



**CITY COUNCIL AGENDA  
REGULAR MEETING  
CITY OF HALF MOON BAY**

**TUESDAY, FEBRUARY 18, 2020**

**Adcock Community Senior Center, 535 Kelly  
Avenue, Half Moon Bay, California 94019**

**Adam Eisen, Mayor  
Robert Brownstone, Vice Mayor  
Deborah Penrose, Councilmember  
Harvey Rarback, Councilmember  
Debbie Ruddock, Councilmember**

**7:00 PM**

This agenda contains a brief description of each item to be considered. Those wishing to address the City Council on any matter not listed on the Agenda, but within the jurisdiction of the City Council to resolve, may come forward to the podium during the Public Forum portion of the Agenda and will have a maximum of three minutes to discuss their item. Those wishing to speak on a Public Hearing matter will be called forward at the appropriate time during the Public Hearing consideration.

**Please Note:** Anyone wishing to present materials to the City Council, please submit seven copies to the City Clerk.

Copies of written documentation relating to each item of business on the Agenda are on file in the Office of the City Clerk at City Hall and the Half Moon Bay Library where they are available for public inspection. If requested, the agenda shall be available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132.) Information may be obtained by calling 650-726-8271.

In compliance with the Americans with Disabilities Act, special assistance for participation in this meeting can be obtained by contacting the City Clerk's Office at 650-726-8271. A 48-hour notification will enable the City to make reasonable accommodations to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).

<http://hmbcity.com/>

**MEETING WILL CONCLUDE BY 11:00 PM UNLESS OTHERWISE EXTENDED BY COUNCIL VOTE**

## **ROLL CALL / PLEDGE OF ALLEGIANCE**

## **PUBLIC FORUM**

## **PROCLAMATIONS AND PRESENTATIONS**

PROCLAMATION IN MEMORY OF JIM FOX

PRESENTATION BY GATEPATH

MIDCOAST COMMUNITY COUNCIL UPDATE

## **MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE**

## **REPORT OUT FROM RECENT CLOSED SESSION MEETINGS**

## **CITY MANAGER UPDATES TO COUNCIL**

### **1. CONSENT CALENDAR**

#### **1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES**

#### **1.B WARRANTS FOR THE MONTH OF JANUARY 2020**

**Staff Recommendation:** Accept the warrants list for the month of January 2020.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

#### **1.C ORDINANCE ADDING AMENDMENTS TO THE ZONING CODE FOR THE COMMERCIAL-DOWNTOWN, COMMERCIAL-RESIDENTIAL, COMMERCIAL-VISITOR SERVING, AND COMMERCIAL-GENERAL DISTRICTS AND PARKING STANDARDS – SECOND READING**

**Staff Recommendation:** Waive second reading and adopt an ordinance amending Municipal Code Title 18 (Zoning) to Chapter 18.02 Definitions; Chapter 18.06 Residential Land Use; Chapter 18.07 Commercial Land Use (C-D, C-R); Chapter 18.08 Commercial Land Use (C-VS, C-G); and Chapter 18.36 Parking Standards (“Mixed-Use Districts and Parking Standards Ordinance”).

[STAFF REPORT](#)

[ORDINANCE](#)

#### **1.D AGREEMENT WITH PACIFICA COMMUNITY TELEVISION FOR PUBLIC, EDUCATIONAL, AND GOVERNMENTAL ACCESS TELEVISION SERVICES**

**Staff Recommendation:** Adopt a resolution authorizing the City Manager to execute a two-year agreement with Pacifica Community Television for Public, Educational, and Governmental Access Television services for the City of Half Moon Bay.

[STAFF REPORT](#)

[RESOLUTION](#)

## **1.E PACIFIC COAST BICYCLE CONNECTIVITY NORTH – TDA ARTICLE 3 GRANT**

**Staff Recommendation:** Adopt a resolution requesting allocation of Transportation Development Act Article 3 grant funding for the City’s Pacific Coast Bicycle Connectivity North project from the Metropolitan Transportation Commission.

[STAFF REPORT](#)

[RESOLUTION](#)

## **2. ORDINANCES AND PUBLIC HEARINGS**

## **3. RESOLUTIONS AND STAFF REPORTS**

### **3.A UPDATE ON SOLID WASTE (GARBAGE, RECYCLING, ORGANICS)**

**Staff Recommendation:** Receive an update on the state of solid waste and the City’s Solid Waste Franchise Agreement with Republic Services, Inc.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

[ATTACHMENT 4](#)

[ATTACHMENT 5](#)

### **3.B DISPOSABLE FOODWARE ORDINANCE STUDY SESSION**

**Staff Recommendation:** Direct staff to: 1) finalize preparation of the draft ordinance adopting a new Chapter 7.30 of the Half Moon Bay Municipal Code entitled “Disposable Foodware Ordinance” that mirrors the San Mateo County Disposable Foodware Ordinance; 2) conduct an informational workshop(s) with affected businesses regarding the proposed Disposable Foodware Ordinance; and 3) return within 90-days for City Council consideration/introduction of the ordinance.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

## **COMMISSION / COMMITTEE UPDATES**

## **FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

## **CITY COUNCIL REPORTS**

## **ADJOURNMENT**



## BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

### AGENDA REPORT

For meeting of: **February 18, 2020**

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**TO:** Honorable Mayor and City Council

**VIA:** Bob Nisbet, City Manager

**From:** Lisa Lopez, Administrative Services Director

**TITLE:** **WARRANTS FOR THE MONTH OF JANUARY 2020**

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**RECOMMENDATION:**

Accept the warrants list for the month of January 2020.

**STRATEGIC ELEMENT:**

This recommendation supports the Fiscal Sustainability and Inclusive Governance Element.

**DISCUSSION:**

During this month, we processed 7 check runs. The first was on January 2, totaling \$300,000. The second was on January 3, totaling \$75,357.06. The third was on January 13, totaling \$29,946.00. The fourth was on January 17, totaling \$846,511.49. The fifth was on January 24, totaling \$150,906.99. The sixth was on January 28, totaling \$24,581.08. The seventh was on January 31, totaling \$460,828.75. The total for the month was \$1,888,131.37.

The City processed payments related to 18 capital improvement projects, in a total amount of \$378,367.30. These projects include: Infiltration & Inflow Reduction, Street Resurfacing, HWY1 Safety/Traffic Reduction, HWY1 Safety/Congestion, New Accounting System, Sewer Masterplan, General Plan Update, Ocean View Park Permanent Restrooms, Carter Park Improvement, Coastal Bluff Preservation, Bikeway Connectivity Project-North, Ted Adcock Remodel, Main Street Rehabilitation, Neighborhood Traffic Safety, Kelly/HWY1 Drainage, Stair Repair at Canada Verde, Sewer Manhole Rehabilitation Project, Inflow and Infiltration Project.

Staff is also including a list of all payments above \$30,000 processed during this reporting period, as listed in the table below.

Over \$30,000					
Check#	Vendor Number	Payee	Check Date	Check Amount	Description
47106		4211 ABUNDANT GRACE COASTSIDE WORKER	1/2/2020	300,000.00	AFFORDABLE HOUSING
47197		3976 CIRCLEPOINT	1/17/2020	47,507.50	AUG-SEP'19 ENVIRONMENT IMPACT REPORT
47200		1206 MARK THOMAS & CO. INC.	1/17/2020	31,250.70	NOV'19 SANITARY SEWER SYSTEM MAINTENANCE
47203		3930 RINCON CONSULTANTS INC.	1/17/2020	32,021.75	JUL-DEC'19 FY19/20 PLANNING SVCS
47205		159 SEWER AUTHORITY MID-COASTSIDE	1/17/2020	344,324.94	JAN'20 FY19-20 SAM O&M
47206		2337 SAN MATEO COUNTY PUBLIC SAFETY COMMUNIC	1/17/2020	62,493.25	Q2 FY19-20 PUBLIC SAFETY COMMUNICATIONS
47207		216 SAN MATEO COUNTY SHERIFF ATTN: CIVIL DIV	1/17/2020	91,921.00	FY19/20 COASTSIDE DISTRICT COORDINATOR P
47208		1760 STEPFORD	1/17/2020	34,812.48	6 DELL LAPTOPS (SCOTT,CORIE,KAREN,TODD,J
47247		4536 NATIONAL DEMOGRAPHICS CORPORATION	1/24/2020	41,600.00	APR'19 CVRA TRANSITION TO DISTRICT ELECT
47309		4398 ELS ARCHITECTURE & URBAN DESIGN	1/31/2020	38,469.01	DEC'19 CARTER PARK PHASE 2 DESIGN SERVIC
47310		4381 H & R PLUMBING AND DRAIN CLEANING, INC.	1/31/2020	97,659.05	JAN'20 SEWER MANHOLE REHABILITATION PROJ
47314		3085 SHUTE, MIHALY & WEINBERGER LLP	1/31/2020	32,584.49	NOV'19 LEGAL SERVICES
47316		4573 WASTE MANAGEMENT OF CENTRAL VALLEY	1/31/2020	44,737.00	SEP-NOV'19 HWY1/KELLY STORM DRAIN IMPROV

# ATTACHMENTS:

Check Disbursement List by Check Date

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
047106	4211	ABUNDANT GRACE COASTSIDE WORKER	01/02/20	300,000.00	AFFORDABLE HOUSING FUND 515 KELLY AVENUE
		Total		300,000.00	

CCS.AP Accounts Payable Release 8.3.1 R\*APZCKREG\*FDL

By RAYMOND CRUZ (RAYMONDC)

Final Disbursement List. Check Date 01/03/20, Due Date 02/03/20, Discount Date 02/04/20. Computer Checks.  
 Bank BA WELLSFARGO GENERAL CHECKING

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
047107	1394	ACCOUNTEMPS FILE 73484	01/03/20	1,320.32	DEC' 19 TEMP EMPLOYEE
047108	4534	AFLAC AMERICAN FAMILY LIFE ASSURANCE COM	01/03/20	274.46	DEC' 19 ACCOUNT NUMBER L3Y13
047109	3332	AMERICAN PORTABLES	01/03/20	2,554.19	DEC' 19 FY19-20 PORTABLE RESTROOM FACILIT
047110	291	LAURA LEE BECKER	01/03/20	301.00	INSTRUCTOR PAYMENT 11/14-12/19/19 ZUMBA
047111	51	COASTSIDE COUNTY WATER DISTRICT	01/03/20	9,676.78	NOV' 19 WATER CHARGES
047112	2861	CODE PUBLISHING COMPANY	01/03/20	129.50	DEC' 19 MUNICODE WEB UPDATE
047113	202	FEDEX	01/03/20	19.02	OCT' 19 SHIPPING SERVICE
047114	3387	C & D HAUPT, INC DBA: GSD CONSULTING	01/03/20	2,875.00	DEC' 19 FY' 19-20 FINANCE AND IT SUPPORT
047115	1853	HDL SOFTWARE, LLC	01/03/20	582.60	JAN-DEC' 20 BUSINESS LICENSE SOFTWARE
047116	82	HALF MOON BAY REVIEW	01/03/20	643.50	APR-SEP' 19 NOTICE OF PUBLIC HEARING
047117	3609	PAULA KROGH, PETTY CASH	01/03/20	614.48	AUG-NOV' 19 PETTY CASH REIMBURSEMENT
047118	740	MAILFINANCE	01/03/20	881.25	OCT-JAN' 20 POSTAGE
047119	209	MAZE & ASSOCIATES ACCOUNTANCY CORPORATIO	01/03/20	885.00	DEC' 19 FY18/19 AUDIT SERVICES
047120	3922	LLOYD A MCVICKER	01/03/20	3,062.50	JAN' 20 FY19-20 ANNEX RENT
047121	1283	KATHY OLER	01/03/20	1,900.00	JAN' 20 2020 TEMPORARY CITY PARKING LOT R
047122	3790	PIXEL-GYM	01/03/20	2,700.00	NOV' 19 WINTER NEWSLETTER Reinstated from
047123	3372	PENINSULA OPEN SPACE TRUST	01/03/20	2,750.00	JAN' 20 FY19-20 CORP YARD LEASE
047124	2573	MARIAN POTT MIRAMAR DOG TRAINING	01/03/20	1,424.50	INSTRUCTOR PAYMENT 11/07-12/19/19 DOG TR
047125	3131	ROBERT W. SMITH	01/03/20	1,342.60	INSTRUCTOR PAYMENT 09/11-12/18/19 ORCHES
047126	3176	GAIL P. STEVENS	01/03/20	1,029.00	INSTRUCTOR PAYMENT 11/01-12/20/19 BALLRO
047127	3004	VERIZON WIRELESS ACCT# 642053248-00001	01/03/20	476.36	DEC' 19 MOBILE SERVICE
047128	4429	WESTERN EXTERMINATOR COMPANY	01/03/20	1,167.00	NOV' 19 EXTERMINATOR SERVICES
047129	1760	STEPFORD	01/03/20	12,876.00	DEC' 19 NEW SERVER UPGRADES
047130	3701	V. W. HOUSEN & ASSOCIATES, INC.	01/03/20	25,872.00	OCT-NOV' 19 FY19-20 SEWER SYSTEM SUPPORT
		Total		75,357.06	

CCS.AP Accounts Payable Release 8.3.1 R\*APZCKREG\*FDL

By RAYMOND CRUZ (RAYMONDC)

