State Highway 82 has two south-bound lanes and two north-bound lanes. The right northbound lane, and adjacent bike lane and sidewalk, will likely be closed during construction of the ingress/egress driveway. This would impact pedestrians and bicyclists headed north on California State Highway 82, but due to the fact the lane closure would only be temporary while the ingress/egress driveway is being constructed, there would be less than significant impact.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
<b>XVII. UTILITIES AND SERVICE SYSTEMS.</b> Would the project:				
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board? (4, 5, 15,21)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects? (2, 4, 5, 12,20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects? (2, 4, 5, 12,20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed? In making this determination, the City shall consider whether the project is subject to the water supply assessment requirements of Water Code Section 10910, et. seq. (SB 610), and the requirements of Government Code Section 664737 (SB 221). (2, 4, 5, 12,20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments? (2, 4, 5, 12,20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs? (2, 4, 5, 12,20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Comply with federal, state, and local statutes and regulations related to solid waste? (2, 4, 5, 12,20, 21)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)*

**OVERVIEW**

**a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board? (No Impact)**

Colma's regulatory requirements in the design, approval, and implementation of the project, SWPPP, and site Best Management Practices (BMP's) would ensure that the project would not violate water quality standards or waste discharge requirements. The project has been designed to incorporate Low Impact Development (LID) standards.

**b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects? (No Impact)**

There is no need to expand existing water or wastewater treatment facilities for this project. The proposed project is for a 9,592+/- square foot office building with only 6,708+/- square feet of usable office space. The project is not large enough to require construction of new water or wastewater treatment facilities or expansion of existing facilities. There would be no impact.

- c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects? (No Impact)**

Landscape and permeable joint pavers constitute 65% of the planned project site where stormwater is expected to drain into the underlying native sandy soil. In addition, the preliminary drainage plan indicates stormwater containment will be achieved with a proposed 6" curb along the perimeter of the site. The curb along the north, east, and south boundaries of the site will allow storm water containment on-site allowing time for stormwater infiltration and permeation. Due to the fact that the drainage plan is relying on percolation into the subgrade as the primary method for handling stormwater runoff from impervious areas of the site, the Town of Colma requires a backup plan to be developed in case of emergency. This should include either a gravity drainage system or redundant pumping system with backup power.

The above described measures for addressing storm water drainage eliminate the need for the construction of new storm water drainage facilities or expansion of existing facilities; therefore, there would be no impact.

- d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed? (No Impact)**

The last tenant to occupy the site was a roof contractor's office. While that office building was smaller than the proposed building, sufficient water supplies are available to serve the project from existing sources so no new expanded entitlements are needed; therefore, there would be no impact.

- e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments? (No Impact)**

Wastewater treatment facilities have adequate capacity to serve the project's projected demand in addition to the provider's existing commitments. There would be no impact.

- f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs? (No Impact)**

The California Integrated Waste Management Board (CIWMB) manages the waste generation and disposal data for South San Francisco. Non-recyclable or non-compostable waste is disposed at Ox Mountain landfill near Half Moon Bay. There is sufficient capacity to accommodate the project's solid waste disposal needs. The project site will be served by South San Francisco Scavengers. There will be no impact with respect to solid waste disposal.

- g) Comply with federal, State, and local statutes and regulations related to solid waste? (No Impact)**

The project is within the development assumptions contained in the General Plan and adequate waste capacity has been planned for and acquired. Therefore, there is no impact.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
<b>XVIII. MANDATORY FINDINGS OF SIGNIFICANCE</b>				
a) Does the project have the potential to substantially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species; cause a fish or wildlife population to drop below self-sustaining levels; threaten to eliminate a plant or animal community; substantially reduce the number or restrict the range of an endangered, rare or threatened species; or eliminate important examples of the major periods of California history or prehistory? (5,13,15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.) (5,13,15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly? (5,13,15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*(The numbers identify the references from the Reference List used in evaluating each potential environmental factor)*

**a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory? (No Impact)**

The new office building and projected landscaping will develop a vacant dirt lot previously used for as a contractor's office and yard. The project will result in improvements to the appearance of the community. Therefore, there would be no impact.

**b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.) (No Impact)**

The new office building and projected landscaping will develop a vacant vacant lot previously used as a contractor's office and yard. Due to limited anticipated development in the area and within the Town, there are no cumulatively considerable impacts associated with the project. There would be no impact.

**c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly? (No Impact)**

All environmental impacts associated with the proposed project, and discussed in this document, have been found to be less than significant or have been mitigated. Therefore, there would be no impact.

