

APPENDIX E:  
REVISED PROPOSED GENERAL  
PLAN AMENDMENTS





## Appendix E: Revised Proposed General Plan Amendments

This document presents proposed amendments to the San Carlos 2030 General Plan. Underlined text represents language that has been added to the General Plan; text with ~~striketrough~~ has been deleted from the General Plan. Text that is highlighted is text that has been revised following publication of the Draft EIR. This document focuses on non-formatting changes to the policies and actions of the General Plan and does not include changes to the General Plan format, background information, or narrative language.

### Front Matter

Land Acknowledgement: The City of San Carlos acknowledges that our lands are located on the ancestral homeland of the Ohlone peoples, and that, as the original stewards of this land, the Ohlone understood the interconnectedness of all things and maintained harmony with nature for millennia.

### Chapter 3 – Land Use Element

- **Action LU-1.1:** Continue to evaluate the Transportation Demand Management Ordinance to encourage mode shift ~~Amend the Zoning Ordinance to create a Transportation Demand Management Ordinance that contains strategies to enhance travel patterns and to reduce vehicular trip generation from new development by 20 percent.~~
- **Policy LU-4.3:** Annexation of undeveloped parcels shall be in substantial compliance with the following criteria:
  - a. The parcels are contiguous to parcels located in the City of San Carlos and contiguous or provisions have been made to become contiguous to city streets.
  - b. Require minimum lot size in hillside areas considered for subdivision or annexation to be larger than lots on flat areas to minimize slope instability, erosion and drainage impacts. Lots shall meet, or shall be merged to meet, the minimum lot size established in the subdivision ordinance.
  - c. Parcels with development potential of five or more lots shall cluster single-family detached homes ~~utilizing the Planned Community PC zone~~ to the degree feasible. In such cases the density may not exceed the density permitted by the lot size standards of the San Carlos Subdivision Ordinance. Further, the provisions related to portions of the development which must remain ungraded shall apply. Only the lot size requirements may vary. In such cases, the minimum lot size shall be 10,000 square feet.
- **Policy LU-4.6** Parcels proposed for annexation to the City shall be prezoned.
  - a. Undeveloped Residential Parcels. Parcels with development potential of five or more lots shall be zoned to Planned Community ~~(with minimum R-1 LD Development Standards)~~ Development with minimum RS-3 development standards prior to approval of a Tentative Subdivision Map. Parcels with development potential of less than five lots shall be prezoned RS-3.
  - b. ~~Other parcels proposed for annexation shall be prezoned R-1 LD Low Density, Single Family Residential District.~~ Developed residential parcels and parcels with development potential for

## Appendix E: Revised Proposed General Plan Amendments

nonresidential use shall be rezoned consistent with surrounding and/or like zoning district classifications which represent uses intended for the property.

- **Policy LU-5.16:** Identify, develop and implement ~~Redevelopment Agency-sponsored~~ programs and other public/private partnership developments to help facilitate economic development.
- **Action LU-6.5:** Continue to implement the East Side Innovation District Vision Plan adopted on October 25, 2021 (Resolution 2021-107).
- **Policy LU-5.17:** Encourage the development as well as improvements to the ingress and egress on the following public parking lots ~~plazas~~: South Plaza, Williams Plaza, Wheeler Plaza and Clark Plaza. Encourage the consolidation and acquisition of parcels when opportunities become available to expand the public parking lots ~~plazas~~, provide improved ingress and egress and improve the efficiency of design.
- **Action LU-7.1:** Continue to implement the City's adopted Bicycle and Pedestrian Master Plan adopted on June 9<sup>th</sup>, 2020 and update the Master Plan as needed. Prepare a community study to seek new ways to enhance walkability and connect all areas of the community. The current Bicycle Transportation Plan could be expanded to be a Bicycle and Pedestrian Transportation Plan.
- **Policy LU-8.19:** Residential structures shall be de- signed to be compatible with existing structures in the vicinity, avoid obstructing views from adjacent structures or views of community importance, avoid interference with the right or ability to use solar energy and be consistent with the Objective Design Standards ~~community design principles~~.
- **Policy LU-12.1:** Evaluate historical, cultural, and tribal cultural resources early in the development review process through consultation with interested parties.
- **Action LU-12.1:** Ensure thorough compliance with the provisions of the California Environmental Quality Act (CEQA) relating to potential impacts to cultural, ~~and~~ historical, and tribal cultural resources.
- **Action LU-12.6:** The City of San Carlos shall develop mapping to indicate areas in the City with archaeological sensitivity and guidance documentation for public and private construction projects that involve ground disturbance activities in areas with archaeological sensitivity. The requirements may include 1) an archeological records search, 2) construction training for cultural sensitivity, and 3) procedures if archaeological resources are discovered.

## Chapter 5 – Circulation and Scenic Highways Element

- **Policy CSH-3.1:** Strive to reduce baseline and development-related traffic by implementing and enforcing the Transportation Demand Management Ordinance 20-percent through public private partnership efforts.
- **Policy CSH-3.3:** Support the incorporation of Transportation Demand Management measures in new development to reduce traffic impacts.

## Appendix E: Revised Proposed General Plan Amendments

- **Policy CSH-3.7:** Public sidewalks and walkways shall be designed to accommodate access in accordance with the Americans with Disabilities Act, and including any other applicable State and federal laws, regulations and guidelines, and shall be kept clear of obstruction.
- **Policy CSH-3.8** The City shall ~~strive to maintain intersection~~ continue to evaluate service levels ~~above the mid-range of level D (not to exceed a Volume to Capacity Ratio (V/C) of .85 or a total average delay time at intersections of 45 seconds whenever V/C Ratio is not available)~~ metrics as provided by the City's Transportation Impact Analysis (or Transportation Study) Guidelines as adopted November 12, 2024, Resolution 2024-118. The City recognizes that certain development project(s) may cause ~~this level of service goal~~ these thresholds to be exceeded. The City may approve such development project(s) if specific economic, legal, social, technological, or other benefits outweigh the ~~adverse effects of exceeding the mid-range level D goal~~ thresholds as set forth in the Transportation Study Guidelines.
- **Action CSH-3.2:** The City shall consider adoption of a Transportation Impact Fee for new development to support city-wide Transportation Demand Management measures.
- **Policy CSH-4.2:** Reduce potential conflicts, safety hazards and physical obstacles between bicyclists, automobiles and pedestrians and ensure compliance with the Americans with Disabilities Act, and including any other applicable State and federal laws, regulations and guidelines.

## Chapter 6 – Environmental Management

- **Policy EM-1.1:** Ensure that potential impacts to biological resources and sensitive habitat are carefully evaluated when considering development project applications through the preparation of a biological resources assessment by a qualified biologist. Require such biological resource assessments as part of project approval for proposed development on sites that may support special-status plant and animal species, sensitive natural communities, important wildlife corridors, riparian habitat, or regulated wetlands and waters.
- **Action EM-1.5:** Require that major new buildings and taller structures that extend above the existing surrounding urban fabric and height of the tree canopy be designed to minimize the potential risk of bird collisions using input from the latest bird-safe design guidelines and best management practice strategies to reduce bird strikes.
- **Action EM-7.3:** Update the Climate Action Plan (CAP) every five years, including but not limited to:
  - a. A revised greenhouse gas (GHG) emissions inventory;
  - b. An overview of new knowledge of the causes and anticipated impacts of climate change;
  - c. Collaborate with stakeholders and volunteers to assist in the preparation and implementation of the effective CAP.
  - d. An assessment of the appropriateness and adequacy of San Carlos' GHG reduction target;
  - e. A summary of the quantified cost per metric ton of carbon dioxide equivalent reduced per emission reduction measure;
  - f. An evaluation of the effectiveness of existing programs; ~~and~~

g. Considerations for the use of low-carbon and sustainable materials to reduce embodied carbon in construction and to meet GHG reduction target(s); and

hg. Modifications to goals, policies and strategies as needed to achieve the GHG reduction target.

## Chapter 7 – Parks and Recreation

- **Policy PR-2.3:** Continue to support implementation of trail connections as identified in the City’s Master Plan for Parks, Open Space, Buildings and other Recreation Facilities Potential Trail Connections Plan.
- **Policy PR-3.7:** Protect the Youth Center as a valuable venue ~~exclusively for~~ giving priority to youth activities and programs as subject to the terms in the Youth Center Use Policy adopted by City Council.

## Chapter 9 – Noise

- **Policy NOI-1.8:** ~~During all phases of construction activity, reasonable noise reduction measures shall be utilized to minimize the exposure of neighboring properties to excessive noise levels.~~
  - a. ~~Construction~~ All construction activities shall comply with the City’s noise ordinance. Development projects that require an acoustical study shall incorporate reasonable noise and vibration reduction measures and best management practices to minimize excessive noise levels during all phases of construction activity. Reduction measures and best management practices may include, but are not limited to, noise control techniques for construction tools and equipment, construction site management techniques, temporary noise barriers, noise monitoring and reporting, and/or construction traffic management.
- **Policy NOI-1.12:** Ensure consistency with the noise compatibility policies and criteria contained in the San Carlos Airport Land Use Plan Comprehensive Airport Land Use Compatibility Plan for the Environs of San Carlos Airport.

APPENDIX F:  
COMMENTS RECEIVED ON THE  
DRAFT EIR

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**From:** [Zachariasen, Judith@DOC](mailto:Zachariasen.Judith@DOC)  
**To:** [achopra@cityofsancarlos.org](mailto:achopra@cityofsancarlos.org)  
**Cc:** [OLRA@DOC](mailto:OLRA@DOC); [OPR State Clearinghouse](#)  
**Subject:** 2045 General Plan Reset - SCH no. 2024060037  
**Date:** Friday, January 31, 2025 2:49:09 PM  
**Attachments:** [image001.png](#)

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Dear Akanksha Chopra,

The California Geological Survey (CGS) has received the Draft Environmental Impact Report (DEIR) for the City of San Carlos 2045 General Plan Reset. This email conveys recommendations from CGS concerning geologic issues related to the project area as addressed in the DEIR.