E&110(10U(s0p16.67h8.5v0s0b0T&12E&160F&16CCity of Half Moon Bay  
Final Disbursement List. Check Date 01/13/20, Due Date 02/13/20, Discount Date 02/14/20. Computer Checks.  
Bank BA WELLSFARGO GENERAL CHECKING

Jan

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
047131	407	UNITED RENTALS NORTHWEST, INC.	01/13/20	29,946.00	ARTICULATING AERIAL BOOM
		Total		29,946.00	

CCS.AP Accounts Payable Release 8.3.1 R\*APZCKREG\*FDL

By RAYMOND CRUZ (RAYMONDC)

E&110(10U(s0p16.67h8.5v0s0b0T&12E&160F&16CCity of Half Moon Bay  
Final Disbursement List. Check Date 01/17/20, Due Date 02/17/20, Discount Date 02/18/20. Computer Checks.  
Bank BA WELLSFARGO GENERAL CHECKING

Jan

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
047132	4572	123-AWARDS.COM	01/17/20	147.49	DEC' 19 MEMORIAL BENCH PLAQUES
047133	2022	ACC BUSINESS	01/17/20	776.44	NOV' 19 INTERNET SERVICE
047134	2407	ARAMARK	01/17/20	776.36	DEC' 19 MAINT SUPPLIES
047135	2912	BARTEL ASSOCIATES, LLC	01/17/20	595.00	NOV' 19 FY19-20 ACTUARIAL SERVICES
047136	4544	SHANTIKA BERNARD	01/17/20	33.60	INSTRUCTOR PAYMENT 01/10/20 RESTORATIVE
047137	4115	BIG BELLY SOLAR INC	01/17/20	283.58	JAN' 20 FY19-20 SMART TRASH RECEPTACLES
047138	4641	MARY ANN BLOYER	01/17/20	135.00	REGISTRATION REFUND 01/07-01/28/20 BEGIN
047139	1230	CALCHAMBER	01/17/20	295.47	JAN' 20 HR SUPPLIES
047140	1826	CA DEPT OF JUSTICE ACCOUNTING OFFICE/CAS	01/17/20	32.00	DEC' 19 FINGERPRINT APP
047141	38	CALLANDER ASSOCIATES LANDSCAPE ARCHITECT	01/17/20	2,236.69	NOV' 19 OCEAN VIEW RESTROOM REPLACEMENT
047142	4300	CALNET3 AT&T	01/17/20	41.64	DEC' 19 PHONE SERVICE
047143	4577	CALIFORNIA ASSOCIATION OF PUBLIC INFORMA	01/17/20	245.00	JAN' 20 WEBINAR REGISTRATION
047144	4039	PAUL J. CARMODY	01/17/20	1,785.00	INSTRUCTOR PAYMENT 12/02/19-12/23/19 MAR
047145	464	CITY CLERKS ASSOCIATION OF CALIFORNIA	01/17/20	65.00	JAN-JUN' 20 MEMBERSHIP RENEWAL

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047146	51	COASTSIDE COUNTY WATER DISTRICT	01/17/20	3,747.54	DEC'19 WATER CHARGES
047147	4104	MATTHEW CHIDESTER	01/17/20	3,000.00	JAN'20 EDUCATION REIMBURSEMENT
047148	1925	CITY OF BURLINGAME ATTN: MEAGHAN HASSEL-	01/17/20	325.00	JAN'20 COUNCIL OF CITIES DINNER
047149	4086	COASTSIDE BUZZ, LLC	01/17/20	1,900.00	DEC'19 COMMUNITY OUTREACH
047150	3975	COLANTUONO HIGHSMITH WHATLEY, PC	01/17/20	711.00	DEC'19 LEGAL SERVICES
047151	3643	CORODATA RECORDS MANAGEMENT, INC	01/17/20	350.11	DEC'19 RECORDS MANAGEMENT
047152	3086	DIRECTV	01/17/20	88.88	DEC'19 DIRECTV SERVICE
047153	4018	DOWNEY BRAND LLC	01/17/20	741.00	JUL'19 LEGAL SERVICES
047154	4622	EAGLELIFT, INC.	01/17/20	3,240.00	DEC'19 CANADA VERDE STAIRS POLYURETHANE
047155	4610	EIDE BAILLY LLP	01/17/20	3,942.50	NOV-DEC'19 AUDIT SUPPORT
047156	3836	GLADWELL GOVERNMENTAL SERVICES INC	01/17/20	500.00	JAN'20 RECORDS MANAGEMENT
047157	4633	GRANICUS	01/17/20	1,287.40	JAN'20/ NOV'19-20 GRANICUS SERVICE
047158	3387	C & D HAUPT, INC DBA: GSD CONSULTING	01/17/20	246.60	FY'19-20 FINANCE AND IT SUPPORT AIRLINE
047159	2694	HOUSING ENDOWMENT AND REGIONAL TRUST	01/17/20	3,561.00	FY19/20 MEMBERSHIP FEES
047160	76	HALF MOON BAY BUILDING & GARDEN	01/17/20	457.38	JAN'20 MAINT SUPPLIES
047161	82	HALF MOON BAY REVIEW	01/17/20	2,197.00	NOTICE OF PUBLIC HEARING PDP-19-111
047162	4487	THE HOME DEPOT PRO	01/17/20	1,161.50	JAN'20 MAINT SUPPLIES
047163	3429	HUE & CRY	01/17/20	24.00	FEB'20 SECURITY SERVICE
047164	1645	HUFFMAN-BROADWAY GROUP, INC.	01/17/20	3,430.00	JAN'20 PROFESSIONAL SERVICES
047165	4050	INTERNATIONAL CONTAINER SERVICES	01/17/20	6,532.63	DEC'19 CONTAINER SUPPLIES SHERIFF STATIO
047166	4463	IWORQ SYSTEMS INC	01/17/20	500.00	JAN'20 DATA BACKUP
047167	4614	JESSICA JARACUARO	01/17/20	500.00	DEPOSIT REFUND 01/11/20 GRAND OAK
047168	2699	KONICA MINOLTA BUSINESS SOLUTIONS	01/17/20	603.27	DEC'19 NEW KONICA PRINTER & SCANNER
047169	2699	KONICA MINOLTA BUSINESS SOL	01/17/20	908.92	DEC'19 COPIER & SCANNER LEASE & USAGE 4Y
047170	3211	THE LEW EDWARDS GROUP	01/17/20	5,750.00	DEC'19 FY19/20 CONTRACT SERVICES
047171	4644	SEVER LOPEZ	01/17/20	500.00	DEPOSIT REFUND 12/22/19 GRAND OAK
047172	4028	LORAL LANDSCAPING, INC.	01/17/20	1,875.00	JAN'20 LANDSCAPE MAINTENANCE SERVICES
047173	4642	MARIK ENTERPRISES, LLC DBA: SRS PRIVATE	01/17/20	145.00	JAN'20 PRE-EMPLOYMENT REPORT TEAUPA, ANG
047174	209	MAZE & ASSOCIATES ACCOUNTANCY CORPORATIO	01/17/20	4,685.00	DEC'19 FY18/19 AUDIT SERVICES
047175	3934	SHORETEL INC.	01/17/20	2,706.52	FEB'20 PHONE SERVICE
047176	3872	MUNICIPAL FINANCIAL SERVICES ATTN: THOMA	01/17/20	3,200.00	NOV-DEC'19 FY19/20 SEWER RATE STUDY
047177	4489	MTA PARTS, INC.	01/17/20	196.10	NOV'19 VEHICLE PARTS
047178	3641	NEIGHBORHOOD RADIO	01/17/20	125.00	JAN'20 ADVERTISING SERVICE
047179	2449	NOWDOCS INTERNATIONAL, INC.	01/17/20	561.05	JAN'20 OFFICE SUPPLIES
047180	2725	O'HARA'S PEST CONTROL	01/17/20	158.00	JAN'20 PEST CONTROL

CCCS.AP Accounts Payable Release 8.3.1 R\*APZCKREG\*FDL

By RAYMOND CRUZ (RAYMONDC)

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
047181	129	SERVICE PRESS, INC. (OCEAN SHORE PRINTIN	01/17/20	523.01	JAN'20 OFFICE SUPPLIES
047182	457	OFFICE DEPOT ACCT NO 89037853	01/17/20	658.62	NOV-DEC'19 OFFICE SUPPLIES
047183	3479	PARKEON INC	01/17/20	52.50	DEC'19 MAINT SERVICE
047184	4556	PARKING LOT SOLUTIONS	01/17/20	6,520.00	JAN'20 STRIPING ON KELLY AT HWY1
047185	3359	PACIFICA COMMUNITY TELEVISION	01/17/20	42.00	INSTRUCTOR PAYMENT 01/08/20
047186	3956	PENINSULA MUNICIPAL ENGINEERING	01/17/20	7,387.00	OCT-DEC'19 MAIN STREET BRIDGE MANAGEMENT
047187	4488	RENNE PUBLIC LAW GROUP, LLP	01/17/20	80.00	NOV'19 LEGAL SERVICES
047188	1526	COUNTY OF SAN MATEO OFFICE OF THE CONTRO	01/17/20	2,185.00	FY19/20 LAFCO
047189	751	SAN MATEO COUNTY ENVIRONMENTAL HEALTH	01/17/20	849.00	JAN'20 HEALTH INSPECTION
047190	3746	MALCOLM C SMITH	01/17/20	3,712.50	DEC'19 COMMUNICATION CONSULTANT
047191	3519	SWCA INC	01/17/20	119.00	NOV-DEC'19 PDP-2017-060
047192	3955	TOWNSEND PUBLIC AFFAIRS	01/17/20	5,000.00	DEC'19 FY19-20 GRANT SERVICES
047193	4576	DONNA J. VAILLANCOURT	01/17/20	1,802.00	DEC'19 MYERS BRIGGS ASSESSMENTS CM RETRE
047194	4640	STEPHANIE VALLE	01/17/20	100.00	DEPOSIT REFUND 01/11/20 TRAIN DEPOT
047195	4643	CAROLINA VARGAS	01/17/20	100.00	DEPOSIT REFUND 12/28/19 DEPOT ROOM
047196	18	ANDREINI BROTHERS, INC.	01/17/20	21,793.61	DEC'19 OCEAN VIEW PARK RESTROOM REPLACEM
047197	3976	CIRCLEPOINT	01/17/20	47,507.50	AUG-SEP'19 ENVIRONMENT IMPACT REPORT
047198	2603	H.T. HARVEY & ASSOCIATES	01/17/20	13,695.55	NOV'19 CARTER PARK IMPROVEMENTS
047199	2564	HALF MOON BAY GRADING & PAVING INC.	01/17/20	23,919.10	DEC'19 KELLY AVE SR1 STORM DRAIN IMPROVE
047200	1206	MARK THOMAS & CO. INC.	01/17/20	31,250.70	NOV'19 SANITARY SEWER SYSTEM MAINTENANCE
047201	3359	PACIFICA COMMUNITY TELEVISION	01/17/20	22,600.00	FY19/20 Q1 RECORDING SERVICE
047202	137	PG&E PAYMENT PROCESSING CENTER	01/17/20	12,785.31	DEC'19 ELECTRICITY CHARGES
047203	3930	RINCON CONSULTANTS INC.	01/17/20	32,021.75	JUL-DEC'19 FY19/20 PLANNING SVCS
047204	4116	SDI PRESENCE LTD	01/17/20	10,950.00	NOV'19 ERP
047205	159	SEWER AUTHORITY MID-COASTSIDE	01/17/20	344,324.94	JAN'20 FY19-20 SAM O&M
047206	2337	SAN MATEO COUNTY PUBLIC SAFETY COMMUNICA	01/17/20	62,493.25	Q2 FY19-20 PUBLIC SAFETY COMMUNICATIONS
047207	216	SAN MATEO COUNTY SHERIFF ATTN: CIVIL DIV	01/17/20	91,921.00	FY19/20 COASTSIDE DISTRICT COORDINATOR P
047208	1760	STEFFORD	01/17/20	34,812.48	6 DELL LAPTOPS (SCOTT,CORIE,KAREN,TODD,J
Total				846,511.49	

CCS.AP Accounts Payable Release 8.3.1 R\*APZCKREG\*FDL

By RAYMOND CRUZ (RAYMONDC)

E&110(10U(s0p16.67h8.5v0s0b0T&12E&160F&16CCity of Half Moon Bay

Jan

Final Disbursement List. Check Date 01/24/20, Due Date 02/24/20, Discount Date 02/24/20. Computer Checks.