## PREPARER

**Turhan Sonmez, Town of Colma Planning Department**

## REFERENCES

The following sources are referenced in the Initial Study Checklist, and are hereby incorporated by reference into this document: The State CEQA Guidelines Section 15150 is the authority permitting incorporation by reference. All referenced documents are available for review either at the Town of Colma Planning Department or online.

1. California Environmental Quality Act (CEQA) Statutes and Guidelines
2. State Planning and Zoning Law
3. Subdivision Map Act
4. National Pollution Discharge Elimination System (NPDES) Permit
5. Town of Colma General Plan: Provides information, policies, objectives and programs relating to land use, circulation, noise, safety, air quality, and open space.
6. Town of Colma Municipal Code: Regulations that include building codes and zoning development standards.
7. California Building Code: Regulates construction
8. Uniform Fire Code: Regulates construction, specifically as it is pertains to public safety.
9. Bay Area Air Quality Management District CEQA Guidelines, April 1999: Provides guidance regulations, survey data and thresholds for new development and its potential impacts on air quality.
10. Association of Bay Area Governments (ABAG) Earthquakes and Hazard program website (<http://quake.abag.ca.gov/>) Provides information on the location of faults and the likelihood of seismic events and other natural hazards.
11. FEMA Flood Insurance Rate Map October 10, 2012.
12. San Mateo Countywide Stormwater Pollution Prevention Program's Section C.3 Stormwater Technical Guidance Document, updated December 2012: Regulates new development and construction to ensure the reduction of stormwater runoff and maximum infiltration during construction or after construction of new development. Includes applicant submitted compliance checklists.
13. Town of Colma Historic Resources Inventory: Provides guidance on location and vulnerability of historic resources
15. Site Analysis , review of project plans and site inspection
16. ABAG's *Projections 2009*
17. Census 2000
18. Bay Area Air Quality Management District, 2010. Bay Area 2010 Clean Air Plan, September.
19. Baseline Traffic Conditions for the Town of Colma, California, prepared by RKH Civil and Transportation Engineering, June 14, 2005.
20. California Water Service Company 2010 Urban Water Management Plan, South San Francisco District, adopted June 2011, Table 4.1-1 Available Water Supplies.
21. San Mateo County, Five Year Countywide Integrated Waste Management Plan Review Report dated December 2009, page 25.
22. Hort Sciences Evaluation of Tree Conditions Report, August 8, 2012

23. Department of Toxic Substances Control, Cortese List (DTSC website, October 2012)
24. Comprehensive Airport Land Use Compatibility Plan for the environs of the San Francisco International Airport, July 2012
25. Phase 1 Site Assessment Dated August 30, 2011
26. California Geological Survey Mineral Resource Map, 2008

## GLOSSARY OF ABBREVIATIONS

AB 32	Assembly Bill 32
ARB	Air Resources Board
BAAQMD	Bay Area Air Quality Management District
BART	Bay Area Rapid Transit District
BMP	Best Management Practices
C/CAG	City/County Association of Governments
CAAQS	California Ambient Air Quality Standards
Cal Fire	California Department of Forestry and Fire Protection
Cal Water	California Water Service Company
CCAA	California Clean Air Act
CEQA	California Environmental Quality Act
CH <sub>4</sub>	Methane
CMC	Colma Municipal Code
CNEL	Community Noise Equivalent Level
CO	Carbon Monoxide
CO <sub>2</sub>	Carbon Dioxide
CO <sub>2</sub> e	Carbon Dioxide Equivalents
DTSC	Department of Toxic Substances Control
FCAA	Federal Clean Air Act
FEMA	Federal Emergency Management Agency
FIP	Federal Implementation Plan
GHG	Greenhouse Gas
GPD	Gallons Per Day
HFCs	Hydrofluorocarbon
ITE	Institute of Transportation Engineers
LOS	Level of Service
MBTA	Migratory Bird Treaty Act
MGD	Million Gallons Per Day
MLD	Most Likely Descendant
MMT	Million Metric Tons
MPG	Miles Per Gallon
N <sub>2</sub> O	Nitrous Oxide
NAAQS	National Ambient Air Quality Standards
NAHC	Native American Heritage commission
NHTSA	National Highway Traffic Safety Administration <sup>3</sup>
NO <sub>2</sub>	Nitrogen Dioxide