1. Liquefaction Hazards

The project area is located within an earthquake zone of required investigation (ZORI) for liquefaction mapped by CGS in accordance with the 1990 Seismic Hazards Mapping Act. The DEIR and supporting documents, in addressing this hazard, should mention the ZORI, include a map showing their extent in the project area, and explicitly address the regulatory implications of the zone for future development.

Additional information regarding liquefaction and ZORI is available at the links below:

<https://maps.conservation.ca.gov/cgs/informationwarehouse/eqzapp/>  
<https://maps.conservation.ca.gov/cgs/informationwarehouse/regulatorymaps/>

2. Lateral Spreading Hazards

The DEIR states “No known fault traces are located within the EIR Study Area and would not result in lateral spreading as a result of fault rupture.” CGS notes that lateral spreading is a secondary effect of earthquake shaking associated with liquefaction and is not, in general, directly related to surface fault rupture. Thus, the absence of mapped fault traces does not imply the absence of a lateral spreading hazard, especially in an area with a significant liquefaction hazard. Lateral spreading should be addressed independently of fault rupture.

If you have any additional comments or questions, please feel free to call or email.

Thank you,  
Judy Zachariasen



**Judith Zachariasen, PhD, PG, CEG**

Senior Engineering Geologist  
Fault Zoning Unit Supervisor  
Seismic Hazards Program  
California Geological Survey

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AG1-1

AG1-2

AG1-3

E: [judith.zachariasen@conservation.ca.gov](mailto:judith.zachariasen@conservation.ca.gov)

From: [Len Materman](mailto:Len@oneshoreline.org)  
To: [Len Materman](mailto:Len@oneshoreline.org)  
Subject: FW: Comment on the Feb. 3, 2025 Meeting Agenda Item 6.a. - General Plan Reset  
Date: Tuesday, March 11, 2025 1:50:05 PM  
Attachments: [Pulgas Creek Pump Station across from a new development on Industrial Road during a high tide](#)  
[View File](#)  
[Download Pictures](#)

From: Len Materman <[Len@oneshoreline.org](mailto:Len@oneshoreline.org)>  
Sent: Monday, February 3, 2025 2:22 PM  
To: Kristen Clements <[kclements@cityofsan-carlos.org](mailto:kclements@cityofsan-carlos.org)>; Twisha Anand <[tanand@cityofsan-carlos.org](mailto:tanand@cityofsan-carlos.org)>; Summer Bundy <[sbundy@cityofsan-carlos.org](mailto:sbundy@cityofsan-carlos.org)>; Janet Castaneda <[jcastaneda@cityofsan-carlos.org](mailto:jcastaneda@cityofsan-carlos.org)>; Ellen Garvey <[egarvey@cityofsan-carlos.org](mailto:egarvey@cityofsan-carlos.org)>  
Cc: Andrea Mardesich <[amardesich@cityofsan-carlos.org](mailto:amardesich@cityofsan-carlos.org)>  
Subject: Comment on the Feb. 3, 2025 Meeting Agenda Item 6.a. - General Plan Reset

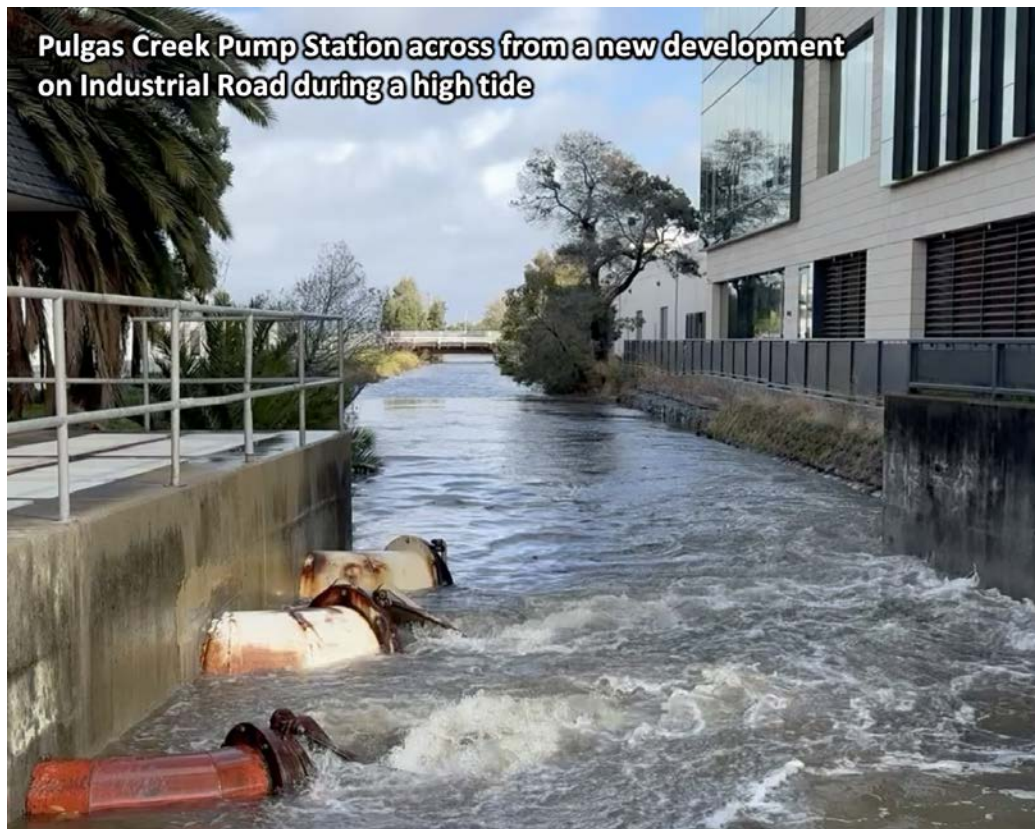
Dear Planning and Transportation Commissioners:

I had hoped to make a public comment in person this evening but unfortunately, I'm unable to attend so please consider the following as you discuss this topic, which is very important to the future of this City.

In addition to being a long-time resident of San Carlos, I run the San Mateo County Flood and Sea Level Rise Resiliency District, also known as OneShoreline, which was established by State legislation five years ago as the first independent government agency in California focused on planning for and building regional resilience to the impacts of climate change. We have several efforts that benefit San Carlos, from funding restoration and stormwater detention projects along Belmont Creek upstream of where it forms the San Carlos boundary, to removing debris along that Creek and along Cordilleras Creek in the areas that flood our City, to shoreline adaptation projects with San Carlos and its neighboring cities.

Today, I write about another major OneShoreline effort: to provide uniform guidance and template language for general plans, specific plans, zoning ordinances, and development agreements so that private developments and public infrastructure can function for their intended lifespan and contribute to community resilience without having to undergo costly retrofits in the future.

Related to private developments, of which there are several proposed in San Carlos, in June 2023 the OneShoreline Board adopted Policy Planning Guidance to Protect and Enhance Bay Shoreline Areas of San Mateo County (available at [OneShoreline.org/planning-guidance](https://www.oneshoreline.org/planning-guidance)). The picture below taken six weeks ago in an area affected by tides today provides an example for why requirements for long-term resilience, such as setbacks from, and no underground parking / key infrastructure immediately adjacent to, creeks and shorelines should be part of our zoning and enforced.



OneShoreline is now working on a similar effort related to the public infrastructure that makes our communities livable (stormwater and wastewater systems, roads, parks, marinas, and utilities).

Here is an image of Laurel Street in San Carlos, which is not generally thought of as a floodway.

AG2-1

AG2-2

AG2-3



AG2-3  
cont.

We applaud the City of San Carlos for its work thus far to incorporate climate resilience language into its key documents. Today, in the document before you, I encourage you to ensure that this is done at every opportunity and is unambiguous.

Please ask yourselves: am I confident that the proposed text regarding commercial and housing developments, transportation, or parks will lead to specific City requirements — soon — to ensure that a new asset being proposed will function for its lifespan during increasingly large storms and higher tides and groundwater? If the answer is no, please add language to the General Plan document that will give you that confidence.

While a General Plan, and certainly a Climate Action Plan, will not by itself make us resilient to the impacts of climate change, a zoning ordinance that includes strong resilience requirements can make a difference. OneShoreline has seen the benefits of this in the cities we work with, so please add this to the San Carlos General Plan to help us achieve that goal for us and future generations.

Thank you for your consideration.

Len Materman  
Chief Executive Officer  
San Mateo County Flood and Sea Level Rise Resiliency District  
[OneShoreline.org](http://OneShoreline.org)



AG2-4

# California Department of Transportation



DISTRICT 4  
OFFICE OF REGIONAL AND COMMUNITY PLANNING  
P.O. BOX 23660, MS-10D | OAKLAND, CA 94623-0660  
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February 19, 2025

SCH #: 2024060037  
GTS #: 33077  
GTS ID: 04-SM-2024-00653  
Co/Rt/Pm: SM/VAR/VAR

Akanksha Chopra, Associate Planner  
City of San Carlos  
600 Elm Street  
San Carlos, CA 94070

## Re: 2045 General Plan Reset – Draft Environmental Impact Report (DEIR)

Dear Akanksha Chopra:

Thank you for including the California Department of Transportation (Caltrans) in the environmental review process for the 2045 General Plan Reset. The Local Development Review (LDR) Program reviews land use projects and plans to ensure consistency with our mission and state planning priorities. The following comments are based on our review of the January 2025 DEIR.

AG3-1

Please note this correspondence does not indicate an official position by Caltrans on this project and is for informational purposes only.