Bank BA WELLSFARGO GENERAL CHECKING

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
047209	3577	AMERIGAS	01/24/20	53.32	DEC'19 PROPANE AND PROPANE ACCESSORIES
047210	4115	BIG BELLY SOLAR INC	01/24/20	2,255.50	DEC'19 FY19-20 SMART TRASH RECEPTACLES
047211	481	BIG CREEK LUMBER	01/24/20	92.76	DEC'19 MAINT SUPPLIES
047212	542	CITY OF REDWOOD CITY	01/24/20	200.00	DEC'19 PUBLIC SECTOR LEADERSHIP ACADEMY
047213	197	COASTSIDE PRINTERS	01/24/20	1,104.79	DEC'19 NO PARKING SIGNS
047214	2028	COPOWER-GROUP ID 123518 DEPARTMENT 34604	01/24/20	6,533.80	FEB'20 DENTAL/VISION INSURANCE
047215	390	DFM ASSOCIATES	01/24/20	115.81	2020 CA ELECTION CODE BOOK
047216	4647	FRANCISCO GONZALEZ	01/24/20	100.00	DEPOSIT REFUND 12/21/19 DEPOT ROOM
047217	3528	HASSETT HARDWARE BLUETARP CREDIT SERVICE	01/24/20	4,067.24	DEC'19 MAINT SUPPLIES
047218	76	HALF MOON BAY BUILDING & GARDEN	01/24/20	115.40	JAN'20 MAINT SUPPLIES
047219	89	HMB COASTSIDE CHAMBER OF COMMERCE & VISI	01/24/20	1,020.00	RECOGNITION AWARDS DINNER 2020
047220	758	HALF MOON BAY FEED & FUEL	01/24/20	65.54	DEC'19 SUPPLIES
047221	2564	HALF MOON BAY GRADING & PAVING INC.	01/24/20	1,759.50	DEC'19 MAINT SUPPLIES
047222	4645	BRIAN HOLT	01/24/20	451.00	PDP REFUND PDP-19-107
047223	2444	HOME DEPOT CREDIT SERVICES	01/24/20	3,811.96	DEC'19 MAINT SUPPLIES
047224	3429	HUE & CRY	01/24/20	133.95	FEB'20 SECURITY SERVICE
047225	2699	KONICA MINOLTA BUSINESS SOL	01/24/20	1,674.74	JAN'20 COPIER & SCANNER LEASE & USAGE 4Y
047226	4642	MARIK ENTERPRISES, LLC DBA: SRS PRIVATE	01/24/20	210.00	JAN'20 PRE-EMPLOYMENT REPORT BRYAN LOPEZ
047227	457	OFFICE DEPOT ACCT NO 89037853	01/24/20	218.42	JAN'20 OFFICE SUPPLIES
047228	4598	PACIFIC BEACH COALITION	01/24/20	1,000.00	JAN'20 EARTH DAY SPONSORSHIP
047229	646	PREMIER TERMITE	01/24/20	4,207.60	DEC'19 VINYL FLOORING AND ADHESIVE
047230	4303	RAIN MASTER IRRIGATION SYSTEMS CENTRAL	01/24/20	194.30	DEC'19 MAINT SERVICE
047231	29	ARROWHEAD A DIV OF NESTLE WATERS	01/24/20	74.81	DEC'20 WATER
047232	251	MARK CARLEVATO RELIABLE FIRE EXTINGUISHE	01/24/20	2,582.40	JAN'20 MAINT SERVICE
047233	252	RICE TRUCKING-SOIL FARM, INC.	01/24/20	2,235.26	DEC'19 MAINT SUPPLIES
047234	4650	DIANE ROSSA	01/24/20	95.00	CLASS REFUND 01/18/20 JEWELRY WORKSHOP
047235	4649	FRANCISCO RUIZ	01/24/20	594.00	DEPOSIT REFUND 01/18/20 GRAND OAK
047236	217	COUNTY OF SAN MATEO INFORMATION SVCS DEP	01/24/20	76.00	DEC'19 MICROWAVE SERVICE
047237	4646	KENNETH STILES	01/24/20	677.16	JAN'19 CASELLE PRE LIVE TRAINING
047238	165	STRAWFLOWER ELECTRONICS	01/24/20	114.55	DEC'19 MAINT SUPPLIES
047239	3519	SWCA INC	01/24/20	1,467.14	JAN'20 BIOLOGICAL SERVICE ROOSEVELT BLVD
047240	329	THYSSENKRUPP ELEVATOR CORPORATION	01/24/20	1,730.68	JAN-MAR'20 MAINT SERVICE
047241	2440	ULINE SHIPPING SUPPLIES	01/24/20	650.77	DEC'19 MAINT SUPPLIES

047242	4648	SHARON WARD	01/24/20	83.34	REGISTRATION REFUND 01/16-02/20/20 PAINT
047243	4429	WESTERN EXTERMINATOR COMPANY	01/24/20	1,167.00	DEC' 19 EXTERMINATOR SERVICES
047244	4270	4LEAF, INC.	01/24/20	19,380.00	DEC' 19 FY19-20 BUILDING INSPECTOR AND RE
047245	3954	ALTA PLANNING & DESIGN ATTN: ACCOUNTING	01/24/20	20,011.00	DEC' 19 BIKEWAY CONNECTIVITY PROJECT-NORT
047246	4267	IMPEC GROUP, INC.	01/24/20	17,357.25	DEC' 19 JANITORIAL SERVICES
047247	4536	NATIONAL DEMOGRAPHICS CORPORATION	01/24/20	41,600.00	APR' 19 CVRA TRANSITION TO DISTRICT ELECT
047248	4116	SDI PRESENCE LTD	01/24/20	11,625.00	AUG' 19 ERP

Total 150,906.99

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By RAYMOND CRUZ (RAYMONDC)

E&110(10U(s0p16.67h8.5v0s0b0T&12E&160F&16CCity of Half Moon Bay  
Final Disbursement List. Check Date 01/31/20, Due Date 02/29/20, Discount Date 03/01/20. Computer Checks.  
Bank BA WELLSFARGO GENERAL CHECKING

Jan

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
047249	4483	ABLE SEPTIC TANK SERVICE	01/31/20	1,560.00	JAN' 20 MAINT SERVICE
047250	2022	ACC BUSINESS	01/31/20	776.44	DEC' 19 INTERNET SERVICE
047251	4534	AFLAC AMERICAN FAMILY LIFE ASSURANCE COM	01/31/20	274.46	JAN' 20 ACCOUNT NUMBER L3Y13
047252	3498	ALLIANT INSURANCE SERVICES, INC	01/31/20	7,080.00	DEC-JAN' 20 INSURANCE FOR RECREATION
047253	3332	AMERICAN PORTABLES	01/31/20	2,554.19	JAN' 20 FY19-20 PORTABLE RESTROOM FACILIT
047254	3577	AMERIGAS	01/31/20	799.10	JAN' 20 PROPANE AND ACCESSORIES
047255	3793	AMS SYSTEMS, INC	01/31/20	1,095.93	JAN' 20 PRINTING SERVICE
047256	2407	ARAMARK	01/31/20	582.27	JAN' 20 MAINT SUPPLIES
047257	2668	GAYTON ARRIGOTTI	01/31/20	700.00	INSTRUCTOR PAYMENT 01/18/20 JEWELRY WORK
047258	4340	GREGORY SCOTT BAURMANN	01/31/20	227.50	INSTRUCTOR PAYMENT 01/04-01/25/20 BEGINN
047259	481	BIG CREEK LUMBER	01/31/20	989.46	JAN' 20 MAINT SUPPLIES
047260	4406	BSI EHS SERVICES AND SOLUTIONS	01/31/20	1,360.00	NOV' 19 ERGONOMIC ASSESSMENTS
047261	4559	THOMAS J. CAREY	01/31/20	204.00	ENCROACHMENT PERMIT REFUND 544 MAGNOLIA
047262	4039	PAUL J. CARMODY	01/31/20	1,837.50	INSTRUCTOR PAYMENT 01/04-01/29/20 MARTIA
047263	4655	JORDAN CHARLES	01/31/20	38.00	DEC' 19 CITATION REFUND CITATION# 2100072
047264	4104	MATTHEW CHIDESTER	01/31/20	231.84	NOV' 19 REIMBURSEMENT
047265	1925	CITY OF BURLINGAME	01/31/20	4,958.33	NOV' 19 SM CO BID
047266	197	COASTSIDE PRINTERS	01/31/20	3,752.74	FY19/20 BUDGET BOOKS
047267	3160	COLMA FIREMEN'S SOCIAL CLUB C/O CAITLIN	01/31/20	150.00	DEC' 19 COUNCIL OF CITIES MEETING AND DIN
047268	4540	MARIA DE LA ROSA	01/31/20	200.00	DEPOSIT REFUND 01/25/20 LIBRARY B COMMUN
047269	3086	DIRECTV	01/31/20	91.88	JAN' 20 DIRECTV SERVICE
047270	3387	C & D HAUPT, INC DBA: GSD CONSULTING	01/31/20	7,015.00	JAN' 20 FINANCE AND IT SUPPORT
047271	3528	HASSETT HARDWARE BLUETARP CREDIT SERVICE	01/31/20	5,530.21	JAN' 20 MAINT SUPPLIES
047272	1853	HDL SOFTWARE, LLC	01/31/20	944.43	NOV' 19 FY19-20 TOT AND BUSINESS LICENSE
047273	76	HALF MOON BAY BUILDING & GARDEN	01/31/20	99.54	JAN' 20 MAINT SUPPLIES
047274	2564	HALF MOON BAY GRADING & PAVING INC.	01/31/20	7,776.75	JAN' 20 MAINT SUPPLIES
047275	82	HALF MOON BAY REVIEW	01/31/20	827.50	JAN' 20 NOTICE OF PUBLIC HEARING PDP-19-1
047276	4487	THE HOME DEPOT PRO	01/31/20	403.28	JAN' 20 MAINT SUPPLIES
047277	3083	JOINT VENTURE: SILICON VALLEY NETWORK	01/31/20	1,750.00	2020 STATE OF THE VALLEY CONFERENCE
047278	2699	KONICA MINOLTA BUSINESS SOL	01/31/20	684.21	JAN' 20 COPIER & SCANNER LEASE & USAGE 4Y
047279	108	LEAGUE OF CALIFORNIA CITIES	01/31/20	6,170.00	2020 MEMBERSHIP DUES
047280	4642	MARIK ENTERPRISES, LLC DBA: SRS PRIVATE	01/31/20	360.00	DEC' 19 PRE-EMPLOYEMENT REPORT MARY BUTLE
047281	3922	LLOYD A MCVICKER	01/31/20	3,062.50	FEB' 20 ANNEX RENT
047282	3250	METROPOLITAN PLANNING GROUP	01/31/20	2,008.13	DEC' 19 PLANNING SERVICES
047283	4277	EVELYN MORAN	01/31/20	282.74	JAN' 20 MILEAGE/FOOD REIMBURSEMENT
047284	3641	NEIGHBORHOOD RADIO	01/31/20	50.00	JAN' 20 ADVERTISING SERVICE
047285	3726	NICOLAS LASZKIEWICZ NICHOLAS TRANSLATION	01/31/20	360.00	JAN' 20 TRANSLATION SERVICE
047286	2997	NICHOLS CONSULTING ENGINEERS CHTD	01/31/20	3,768.00	JAN' 20 REPLACE CMP WITH HDPE PIPE TO MIT
047287	2449	NOWDOCS INTERNATIONAL, INC.	01/31/20	30.59	JAN' 20 OFFICE SUPPLIES 1099 ENVELOPES
047288	457	OFFICE DEPOT ACCT NO 89037853	01/31/20	347.23	DEC' 19 OFFICE SUPPLIES
047289	1283	KATHY OLER	01/31/20	1,900.00	FEB' 20 TEMPORARY CITY PARKING LOT RENTAL
047290	4652	PARSONS WEALTH MANAGEMENT	01/31/20	200.00	DEPOSIT REFUND 01/21/20 LIBRARY COMMUNIT
047291	3359	PACIFICA COMMUNITY TELEVISION	01/31/20	21.00	INSTRUCTOR PAYMENT 01/29/20 CAMERA CLASS
047292	3328	PET WASTE ELIMINATOR AKA BFT LP	01/31/20	568.10	JAN' 20 MAINT SUPPLIES
047293	137	PG&E PAYMENT PROCESSING CENTER	01/31/20	4,642.28	JAN' 20 ELECTRICITY CHARGES
047294	3372	PENINSULA OPEN SPACE TRUST	01/31/20	2,750.00	FEB' 20 CORP YARD LEASE
047295	4654	PROJECT RESOURCES GROUP, INC	01/31/20	5,828.24	JAN' 20 HWY1 SAFETY SOUTH-RELOCATION OF C
047296	4388	ROSLYN RAMSEY	01/31/20	52.50	INSTRUCTOR PAYMENT 01/22/20 TENSION AND
047297	29	READYREFRESH NESTLE WATERS NORTH AMERICA	01/31/20	133.76	DEC-JAN' 20 WATER FOR ANNEX

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By RAYMOND CRUZ (RAYMONDC)