NOI	Notice of Intent
NOx	Oxides of Nitrogen
NPDES	National Pollution Discharge Elimination System
O <sub>3</sub>	Ozone
Pb	Lead
PFCs	Perfluorocarbons
PM <sub>10</sub>	Particulate Matter
PM <sub>2.5</sub>	Particulate Matter
RHN Allocation	Regional Housing Needs Allocation
ROG	Reactive Organic Gases
SB 2	Senate Bill 2
SB 375	Senate Bill 375
SF <sub>6</sub>	Sulfur Hexafluoride
SFPUC	San Francisco Public Utilities Commission
SIP	State Implementation Plan
SMCWPPP	San Mateo Countywide Water Pollution Prevention Program
SO <sub>2</sub>	Sulfur Dioxide
SWPPP	Storm Water Pollution Prevention Program
SWRCB	State Water Resources Control Board
U.S. EPA	U.S. Environmental Protection Agency
UST	Underground Storage Tanks
Water Board	San Francisco Regional Water Quality Control Board

# COUNTY OF SAN MATEO



BOARD OF SUPERVISORS  
DAVE PINE  
CAROLE GROOM  
DON HORSLEY  
WARREN SLOCUM  
ADRIENNE J. TISSIER

## Department of Public Works

JAMES C. PORTER  
DIRECTOR

555 COUNTY CENTER, 5<sup>TH</sup> FLOOR • REDWOOD CITY • CALIFORNIA 94063-1665 • PHONE (650) 363-4100 • FAX (650) 361-8220

May 16, 2013

RECEIVED

MAY 17 2013

PLANNING DEPT

Mr. Turhan Sonmez, Assistant Planner  
Town of Colma  
Planning Department  
1190 El Camino Real  
Colma, CA 94014-3212

**Re: Notice of Intent to Adopt a Mitigated Negative Declaration for an Office Building Project at 1850 El Camino Real, Colma**

Dear Mr. Sonmez:

The San Mateo County Department of Public Works, in its capacity as the Administrator of the San Mateo County Flood Control District (District), which includes the Colma Creek Flood Control Zone (Zone), has reviewed the Mitigated Negative Declaration (MND) for the subject project and offers the following comments:

- Our records confirm that the proposed project site is located within the Zone. The MND, on Pages 32 and 33, states that post project runoff will be equal to or less than the existing site runoff because the proposed project is relying entirely on percolation into the subgrade as the primary method for handling stormwater runoff from the site. Due to the fact that the Town requires a backup plan to be developed which should include either a gravity drainage system or redundant pumping system with backup power, measures to limit the discharge rates to predevelopment conditions shall be incorporated into the design of the backup plan.
- The District advocates that trash management measures be incorporated into the design elements of the storm drainage system and appurtenances. Please ensure that trash collecting devices are installed at storm drain inlets and maintained by the owner.

If you have any questions, please contact me at (650) 599-1489.

Very truly yours,

Mark Chow, P.E.  
Principal Civil Engineer  
Utilities-Flood Control-Watershed Protection

MC:EVG:cda

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cc: Ann M. Stillman, P.E., Deputy Director, Engineering and Resource Protection





# Attachment G

## TOWN OF COLMA

### Mitigation Measures

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### 1850 El Camino Real 9,592 Sq. Ft. Office

**Mitigation Measure AES-1:** The applicant shall submit a lighting plan for review and approval of the Planning Department. Exterior project lighting shall be designed to be the minimum required for security. Project lighting shall be directed downward so as not to impact motorists along El Camino Real or adjoining properties.

**Mitigation Measure AIR-1:** The following construction practices shall be implemented during grading operations:

- a. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.
- b. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
- c. All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
- d. All vehicle speeds on unpaved roads shall be limited to 15 mph.
- e. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage reminding workers to shut off equipment shall be provided at all access points.
- f. All construction equipment shall be maintained and properly tuned, in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.
- g. Post a publicly visible sign with the telephone number and person to contact at the Town of Colma regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.

**Mitigation Measure BIO-1:** The following shall be implemented during excavation operations for the retaining wall to be constructed along the northern edge of the property site:

- a. A tree permit from the Town for tree protection mitigation shall be obtained prior to beginning excavation.
- b. A licensed Arborist shall oversee the site excavation for the retaining wall, to ensure no damage to the trees occurs, and a subsequent report shall be submitted to the Town by the arborist detailing the excavation for the retaining wall and documenting measures that were taken to ensure the health and protection of the trees during the construction.

## Attachment G

- c. Pier holes for the retaining wall shall not be closer than 6 feet to any of the trees.
- d. Roots larger than two (2) inches in diameter shall be cut cleanly to prevent root dieback to the main trunk.