### Project Understanding

The proposed project is an update to the City of San Carlos’s 2030 General Plan to amend the buildout capacity. Citywide development projections for growth through 2045 include estimates of up to 8,300 new housing units, 15,620 new residents, 8,927,300 new nonresidential square footage, and 26,530 new employees. Sections of U.S. Route 101 (U.S. 101) and State Route (SR) 82 are within the San Carlos City limits and are likely to be impacted by future developments under the General Plan.

### Travel Demand Analysis

The project vehicle miles traveled (VMT) analysis and significance determination are undertaken in a manner consistent with the City’s adopted Transportation Significance Criteria. Under these criteria any development that produces 15 percent less than the regional average VMT per service population, per capita, and per employee is considered less than significant.

AG3-2

Per the DEIR, the proposed project VMT impacts were determined to be significant and unavoidable. Caltrans acknowledges that the DEIR has identified Mitigation Measure TRAN-2 to help mitigate potential VMT impacts from future developments by amending the City's Transportation Demand Management (TDM) program to increase the required trip reduction to the extent feasible. The City is encouraged to review the 2023 Caltrans Transportation Demand Management Toolbox ([link](#)), which may contain additional TDM requirements and incentives not already discussed in the City's TDM program and General Plan.

AG3-2  
Cont.

Please additionally note that the City and County Association of Governments of San Mateo County (C/CAG) recently published its Final Report for the VMT/Greenhouse Gas (GHG) Model Mitigation Program ([link](#)). The VMT/GHG Model Mitigation Program was awarded through Caltrans' Sustainable Transportation Planning Grant Program and intends to assist project sponsors and developers in identifying feasible options for mitigating VMT and GHG emission impacts of land use and VMT-inducing transportation projects in the County. The City is encouraged to collaborate with Caltrans and C/CAG to explore more citywide or regional VMT mitigation options where feasible.

### **Mitigation Strategies**

Caltrans Smart Mobility Framework Guide defines a place type based on four physical elements: built form, land use, mobility options, and people. Based on the Smart Mobility Framework 2022, the proposed project area is identified as an urban community that typically consists of moderately dense urban design, that are mostly residential but with mixed-use centers. Housing is varied in density and type. Transit is available to connect neighborhoods to multiple destinations. Street networks are fine-grained with good connectivity for pedestrians and limited connectivity for bicyclists.

Please also consider the measures listed below, which are quantified by the California Air Pollution Control Officers Association (CAPCOA) and shown to have different efficiencies in reducing regional VMT:

AG3-3

- Integrate Affordable and Below Market Rate Housing
- Locate Developments in Area with High Destination Accessibility
- Improve Destination Accessibility in Underserved Areas
- Implement Transit-Supportive Roadway Treatments
- Dedicate Land for Bike Trails
- Construct or Improve Bike Boulevards
- Provide Secure Bike Parking, especially near transit
- Create Urban Non-motorized zones
- Provide Electric Vehicle Charging Infrastructure
- Implement Shared Vehicle Program (car/bike/E-bike/scooter)
- Limit Residential Parking Supply

- Implement Market Price Public Parking (On-Street)

**Lead Agency**

As the Lead Agency, the City is responsible for all project mitigation, including any needed improvements to the State Transportation Network (STN). The project’s fair share contribution, financing, scheduling, implementation responsibilities and lead agency monitoring should be fully discussed for all proposed mitigation measures.

**Fair Share Contributions**

We encourage a sufficient allocation of fair share contributions toward multi-modal and regional transit improvements to fully mitigate cumulative impacts to regional transportation. We also strongly support measures to increase sustainable mode shares, thereby reducing VMT.

Caltrans recommends the City encourage fair share contributions from future development projects to the following Plan Bay Area 2050 projects:

RTP ID	Title	Scope	Open Period	Funding* (millions)
21-T06-027	Corridor & Interchange Improvements   US-101   San Mateo County	This program includes funding to implement interchange improvements at SR-92, 3rd Ave, Holly St, Peninsula Ave, Produce Ave, Sierra Point Pkwy, University Ave, Willow Rd, and Woodside Rd; and funding for a planning study to scope interchange improvements at Candlestick.	2021 – 2035	\$901
21-T10-078	BRT   Modernization   SamTrans   El Camino Real	This program includes funding to implement BRT improvements to existing bus service along El Camino Real from Daly City BART to Palo Alto Caltrain Station. Improvements include frequency upgrades (15-minute peak headways), dedicated lanes (45% of route), transit priority infrastructure and transit signal priority.	2036 - 2050	\$352
21-T12-119	Express Bus   Service Expansion   SamTrans	This program includes funding to implement new express bus service along US-101 and I-280 (on express lanes where available) from Foster City, San Mateo and Burlingame to Downtown San Francisco; from San Mateo and Palo Alto to Western San Francisco; and from San Bruno to	2021 - 2035	\$478

		Sunnyvale. Improvements include park-and-ride facilities, ramp improvements and bus stop improvements (20-minute peak headways).		
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AG3-5  
cont.

**Multimodal Transportation Planning**

Please review and include reference to the *Caltrans District 4 Pedestrian Plan (2021)* and the *Caltrans District 4 Bike Plan (2018)* in the DEIR. These two plans studied existing conditions for walking and biking along and across the STN in the nine-county Bay Area and developed a list of location-based and prioritized needs.

Please note that any Complete Streets reference should be updated to reflect Caltrans Director’s Policy 37 (*link*) that highlights the importance of addressing the needs of non-motorists and prioritizing space-efficient forms of mobility, while also facilitating goods movement in a manner with the least environmental and social impacts. This supersedes Deputy Directive 64-R1, and further builds upon its goals of focusing on the movement of people and goods.

AG3-6

**Construction-Related Impacts**

Project work that requires movement of oversized or excessive load vehicles on State roadways requires a transportation permit that is issued by Caltrans. To apply, please visit Caltrans Transportation Permits (*link*). Prior to construction, coordination may be required with Caltrans to develop a Transportation Management Plan (TMP) to reduce construction traffic impacts to the STN.

AG3-7

**Equitable Access**

If any Caltrans facilities are impacted by the project, those facilities must meet American Disabilities Act (ADA) Standards after project completion. As well, the project must maintain bicycle and pedestrian access during construction. These access considerations support Caltrans’ equity mission to provide a safe, sustainable, and equitable transportation network for all users.

AG3-8

**Encroachment Permit**

Please be advised that any permanent work or temporary traffic control that encroaches onto Caltrans’ right-of-way (ROW) requires a Caltrans-issued encroachment permit.

AG3-9

The Office of Encroachment Permit requires 100% complete design plans and supporting documents to review and circulate the permit application package. The review and approval of encroachment projects is managed through the Encroachment Permits Office Process (EPOP) or the Project Delivery Quality Management Assessment Process (QMAP), depending on project scope, complexity,



and completeness of the application. Please use the following resources to determine the appropriate review process:

- TR-0416 Applicant's Checklist ([link](#))
- Flowchart, Figure 1.2 in Chapter 100 – The Permit Function, Caltrans Encroachment Permit Manual ([link](#))

The permit approval may take 30 days to 6 months or more depending on the project scope, size, complexity, completeness, compliance with policies and quality of the permit package submitted. Projects requiring exceptions to design standards or external agency approvals may need more time to process.

To obtain more information and download the permit application, please visit Caltrans Encroachment Permits ([link](#)). When the applicant is ready to pursue a Caltrans encroachment permit, please contact [D4Permits@dot.ca.gov](mailto:D4Permits@dot.ca.gov) to initiate the process.

Thank you again for including Caltrans in the environmental review process. Should you have any questions regarding this letter, please contact Luana Chen, Transportation Planner, via [LDR-D4@dot.ca.gov](mailto:LDR-D4@dot.ca.gov). For future early coordination opportunities or project referrals, please visit Caltrans LDR website ([link](#)) or contact [LDR-D4@dot.ca.gov](mailto:LDR-D4@dot.ca.gov).

Sincerely,



Llisel Ayon  
Acting Branch Chief, Local Development Review  
Office of Regional and Community Planning

c: State Clearinghouse

AG3-9  
cont.



State of California – Natural Resources Agency  
DEPARTMENT OF FISH AND WILDLIFE  
Bay Delta Region  
2825 Cordelia Road, Suite 100  
Fairfield, CA 94534  
(707) 428-2002  
[www.wildlife.ca.gov](http://www.wildlife.ca.gov)

**GAVIN NEWSOM, Governor**  
**CHARLTON H. BONHAM, Director**



February 25, 2025

Akanksha Chopra, Associate Planner  
City of San Carlos  
600 Elm Street  
San Carlos, CA 94070  
[AChopra@cityofsancarlos.org](mailto:AChopra@cityofsancarlos.org)

Subject: 2045 General Plan Reset, Draft Program Environmental Impact Report,  
SCH No. 2024060037, City of San Carlos, San Mateo County

Dear Akanksha Chopra:

The California Department of Fish and Wildlife (CDFW) received a Notice of Availability of a Draft Program Environmental Impact Report (DPEIR) from the City of San Carlos (City) for the 2045 General Plan Reset (Project) pursuant the California Environmental Quality Act (CEQA) and CEQA Guidelines. CDFW previously submitted comments in response to the Notice of Preparation of the DPEIR.

AG4-1

Thank you for the opportunity to provide comments and recommendations regarding those activities involved in the Project that may affect California fish and wildlife. Likewise, we appreciate the opportunity to provide comments regarding those aspects of the Project that CDFW, by law, may be required to carry out or approve through the exercise of its own regulatory authority under the Fish and Game Code.

**CDFW ROLE**

CDFW is California’s **Trustee Agency** for fish and wildlife resources and holds those resources in trust by statute for all the people of the State. (Fish & G. Code, §§ 711.7, subd. (a) & 1802; Pub. Resources Code, § 21070; CEQA Guidelines § 15386, subd. (a).) CDFW, in its trustee capacity, has jurisdiction over the conservation, protection, and management of fish, wildlife, native plants, and habitat necessary for biologically sustainable populations of those species. (*Id.*, § 1802.) Similarly, for purposes of CEQA, CDFW is charged by law to provide, as available, biological expertise during public agency environmental review efforts, focusing specifically on projects and related activities that have the potential to adversely affect fish and wildlife resources.