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
047298	4653	VICTORIA RUDOLPH	01/31/20	189.00	INSTRUCTOR PAYMENT 01/07-01/28/20 BEGINN
047299	4651	MICHAEL JOHN SHEPHERD	01/31/20	191.50	JAN'20 PERMIT FEE REIMBURSEMENT
047300	3746	MALCOLM C SMITH	01/31/20	3,685.00	DEC-JAN'20 COMMUNICATION CONSULTANT
047301	3519	SWCA INC	01/31/20	995.50	OCT-JAN'20 PDP-19-017
047302	2524	UPS STORE	01/31/20	46.49	DEC'19 SHIPPING SERVICE
047303	3004	VERIZON WIRELESS ACCT# 642053248-00001	01/31/20	478.76	JAN'19 MOBILE SERVICE
047304	4296	YOUTH LEADERSHIP INSTITUTE	01/31/20	6,823.06	OCT-DEC'19 CAAP OUTREACH PILOT PROJECT
047305	4270	4LEAF, INC.	01/31/20	26,555.11	DEC'19 FY18-19 BUILDING INSPECTOR SERVIC
047306	4211	ABUNDANT GRACE COASTSIDE WORKER	01/31/20	20,368.00	JUL-AUG'19 COASTAL CLEAN UP PROGRAM
047307	3928	ALAS AYUDANDO LATINOS A SONAR	01/31/20	19,946.67	SEP-JAN'20 CAAP OUTREACH PILOT PROJECT
047308	2941	CSG	01/31/20	11,691.25	SEP-NOV'20 NPDES STORMWATER CONSULTING S
047309	4398	ELS ARCHITECTURE & URBAN DESIGN	01/31/20	38,469.01	DEC'19 CARTER PARK PHASE 2 DESIGN SERVIC
047310	4381	H & R PLUMBING AND DRAIN CLEANING, INC.	01/31/20	97,659.05	JAN'20 SEWER MANHOLE REHABILITATION PROJ
047311	89	HMB COASTSIDE CHAMBER OF COMMERCE & VISI	01/31/20	30,000.00	FUNDING FOR HALF MOON BAY HOTEL BID FOR
047312	89	HMB COASTSIDE CHAMBER OF COMMERCE & VISI	01/31/20	15,846.00	SEP-DEC'19 HMB BID NOV'19 OUT OF CITY BI
047313	186	SENIOR COASTSIDERS	01/31/20	12,186.73	AUG-DEC'19 CAAP OUTREACH PILOT PROJECT
047314	3085	SHUTE, MIHALY & WEINBERGER LLP	01/31/20	32,584.49	NOV'19 LEGAL SERVICES
047315	3701	V. W. HOUSEN & ASSOCIATES, INC.	01/31/20	11,346.50	DEC'19 SEWER SYSTEM SUPPORT AMENDMENT 2
047316	4573	WASTE MANAGEMENT OF CENTRAL VALLEY	01/31/20	44,737.00	SEP-NOV'19 HWY1/KELLY STORM DRAIN IMPROV
Total				460,828.75	

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By RAYMOND CRUZ (RAYMONDC)

E&I110(10U(s0p16.67h8.5v0s0b0T&I2E&I60F&I6CCity of Half Moon Bay

Feb

Final Disbursement List. Check Date 01/28/20, Due Date 02/29/20, Discount Date 03/01/20. Computer Checks.

Bank BA WELLSFARGO GENERAL CHECKING

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
012820	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	01/28/20	1,469.71	JAN'20 VISA PAYMENT-JESSICA
012820	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	01/28/20	4,070.42	JAN'20 VISA PAYMENT-MATTHEW
012820	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	01/28/20	920.56	JAN'20 VISA PAYMENT-EDDIE
012820	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	01/28/20	13.20	JAN'20 VISA PAYMENT-CDD
012820	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	01/28/20	12,869.73	JAN'20 VISA PAYMENT-TODD
012820	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	01/28/20	2,539.41	JAN'20 VISA PAYMENT-FINANCE
012820	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	01/28/20	851.00	JAN'20 VISA PAYMENT-CITY MGR
012820	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	01/28/20	630.20	JAN'20 VISA PAYMENT-CITY CLERK
012820	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	01/28/20	941.85	JAN'20 VISA PAYMENT-PW
012820	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	01/28/20	275.00	JAN'20 VISA PAYMENT-JOHN
Total				24,581.08	

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By RAYMOND CRUZ (RAYMONDC)

## BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

### AGENDA REPORT

For meeting of: **February 18, 2020**

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**TO:** Honorable Mayor and City Council

**VIA:** Bob Nisbet, City Manager

**FROM:** Jessica Blair, Communications Director / City Clerk

**TITLE:** **ORDINANCE ADDING AMENDMENTS TO THE ZONING CODE FOR THE COMMERCIAL-DOWNTOWN, COMMERCIAL-RESIDENTIAL, COMMERCIAL-VISITOR SERVING, AND COMMERCIAL-GENERAL DISTRICTS AND PARKING STANDARDS – SECOND READING**

---

#### **RECOMMENDATION:**

Waive second reading and adopt an ordinance amending Municipal Code Title 18 (Zoning) to Chapter 18.02 Definitions; Chapter 18.06 Residential Land Use; Chapter 18.07 Commercial Land Use (C-D, C-R); Chapter 18.08 Commercial Land Use (C-VS, C-G); and Chapter 18.36 Parking Standards (“Mixed-Use Districts and Parking Standards Ordinance”).

#### **FISCAL IMPACT:**

There is no fiscal impact associated with the adoption of this ordinance.

#### **STRATEGIC ELEMENT:**

This action supports all elements of the Strategic Plan: Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, and Inclusive Governance.

#### **DISCUSSION:**

On February 4, 2020, the City Council introduced the ordinance following the conduct of a duly-noticed public hearing. As required by law, the ordinance appears for second reading and adoption at a regular meeting more than five days past introduction.

#### **ATTACHMENT:**

Ordinance amended Title 18

**ORDINANCE NO. C-2020-\_\_\_\_\_**  
**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY**  
**AMENDING CHAPTER 18.02 "DEFINITIONS;" CHAPTER 18.06 "RESIDENTIAL LAND USE;"**  
**CHAPTER 18.07 "COMMERCIAL LAND USE (C-D, C-R);" CHAPTER 18.08 "COMMERCIAL LAND**  
**USE (C-VS, C-G);" AND CHAPTER 18.36 "PARKING STANDARDS" OF THE HALF MOON BAY**  
**MUNICIPAL CODE**

THE CITY COUNCIL OF THE CITY OF HALF MOON BAY DOES ORDAIN AS FOLLOWS:

**Section 1. Findings.** The City Council of the City of Half Moon Bay hereby amends Chapter 18.02 Definitions; Chapter 18.06 Residential Land Use; Chapter 18.07 Commercial Land Use (C-D, C-R); Chapter 18.08 Commercial Land Use (C-VS, C-G); and Chapter 18.36 Parking Standards Half Moon Bay Municipal Code ("Mixed-Use Districts and Parking Standards Ordinance Amendment"). The City Council finds and declares as follows:

- (a) The City of Half Moon Bay is located fully within the California Coastal Zone; and
- (b) The City of Half Moon Bay's certified Local Coastal Program includes an implementation plan which is in part comprised of the Zoning Ordinance; and
- (c) The City established the C-D and C-R zoning districts to designate appropriate uses and development standards for Downtown and to implement the requirements of the policies of the Local Coastal Program as required by the California Coastal Act; and
- (d) The City established the C-VS and C-G zoning districts to designate appropriate uses and development standards for commercial areas along the City's primary transportation corridors Highways 1 and 92 to further implement the requirements of the policies of the Local Coastal Program as required by the California Coastal Act; and
- (e) The California Coastal Act and the certified Local Coastal Program prioritize visitor-serving uses, including those identified as most appropriate for ground floor development within the historic Downtown Area as well as those oriented to coastal recreation and access; and
- (f) The City adopted the Downtown Specific Plan on June 5, 1995; and
- (g) The City Council has identified affordable housing as a multi-year priority and directed staff to prepare and implement a workplan to facilitate development of new housing, especially within the Downtown area; and
- (h) Staff identified constraints imposed by zoning regulations associated in the C-D, C-R, C-G, and C-VS mixed-use districts, as well as the parking standards which have not

been updated for many years to reflect the actual parking demand associated with multi-family and mixed-use development located in these districts; and

- (i) The Planning Commission has approved exceptions to parking standards for mixed-use development having studied the actual parking demand of development proposals and finding them to be lower than that required by the City's parking standards; and
- (j) City staff prepared a parking occupancy survey of public parking areas and some private parking lots within the Downtown area to further understand parking demand in the higher density mixed-use Downtown; and
- (k) Both Chapter 18.07 of the Municipal Code and the Downtown Specific Plan include statements of intention to support the historic Downtown area of Half Moon Bay centered on Main Street for visitor-serving and pedestrian-oriented uses; and
- (l) Both Chapter 18.07 of the Municipal Code and the Downtown Specific Plan provide use regulations and development standards affecting the historic Downtown area of Half Moon Bay centered on Main Street; however, neither Chapter 18.07 nor the Downtown Specific Plan establish limits on the amount of uses that are not visitor-serving or pedestrian-oriented uses, including office uses; and
- (m) The 300, 400, 500, and 600 blocks of Downtown Main Street between Pilarcitos Creek is evident through entries in the City's historic resources inventory and zoning requirements as the heart of historic Downtown Half Moon Bay and are referred to herein as "Heritage Main Street;" and
- (n) This portion of Downtown Main Street, including the Heritage Main Street blocks, is further identified in the City's certified Local Coastal Program as part of "Old Downtown;" and Old Downtown is defined as a visual resource area in the certified Local Coastal Program and subject to visual resource standards requiring the preservation and enhancement of scale, style, continuity of building lines, design, and land uses; and
- (o) As of December 2019, more than 40 percent of the frontage uses on the Heritage Main Street blocks are comprised of uses that are not visitor-serving and are not pedestrian-oriented and in 2019, the two most recent new uses on the Heritage Main Street blocks are office uses that have moved into vacant ground-floor storefronts, and several ground-floor vacancies remain; and
- (p) Considering the above, Heritage Main Street storefronts and sites are vulnerable to additional long-term conversion to uses that are not visitor-serving or pedestrian-oriented; and



- (q) Limiting such uses, including business and professional offices, certain personal and personal improvement services, and other uses that are not visitor-serving or pedestrian-oriented, is necessary to protect against this threat; and
- (r) The Planning Commission considered such provisions at a study session on July 23, 2019; and
- (s) City staff have researched provisions in other jurisdictions that limit uses on ground floor frontages in similar traditional downtown districts to those that are determined to be pedestrian-oriented, active, and ground-floor dependent uses; and
- (t) City staff have determined that active ground-floor dependent uses are consistent with visitor-serving uses and provide a pedestrian-oriented environment as intended through the City's Local Coastal Program and Downtown Specific Plan; and
- (u) The City Council having received public testimony from Downtown business and property owners about the need to prioritize protection of Heritage Main Street from further encroachment of uses that are not active or ground-floor dependent, as provided for under Government Code section 65858(a), adopted an Interim Urgency Ordinance on December 5, 2019, and extended the ordinance on December 17, 2019 with an expiration of December 17, 2020, to prohibit any new uses on the ground floor of properties and buildings with frontage on Heritage Main Street unless the use is determined to be an active ground-floor dependent use; and
- (v) The interim urgency ordinance allowed City staff time to complete necessary studies and reports for contemplated amendments and for the Planning Commission and City Council to conduct the necessary public hearings as well as to provide time for California Coastal Commission certification; and
- (w) The Mixed-Use Districts and Parking Standards Ordinance Amendment has been prepared to regulate the uses on the ground floor of Heritage Main Street as part of a suite of coordinated amendments to support City Council's priority for facilitating development of housing, including affordable housing, while upholding the obligations of the Coastal Act; and
- (x) The associated amendments recognize residential development as by-right in the C-D, C-R, and C-G zoning districts; and
- (y) The Planning Commission conducted a duly noticed public hearing on the Mixed-Use Districts and Parking Standards Ordinance Amendment on December 10, 2019, continued to January 14, 2020 at which time all those desiring to be heard on the matter were given an opportunity to be heard, and recommended the proposed

Mixed-Use Districts and Parking Standards Ordinance Amendment for adoption by the City Council; and

- (z) The Mixed-Use Districts and Parking Standards Ordinance Amendment is consistent with the City's Housing Element, which contains a program (2-11) to support mixed-use development and housing stock diversity; program (3-1) to removal constraints imposed by onerous zoning requirements; and
- (aa) The Mixed-Use Districts and Parking Standards Ordinance Amendment is consistent with the City's Measure D one percent annual growth limit measure; and
- (bb) The Mixed-Use Districts and Parking Standards Ordinance Amendment is in compliance with AB 330 the Housing Crisis Act of 2019 removing constraints to the development of housing within the City's mixed-use zoning districts.

**Section 2. Amendments.** The following sections of the Municipal Code are amended as specified below and in Attachment A. Attachment A generally shows additions with underlined text and deletions with ~~strike-out text~~.

<b>Municipal Code Provision</b>	<b>Action</b>
Chapter 18.02	Amendments as shown in Attachment A
Chapter 18.06	Amendments as shown in Attachment A
Chapter 18.07	Amendments as shown in Attachment A
Chapter 18.08	Amendments as shown in Attachment A
Chapter 18.36	Amendments as shown in Attachment A

**Section 3. Severability.** If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

**Section 4. CEQA.** The City Council finds that the Ordinance is exempt from CEQA per CEQA Guidelines sections 15305 (minor alterations to land use limitations) and 15061(b)(3) (common sense exemption). With respect to Heritage Main Street, the proposed Ordinance intends to preserve the baseline active, ground-floor dependent uses. With respect to residential uses, the proposed amendments are intended to streamline permitting of uses that are already allowed under the current zoning code; adoption of the proposed amendments are not likely to significantly alter future land uses beyond what is permitted under the current code. With respect to changes to parking requirements, the proposed amendments are tailored to adjust such requirements to meet parking demand and to eliminate the creation of excess parking

spots. The City Council finds that these changes are minor, will not result in any changes to land use or density, and do not create any possibility of a significant effect on the environment.

**Section 5. Future City Council Review.** The City Council shall receive and review a status report from Staff on the Ordinance’s effectiveness at one year and two years from its effective date to assess use changes and vacancies on Heritage Main Street.

**Section 6. Publication.** The City Clerk of the City of Half Moon Bay is hereby directed to publish this Ordinance pursuant to Government Code section 36933.

