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*A Municipal Advisory Council to the  
 San Mateo County Board of Supervisors*



Linda Lopez, Chair  
 Rafael Avendano, Vice-Chair  
 Laura Caplan  
 Beatriz Cerrillo  
 Mary Martinez  
 Dale Miller  
 Everardo Rodriguez  
 Esperanza Vázquez  
 Diane Zermeno, Youth Member

**North Fair Oaks Community Council  
 Meeting Minutes**

**Thursday, June 25, 2015  
 7:00 p.m.**

**Fair Oaks Community Center Multi-Purpose Room, 2600 Middlefield Road, Redwood City**

Issue	Discussion	Decision/ Next Step/Action
<b>Roll Call</b>	Present: Rafael Avendano, Laura Caplan, Mary Martinez, Dale Miller, Everardo Rodriguez, and Diane Zermeno  Absent: Beatriz Cerrillo, Linda Lopez, Esperanza Vasquez	
<b>Public Comment</b>	No Public Comment	
<b>Approval of Minutes</b>	Minutes for the NFOCC meetings dated May 28, 2015. Councilmember Laura Caplan mentioned that on page 5, she abstained instead of voting yes.  Councilmember Laura Caplan made a motion to approve the May 28, 2015 minutes with the changes noted by Councilmember Laura Caplan. Councilmember Everardo Rodriguez seconded the motion.  Councilmembers Rafael Avendano, Laura Caplan, Dale Miller, Mary Martinez, Everardo Rodriguez and Diane Zermeno unanimously approved the minutes.	
<b>Presentation regarding proposed NFO Neighborhood Mixed Use (NMU) zoning ordinance</b>	Will Gibson, Planning and Building, presented the following summary: <ul style="list-style-type: none"> <li>A working group was established to provide input to Planning staff in drafting of the Neighborhood Mixed Use (NMU) Zoning Regulations and to provide a forum for community input in the development of the regulations so they are</li> </ul>	

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<p><b>and parking changes</b></p>	<p>aligned and consistent with the community’s expressed preferences.</p> <ul style="list-style-type: none"> <li>• The adopted zoning regulations will guide permitted future development on all property in the affected area of Middlefield Road in North Fair Oaks.</li> <li>• The Neighborhood Mixed Use Zoning Regulations, covering the portion of Middlefield Road from first Avenue to Eighth Avenue, have been drafted through a multi-year process following the culmination of the North Fair Oaks Community Plan, guided by a working group made up of residents and other stakeholders. They are consistent with the formal land use regulations adopted as part of the North Fair Oaks Community Plan, and as such, consistent with the preferences of the community expressed during the creation of the Plan, and through the guidance of the Zoning/Parking Workgroup.</li> <li>• While they do not represent dramatic changes to the existing allowed land uses on this stretch of Middlefield Road, they are an important component in the overall implementation of the NFO Plan, and the goals and vision for future development in North Fair Oaks.</li> <li>• The next steps include: two public meetings, followed by Council consideration and action at their meeting on August 2015. Your recommendation will go before the Planning Commission in September for consideration and a recommendation. The Board of Supervisors will probably consider the Planning Commission’s recommendation in October 2015 and adopt, amend or deny the recommendation.</li> </ul> <p>Councilmember Ever Rodriguez asked if the zoning changes apply to Phase 2 and 3. Will Gibson said that the zoning changes would only apply to Phase 1.</p> <p>Councilmember Mary Martinez asked if there was any discussion about billboards. Will Gibson said that the discussion about billboards will be separate from the zoning changes under consideration.</p> <p>Councilmember Ever Rodriguez asked when the zoning changes would go into effect. Will Gibson explained that zoning changes go into effect thirty days after the Board of Supervisors votes to approve them.</p> <p>Councilmember Laura Caplan expressed her appreciation for all the work that the Planning and Building Department have done regarding this process.</p>	