AG4-2

CDFW is also submitting comments as a **Responsible Agency** under CEQA. (Pub. Resources Code, § 21069; CEQA Guidelines, § 15381.) CDFW expects that it may need to exercise regulatory authority as provided by the Fish and Game Code. As proposed, for example, the Project may be subject to CDFW’s Lake and Streambed Alteration (LSA) regulatory authority. (Fish & G. Code, § 1600 et seq.) Likewise, to the extent implementation of the Project as proposed may result in “take” as defined by

Akanksha Chopra, Associate Planner  
City of San Carlos  
February 25, 2025  
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State law of any species protected under the California Endangered Species Act (CESA) (Fish & G. Code, § 2050 et seq.), the Project proponent may seek related take authorization as provided by the Fish and Game Code.

AG4-2  
cont.

### **California Endangered Species Act and Native Plant Protection Act**

Please be advised that a CESA Incidental Take Permit (ITP) must be obtained if the Project has the potential to result in “take” of plants or animals listed under CESA or NPPA, either during construction or over the life of the Project. Under CESA, take is defined as “to hunt, pursue, catch, capture, or kill, or attempt to hunt, pursue, catch, capture or kill.” Issuance of an ITP is subject to CEQA documentation. If the Project will impact CESA or NPPA listed species, early consultation with CDFW is encouraged, as significant modification to the Project and mitigation measures may be required to obtain an ITP. Issuance of an ITP is subject to CEQA documentation; the CEQA document must specify impacts, mitigation measures, and a mitigation monitoring and reporting program. Fully protected species may not be taken or possessed at any time (Fish and Game Code, §§ 3511, 4700, 5050, and 5515.)

AG4-3

CEQA requires a Mandatory Finding of Significance if a Project is likely to substantially impact threatened or endangered species (Pub. Resources Code, §§ 21001(c), 21083, and CEQA Guidelines §§ 15380, 15064, 15065). Impacts must be avoided or mitigated to less-than-significant levels unless the CEQA Lead Agency makes and supports Findings of Overriding Consideration (FOC). The CEQA Lead Agency’s FOC does not eliminate the Project proponent’s obligation to comply with Fish and Game Code, § 2080 et. seq.

### **Lake and Streambed Alteration**

CDFW requires an LSA Notification, pursuant to Fish and Game Code section 1600 et seq., for Project activities affecting lakes or streams and associated riparian habitat. Notification is required for any activity that may substantially divert or obstruct the natural flow; change or use material from the bed, channel, or bank (including associated riparian or wetland resources); or deposit or dispose of material where it may pass into a river, lake, or stream. Work within ephemeral streams, drainage ditches, washes, watercourses with a subsurface flow, and floodplains are generally subject to notification requirements. In addition, infrastructure installed beneath such aquatic features, such as through hydraulic directional drilling, is also generally subject to notification requirements. Any impacts to the mainstems, tributaries and floodplains or associated riparian habitat would likely require an LSA Notification. CDFW, as a responsible agency under CEQA, will consider the DPEIR for the Project. CDFW may not execute a final LSA Agreement until it has complied with CEQA as the responsible agency.

AG4-4

Akanksha Chopra, Associate Planner  
City of San Carlos  
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### Raptors and Other Nesting Birds

CDFW has authority over actions that may result in the disturbance or destruction of active nest sites or the unauthorized take of birds. Fish and Game Code sections protecting birds, their eggs, and nests include §§ 3503 (regarding unlawful take, possession or needless destruction of the nests or eggs of any bird), 3503.5 (regarding the take, possession or destruction of any birds-of-prey or their nests or eggs), and 3513 (regarding unlawful take of any migratory nongame bird). Migratory birds are also protected under the federal Migratory Bird Treaty Act (MBTA).

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### Fully Protected Species

Fully protected species, such as San Francisco garter snake (*Thamnophis sirtalis tetrataenia*), California Ridgway's rail (*Rallus obsoletus obsoletus*, formerly California clapper rail) or California Black rail (*Laterallus jamaicensis coturniculus*) may not be taken or possessed at any time and no licenses or permits may be issued for their take except as follows:

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- Take is for necessary scientific research;
- Efforts to recover a fully protected, endangered, or threatened species, live capture and relocation of a bird species for the protection of livestock; or
- They are a covered species whose conservation and management is provided for in a Natural Community Conservation Plan (Fish & G. Code, §§ 3511, 4700, 5050, & 5515).

Specified types of infrastructure projects may be eligible for an ITP for unavoidable impacts to fully protected species if certain conditions are met (Fish & G. Code §2081.15). Project proponents should consult with CDFW early in the Project planning process.

### PROJECT DESCRIPTION SUMMARY

**Proponent:** City of San Carlos

**Objective:** The objective of the Project is to plan for the growth of San Carlos over a 20-year time horizon and to: allow for a mix of development to support the City's economic resiliency and to sustain a robust local economy; preserve, protect, and promote industrial, commercial, and office uses to maintain a thriving ecosystem of local businesses and to provide for local jobs; provide a mix of housing that meets the needs of a diverse community, as outlines in the 2023-2031 Housing Element and for future Housing Element cycles; and make minor updates to the 2030 General Plan to reference recent City initiatives, plans, or new State regulations.

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cont.

**Location:** City of San Carlos, San Mateo County, CA 94070.

**Timeframe:** 2025-2045

**COMMENTS AND RECOMMENDATIONS**

AG4-8

CDFW offers the comments and recommendations below to assist the City in adequately identifying and/or mitigating the Project’s significant, or potentially significant, direct and indirect impacts on fish and wildlife (biological) resources. Editorial comments or other suggestions may also be included to improve the document.

**I. Project Description and Related Impact Shortcoming**

**COMMENT 1: Program EIR Subsequent Project Review**

The Project EIR has been prepared as a draft Program EIR pursuant to CEQA Guidelines Section 15168 but the Program EIR does not include a checklist for subsequent project review. While Program EIRs have a necessarily broad scope, CDFW recommends providing as much information related to anticipated future activities as possible. CDFW recognizes that, pursuant to CEQA Guidelines section 15152, subdivision (c), if a Lead Agency is using the tiering process in connection with an EIR or large-scale planning approval, the development of detailed, site-specific information may not be feasible and can be deferred, in many instances, until such time as the Lead Agency prepares a future environmental document. This future environmental document would cover a project of a more limited geographical scale and is appropriate if the deferred information does not prevent adequate identification of significant effects of the planning approval at hand. The CEQA Guidelines section 15168, subdivision (c)(4) states, “Where the later activities involve site specific operations, the agency should use a written checklist or similar device to document the evaluation of the site and the activity to determine whether the environmental effects of the operation were within the scope of the program EIR.” Based on CEQA Guidelines section 15183.3 and associated Appendix N Checklist, and consistent with other program EIRs, CDFW recommends creating a procedure or checklist for evaluating subsequent Project impacts on biological resources to determine if they are within the scope of the Program EIR or if an additional environmental document is warranted. This checklist should be included as an attachment to the EIR. Future analysis should include all special-status species and sensitive habitat including but not limited to species considered rare, threatened, or endangered species pursuant to CEQA Guidelines, section 15380.

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When used appropriately, the checklist should be accompanied by enough relevant information and reasonable inferences to support a “within the scope” of the EIR conclusion. For subsequent Project activities that may affect sensitive biological

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resources, a site-specific analysis should be prepared by a Qualified Biologist to provide the necessary supporting information. In addition, the checklist should cite the specific portions of the EIR, including page and section references, containing the analysis of the subsequent Project activities' significant effects and indicate whether it incorporates all applicable mitigation measures from the EIR.

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cont.

## II. Environmental Setting and Mitigation Measure Related Impact Shortcomings

**MANDATORY FINDING OF SIGNIFICANCE. Does the Project have potential to substantially reduce the number or restrict the range of an endangered, rare, or threatened species?**

And,

**Would the Project 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 CDFW or U.S. Fish and Wildlife Service (USFWS)?**

### COMMENT 2: Nesting Birds, Section 4.3.3, Page 4.3-18- 4.3-20

**Issue:** Nesting birds, including American Peregrine falcon (*Falco peregrinus anatum*) and Alameda song sparrow (*Melospiza melodia pusillula*), have the potential to nest on the ground, in trees, on structures, or in vegetation within and in the vicinity of the EIR Study Area. The DPEIR states that "development in locations abutting or in the vicinity of open space lands or water resources, where special status species are more likely to occur, could potentially cause a significant impact to, or cause the inadvertent loss, of bird nests in active use." Though not mentioned in the DIER, the City of San Carlos General Plan Environmental Management Element contains an action item (Action EM-1.5) requiring "major new buildings and taller structures that extend above the existing surrounding urban fabric and height of the tree canopy be designed to minimize the potential risk of bird collisions using input from the latest bird-safe design guidelines and best management practice strategies to reduce bird strikes." However, the DPEIR lacks specific avoidance, minimization and mitigation measures to protect nesting birds sufficient to reduce potential impacts to less-than-significant levels.

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**Specific impact, why the impact would occur, and evidence the impact would be significant:** The federal MBTA and California Fish and Game Code protect migratory and nesting birds, including species with potential to occur in the Project area (e.g., American falcon and Alameda song sparrow). The nesting seasons for passerines, owls, and raptors range from February 15- August 30, January 15- September 15, and February 15- September 15, respectively.