**Section 7. Effective date.** This Ordinance shall take effect and be in force on the thirtieth (30th) day from and after its final passage.

**Section 8. Interim Urgency Ordinance.** As of the effective date (including any California Coastal Commission certification), the Interim Urgency Ordinance is hereby repealed.

**INTRODUCED** at a regular meeting of the City Council of the City of Half Moon Bay, California, held on the 4<sup>th</sup> day of February, 2020.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Half Moon Bay, California, held on the 18<sup>th</sup> day of February, 2020, by the following vote:

Ayes, Councilmembers:	_____
Noes, Councilmembers:	_____
Absent, Councilmembers:	_____
Abstain, Councilmembers:	_____

ATTEST:

APPROVED:

\_\_\_\_\_  
Jessica Blair, City Clerk

\_\_\_\_\_  
Adam Eisen, Mayor

## Chapter 18.02 DEFINITIONS

Sections:

- 18.02.010 Purpose and applicability.**
- 18.02.020 Rules for construction of language.**
- 18.02.040 Definitions.**

### 18.02.040 Definitions.

*[To be inserted alphabetically into the existing list]*

Active ground-floor dependent use. “Active ground-floor dependent use” means a commercial or public space that is reliant on pedestrian foot traffic, generally open to the public, generates a high volume of customer or visitor traffic, provides ground floor display windows to promote views into the business, and sells goods that are typically consumed on premises or carried away by customers or services of a personal or recreational nature. Inactive uses are typically not open to the general public, generate a lower volume of customer or visitor traffic, tend to have screened windows to maintain privacy (such as offices and residential uses) and are thereby not oriented to pedestrian foot traffic.

Heritage Main Street. “Heritage Main Street” means the 300, 400, 500, and 600 blocks of Main Street between Pilarcitos Creek and Correas Street.

Mixed-use. “Mixed-use” means the combination of non-residential and residential uses located on the same property as part of a unified development. Mixed-use development consists of commercial and residential uses integrated either vertically (vertical mixed-use) in the same structure or group of structures, or horizontally on the same development site (horizontal mixed-use) where parking, open spaces, and other development features are shared. In a mixed-use development, both uses are considered primary uses of the land.

Parking space, EV. “EV parking space” means a public or private parking space with access to an electric vehicle charging station with at least level 2 capacity or equivalent per California Building Standards Code.

Walk-in clientele use. “Walk-in clientele use” means an office use, including a business or professional office, health service, travel agency, or real estate office providing direct services to patrons or clients that may or may not require appointments and maintains a visibly open storefront and regular business hours. It does not include banks or check-cashing facilities that are separately classified and regulated.

**Chapter 18.06  
RESIDENTIAL LAND USE (R-1, R-2, R-3)**

Sections:

- 18.06.010 Purpose and intent.**
- 18.06.020 Schedule of uses.**
- 18.06.025 Use regulations.**
- 18.06.030 Residential development standards.**
- 18.06.035 R-1-B-3 development standards.**
- 18.06.040 Specific development standards.**
- 18.06.050 Exceptions to development standards.**
- 18.06.060 Manufactured homes.**
- 18.06.070 Nonconforming structures.**
- 18.06.080 Permits and plan review.**

**18.06.040 Specific development standards.**

In conjunction with the specific development standards set forth in Tables B and C of this chapter, the following specific development regulations shall apply:

D. Off-Street Parking. Off-street parking shall be provided for all uses within a residential district in accordance with the following minimum requirements:

1. Parking Spaces. Parking spaces shall conform to the following sizes:

**Table D**

**PARKING SPACE SIZE**

<b>Type of Space</b>	<b>Dimensions</b>
Standard	9' x 19' clear
Parallel	10' x 22' clear

2. Access Aisles. Parking areas shall provide adequate aisles for all vehicle turning and maneuvering, and conform to the following parking standards:

Table E

PARKING STANDARDS

Parking Angle	Circulation	Aisle Width
0 degree	one-way	12 feet
0 degree	two-way	24 feet
85 -- 90 degree	one-way	22 feet
85 -- 90 degree	two-way	25 feet
30 -- 45 degree	one-way	14 feet
50 -- 55 degree	one-way	16 feet
60 degree	one-way	18 feet
65 -- 80 degree	two-way	20 -- 23 feet

3. Street Right-of-Way. No parking area shall be designed so that vehicular maneuvering on or backing up into public or private street right-of-way is necessary. This regulation shall not apply to driveways in R-1 and R-2 districts or to projects with two or fewer units in the R-3 district.

4. Location. Required garage spaces shall not be located within the front yard setback, but open, uncovered parking spaces may be located within the side or rear yards.

5. Duplexes and Triplexes. One guest parking space required. The guest parking space shall be uncovered. The guest parking space shall not be in tandem with other required parking spaces without approval of a parking exception.

65. Multi-family Residential. Specific provisions apply to the C-D district per chapter 18.07; otherwise, aAt least one of the two required ~~tenant~~ parking spaces for each unit shall be enclosed within a garage. The second required ~~tenant~~ parking space and shall be covered by a carport, at a minimum. ~~G~~guest parking spaces may be uncovered.

76. Carports. Any carport or open parking area for five or more cars serving a residential use shall be screened by a solid wall or fence six feet in height, except that the height of a wall or fence adjoining a required front yard shall be not less than two feet or more than three feet.

87. Garages. Garages shall provide adequate interior area for standard parking spaces. Garage door openings shall have a minimum height of seven feet and shall be covered by a solid or sectional overhead door which shall be constructed of durable material approved by the Building Department, and painted, stained or treated to be harmonious with the exterior of the residential structure. All required garages shall be kept free, clear, and accessible for the parking of a vehicle or vehicles at all times.

## Chapter 18.07 COMMERCIAL LAND USE (C-D, C-R)

Sections:

- 18.07.010 Purpose.**
- 18.07.015 C-D and C-R zoning districts established.**
- 18.07.020 Permitted uses.**
- 18.07.025 Use regulations.**
- 18.07.030 General development standards.**
- 18.07.035 C-R zoning district development standards.**
- 18.07.040 C-D zoning district development standards.**
- 18.07.045 Exceptions to development standards.**
- 18.07.050 Nonconforming structures.**
- 18.07.055 Historic downtown area, structures and uses.**
- 18.07.060 Required permits and plan review.**

### **18.07.010 Purpose.**

The purpose of establishing these commercial-downtown and commercial-residential districts and adopting development standards and use regulations is to:

- A. Guide the orderly development of lands designated on the land use plan map for general commercial uses;
- B. Implement the policies of the downtown historic district specific plan encouraging a range of uses to serve the local residents and visitors to the area;
- C. Provide appropriately located areas consistent with the policies for the Half Moon Bay downtown specific plan, the land use plan, and the general plan for a full range of office, retail commercial, service commercial, and visitor serving uses needed by residents of the city, and visitors to the historic downtown area;
- D. Strengthen and expand the city's economic base, by providing for visitor serving needs while protecting the small businesses that currently serve city residents in the historic downtown area on a daily basis;
- E. Minimize the impact of commercial development on adjoining residential areas by providing a transition area of lower intensity commercial uses;
- F. Encourage new commercial, mixed-use, and residential development and adaptive reuse of existing historic buildings and sites compatible with surrounding development and consistent with site limitations;



- G. Maintain the existing character of the historic downtown area and discourage the development of new incompatible commercial structures and uses;
- H. Ensure the provision of adequate on-site parking, loading and circulation while maintaining the economic vitality of the area;
- I. Ensure that the size, scale, character and design of any new buildings are consistent with other structures in the immediate vicinity;
- J. Allow public and semipublic uses in commercial areas that are compatible with or supportive of commercial development;
- K. Providing for the continued economic use of historic buildings and sites so as to ensure their restoration and preservation. (1996 zoning code (part)).

#### **18.07.015 C-D and C-R zoning districts established.**

The intent of this chapter is to establish the following commercial districts and to guide the orderly development within each district as follows:

- A. C-D District, Commercial-Downtown. The intent of establishing this zoning district is to implement the provisions of the downtown specific plan calling for the establishment of development standards and a range of uses that would maintain and be consistent with the historic patterns and pedestrian scale of development within the historic downtown area. Of special importance is the visual quality of the historic downtown area.

1. This district is intended to function as a mixed-use neighborhood comprised of residential, mixed-use and commercial development providinge for visitor serving commercial uses such as restaurants and art galleries, certain public uses, and other retail and service commercial uses and professional offices that serve the local residents on a daily basis.
2. This district is intended to reinforce the visitor-serving, pedestrian-oriented environment of downtown, especially where the heritage downtown development form remains intact on the Heritage Main Street blocks between Pilarcitos Creek and Correas Street. Retail and visitor serving commercial uses are encouraged on the ground or first floor, with professional offices on the upper floors. This policy is not intended to be used to preclude professional offices on the ground floor, particularly in single story buildings.

B. C-R District, Commercial-Residential. The intent of establishing this zoning district is to provide a transition zone between the active commercial districts and single-family residential areas. In this transition zone between residential neighborhoods and the more intensive commercial areas, development is limited to residential uses, low intensity professional offices, and semipublic uses.

1. It is intended that commercial and professional uses be limited to those with low noise levels, minimal vehicular traffic from patrons, deliveries or pick-ups, and hours of operation that would not adversely impact residents. (1996 zoning code (part)).

#### **18.07.020 Permitted uses.**

Tables [in section 18.07.020A](#) of this chapter establish the uses permitted in the commercial-downtown and commercial-residential districts.

A. The uses listed in Tables [18.07.020A through E](#) are numbered and categorized into types of uses. Definitions of each type of use are located within this title in Chapter 18.03, Use Classifications. Uses that are not listed are prohibited within the commercial-downtown and commercial-residential districts.

B. Use classifications followed by the term “OK” are permitted, whereas use classification followed by the term “UP” require approval of a use permit. A use classification followed by the term “NO” means that the use is not permitted. [The term “CDD” means that some or all uses in the use classification require a determination by the community development director that they meet the definition of “active ground-floor dependent use” in Section 18.02.040 or that they are ancillary to a permitted use where required by Section 18.07.025.](#) In the event the community development director determines that a proposed use is not permitted, an applicant may appeal the determination to the planning commission. The term “UPCC” means that some or all uses in the use classification are permitted in most cases, but that approval of a use permit is required in certain cases.

C. Further description of the circumstances related to the “CDD” and “UPCC” listings in [the Tables in section 18.07.020A](#), and other specific regulations for certain uses listed ~~in Table 18.07.020A~~ can be found in Section 18.07.025. The letters and numbers in Section 18.07.025 correspond to the use categories and specific uses listed in Tables 18.07.020A through E.

#### **Table 18.07.020A**

#### **COMMERCIAL USES**

C-D Commercial downtown zoning district

C-R Commercial residential zoning district

C-D (Heritage Main Street) Commercial downtown zoning district – Main Street between Pilarcitos Creek and Correas Street, First Fifty Feet of Frontage Depth on Ground Floor

OK = Allowed without permit

UP = Use permit required

NO = Not allowed

UPCC = Use permit required under certain circumstances

CDD = Requires Community Development Director determination if use qualifies as active ground-floor dependent use or as ancillary to a permitted use

Key	Commercial Uses	C-D Zoning	C-R Zoning	<u>C-D</u>
				<u>Heritage</u>
				<u>Main Street</u>
A-1	Adult Business	NO	NO	<u>NO</u>
A-2	Ambulance Service	UPCC	NO	<u>NO</u>
A-3	Animal Sales or Service:			
a	• Boarding	UPCC	NO	<u>NO</u>
b	• Grooming	OK	NO	<u>CDD</u>
c	• Medical Care	OK	NO	<u>NO</u>
d	• Retail Sales	OK	NO	<u>CDD</u>
A-4	Art Gallery	OK	UP	<u>OK</u>
A-5	Artist's Studio	OK	UPCC	<u>CDD</u>
A-6	Banking:			
a	• Full Service	OK	NO	<u>NO</u>
b	• ATM Only	OK	NO	<u>OK</u>
c	• Drive-Up Teller	OK	NO	<u>NO</u>
A-7	Building Materials Sales or Service	OK	NO	<u>NO</u>
A-8	Catering	OK	NO	<u>CDD</u>
A-9	Circus, Carnival or Exhibition	OK	NO	<u>OK</u>
A-10	Commercial Filming	OK	OK	<u>OK</u>

		<u>C-D</u> <u>Heritage</u> <u>Main Street</u>		
Key	Commercial Uses	C-D Zoning	C-R Zoning	
A-11	Commercial Recreation or Entertainment:			
a	• Indoor	UPCC	NO	<u>UP</u>
b	• Outdoor	UPCC	NO	<u>UP</u>
A-12	Communication Facility	OK	NO	<u>NO</u>
A-13	Eating or Drinking Establishment:			
a	• Cafe, Diner or Restaurant	OK	NO	<u>OK</u>
b	• Fast Food or Takeout	OK	NO	<u>OK</u>
c	• Drive-Through Fast Food	NO	NO	<u>NO</u>
d	• Bar or Tavern	<u>UPOK</u>	NO	<u>UP</u>
A-14	Equestrian Center	NO	NO	<u>NO</u>
A-15	Food or Beverage Sales	OK	NO	<u>OK</u>
A-16	Funeral or Internment Service	OK	NO	<u>NO</u>
A-17	Gardening Service	OK	NO	<u>NO</u>
A-18	Laboratory	OK	NO	<u>NO</u>
A-19	Maintenance or Repair Service	OK	NO	<u>CDD</u>
A-20	Nursery, Plant	OK	NO	<u>CDD</u>
A-21	Office:			
a	• Business or Professional	OK	OK	<u>UPCC</u>
b	• Health Service	OK	OK	<u>CDD/UPCC</u>
c	• Travel Agency	OK	NO	<u>UPCC</u>
A-22	Personal Improvement Service	OK	UP	<u>CDD/UPCC</u>
A-23	Personal Service	OK	NO	<u>CDD/UPCC</u>
A-24	Printing or Publication Facility	OK	NO	<u>CDD/UPCC</u>
A-25	Real Estate Office	OK	NO	<u>UPCC</u>