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<p><b>Recommendation regarding an Off-Street Parking Exception pursuant to the County Zoning Regulations (Parking) Section 6120 (Exceptions), to allow two converted tandem parking spaces, where non-tandem spaces are required for the addition of two bedrooms: Located at 451 3<sup>rd</sup> Ave.</b></p>	<p>Dave Holbrook, Planning and Building, presented the following summary:</p> <p>The applicant proposes to extend the existing one car garage further into the residence in order to provide two tandem covered parking spaces. The applicant proposes to remodel the existing 1,265 sq. ft. two-bedroom single family residence and add 391 sq. ft. to the rear to construct two additional bedrooms in conjunction with the conversion of the home into an adult care facility to accommodate up to five ambulatory and non-ambulatory seniors.</p> <p>This project was discussed at the meeting of May 28, 2015, and at that time the Council on a 5-2 vote recommended denial of the Off-Street Parking Exception. The applicant has revised their plans and now proposes to create two covered tandem parking spaces by extending into the existing residence and relocating the kitchen. Two covered parking spaces would otherwise be required by the Zoning Regulations. This item is brought to the North Fair Oaks Community Council as it meets certain criteria, specifically: 1) that the numbers of bedrooms exceed three and 2) that the new addition brings the square footage over 1,500 sq. ft. The proposal seeks to allow the conversion of the single family into a residential care facility. The new 391 sq. ft. addition will include two bedrooms and an additional bathroom bringing the total square footage of the residence to 1,656 sq. ft.</p> <p>Councilmember Laura Caplan asked about the width of the lot and the number of parking spots on the street.</p> <p>Dave Holbrook noted that the proposed residence would increase from a two-bedroom to a four-bedroom home.</p> <p>The residential care facility would employ four staff: two nurses and two others.</p> <p>Councilmember Ever asked if there were any safety concerns related to the project.</p> <p>Dave Holbrook mentioned that the Menlo Park Fire Department signed off on the project.</p> <p>Councilmember Mary Martinez mentioned that it would be one more industrial business in North Fair Oaks and there is a lot of industrial and she would prefer to see more residential use.</p>	

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	<p>Public Comment:</p> <p>Emma Romero, property owner on 3<sup>rd</sup> Ave., stated that she has strong concerns of the impact of the project. Emma mentioned that it would change the quality of life for the neighborhood.</p> <p>Felix Gonzales, property owner of 483 3<sup>rd</sup> Ave., stated that parking is an issue and he opposes the project on that basis.</p> <p>Magda Gonzales, property owner in North Fair Oaks, stated that the dwelling sits on a substandard lot and that parking is an issue in the neighborhood. She would like the Council to deny the proposal.</p> <p>Juana, resident on 3<sup>rd</sup> Ave, stated that she believes that project will have a big impact in the neighborhood and cause parking issues. She asked the Council to deny the proposal.</p> <p>Councilmember Dale Miller made a motion to deny the off-street parking exception at 451 3<sup>rd</sup> Ave.</p> <p>Councilmember Mary Martinez seconded the motion.</p> <p>Councilmembers Rafael Avendano, Laura Caplan, Dale Miller, Linda Lopez, Mary Martinez, Everardo Rodriguez and Diane Zermeno approved the recommendation.</p>	

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<p><b>Recommendation for regarding a Non-Conforming Use Permit, pursuant to the San Mateo County Zoning Regulations Sections 6137, to: (1) legalize a bedroom addition with a 4’8” side yard where a minimum 5’ setback is required at the rear of a legal non-conforming single-family residence to maintain a 4’ 8” side yard setback where a minimum 5’ setback is required, (2) allow a one-car covered parking space to remain where two-car covered parking spaces are required; and (3) legalize an illegally constructed detached accessory building located 10” and 1’ 6” from rear and side property lines, respectively, where minimum 3’ setbacks are required; located at 638 18th Avenue</b></p>	<p>Dave Holbrook, Planning and Building Dept., San Mateo County, provided the following summary:</p> <p>PROJECT: 638 18<sup>th</sup> Ave.</p> <p>The applicant is requesting a Non-Conforming Use Permit to: (1) legalize a bedroom addition at the rear of a legal non-conforming single family residence which maintains a 4’ 8” side yard setback where a minimum 5’ setback is required, (2) allow one-car covered parking to remain where two-car covered parking spaces are required (triggered by the third bedroom addition); and (3) legalize a detached accessory building (built without permits; improved as an office) located 10” and 1’ 6” from rear and side property lines, respectively, where minimum 3’ setbacks are required.</p> <p>Councilmember Dale Miller mentioned that historically, the neighborhood is comprised of small houses, most do not exceed 1500 sq. ft., and there is a lack of parking along the streets. The proposed changes would have a negative impact on the neighborhood.</p> <p>Councilmember Laura Caplan mentioned that the building not up to code and if they are reconfigure, and they can bring it up to code.</p> <p>Dave Holbrook mentioned that a notice was sent out to the surrounding neighborhood.</p> <p>The owner of 638 18<sup>th</sup> Ave, stated that the office is in the back and that the shower is coming out of there. The owner also mentioned that they are willing to get the building up to code.</p> <p>Councilmember Dale Miller made a recommendation to deny the off-street parking exception for 451 3<sup>rd</sup> Ave, Redwood City.</p> <p>Councilmember Everardo Rodriguez seconded the motion.</p> <p>Councilmembers Rafael Avendano, Laura Caplan, Beatriz Cerillo, Dale Miller, Mary Martinez, Everardo Rodriguez and Diane Zermeno denied the recommendation.</p>	