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**Recommendation 2:** CDFW recommends the PEIR include avoidance and minimization measures to protect nesting birds by incorporating the mitigation measure below to reduce potential impacts to less-than-significant levels:

**Recommended Nesting Bird Mitigation Measure:** If Project grading or construction is scheduled to take place between January 15 – September 15, a preconstruction survey of the Project vicinity for nesting birds shall be conducted by a qualified biologist experienced with the nesting behavior of bird species of the region. The survey shall determine if active nests are present within the planned area of disturbance or within 250 feet for passerines, 500 feet for accipiters and 1,000 feet for buteos. The survey shall be performed no more than seven days prior to the commencement of construction activities, and a second focused survey shall be conducted within 48 hours prior to construction activities that would occur during the nesting/breeding season. If ground disturbance activities are delayed following a survey, then an additional preconstruction survey shall be conducted such that no more than two weeks will have elapsed between the last survey and the commencement of ground disturbance activities. If a lapse of Project-related activities of seven days or longer occurs, another focused survey will be conducted before Project activities can be reinitiated.

If an active bird nest is found within the survey radii, species-specific measures shall be prepared by a qualified biologist and implemented to prevent abandonment of the active nest. A protective buffer distance shall be established by a qualified biologist based on the site conditions such as whether the nest is in a line of sight of the construction and the sensitivity of the birds nesting. Typical protective buffers are as follows: 1) 250 feet for passerines, 2) 500 feet for accipiters, and 3) 1,000 feet for buteos. No Project personnel or equipment shall be allowed to enter the protective buffer until the qualified biologist determines that the young have fully fledged and will no longer be adversely affected by the Project.

The qualified biologist shall observe any identified active nests prior to the start of any construction-related activities to establish a behavioral baseline of the adults and any nestlings, and the nest site(s) shall be monitored by the biologist periodically to see if the birds are stressed by the construction activities and if the protective buffer needs to be increased. The perimeter of the nest setback zone shall be fenced or adequately demarcated with stakes and flagging at 20-foot intervals, and construction personnel and activities restricted from the area. A survey report by the qualified biologist verifying that no active nests are present, or that the young have fledged, shall be submitted prior to initiation of grading in the nest-setback zone. The qualified biologist shall serve as a biological monitor during those periods when construction activities occur near active nest areas to

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cont.

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ensure that no inadvertent impacts on these nests occur. All buffers shall be shown on all sets of construction drawings.

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cont.

**COMMENT 3: Bats, Section 4.3.3, Page 4.3-18- 4.3-20**

**Issue:** The DPEIR states that special-status bats such as the pallid bat (*Antrozous pallidus*) have the potential to occur within the EIR Study Area and that there exists potential for species loss or disruption “due to conversion of areas of natural habitat, removal of trees and other vegetation, increases in light and noise, and other modifications and disturbance,” a potentially significant impact under CEQA. The DPEIR does not include measures to avoid, minimize, and/or mitigate potentially significant impacts to roosting bats.

**Specific impact, why the impact would occur, and evidence the impact would be significant:** Bats play an important role in Bay Area ecosystems, through pest control, pollination and seed dispersal. Recent studies estimate that bat consumption of insect pests results in more than \$3 billion in agricultural production savings per year in the U.S. (USFWS 2025). Bats are known to roost under bridges, in caves and mines, on buildings, in cliff crevices, in tree foliage, bark, and hollows, and in riprap, with habitat use varying temporally and seasonally. Suitability of bat roosting habitat is dependent on temperature, protection from predators and inclement weather, and proximity to foraging sites. Habitat reduction and disruption of hibernation and maternity roosts due to human development and activity have contributed to steep population declines in California and across the globe. Many bat species are long lived, with most females birthing only one to two young per year. Due to low reproductive rates and sensitivity of breeding females to disruption, maternity colonies affected by human activities that temporarily reduce fecundity or mortality may require multiple years to recover following disturbance events (California Department of Transportation [Caltrans] 2019).

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**Recommendation 3:** CDFW recommends including avoidance and minimization measures to protect bats that have the potential to occur within the PEIR Study Area, and recommends incorporating the following mitigation measure:

**Recommended Bat Mitigation Measure:** At any Project site where trees or abandoned buildings would be removed or heavily modified, prior to Project activities that would remove trees or modify buildings, a qualified biologist shall conduct a habitat assessment for bats. The habitat assessment shall be conducted a minimum of 30 to 90 days prior to the beginning of Project activities.

For tree removal, the habitat assessment shall include a visual inspection of potential roosting features (e.g., cavities, crevices in wood and bark, exfoliating bark for colonial species, suitable canopy for foliage roosting species). If suitable



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habitat is found, it shall be flagged or otherwise clearly marked. Trees shall be removed only if:

- a) Presence of bats is presumed or documented during surveys in trees with suitable habitat, and removal using the two-step removal process detailed below occurs only during seasonal periods of bat activity, from approximately March 1 through April 15, and September 1 through October 15, or;
- b) After a qualified biologist conducts night emergence surveys or completes visual examination of roost features that establish absence of roosting bats.

Two-step tree removal shall be conducted over two consecutive days. On the first day (in the afternoon), under the direct supervision and instruction by a qualified biologist with experience conducting two-step tree removal, limbs and branches shall be removed by a tree cutter using chainsaws only. Limbs with cavities, crevices, or deep bark fissures shall be avoided. On the second day the remainder of the tree shall be removed.

For modification of buildings, a qualified biologist shall conduct a survey for roosting bats. If roosting bats are detected, a bat avoidance and exclusion plan shall be implemented. The plan shall recognize that both maternity and winter roosting seasons are vulnerable times for bats and require exclusion outside of these times, generally between March 1 and April 15, or September 1 and October 15 when temperatures are sufficiently warm. Work operations shall cease if bats are found roosting within the Project area, and CDFW shall be consulted.

For loss of suitable bat habitat trees or impacts to buildings or structures occupied by bats subject to bat avoidance measures, the Project shall provide habitat mitigation in the form of:

- 1) Native tree planting at an appropriate ratio to offset canopy and temporal habitat loss and tree planting maintenance for a minimum of five years and until success criteria are met, or;
- 2) Establishing suitable bat habitat structures.

A qualified biologist shall prepare and submit a bat habitat mitigation plan to CDFW and obtain CDFW's approval of the plan prior to the start of Project activities, and shall implement the plan, unless otherwise approved in writing by CDFW.

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**COMMENT 4: San Francisco Garter Snake, Section 4.3.3, Page 4.3-18- 4.3-20**

**Issue:** San Francisco garter snake (SFGS) has the potential to occur within the Project Study Area, but the DPEIR does not adequately discuss or evaluate to what extent Project development could cause direct and/or indirect impacts to SFGS individuals or habitat. Additional impact assessment information is needed for CDFW to confirm Project protective measures will avoid direct and/or indirect impacts to SFGS and their habitat Delineations of SFGS habitat components by a qualified expert are necessary to determine areas where these species may occur within the Project area.

**Specific impact, why impact would occur, and evidence impact would be significant:** SFGS is a State Fully Protected species and is listed as endangered under CESA. SFGS require a variety of habitats, including aquatic breeding habitat and upland dispersal habitat. SFGS have been documented to disperse up to half a mile from aquatic breeding sites. Far-dispersing individuals provide genetic diversity to distant breeding sites and thus aid the survival of small, disparate populations. Construction and maintenance activities in suitable habitat could result in direct and indirect take to SFGS. Project development could injure or kill SFGS if they occur on-site, potentially resulting in a substantial reduction of their populations. Indirect take may occur due to upland habitat loss and degraded site suitability for SFGS to complete all stages of their life cycle.

SFGS are endemic snakes with a highly limited range in the San Francisco Peninsula. They utilize a variety of habitats including upland sites for basking, rodent burrows for shelter and low-lying marsh for feeding and reproduction (USFWS 1985). In coastal areas, SFGS may hibernate during the winter in small mammal burrows (USFWS, 2007). SFGS are threatened by loss of habitat from agricultural, commercial, and urban development, illegal collection by reptile breeders, and decline of their prey species, California red-legged frog (*Rana draytonii*).

SFGS are CESA listed as endangered species and therefore are a threatened or endangered species pursuant to CEQA Guidelines section 15380. Therefore, if SFGS are injured or killed, or their habitat is removed as a result of Project development, the Project may result in a substantial reduction in the number or restriction in the range of a threatened species or endangered species, which is considered a Mandatory Finding of Significance pursuant to CEQA Guidelines section 15065, subdivision (a)(1).

**Recommendation 4:** CDFW recommends the PEIR include additional information to facilitate meaningful review and understanding of Project impacts on SFGS habitat and populations. Protective buffers should be identified in the PEIR and include migration corridors, breeding and non-breeding habitat, as well as adjacent

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land necessary to protect these areas. Establishing appropriately sized construction buffers and protected areas that consider both short- and long-range SFGS dispersal is essential to protect SFGS individuals, populations, and habitat. Specifically, the PEIR should describe the extent of temporary and permanent impacts that would occur to SFGS breeding and/or upland habitat. Additionally, CDFW recommends the PEIR incorporate the following mitigation measure:

**Recommended San Francisco Garter Snake Mitigation Measure:** The Project and all tiered projects shall be designed to avoid impacts to SFGS individuals and habitat. Protocol-level surveys for SFGS individuals and habitat shall be performed by an agency-approved qualified biologist prior to construction in or adjacent to potentially suitable SFGS aquatic and/or upland habitat, including wetlands, riparian areas, grasslands near ponds/wetlands, or other sensitive habitat, following survey protocols approved by USFWS and CDFW. An agency-approved qualified biologist, in consultation with USFWS and CDFW, shall determine appropriate, site-specific buffers to protect SFGS breeding and upland habitat prior to conducting grading or other construction activities.

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**COMMENT 5: Crotch’s Bumble Bee, Section 4.3.3, Page 4.3-18- 4.3-20**

**Issue:** The DPEIR does not identify potential impacts to Crotch’s bumble bee (*Bombus crotchii*, CBB). The current range of CBB encompasses the proposed EIR Study Area, and proposed Project activities could impact bumble bees if they are present on-site. The DPEIR does not include avoidance, minimization or mitigation measures to protect potential CBB that may occur within the Project area.