Key	Commercial Uses	C-D Zoning	C-R Zoning	<u>C-D</u>
				<u>Heritage</u> <u>Main Street</u>
A-26	Research and Development	<u>UPCCNO</u>	NO	<u>NO</u>
A-27	Retail Sales:			
a	• Indoor Retail	OK	UP	<u>OK</u>
b	• Outdoor Retail	OK	NO	<u>OK</u>
c	• Visitor-Serving Retail	OK	NO	<u>OK</u>
A-28	Seasonal Agricultural Sales	OK	NO	<u>CDD</u>
A-29	Secondhand Sales, Pawn Shop	OK	NO	<u>OK</u>
A-30	Vehicle/Equipment Sales or Service			
a	• Automobile Rental	OK	NO	<u>NO</u>
b	• Automobile Washing	UP	NO	<u>NO</u>
c	• Service Station	OK	NO	<u>NO</u>
d	• Vehicle or Equipment Repair	UP	NO	<u>NO</u>
e	• Vehicle or Equipment Sales or Rental	OK	NO	<u>NO</u>
f	• Vehicle Storage	NO	NO	<u>NO</u>
A-31	Visitor Accommodation:			-
a	• Bed and Breakfast Inn	OK	UP	<u>NO</u>
b	• Campground or RV Park	NO	NO	<u>NO</u>
c	• Hotel, Motel or Time Share	OK	NO	<u>NO</u>
d	• Spa Resort	OK	NO	<u>NO</u>
A-32	Warehouse or Storage	OK	NO	<u>NO</u>

**Table 18.07.020B**

## **INDUSTRIAL USES**

C-D Commercial downtown zoning district

C-R Commercial residential zoning district

C-D (Heritage Main Street) Commercial downtown zoning district – Main Street between  
Pilarcitos Creek and Correas Street, First Fifty Feet of Frontage Depth on Ground Floor

OK = Allowed without permit

UP = Use permit required

NO = Not allowed

UPCC = Use permit required under certain circumstances

CDD = Requires Community Development Director determination if use qualifies as active ground-floor  
dependent use or as ancillary to a permitted use

Key	Industrial Uses	C-D Zoning	C-R Zoning	<u>C-D</u> <u>Heritage</u> <u>Main Street</u>
B-1	Custom Industry	UPCC	NO	<u>UPCC</u>
B-2	General Industry	NO	NO	<u>NO</u>
B-3	Limited Industry	NO	NO	<u>NO</u>
B-4	Wholesaling, Distribution or Storage	UP	NO	<u>NO</u>

**Table 18.07.020C**

**PUBLIC AND QUASI-PUBLIC USES**

C-D Commercial downtown zoning district

C-R Commercial residential zoning district

C-D (Heritage Main Street) Commercial downtown zoning district – Main Street between  
Pilarcitos Creek and Correas Street, First Fifty Feet of Frontage Depth on Ground Floor

OK = Allowed without permit

UP = Use permit required

NO = Not allowed

UPCC = Use permit required under certain circumstances

CDD = Requires Community Development Director determination if use qualifies as active ground-floor  
dependent use or as ancillary to a permitted use

Key	Public and Quasi-Public Uses	C-D Zoning	C-R Zoning	<u>C-D</u>
				<u>Heritage</u>
				<u>Main Street</u>
C-1	Club or Lodge	OK	UP	<u>NO</u>
C-2	Convalescent Facility	UP	UP	<u>NO</u>
C-3	Cultural Institution	OK	UP	<u>CDD</u>
C-4	Day Care, General	UP	UP	<u>NO</u>
C-5	Government Office	OK	OK	<u>UP</u>
C-6	Health Care:			
a	• Hospital or Clinic	UP	UP	<u>NO</u>
b	• Emergency Health Care	UP	UP	<u>NO</u>
C-7	Park or Recreation Facility	OK	OK	<u>CDD</u>
C-8	Public Safety Facility	OK	OK	<u>UP</u>
C-9	Religious Assembly	UP	UP	<u>UP</u>
C-10	Residential Care, General	UP	UP	<u>NO</u>
C-11	School, Public or Private	UP	UP	<u>NO</u>
C-12	Utility:			
a	• Major	NO	NO	<u>NO</u>
b	• Minor	OK	OK	<u>OK</u>

**Table 18.07.020D**

## **RESIDENTIAL USES**

C-D Commercial downtown zoning district

C-R Commercial residential zoning district

C-D (Heritage Main Street) Commercial downtown zoning district – Main Street between Pilarcitos Creek and Correas Street, First Fifty Feet of Frontage Depth on Ground Floor

OK = Allowed without permit

UP = Use permit required

NO = Not allowed

UPCC = Use permit required under certain circumstances

CDD = Requires Community Development Director determination if use qualifies as active ground-floor dependent use or as ancillary to a permitted use

Key	Residential Uses	C-D Zoning	C-R Zoning	<u>C-D</u> <u>Heritage</u> <u>Main Street</u>
D-1	Group Residential	UP	UP	<u>NO</u>
D-2	Large Family Day Care	OK	OK	<u>NO</u>
D-3	Small Family Day Care	OK	OK	<u>NO</u>
D-4	Limited Residential Care	UP	UP	<u>NO</u>
D-5	Multi-Family Residential	<u>OKUP</u>	<u>OKUPCC</u>	<u>NO</u>
D-6	Single-Family Residential	<u>OKUP</u>	OK	<u>NO</u>

**Table 18.07.020E**

### **ACCESSORY USES**

C-D Commercial downtown zoning district

C-R Commercial residential zoning district

C-D (Heritage Main Street) Commercial downtown zoning district – Main Street between Pilarcitos Creek and Correas Street, First Fifty Feet of Frontage Depth on Ground Floor

OK = Allowed without permit

UP = Use permit required

NO = Not allowed

UPCC = Use permit required under certain circumstances

CDD = Requires Community Development Director determination if use qualifies as active ground-floor dependent use or as ancillary to a permitted use

Key	Accessory Uses	C-D Zoning	C-R Zoning	<u>C-D</u> <u>Heritage</u> <u>Main Street</u>
E-1	Accessory Use or Structure	OK	OK	<u>CDD</u>
E-2	Accessory Dwelling Unit	OK	OK	<u>OK</u>



Key	Accessory Uses	C-D Zoning	C-R Zoning	<u>C-D Heritage Main Street</u>
E-3	Mixed Commercial and Residential	<u>OKUP</u>	<u>OKUP</u>	<u>OK</u>

(Ord. C-2018-04 §2(Att. A)(part), 2018; Ord. C-2016-03 §5(part), 2016; Ord. C-2015-04 §1(part), 2015; 1996 zoning code (part)).

#### 18.07.025 Use regulations.

The following use categories and any additional regulations associated with an identified use are to be taken together with the permit requirements listed for each use classification in Tables 18.07.020A through E. These regulations shall apply to both permitted uses and for uses which are only allowed upon approval of a use permit by the planning commission. Regulations specifically applicable to the ground floor of Main Street between Pilarcitos Creek and Correas Street (Heritage Main Street) are identified when they are distinct from the additional regulations for the commercial-downtown district generally and are further described in subsection (F).

#### A. Commercial Uses.

A-1 Adult Business. No additional regulations specified.

A-2 Ambulance Service. A use permit is required only where a proposed ambulance service would be located within one thousand feet of an R district or fifty feet of a site occupied by a public or private school or a park or recreation facility.

A-3 Animal Sales or Service. No additional regulations specified.

A-3 a. Boarding. A use permit is required when a proposed boarding facility would be located within two hundred feet of a residential district to ensure that potential noise impacts are adequately addressed.

A-3 b. Grooming. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, the use must be ancillary to a permitted use on Heritage Main Street; otherwise No additional regulations specified.

A-3 c. Medical Care. No additional regulations specified.

A-3 d. Retail Sales. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, the use must be ancillary to a permitted use on Heritage Main Street; otherwise The sale of domestic animals is allowed as an incidental use to any permitted use in the C-D district.

A-4 Art Gallery. No additional regulations specified.

A-5 Artist's Studio. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, the use must be ancillary to a retail use or art gallery; otherwise Studios where the artist works, displays and sells artwork are permitted. A use permit is required in the C-R district only when the artist also lives on the premises and/or maintains an active sales operation.

A-6 Banking. No additional regulations specified.

A-6 a. Full Service. No additional regulations specified.

A-6 b. ATM Only. No additional regulations specified.

A-6 c. Drive-Up Teller. No additional regulations specified.

A-7 Building Materials Sales or Service. Activities shall be conducted and materials shall be stored within a building or shall be enclosed by a fence, wall or permanent planting at least six feet in height. Milling or planing of lumber or other wood products is prohibited unless incidental to a retail use or contractor's yard.

A-8 Catering. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, the use must be ancillary to an eating or drinking establishment. Catering businesses may be permitted in conjunction with a residential use subject to approval by the San Mateo County environmental health department.

A-9 Circus, Carnival or Exhibition. Such uses, including street fairs and markets on city streets are permitted upon approval of special events permit. The event may be in one location no longer than two weekend days over two consecutive weekends, unless otherwise permitted by the city council in conjunction with the special events permit. Signs advertising the event shall be approved by the city council in conjunction with the approval of the special events permit.

A-10 Commercial Filming. Use permitted upon securing all necessary permits and licenses required by the municipal code.

A-11 Commercial Recreation or Entertainment. No additional regulations specified.

A-11 a. Indoor. Small-scale billiards/pool halls and movie theaters are permitted in the C-D district by use permit only. Electronic game centers shall not be located within three hundred feet of a school site or the boundary of a residential district, or within five hundred feet of a liquor store, cocktail lounge or bar. At least one adult manager shall be on the premises during the time a game center is open to the public. No game center owner, manager or employee shall allow a minor under eighteen years of age to play game machines during the hours the public schools are open, or after nine p.m. on nights preceding school days. The planning commission may impose restrictions on the design, location and operation of a game center in order to minimize the effects of noise,

congregation, parking, and other nuisance factors that may be detrimental to the community. Bowling alleys, indoor skating rinks and tennis courts and the like are not permitted in the C-D and C-R districts.

A-11 b. Outdoor. Small-scale outdoor commercial recreation uses and activities such as bocce courts and seasonal events such as live music may be permitted. Golf courses and driving ranges, outdoor skating rinks and skateboard parks and tennis courts are not permitted in the C-D and C-R, districts. A use permit shall be required for any extensive outdoor uses not listed.

A-12 Communication Facility. No additional regulations specified.

A-13 Eating or Drinking Establishment. No additional regulations specified.

A-13 a. Cafe, Diner or Restaurant. No additional regulations specified.

A-13 b. Fast Food or Takeout. Identifiable containers and napkins shall be used for all carry-out food, and all litter resulting shall be promptly removed.

A-13 c. Drive-Through Fast Food. No additional regulations specified.

A-13 d. Bar or Tavern. No additional regulations specified.

A-14 Equestrian Center. No additional regulations specified.

A-15 Food or Beverage Sales. No additional regulations specified.

A-16 Funeral or Internment Service. No additional regulations specified.

A-17 Gardening Service. No additional regulations specified.

A-18 Laboratory. No additional regulations specified.

A-19 Maintenance or Repair Service. For uses in the first fifty feet of frontage depth on the ground floor or Heritage Main Street, the use must meet the definition of an active ground-floor dependent use, such as shoe repair, appliance services, or a maintenance and repair use ancillary to a permitted use on Heritage Main Street; otherwise, No additional regulations specified.

A-20 Nursery, Plant. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, the use must meet the definition of an active ground-floor dependent use; otherwise, oOutdoor storage and display is limited to plants and garden features such as statues, fountains and benches. All merchandise must be

kept in an enclosed building or a fully screened enclosure, and fertilizer of any type is stored and sold in package form only.

A-21 Office. No additional regulations specified.

A-21 a. Business or Professional. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, business or professional offices are prohibited, except pursuant to Section 18.07.025F. In the remainder of the C-D district, business and professional offices are encouraged on the upper floors of multiple story structures; however, ~~T~~ this does not preclude the establishment of business and professional offices on the ground floor in locations other than Heritage Main Street between Pilarcitos Creek and Correas Street. In the C-R district, business and professional offices shall be limited to small scale, low intensity uses.

A-21 b. Health Service. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, the use must meet the definition of an active ground-floor dependent use such as an optometric dispensary or sales of medical equipment for personal use; otherwise, health service uses are prohibited, except pursuant to Section 18.07.025F. In the C-R district, health services offices shall be limited to small-scale, low-intensity uses.

A-21 c. Travel Agency. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, travel agencies are prohibited, except pursuant to Section 18.07.025F. ~~No~~ additional regulations specified.