**Mitigation Measure GEO-1:** Retaining walls located on the site will be designed to resist lateral earth pressures plus additional lateral pressures that may be caused by surcharge loads applied at the ground surface behind the walls. The walls will also be designed to resist an additional uniform pressure. The Geotechnical Engineer shall review and certify the civil and structural plans for the retaining walls and the building.

**Mitigation Measure HWQ-1:** As part of the building permit plan review, the plans shall include a design for an alternative drainage system should the primary percolation system become overburdened or fail during a rain event. Alternatives may include either a gravity drainage system or redundant pumping system with backup power..

**Mitigation Measure NOI-1:** Construction and material deliveries shall be limited to the hours of 7:00 AM -8:00 PM, Monday through Friday, with weekend and holiday hours from 10:00 AM and 6:00 PM. Due to potential traffic and noise considerations, grading activities shall occur only between 9:00 AM and 4:00 PM, Monday through Friday only (no weekend grading). Modifications to construction hours for interior work (but not for exterior construction or grading activity) may be approved by the Building Official. .



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brian Dossey, City Manager  
 MEETING DATE: November 9, 2022  
 SUBJECT: Colma – 100 Year Anniversary Ad-Hoc Committee

## RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION ESTABLISHING A CITY COUNCIL AD HOC 100 YEAR ANNIVERSARY PLANNING COMMITTEE

## EXECUTIVE SUMMARY

On August 5, 2024, the Town of Colma will be celebrating its 100 – year anniversary. Due to Colma's rich history and relationships with the business, cemetery and residential community, staff is proposing a City Council Ad-Hoc Committee to begin planning events during the 2023 calendar year.

Staff recommends the committee be made up of two City Council members, Town staff and a member(s) from the Colma Historical Association, a member(s) from the residential community, and possibly the Cemetery community and Business community.

## FISCAL IMPACT

None at this time; however, costs will be incurred in FY2023-2024 and FY2024-2025 for events, activities, marketing, giveaways, etc.

## BACKGROUND/ANALYSIS

The Town of Colma has a rich history of celebrating milestone events, for example,

- The 75<sup>th</sup> anniversary was celebrated in 1999, with celebratory event over the summer and several giveaway items such as, 75<sup>th</sup> anniversary pins and t-shirts.
- The 80<sup>th</sup> anniversary was celebrated in 2004, with the making of a ten-minute historical documentary on the Town of Colma, along with a celebratory event (Town Picnic) over the summer and a re-usable bag giveaway.

- The 90<sup>th</sup> anniversary was celebrated in 2014, with the making of a thirty-minute historical documentary on the Town of Colma, along with a 1920's themed screening of the documentary at the Community Center, followed by a celebratory event (1920's themed Town Picnic) the next day, along with giveaways, such as 90<sup>th</sup> anniversary pins.

With the 100-year anniversary just over a year away, staff recommends the planning process begin during the 2023 calendar year. During the first part of 2023 the committee will want to start brainstorming ideas for programs, events and giveaways prior to the FY 2023-2024 Budget process. That way staff can budget accordingly for 100-year anniversary events that will take place in the first half of 2024.

Over this past year staff had already fielded some ideas that could be considered for potential events or projects. For example.

- 100-year anniversary mural on the F Street Wall
- 100-year logo design contest for pins, t-shirts, marketing, etc
- Town wide picnic and events on or around the August 5<sup>th</sup> anniversary date
- Host Town parade celebrating 100 years
- Participation in the Italian Heritage Parade in October 2024

While these are just some programs and events to consider, staff would like to explore these ideas and more amongst an Ad Hoc committee of Colma stakeholders. Other items to discuss and consider are sponsorships, giveaways, memorabilia, marketing, etc.

Staff recommends the committee meet monthly initially beginning in 2023 and possibly increase the meeting frequency as we get closer to 2024. Staff will report out to the City Council when significant decision points need to be made as well as during the budget process and budget adoption. Once events, programs and activities have been programmed and finalized the Ad-Hoc committee will sunset.

### **Council Adopted Values**

Creating and assigning two City Council members to the 100-year anniversary celebration Ad Hoc committee is the *responsible* action, ensuring stakeholder participation in the planning process of Townwide 100-year anniversary events.

### **Alternatives**

The City Council could determine during the discussion that an Ad-Hoc committee is not warranted for the 100-year anniversary planning for the Town of Colma, and direct staff to plan for the 100-year anniversary events, but that is not the recommended action.

### **CONCLUSION**

Due to Colma's rich history and relationships with the business, cemetery and residential community, staff is proposing a City Council 100-Year Anniversary Ad-Hoc Committee to begin planning events during the 2023 calendar year.