**Specific impacts, why they may occur and be potentially significant:** CBB is a candidate species under CESA and therefore should be considered a threatened, endangered, or rare species under CEQA pursuant to CEQA Guidelines section 15380. Many bumble bee species, including CBB, once common in the western United States, have undergone a dramatic decline in both distribution and abundance and are now extirpated from much of their historic ranges. Many bumble bees are threatened with extinction due primarily to reductions in habitat from urbanization, intensive agriculture, and invasive species introductions.

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Bumble bees, including CBB, are found in a wide variety of natural, agricultural, urban and rural habitats, and require suitable nesting and overwintering sites as well as availability of nectar and pollen from floral resources (Hatfield et al. 2018). Potential nest habitat utilized from late February to late October includes underground abandoned small mammal burrows, perennial bunch grasses and/or thatched annual grasses, brush piles, old bird nests, dead trees, or hollow logs. Overwintering sites are utilized from November through early February by mated queens in self-excavated hibernacula, and could be present in soft, disturbed soil,

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sand, well-drained or loose soils, under leaf litter or other debris with ground cover requisites such as barren areas, tree litter, and bare patches within short grass in areas lacking dense vegetation. Any near-surface or subsurface ground disturbance within Project sites could result in the direct take of bumble bee colonies or overwintering queens. Bumble bees are generalist foragers, and do not depend on any one flower type, often visiting native and non-native flowering plants alike to collect the pollen and nectar resources needed to sustain their colonies and provision nest cells. Vegetation removal, including removal of any flowering plants or trees within the EIR Study Area, could impact bumble bee habitat.

If CBB are injured or killed, or their habitat is removed as a result of Project development, the Project may result in a substantial reduction in the number or restriction in the range of a threatened species or endangered species, a Mandatory Finding of Significance pursuant to CEQA Guidelines section 15065, subdivision (a)(1).

**Recommendation 5:** CDFW recommends the PEIR provide an assessment of the potential for the Project to impact CBB, and to incorporate the following mitigation measure to avoid, minimize, and mitigate potential impacts on CBB.

**Recommended Crotch's Bumble Bee Mitigation Measure:** CBB habitat assessments shall be performed in Project sites that may provide suitable CBB habitat and that could be impacted by Project development. The habitat assessment shall be conducted by a qualified biologist knowledgeable with the life history and ecological requirements of CBB, and include all areas of suitable overwintering, nesting, and foraging habitats within 100 feet of proposed work areas.

In areas with potential CBB habitat, pre-construction surveys for CBB individuals shall be conducted by a qualified biologist between March to August. Surveys shall include a minimum of three survey efforts, over a three-day period within a temperature range of 15C and 30C. If the qualified biologist suspects CBB detection or occupancy, CDFW shall be consulted immediately. CBB survey results shall be considered valid for one year at a given site, but additional surveys shall be performed prior to ground-disturbing activities at the discretion of the qualified biologist in consultation with CDFW. If surveys document the presence of CBB within Project sites, the City shall consult with CDFW prior to construction to determine if a CESA ITP authorization is required.

Further, if CBB are detected during surveys, the qualified biologist shall identify the location of all nests in or adjacent to Project sites. If nests are identified, a minimum 45-foot no-disturbance buffer zones shall be established around nests.

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The qualified biologist shall expand buffer zones as necessary to prevent disturbance and avoid take.

Bumble bee floral resources shall be mitigated at a 3:1 ratio for any permanent impacts to CBB habitat. Floral resources shall be replaced as close to their original location as is feasible. If active CBB nests have been identified and floral resources cannot be replaced within 600 feet of their original location, floral resources shall be planted in the most centrally available location relative to identified nests. This location shall be no more than 4,900 feet (1.5-kilometers) from any identified nest. Replaced floral resources may be split into multiple patches to meet distance requirements for multiple nests.

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cont.

**COMMENT 6: California Ridgway's Rail and California Black Rail, Section 4.3.3, Page 4.3-18- 4.3-20**

**Issue:** The DPEIR depicts the Study Area as occurring adjacent to and upstream of northern coastal salt marsh habitat that supports populations of California Ridgway's rail (CRRA) and California black rail (BLRA). The extent of the Study Area contains coastal creeks that drain into San Francisco Bay through a series of sloughs along Bair Island and may serve as wildlife movement corridors for species that are known to occur in the vicinity. Though the DPEIR identifies CRRA and BLRA as occurring in the vicinity of the EIR Study Area, it does not include analysis of the potential for Project development to impact these species, nor does it include measures to avoid, minimize or mitigate potentially significant impacts to CRRA or BLRA.

**Specific impact, why impact would occur, and evidence impact would be significant:** CRRA is a state and federally endangered and state fully protected species, and BLRA is a state threatened and state fully protected species. These species are at great conservation risk and are experiencing serious population declines or range retractions. Project activities could include impacts such as generation of noise, groundwork, and operation and movement of equipment and workers that would have the potential to disturb CRRA or BLRA foraging, roosting, and nesting. Direct mortality of CRRA or BLRA could occur through nest abandonment, loss of potential foraging habitat resulting in reduced reproductive success (loss or reduced health or vigor of eggs or young), inadvertent entrapment or entrainment, or impingement.

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If CRRA or BLRA are injured or killed, or their habitat is removed as a result of Project development, the Project may result in a substantial reduction in the number or restriction in the range of a threatened species or endangered species, a Mandatory Finding of Significance pursuant to CEQA Guidelines section 15065, subdivision (a)(1).

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**Recommendation 6:** CDFW recommends the PEIR provide an assessment of the potential for the Project to impact CRRA and BLRA, and incorporate the following mitigation measure to avoid, minimize, and mitigate potential impacts on these species.

**Recommended CRRA and BLRA Mitigation Measure:** A CDFW and USFWS-approved biologist shall conduct protocol-level surveys of CRRA and BLRA in all suitable habitats adjacent to the Project using the 2017 California Clapper Rail Survey Protocol to determine where CRRA or BLRA are present in each year of construction (Wood et al. 2017). CDFW staff are available to collaborate to incorporate calls of BLRA into the protocol to ensure that both species are sufficiently surveyed.

If CRRA or BLRA are found in suitable habitat near the Project site, appropriate buffers shall be incorporated to avoid and minimize impacts to CRRA and BLRA. A 700-foot no-work buffer shall be implemented between construction activities and any current-year breeding CRRA and BLRA detections if construction cannot be avoided during the rail breeding season (January 15- August 31 for CRRA, February 1- August 31 for BLRA). If establishing a 700-foot buffer around, breeding rail detections is not feasible, noise reducing modifications to equipment as well as portable acoustic barriers/blankets placed near noise sources may be appropriate to reduce auditory and visual impacts to breeding rails. Note that these noise reduction features may be appropriate regardless of time of year to minimize impacts to foraging rails as well. A qualified avian biologist shall advise and support buffer establishment in consultation with CDFW.

Fully protected species such as CRRA and BLRA may not be taken or possessed at any time. In the event a fully protected species is found within or adjacent to the Project site, an agency-approved qualified biologist shall implement an appropriate no-disturbance buffer and allow the individual to leave the Project site of its own volition. The qualified biologist shall also be on-site during all Project activities to ensure that fully protected species are not being disturbed by Project activities.

**COMMENT 7: Special-Status Plants, Section 4.3.3, Page 4.3-18- 4.3-20**

**Issue:** The DPEIR identifies the potential for special-status plant species to occur within the Study Area, including Franciscan onion (*Allium peninsulare* var. *franciscanum*), San Francisco collinsia (*Collinsia multicolor*), western leatherwood (*Dirca occidentalis*), Hillsborough chocolate lily (*Fritillaria biflora* var. *ineziana*), arcuate bushmallow (*Malacothamnus arcuatus* var. *arcuatus*), woodland woollythreads (*Monolopia gracilens*), chaparral ragwort (*Senecio aphanactis*), alkali milk-vetch (*Astragalus tener* var. *tener*), San Joaquin spearscale (*Extriplex*

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*joaquinana*), and Contra Costa goldfields (*Lasthenia conjugens*), yet the DPEIR does not provide avoidance, minimization or mitigation measures to address potential temporary or permanent impacts to these species due to Project development.

**Specific impact, why impact would occur, and evidence impact would be significant:** Hillsborough chocolate lily and Contra Costa goldfields have a California Rare Plant Rank (CRPR) of 1B.1, and Franciscan onion, San Francisco collinsia, western leatherwood, arcuate bushmallow, woodland woolleythreads, alkali milk-vetch, and San Joaquin spearscale all have a CRPR of 1B.2. Plants with a CRPR of 1B are rare throughout their range, endemic to California, and are seriously or fairly threatened. Most plants that are ranked 1B have declined significantly over the last century. The additional threat rank of 0.1 and 0.2 indicates that over 80 percent, and 20 to 80 percent of their occurrences are threatened, respectively. Chaparral ragwort has a CRPR of 2B.2, and is threatened in California but more common elsewhere, with 20 to 80 percent of its occurrences threatened.

The conservation of special-status native plants is essential to maintaining biodiversity in the California Bay Area. Native plants are better adapted to the local environment, allowing them to grow more efficiently, require less maintenance, and provide habitat resources for other native species (Berthon et al. 2020). Industrial land development is a leading threat to endangered plant communities, causing resource depletion through direct habitat replacement and increased input of pollutants into the environment (Czech et al. 2000). Limited distribution and small population sizes of special-status plants can increase the difficulty in species detection, and robust survey efforts are imperative to determine whether plant species protected under the CESA and NPPA occur within the Project area. Robust and timely survey efforts are a necessary first step in avoiding take of listed species.