A-22 Personal Improvement Service. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, the use must meet the definition of an active ground-floor dependent use; ; otherwise, professional improvement service uses are prohibited, except pursuant to Section 18.07.025F. ~~No additional regulations specified.~~

A-23 Personal Service. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, the use must meet the definition of an active ground-floor dependent use; otherwise, persnal service uses are prohibited, except pursuant to Section 18.07.025F. ~~No additional regulations specified.~~

A-24 Printing or Publication Facility. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, the use must meet the definition of an active ground-floor dependent use such as for retail and/or self-service printing and publication; otherwise, printing and publication facility uses are prohibited, except pursuant to Section 18.07.025F. ~~n~~ No additional regulations specified.

A-25 Real Estate Sales Office. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, real estate offices are prohibited, except pursuant to Section 18.07.025F, n~~No additional regulations specified.~~

A-26 Research and Development. A combination of office space and up to 2,000 additional square feet of space for laboratories, small-scale fabrication, assembly, and testing, all fully enclosed inside a building, may be permitted. Any storage of hazardous materials or equipment noise or vibration shall be compatible with the C-D district; all other aspects of the use must be consistent with the Laboratories use classification. ~~No additional regulations specified.~~

A-27 Retail Sales. No additional regulations specified.

A-27 a. Indoor Retail. Display of products usually sold inside a building on a commercial site may be permitted outside the building on a temporary or occasional basis, subject to approval by the community development director. Retail sales within the C-R district may only be permitted by use permit if ancillary to a permitted use.

A-27 b. Outdoor Retail. Outdoor display of merchandise on a temporary basis shall be subject to approval by the community development director. Permanent outdoor sales operations, such as sidewalk cafes, flower and produce stands, hot dog carts, coffee/pastry stands, T-shirts, outdoor furniture gardens, are permitted on an ongoing basis only if ~~located on private property and~~ located on ~~city or~~ state right-of-way, and only after (1) receiving a determination by the planning commission that the proposed use and operational characteristics are consistent with the underlying zoning designation and development standards, ~~and~~ (2) securing approval of a business license in accordance with the provisions of the municipal code, and (3) securing an encroachment permit and/or license agreement with the city if the display area is located on city property or located within a city right-of-way.

A-27 c. Visitor-Serving Retail. No additional regulations specified.

A-28 Seasonal Agricultural Sales. Fruit, vegetable and Christmas tree sales are permitted for a period of forty-five days, and shall be subject to the requirements of the municipal code. The community development director shall impose reasonable conditions upon the establishment to ensure adequate parking, safe and convenient traffic circulation, and that minimum health and safety standards are met. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, the use must be ancillary to a permitted use on Heritage Main Street.

A-29 Second Hand Sales, Pawn Shop. No additional regulations specified.

A-30 Vehicle or Equipment Sales and Service. No additional regulations specified.

A-30 a. Automobile Rental. No additional regulations specified.

A-30 b. Automobile Washing. No additional regulations specified.

A-30 c. Service Station. All auto, truck and equipment repair and service facilities shall be appropriately landscaped and maintained. Inoperative vehicle storage on the premises is prohibited. Operative vehicles and/or equipment stored on the premises shall be screened from public view. Display racks for automobile products no more than four feet wide may be maintained at each pump island of a service station, or within three feet of the main building, and shall be limited to one per street frontage.

A-30 d. Vehicle or Equipment Repair. Repair shops such as auto body and painting, fender work, upholstery and detailing, and major auto repairs shall be appropriately landscaped and maintained. Conditions of approval of a use permit may require buffering, screening, planting areas or limits on the hours of operation to avoid adverse impacts on properties in the surrounding area. Inoperative vehicle storage on the premises is prohibited, and operative vehicles and/or equipment stored on the premises shall be screened from public view.

A-30 e. Vehicle or Equipment Sales or Rental. No additional regulations specified.

A-30 f. Vehicle Storage. All vehicle storage facilities shall be enclosed by a six foot high fence and all vehicles shall be screened from view.

A-31 Visitor Accommodation. No additional regulations specified.

A-31 a. Bed and Breakfast Inn. In the C-R district, a maximum of ~~three~~ five guest rooms on any one site may be permitted upon approval of a use permit in each case.

A-31 b. Campground or RV Park. Landscaping at recreational vehicle parks shall be fully matured within five years of development to assure full screening from public roads, vista points, public recreation areas and residential areas.

A-31 c. Hotel, Motel or Time Share. Within the C-D district, hotel, motel, time shares, and bed and breakfast inns are permitted only if the number of bedrooms does not exceed thirty-six per net acre of the building site area. Living rooms in suites shall be considered bedrooms for purposes of this calculation.

A-32 Warehouse or Storage. Only warehousing/storage area having two thousand five hundred square feet or less that is incidental to a commercial use is permitted within an enclosed building. Mini-storage or self-storage facilities may be permitted in the C-D district only by approval of a use permit and shall be subject to architectural, landscape and site plan review.

B. Industrial Uses.

B-1 Custom Industry. Small scale custom industries such as ceramic studios, candle-making shops and artisan or custom jewelry-manufacturing with hand or small-scale mechanized equipment are permitted in the C-D district. Such uses which may also sell goods produced on-site directly to customers ~~are permitted in the C-D district.~~ For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, the use must meet the definition of an active ground-floor dependent use.

B-2 General Industry. No additional regulations specified.

B-3 Limited Industry. No additional regulations specified.

B-4 Wholesaling, Distribution or Storage. No additional regulations specified.

C. Public and Quasi-Public.

C-1 Club or Lodge. No additional regulations specified.

C-2 Convalescent Facility. City, county and state permits or licenses must be obtained prior to establishing the use. The Half Moon Bay fire protection district shall review and approve all aspects of the use prior to the issuance of building permits.

C-3 Cultural Institution. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, the use must be consistent with definition of an active ground-floor dependent use; otherwise, No additional regulations specified.

C-4 Day Care, General. All required city, county and state permits or licenses must be obtained prior to establishing the use. The Half Moon Bay fire protection district shall review and approve all aspects of the use prior to the issuance of building permits.

C-5 Government Office. No additional regulations specified.

C-6 Health Care. No additional regulations specified.

C-6 a. Hospital or Clinic. No additional regulations specified.

C-6 b. Emergency Health Care. No additional regulations specified.

C-7 Park or Recreation Facility. On private property fronting Heritage Main Street, areas that are not developed with buildings fronting the Main street sidewalk must be established as plazas, outside dining areas, or other uses

consistent with the definition of an active ground-floor dependent use; otherwise, No additional regulations specified.

C-8 Public Safety Facility. No additional regulations specified.

C-9 Religious Assembly. No additional regulations specified.

C-10 Residential Care, General. No additional regulations specified.

C-11 School, Public or Private. No additional regulations specified.

C-12 Utility. No additional regulations specified.

C-12 a. Major. All public utility substations shall be enclosed by a solid fence or wall a minimum of six feet in height. The planning commission may approve alternative screening such as a hedge or other plant materials, where appropriate to the design and location in relationship to other properties.

C-12 b. Minor. No additional regulations specified.

D. Residential Uses.

D-1 Group Residential. No additional regulations specified.

D-2 Large Family Day Care. No additional regulations specified.

D-3 Limited Day Care. No additional regulations specified.

D-4 Limited Residential Care. No additional regulations specified.

D-5 Multifamily Residential. Except for in the first fifty feet of frontage depth the ground floor of Heritage Main Street, new multi-family development, including duplexes, triplexes, apartments and condominiums are permitted uses; as are conversions of existing development from non-residential to residential use. Two-family residences are permitted, and plans must be approved by the community development director prior to receiving a building permit. Structures providing three or more residential units require planning commission approval. The For new residential development subject to a discretionary permit, the community development director or planning commission may consider the recommendation of any city council appointed advisory committee or commission.

D-6 Single-Family Residential. No additional regulations specified.

E. Accessory Uses.



E-1 Accessory Use or Structure. Accessory uses and structures are permitted when they are incidental to the principal permitted or conditionally permitted use or structure on a site and are customarily found on the same site. Accessory uses to a residential use would include home occupations and garage sales. Accessory uses for retail or office uses would include storage incidental to a permitted use. Accessory structures such as garages or storage and maintenance sheds are permitted. For uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street, accessory uses or structures shall be ancillary to a permitted use on Heritage Main Street.

E-2 Accessory Dwelling Unit. No additional regulations specified.

E-3 Mixed Commercial and Residential. No additional regulations specified. (Ord. C-2019-03 §2(Exh. A)(part), 2019; Ord. C-2018-04 §2(Att. A)(part), 2018; Ord. C-2015-04 §1(part), 2015; 1996 zoning code (part)).

#### F. Heritage Main Street.

Uses in the first fifty feet of frontage depth on the ground floor of Heritage Main Street must be consistent with the definition of active ground-floor dependent uses, as specified in Tables 18.07.020A through E. The following exceptions apply:

1. The fifty-foot frontage depth may be reduced to as short as twenty feet, upon issuance of a use permit. Prior to issuing the use permit, the Planning Commission shall make all of the following additional findings: (a) the proposed use does not require a 50-foot depth to establish an active ground-floor dependent use; (b) the proposed uses will not cause irreversible modification to the building; and (c) shall further find that the reduction in depth will maintain ground-floor use activity between the business frontage and Main Street, the business frontage on any side street in the case of corner properties, and the business frontage onto exterior courtyards and yards fronting on Main Street.
2. For single-family dwellings on Heritage Main Street in existence as of January 1, 2020, the use restrictions for the C-D district, and not for C-D Heritage Main Street, shall apply.
3. Business or professional offices, health services, travel agencies, printing or publication facilities, and real estate offices are permitted in the first fifty feet of frontage depth on the ground floor of Heritage Main Street upon issuance of a use permit. Prior to issuing the use permit, the Planning Commission shall make all of the following additional findings: (a) the use is proposed for a building space that has been vacant for six or more months during which the applicant demonstrates there has been active marketing of the space for sale or lease for permitted or conditionally permitted uses at an appropriate price; and (b) the proposed use meets the definition of walk-in clientele use. The use permit shall expire after one year

and the use shall cease. A one-year extension may be granted by the Community Development Director if the use continues to meet the definition of walk-in clientele use.

4. This requirement does not preclude other uses that are permitted or conditionally permitted in the C-D district from occupying other portions of the ground floor or upper floors of a building with an active ground-floor dependent use(s). Access to such spaces may be located on Main Street provided that is is subordinate to the active ground-floor dependent use(s).

#### **18.07.030 General development standards.**

A. Residential Development. Separate dwelling units shall be subject to the standards for minimum setbacks, height limits, floor area ratios, lot coverage, landscaping, fences and useable open space as specified in this title for the proposed dwelling. Single-family residences shall meet all of the development standards for the R-1 district; two-family residences shall meet the requirements for the R-2 district; and structures with three or more units shall meet the R-3 district standards. For mixed use projects, residential development standards may be modified by the planning commission as a part of any use permit discretionary review.

B. Minimum Site Area and Width. The standards for minimum site area and width are established for each commercial district in this chapter. Existing legal parcels created before the effective date of this chapter are not subject to these minimum area and width requirements. Only new subdivisions of existing parcels shall be subject to the minimum site and area requirements.

~~C. Site Coverage. Commercial buildings are not limited to a percentage coverage of commercially zoned sites, however, for any new construction, parking and any setback requirements shall dictate the area available for building. For residential uses in a commercial district, one-family and two-family residential structures are limited to thirty-five percent site coverage for multiple stories, and fifty percent site coverage for a single story. A maximum site coverage of thirty-five percent shall be permitted for multiple-family residential structures. These standards are not applicable to mixed-use projects.~~

C. Exterior Noise Limit. Sound levels measured at the property line of the lot where the lot borders an R, OS, UR or OSR district, may not exceed the following levels:

MAXIMUM NOISE LEVEL			
Time of Day	More than 30 minutes/hour	More than 5 minutes/hour	At any time
7 a.m. to 10 p.m.	60 dBA	70 dBA	80 dBA

## MAXIMUM NOISE LEVEL

Time of Day	More than 30 minutes/hour	More than 5 minutes/hour	At any time
10 p.m. to 7 a.m.	55 dBA	65 dBA	75 dBA

D. Off-Street Parking Plans. A parking plan which meets the off-street parking requirements contained in this title shall be submitted with each project for new development or addition of floor area, or whenever plans are submitted for a use conversion which will result in an intensification of use. The plan will be reviewed for conformance with standards for parking spaces and aisles, location, units of measurement, and other standards as may be applicable.

E. Landscaping. A landscaping plan is required for all new construction or extensive remodel projects, and shall be in conformance with design criteria contained in this title and with the city's current water-efficient landscaping program.

1. All planting areas, plant materials, and irrigation shall conform with the guidelines in the city's current water efficient landscaping program.

2. No landscaping may impede, block, obstruct, or otherwise be allowed to grow over a public sidewalk or other form of public or private access way such as a street, sidewalk or road without an encroachment permit. Trees and shrubs shall be maintained in such a manner as to provide adequate, clear site distance for traffic safety on public or private sidewalks, streets, roads or rights-of-way.

3. Parking lots shall have perimeter landscaping areas and interior landscaping areas distributed throughout the parking lot. The landscaped areas shall have a minimum width of two feet, separated from the parking lot paving by a six inch curb. A minimum of one tree for every six parking spaces shall be distributed throughout the parking lot.