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<b>Supervisor Slocum’s Report</b>	<p>Irving Torres, Legislative Aide to Supervisor Slocum, reported the following:</p> <ul style="list-style-type: none"> <li>On May 30th, the NFOCC hosted the third annual Be Seen Keepin’ It Clean from 9 a.m. to Noon. The start location was at the Fair Oaks Community Center.</li> <li>On June 6<sup>th</sup>, the Second Annual Bicycle Rodeo will be held from 10am to 2 p.m. The event will be held at the Fair Oaks Community Center. The event co-sponsors include: San Mateo County Commute Alternatives Program, Supervisor Slocum, Peninsula Traffic Congestion Relief Management, San Mateo County Sheriff’s Office, the Siena Youth Center, and the California Highway Patrol.</li> </ul>	
<b>Code Enforcement</b>	<p>Ana Santiago, Code Enforcement, Planning and Building, reported the following:</p> <p>At the Community Council’s request, Ms. Chow provided a demonstration of the new “Report It! SMC” application. She said it will officially launch at the Clean-up Day on May 30th. Prior to the event, the Office of Sustainability (OOS) staff is partnering with NFO Forward staff to train youth volunteers who will teach people how to download and use the app. OOS staff will be tabling the Clean-up Day to introduce, demo and help people learn how to use the app.</p>	
<b>NFO Forward Report</b>  <b>Approve the recommendation from the North Fair Oaks Public Art Workgroup for the mural design on the County-owned utility boxes at the intersection of Middlefield Road, 8<sup>th</sup> Ave, and Semicircular Road</b>	<p>Ellie Dallman of the NFO Forward Outreach team provided the following summary:</p> <ul style="list-style-type: none"> <li>The North Fair Oaks Community Plan envisions a vibrant, safe and healthy community that includes public art highlighting the local history and cultural background of the community. A Call for Artists was released on April 17, 2015 inviting local San Mateo County artists to submit mural designs for three County owned utility boxes on Middlefield Road and 5th Avenue. Installation of the art will be completed between June 1, 2015 and July 31, 2015, and a \$500 stipend will be awarded to the winning artist for designing and painting each utility box.</li> </ul> <p>Councilmember Rafael Avendano made a motion to approve the mural designs for two of the County-owned utility boxes and to postpone approval on the third mural planned for the box near Garfield Elementary School asking that the artist provide a</p>	

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	<p>different design.</p> <p>Youth member Mary Martinez seconded the motion.</p> <p>Councilmembers Rafael Avendano, Laura Caplan, Beatriz Cerrillo, Mary Martinez, Everardo Rodriguez and Diane Zermeno approved the motion.</p>	
<b>Councilmember Reports</b>	<p>Youth Member Diane Zermeno mentioned that the Avid Youth group at Sequoia High School will be holding a fundraiser on Friday, June 5<sup>th</sup>.</p> <p>Councilmember Rafael Avendano mentioned that the Siena Youth Center will unveil a new mural film that the New Voices for Youth produced. The film will be shown next Wednesday, June 3<sup>rd</sup> at 6 p.m.</p>	
<b>Adjournment</b>	<p>Councilmember Dale Miller made a motion to adjourn. Councilmember Laura Caplan seconded the motion.</p> <p>Meeting was adjourned at 8:40 p.m.</p>	

Next Meeting
<p style="text-align: center;"><b>North Fair Oaks Community Council Study Session</b>  <b>Thursday, July 16, 2015 at 7:00 p.m.</b>  <b>Location to be determined</b></p>