Consistent with CEQA Guidelines, section 15380, the status of special-status plants as CRPR 1 or 2 species qualifies them as endangered, rare, or threatened species under CEQA (see: <https://www.cnps.org/rare-plants/california-rare-plant-ranks>). If special-status plants occur within or adjacent to Project sites and would be directly or indirectly impacted by Project development, the Project may result in a substantial reduction in the number or restriction in the range of endangered, rare, or threatened species, a mandatory finding of significance pursuant to CEQA Guidelines section 15065, subdivision (a).

**Recommendation 7:** CDFW recommends the PEIR incorporate the following mitigation measure to avoid, minimize, and mitigate potential impacts on special-status plants.

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cont.

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**Recommended Special-Status Plant Mitigation Measure:** Prior to construction at all Project sites not composed of hardscape or ornamental vegetation, a qualified biologist shall conduct botanical surveys during the appropriate blooming period and conditions for all special-status plants that have the potential to occur at or adjacent to each site where plants could be indirectly impacted. Surveys shall be conducted following CDFW's *Protocol for Surveying and Evaluating Impacts to Special Status Native Plant Populations and Sensitive Natural Communities* (<https://wildlife.ca.gov/Conservation/Survey-Protocols#377281280-plants>) and include checking reference sites for target special-status plant species. Per this protocol, more than one year of surveys may be necessary if, for example, lack of rain inhibits growth of annual plants. If any special-status plant species are observed, the Project shall fully avoid direct and indirect impacts to all individuals and provide an avoidance plan to CDFW and obtain CDFW written approval of the plan. If full avoidance is not possible, Project activities may not commence until the Project has consulted with CDFW and obtained CDFW's written approval prior to the start of construction, which may include salvaging topsoil, transplanting and monitoring individuals, compensatory habitat mitigation, or other measures, based on the life history of the species and other relevant factors.

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cont.

**Would the Project have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations, or by CDFW or USFWS?**

**COMMENT 8: Riparian Delineation and Setbacks, Section 4.3.3, Page 4.3-21**

**Issue:** The DPEIR describes existing conditions and includes a figure depicting vegetation and habitat types that are found within the extent of the Project Study Area. The DPEIR states that "although mostly urbanized, Pulgas, Brittan, Belmont and Cordilleras Creeks support areas of riparian habitat." Though the DPEIR references goals and policies within the 2045 General Plan Reset that would be protective of riparian areas, those areas of riparian habitat adjacent to Pulgas, Brittan, Belmont and Cordilleras Creeks are not depicted in the map of vegetation and habitat types in the DPEIR, nor is their extent described elsewhere. Additionally, the DPEIR states that future development would be required to comply with SCMC Section 18.144.040, which requires a 25-foot setback from the top of bank on each side of the creek to protect waterways.

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Per CEQA Guidelines section 15125 (a), EIRs must include descriptions of the physical environmental conditions in the vicinity of the Project, and this environmental setting will normally constitute the baseline physical conditions by which a Lead Agency determines whether an impact is significant, the purpose of which is to give the public and decision makers the most accurate and



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understandable picture practically possible of the Project’s likely near-term and long-term impacts. The DPEIR does not provide sufficient information on the location, extent, or species composition of riparian areas adjacent to Cordilleras, Belmont, Brittan or Pulgas Creeks, in order to facilitate meaningful review of potential significant impacts of future development within the EIR Study Area. Further, in the absence of sufficient information to establish baseline physical conditions, it is unclear whether 25-foot riparian setbacks as prescribed in SCMC Section 18.144.040 would be sufficient to reduce potentially significant impacts of Project development on riparian habitat to less-than-significant levels. Lastly, Streambank armoring (e.g., with riprap and other hardscape materials) has the potential to result in significant impacts to stream resources and is commonly needed and reasonably foreseeable where riparian buffer distances are not sufficiently wide.

**Specific impact, why impact would occur, and evidence impact would be significant:** Riparian vegetation, and associated floodplains, provide many essential benefits to stream and aquatic species habitat (Moyle 2002, CDFW 2007). As stated in the DPEIR, “riparian habitat is a distinct plant community found along the margins of creeks and rivers,” and “has a very high value to wildlife and generally exhibits a rich and diverse animal community.” Development adjacent to the riparian zone can result in fragmentation of riparian habitat and decreases in native species abundance and biodiversity (Davies et al. 2001, Hansen et al. 2005, CDFW 2007). Riparian buffers help keep pollutants from entering adjacent waters, benefiting species who rely on those waters for habitat and drinking water. Narrow riparian buffers are considerably less effective in minimizing the effects of adjacent development than wider buffers (Castelle et al. 1992, Brosofske et al. 1997, Dong et al. 1998, Kiffney et al. 2003, Moore et al. 2005).

Riparian habitats also contribute to bank stability and provide flood protection. Development, including increases in impervious surfaces and installation of stormwater systems and storm drain outfalls, can modify natural streamflow patterns by increasing the magnitude and frequency of high flow events and storm flows (Hollis 1975, Konrad and Booth 2005). Riparian habitat and adjacent wetlands and floodplains are critical to lessening these impacts because they store and meter floodwaters, recharge groundwater aquifers, trap sediment, filter pollution, help minimize erosion, lessen peak flow velocities, and protect against storm surges. In doing so, they protect adjacent upland, down-stream, and coastal properties from loss and damage during flooding and help maintain surface and groundwater during summer months.

One goal of the 2045 General Plan Reset Environmental Management Element is to “promote healthy streams and riparian corridors.” Policy LU-1.9 of the 2045 General Plan Reset is to “retain the channels, floodplains, riparian corridors (including suitable setbacks from the top of bank) and closely associated upland areas of

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Cordilleras, Brittain and Pulgas Creeks and their tributaries as significant open space areas” to “function as appropriate open space areas, greenbelt and to support a riparian habitat.”

**Recommendation 8:** CDFW recommends the PEIR include sufficient information to facilitate meaningful review of potentially significant impacts of Project development within riparian habitat. Specifically, CDFW recommends conducting habitat assessments to determine the location, extent, and vegetation composition of riparian areas in the EIR Study Area and include this information in detailed map depictions in the PEIR. CDFW also recommends the PEIR include supporting technical analysis to demonstrate the proposed 25-foot riparian buffer distance is protective of stream resources. In addition to establishing a minimum riparian buffer such as the proposed 25-foot distance, the following site-specific mitigation measure is recommended for inclusion in the PEIR to protect riparian areas:

**Recommended Riparian Setback Mitigation Measure:** Prior to project development in the vicinity of streams, wetlands, or other aquatic areas, an agency-approved qualified biologist shall conduct habitat surveys to identify riparian boundaries and determine the size of **site-specific buffers** necessary to protect riparian areas. Consideration for appropriate riparian buffer widths shall depend on site-specific characteristics such as the area and type of habitat to be buffered, the presence of habitat for sensitive species and their potential habitat use, site topography, slope, slope stability, and soils present at a particular site.

## ENVIRONMENTAL DATA

CEQA requires that information developed in environmental impact reports and negative declarations be incorporated into a database which may be used to make subsequent or supplemental environmental determinations. (Pub. Resources Code, § 21003, subd. (e).) Accordingly, please report any special-status species and natural communities detected during Project surveys to the California Natural Diversity Database (CNDDDB). The CNDDDB field survey form can be filled out and submitted online at the following link: <https://wildlife.ca.gov/Data/CNDDDB/Submitting-Data>. The types of information reported to CNDDDB can be found at the following link: <https://www.wildlife.ca.gov/Data/CNDDDB/Plants-and-Animals>.

## ENVIRONMENTAL DOCUMENT FILING FEES

The Project, as proposed, would have an impact on fish and/or wildlife, and assessment of environmental document filing fees is necessary. Fees are payable upon filing of the Notice of Determination by the Lead Agency and serve to help defray the cost of environmental review by CDFW. Payment of the environmental document filing fee is required in order for the underlying project approval to be operative, vested, and final.

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AG4-18

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(Cal. Code Regs, tit. 14, § 753.5; Fish & G. Code, § 711.4; Pub. Resources Code, § 21089.)

AG4-18  
cont.

**CONCLUSION**

CDFW appreciates the opportunity to comment on the DPEIR to assist the City in identifying and mitigating Project impacts on biological resources.

AG4-19

Questions regarding this letter or further coordination should be directed to Shannon Husband, Environmental Scientist, at (707) 337-1364 or [Shannon.Husband@wildlife.ca.gov](mailto:Shannon.Husband@wildlife.ca.gov); or Wesley Stokes, Senior Environmental Scientist (Supervisory), at (707) 339-6066 or [Wesley.Stokes@wildlife.ca.gov](mailto:Wesley.Stokes@wildlife.ca.gov).

Sincerely,

DocuSigned by:  
*Erin Chappell*  
Erin Chappell  
Regional Manager  
Bay Delta Region

ec: Office of Planning and Research, State Clearinghouse, Sacramento

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# LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

February 25, 2025

Sent Via Email

City of San Carlos  
Attn: Akanksha Chopra, Associate Planner  
600 Elm Street  
San Carlos, California, 94070

**Subject:** Draft Environmental Impact Report (DEIR) for the 2045 General Plan Reset

Dear Ms. Chopra,

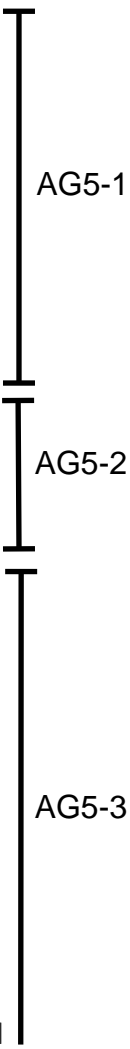
Thank you for the opportunity to comment on the Draft Environmental Impact Report (DEIR) and the 2045 General Plan Reset for the City of San Carlos.

The Local Agency Formation Commission (LAFCo) is a state mandated agency established in every county to oversee the boundaries of cities and special districts. San Mateo LAFCo has jurisdiction over the boundaries of the 20 cities, 22 independent special districts, and many of the 33 active county and city governed special districts serving San Mateo County.

The DEIR states that the scope of the study area includes land both within the existing City limits as well as lands within the LAFCo designated Sphere of Influence (SOI) of the City. LAFCo support the inclusion of the City’s SOI area within the study area.

San Mateo LAFCo has the following comments on the DEIR and the 2045 General Plan Reset:

- The DEIR notes that the City is not proposing any changes to the current City general plan land use designations for lands in the SOI. The SOI is the plan for the probable physical boundaries and service areas of a local agency. The LAFCo designated SOI for the City includes the unincorporated areas of Palomar Park, Devonshire, the Hassler area. In the 2009 General Plan, the lands within the City’s SOI did not have City land use designations. The DEIR and proposed General Plan 2045 amendments do not include any extension of City land use designations into the SOI. LAFCo encourages the City to evaluate potential land use designations for the parcels within the City’s SOI along with the development potential of the SOI areas as part of the EIR and General Plan Reset. In addition, if there are future annexations to the City from areas within the SOI, a General



**COMMISSIONERS:** RAY MUELLER, CHAIR, COUNTY ▪ VIRGINIA CHANG KIRALY, VICE CHAIR, SPECIAL DISTRICT ▪ KATI MARTIN, SPECIAL DISTRICT  
▪ DEBBIE RUDDOCK, CITY ▪ STEPHEN RAINALDI, CITY ▪ JACKIE SPEIER, COUNTY ▪ ANN DRAPER, PUBLIC

**ALTERNATES:** KATHRYN SLATER-CARTER, SPECIAL DISTRICT ▪ GREG WRIGHT, CITY ▪ JAMES O’NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER ▪ SARAH FLAMM, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪  
DIANE ESTIPONA, CLERK

Plan amendment will be required for each annexation under both the current and proposed Plan, as there is no City land use designation.

AG5-3  
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- Senate Bill 244 (2011) requires the cities and counties identify fringe, island, and legacy communities that are disadvantaged unincorporated communities. As part of SB 244, the land use element of a city or county must analyze the water, water supply, wastewater, stormwater drainage, and structural fire protection needs or deficiencies for each identified disadvantaged unincorporated community. Under this law, Palomar Park, Devonshire, the Hassler area are considered to be fringe communities, but do not meet the definition of disadvantaged. However, as Palomar Park and portions of Devonshire rely on on-site septic systems for wastewater disposal, LAFCo encourages the City to analyze wastewater needs in these two communities as part of the General Plan Rest in a similar fashion to SB 244. Recently, the City approved a sewer connection to a parcel in the SOI to address a failing septic system. It is likely that additional septic systems within the SOI area will fail within the lifespan of the 2045 General Plan Reset. The City should consider evaluating the City’s sewer treatment capacity and sewer infrastructure capacity for both future development and the extension of sewer infrastructure to properties within the City’s SOI as the City is the logical provider of sewer services in these areas.
- Regarding the Buildout Projects for 2024-2045, LAFCo encourages the City to also evaluate the development projections for lands within the SOI under the current County of San Mateo General Plan and Zoning regulations. and the potential of annexation of those lands to the City as part of the EIR and General Plan Update.

AG5-4

AG5-5

San Mateo LAFCo looks forward to reviewing all future documents related to the General Plan reset process and the Environmental Impact Report.

Sincerely,

*Rob Bartoli*

Rob Bartoli  
Executive Officer  
[rbartoli@smcgov.org](mailto:rbartoli@smcgov.org)  
650-363-4224



Kelly M. Rem  
Attorney at Law

E-mail: krem@lozanosmith.com

March 3, 2025

**By E-Mail: [achopra@cityofsancarlos.org](mailto:achopra@cityofsancarlos.org)**

Akanksha Chopra, Associate Planner  
Community Development Department  
City of San Carlos  
600 Elm Street  
San Carlos, CA 94070

Re: 2045 General Plan Reset Draft EIR

Dear Ms. Chopra:

This office represents Sequoia Union High School District (“District”). I am following up on the correspondence this office sent on October 18, 2024, on the District’s behalf, and providing additional comments and input regarding the school facilities impacts related to the City of San Carlos to Environmental Impact Report (“EIR”) for the 2045 General Plan Reset (“General Plan”).

AG6-1

The District’s primary concern is to ensure that the General Plan does not create significant impacts on the student population it serves, their families, District staff and teachers, and the school facilities in which they are housed. The District wishes to emphasize that this General Plan has the potential to have a profound negative effect on the students of San Carlos. To that end, the District first wishes to briefly touch on some of the concerns that do not appear to have been adequately addressed in the EIR.

AG6-2

First, the EIR appears to maintain the position that under Government Code section 65995 and Senate Bill 50 (“SB 50”), payment of statutory developer fees constitutes full mitigation of the General Plan’s impact on the District. In our letter dated October 18, 2024, we provide a thorough explanation as to why the District disagrees with that overall position. Bottom line, statutory developer fees do not fully address the felt impact of development on the District and the community.

AG6-3

Next, the District remains concerned that the EIR does not adequately address the General Plan’s potential impact on Carlmont High School, *where enrollment currently exceeds capacity*, and on Sequoia High, located in neighboring Redwood City. The EIR seems to erroneously assume that the students generated in San Carlos could simply attend Sequoia High School. Even though Sequoia High might *currently* have capacity to receive *some* of the students generated by

AG6-4

Limited Liability Partnership



development in San Carlos, that does not take into account the rapid rate of development that is currently occurring in Redwood City. The District already anticipates that Sequoia High will have difficulty serving students generated by development in Redwood City, and cannot guarantee such service to students. Further, most students generated by development in San Carlos would most logically feed into Carlmont High, which currently exceeds its capacity. There would be other potential impacts to consider here, such as facilities and budgetary impacts, as well as indirect impacts, such as increased traffic, noise, pollution, safe paths to school, etc.

AG6-4  
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Third, the EIR assumes that increased demand on school facilities will “occur incrementally.” However, the basis for that assumption is unclear based on the recent rapid growth in San Carlos. Also, whether increased demand occurs incrementally or not, the District still has the need to plan for it in advance of when those increased demands come.

AG6-5

In addition to these and other concerns of the District related to the EIR, the District wishes to put forth some actionable items for the City’s consideration:

1. Meet and Confer Requirements. The District requests a firm commitment from the City that when it considers approval of specific developments, the City will meet and confer in good faith with the District to consider whether the project raises school-related impacts (including indirect impacts such as traffic, pollution, noise, etc.) under the California Environmental Quality Act (“CEQA”). This could be incorporated into the EIR, or take form in a separate agreement with the City.

AG6-6

The District further requests that the EIR incorporate the following language applicable to developers:

***The City will require developers to meet and confer with the impacted school districts prior to approval of their specific development proposals within the General Plan regarding impacts of their development on school-related issues, and further CEQA analysis shall be undertaken as needed to address these impacts, including indirect school-related impacts.***

The purpose of this language is to make abundantly clear that these issues must be considered as specific projects come up, since they have not been fully considered and addressed at the General Plan stage.

2. School-Related Community Benefits. The District understands that the City negotiates certain community benefits through baseline requirements for developers or as part of community benefit negotiations in development agreements. See: City of San Carlos Website, Community Amenities, available at: [https://www.cityofsancarlos.org/city\\_hall/departments\\_and\\_divisions/community\\_development/planning/community\\_benefits.php](https://www.cityofsancarlos.org/city_hall/departments_and_divisions/community_development/planning/community_benefits.php). The District would like to work with the City to create a project category of items that benefit District schools and students. Although the District has not yet consulted with its feeder district San Carlos School District on this topic, in theory this category could include projects that benefit both school districts.

AG6-7

Examples of school-related community benefit projects could potentially include:

- Workforce Housing: The District would like to explore with the City some of the ways that community benefit projects could serve District employee housing needs. The District has interest in a variety of workforce housing projects that would assist the District in retaining qualified employees to serve District students.

One example could involve a dedication by developers of a certain number or percentage of units within their project that are deed-restricted; the restriction could require that, before sale is opened to other potential buyers, there is a mandatory period in which the unit is first offered at fair market value to District employees for use as their primary residence. Such a restriction would help District employees in a competitive market, who might otherwise have difficulty competing against higher bidders and all-cash offers. Providing a path for District employees to local homeownership has a clear benefit of helping the District retain qualified employees with strong ties within the community.

Another example would be development of affordable housing projects that give priority to District employees. The affordable units could be for rent, purchase, or both. These affordable housing projects would similarly allow the District to attract and retain employees who cannot otherwise afford to live in the community where they work due to the high cost of living.

- Safe walking paths and safety features: Another idea to be explored would be sidewalk improvement projects, signage and crossing lights, bike lanes, and other transportation-related improvements designed to facilitate safe transportation corridors to and from school, with an emphasis on safe walking and biking paths.
- Other District-focused amenities: The District would like to explore other amenities that support District schools and students.

AG6-7  
cont.

Akanksha Chopra  
City of San Carlos  
March 3, 2025  
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We would be happy to schedule a meeting between the City of San Carlos, developers, and their respective consultants to speak about these issues, and discuss a path forward that addresses the District's needs and concerns. Let us know if that would be helpful.

AG6-7  
cont.

Sincerely,

LOZANO SMITH

A handwritten signature in blue ink that reads "Kelly M. Rem". The signature is written in a cursive style with a large, looping "K" and "M".

Kelly M. Rem

KMR/KRB/mg

cc: Crystal Leach, Superintendent (cleach@seq.org)  
Christine Gong, Assistant Superintendent, Admin. Services/CBO (cgong@seq.org)