F. Signs. Each project shall comply with the sign regulations contained in Titles 15 and 18. Monument signs are strongly discouraged, and pedestrian-scaled and oriented signage is encouraged. All new signs shall be reviewed and approved by the community development director or planning commission when deemed appropriate prior to installation.

G. Fences. The height of a fence, wall or hedge shall be measured vertically from the natural or finished existing grade, whichever is lower, from the base to the top of the fence, wall or hedge above that grade. The following specific criteria shall apply:

1. Along rear or side property lines, a maximum fence height of eight feet is permitted.
2. Where the side or rear property line adjoins a residential property, a fence having a minimum height of six feet shall be installed along that property line, unless one exists.
3. A solid wall or fence within fifteen feet of a street property line shall not exceed three feet in height. The community development director may approve an increased fence height to four feet if the fence materials have openings comprising at least fifty percent. In no case may a fence in this area exceed four feet in height.
  - a. A lower fence height limit may be imposed by the community development director if it is determined that the fence would: (a) obstruct visibility thereby negatively impacting traffic safety, or (b) obscure an approved sign advertising a business on an adjoining property.
4. A solid masonry or concrete wall at least six feet in height shall be installed along any property line shared by a nonresidential site and the site of an existing ground-floor residential use, unless there is a ten-foot landscaped buffer area on the commercial site. As part of development approval, a lower fence height limit or alternate materials may be considered by the planning commission or community development director, if it is determined that the standard wall or landscape buffer is unnecessary to protect residential privacy or quiet enjoyment. If a nonresidential building has a zero setback and has no openings along the adjoining property lines, no wall needs to be installed along the length of the building.

H. Refuse Storage Areas. For all nonresidential and multi-family residential projects, recyclable materials and refuse storage area shall be provided prior to occupancy, either inside a building or within a trash enclosure, as specified in this title.

I. Residential Storage Areas: For each residential unit in new multi-family or mixed-use development, a minimum of sixty cubic feet of enclosed, lockable storage space shall be provided outside of the unit. The storage space may be within a fully enclosed garage or other parking area, provided that the storage space is in addition to the parking space(s) required. The storage space is in addition to any secured storage space required for bicycle parking. The storage space may also be located off of a patio, balcony, or deck provided that it is in addition to the private open space required, is in an enclosed space, and does not negatively impact building or landscape design.

- J. Accessory Dwelling Units. All accessory dwelling units in these commercial districts must comply with the regulations contained in this title.
- K. Satellite Antennas. All satellite antennas shall meet the standards and regulations contained in this title.
- L. Underground Utilities. All new electrical, telephone and similar distribution lines providing direct service to a commercial site, and any existing services on the site shall be installed underground within the site unless such installation is deemed to be not feasible by the planning commission.
- M. Screening. All outdoor storage and display areas shall be screened from view by a solid fence or wall, unless otherwise approved by the community development director or planning commission. Mechanical equipment and utility meters shall be screened from view from public rights-of-way. Screening materials may have evenly distributed openings or perforations averaging fifty percent of the surface area, as long as the mechanical equipment is screened so that it is not visible from a street or adjoining lot.
- N. Performance Standards. No activity on a commercial site may produce vibration, dust, odors, heat and humidity, electromagnetic interference which are perceptible without instruments by a reasonable person at the property lines of a site. Minors or highly reflective glass shall not cover more than twenty percent of a building surface visible from a street, unless an applicant submits information demonstrating that use of such glass would not significantly increase glare visible from adjacent streets or pose a hazard for moving vehicles. Combustibles, explosives, radioactive materials and hazardous materials shall comply with HMBFPD fire prevention codes, California hazardous materials regulations, and/or any other applicable laws.
- O. Coastal Resource Conservation Standards. The standards and regulations contained in this title for habitat conservation, archaeological resource conservation, coastal access, scenic corridors and community visual resources shall be met for each project.
- P. Architectural and Site and Design Review. The standards and review process contained in this title shall be met for each project.
- Q. Coastal Development Permit. The requirements contained in this title for a coastal development permit shall be met for each project which is subject to those requirements. (Ord. C-2019-03 §2(Exh. A)(part), 2019; Ord. C-2018-04 §2(Att. A)(part), 2018; Ord. C-2015-04 §1(part), 2015; 1996 zoning code (part)).

#### **18.07.035 C-R zoning district development standards.**

Development standards for the C-R commercial residential zoning district are as follows:

- A. Minimum Lot Size and Width. The minimum lot size shall be five thousand square feet with a minimum width of fifty feet.

B. Minimum Setbacks. The front yard setback shall be a minimum of twenty feet, the rear and side yard setbacks shall be a minimum of five feet each. Where a parcel borders an R district, a solid six foot high wall or fence shall be installed along the adjoining rear and/or side property line.

C. Maximum Height. The maximum building height permitted shall be twenty-eight feet.

D. Minimum Landscaping. A total of twenty-five percent of any site used for commercial purposes shall be landscaped.

E. Lot Coverage. Single-story structures shall not exceed fifty percent coverage of the site, and multi-story structures shall not exceed thirty-five percent coverage of the site.

F. Floor Area Ratio. The maximum floor area ratio for exclusive residential uses is fifty percent.

G. Parking. ~~Two enclosed garage spaces are required for each dwelling unit.~~ Parking for single-family, duplexes, and triplexes shall comply with the standards of chapter 18.36. For mixed-use and multi-family residential projects, two parking spaces shall be provided for each new dwelling unit and at least one of the required parking spaces per unit shall be a garage space. For projects with three or more residential units, one guest parking space shall be provided for each four units with a minimum of one space. Parking provisions for the non-residential portion of mixed-use projects shall comply with chapter 18.36. (1996 zoning code (part)).

#### **18.07.040 C-D zoning district development standards.**

Development standards for the C-D commercial downtown zoning district are as follows:

A. Minimum Lot Size and Width. The minimum lot size for any new parcels shall be five thousand square feet with a minimum width of fifty feet.

B. Minimum Setbacks. There are no setbacks required within the C-D district. However, where a parcel borders an R district, a minimum setback of five feet is required from the property line adjoining any residential parcel.

1. For all new commercial structures and for remodels or additions to existing buildings fronting on Main Street between Pilarcitos Creek and Correas Street, a zero front setback shall be encouraged to create a continuous line of building frontages; provided however that greater setbacks are permitted if they provide enhanced active ground-floor dependent frontage uses including but not limited to sidewalk cafes, public plazas, or weather-protected alcove entrances of modest size.

C. Maximum Height. The maximum height permitted shall be thirty-six feet and three stories.

D. Minimum Landscaping. Landscaping shall be required within parking areas and elsewhere on the site as may be feasible and in keeping with landscaping on the surrounding properties, and shall be reviewed by the community development director or planning commission for all projects involving new construction or conversions.

E. Lot Coverage. Commercial, mixed-use, and multi-family residential buildings are not limited to a percentage coverage of C-D zoned sites; however, for any new construction, parking and any setback requirements shall dictate the area available for building. For residential uses in the C-D district, one-family and two-family residential structures are limited to thirty-five percent site coverage for multiple stories, and fifty percent site coverage for a single story.

~~FE.~~ Residential Development. For mixed-use commercial and residential projects, residential units dwellings shall generally be located on the upper floors; however, the Planning Commission may consider mixed-use site plans with both residential and commercial uses on the ground floor, and two garage spaces shall be provided for each new dwelling unit, unless otherwise approved by the planning commission. For single-use residential development projects, minimum residential density shall be fifteen dwelling units per acre.

G. Location of Parking. On Heritage Main Street, parking facilities shall not be located along the Main Street frontage and, unless there is no feasible alternative, driveways to parking facilities shall not take access from Main Street.

H. Required Parking. Parking for single-family, duplexes, and triplexes shall comply with the standards of chapter 18.36. Parking for multi-family and mixed-use projects may be provided in garages, below-grade, at-grade under upper floors of development, in open parking lots, or a combination of locations pursuant to site plan review; and the required amount of parking to be provided shall be as follows:

1. Multi-family residential projects. For single-use residential projects with four or more residential units, the required amount of parking is one parking space per studio and one-bedroom unit; 1.5 parking spaces for units with two or more bedrooms; plus one guest space for each four units, with a minimum of one guest space.

2. Mixed-use projects. Parking provisions for the non-residential portion of mixed-use projects shall comply with chapter 18.36. For the residential portion of mixed-use projects, the required amount of parking is one parking space per studio and one-bedroom unit; 1.5 parking spaces for units with two or more bedroom; plus one guest space for each four units, with a minimum of one guest space. The total required amount of parking for mixed-use projects shall be the sum of that required for the non-residential and residential portions of the development with the following reductions allowed pursuant to planning commission review and approval:

a. Mixed-use shared-use reduction. Up to twenty percent reduction in the total required parking spaces may be allowed provided that the non-residential and residential uses have off-set peak parking demand periods, and the total amount of shared parking is adequate for the the combined peak demand period of the mixed-uses.

b. Mixed-use guest parking waiver. A portion or all of the required guest parking spaces may be waived if the project is located on Heritage Main Street between Pilarcitos Creek and Correas Street; and/or includes frontage improvements that increase public parking supply, pedestrian and/or bicycle access, public access to EV charging stations, or other public benefit to multi-modal and/or low emission circulation and parking within the C-D district.

**IF.** Off-Site Parking. Notwithstanding the provisions of this title, parking at an off-site location is encouraged at a distance no greater than three hundred feet from the development site.

1. In reviewing development proposals with an off-site parking area, the planning commission may approve an exception to allow a greater distance between the development site and parking area, if it is determined that it is not feasible to meet the suggested distance standard to comply with off-street parking requirements.
2. In approving an off-site parking location to support a proposed development, the planning commission shall require the recordation of a deed restriction, restrictive covenant, or other instrument to the satisfaction of the city attorney, ensuring that the parking area will remain available to serve the parking needs of the proposed development or use for as long as the development or use exists.
3. Any off-site parking area created pursuant to the provisions herein shall be landscaped and a solid fence or wall installed along adjoining property lines to the satisfaction of the planning commission. Any lighting shall be directed away from adjoining properties. (Ord. C-2019-03 §2(Exh. A)(part), 2019: 1996 zoning code (part)).

#### **18.07.045 Exceptions to development standards.**

A. Legal Nonconforming Parcels. Any parcel legally subdivided prior to the effective date of this chapter within any commercial district which does not meet the standards for minimum site area and width may nevertheless be developed without the need for a variance or exception, subject to compliance with the other development standards and regulations in this chapter.



- B. New Parcels. The planning commission and or city council may approve an exception to development standards established in the sections above for each commercial district, in conjunction with the review of a lot line adjustment or subdivision, as may be applicable.
- C. Development on Lots divided by District Boundaries. The regulations applicable to each district shall be applied to the area within that district; however, parking provisions serving a principal use on the site may be located in a district in which a parking lot is not permitted, or is a conditional use.
- D. Exceptions to Maximum Height. Chimneys may exceed the maximum permitted building height in the district only as may be needed to comply with the Uniform Building Code.
- E. Parking Exceptions. For all new construction, the requirements for off-street parking shall be met. For any additions to existing buildings, or conversions of existing buildings to a more intensive use, off-street parking spaces shall be provided as required for the new area or use, at a minimum, unless a parking exception is approved by the planning commission. This section shall not apply to changes in use as specified in section 18.36.020B. For conversions of existing buildings to a more intensive use, the planning commission shall ensure that the applicant has made every reasonable effort to provide the required off-street parking spaces designated for the use as specified in this title.
- 1.—When granting a parking exception in either the downtown commercial or commercial residential districts, the planning commission shall shall determine that the proposed exception is consistent with the policies of the Downtown Specific Plan; that the proposed number, size, configuration, and/or location of the parking spaces is as nearly in conformance with the standards contained in Chapter 18.36 as is reasonably possible, including conformance with ADA requirements and the provision of EV, bicycle, and motorcycle parking spaces; and the Planning Commission shall make at least one of the following findings:
- a.—The applicant has made every reasonable effort to provide the required number of parking spaces;
  - b.—The applicant has submitted evidence to the planning commission that approval of a parking exception is necessary to ensure the economic viability of the project; or
1. That the proposed exception to the parking provisions will not be detrimental to the public welfare or injurious to property or improvements in the vicinity based on supporting evidence such as from a parking demand evaluation of anticipated parking requirements as presented in 18.36.040 or other assessment at the discretion of the Planning Commission; or

2. ~~The planning commission finds~~ that approval of the parking exception will ensure that an historic resource is retained or otherwise preserved or protected.

~~d. The planning commission has found that the proposed number, size, configuration, and/or location of the parking spaces is as nearly in conformance with the standards contained in Title 15 as is reasonably possible, and the granting of the parking exception is not contrary to the policies of the downtown specific plan.~~ (1996 zoning code (part)).

#### **18.07.050 Nonconforming structures and uses.**

A. Any existing structure legally constructed in accordance with the zoning code prior to the effective date of the ordinance codified in this chapter that is damaged by catastrophe such as fire, flood, explosion, wind, earthquake, war, riot, or other calamity may be replaced, restored, rebuilt, or repaired and used as before such event occurred provided that all of the following conditions are satisfied:

1. ~~A.~~ Any nonconforming height, setback encroachments or other nonconformity shall not be increased beyond that in existence prior to the damage occurring, unless a variance or exception is approved subject to the provisions of this title.
2. ~~B.~~ An application for a building permit to replace or repair a damaged or destroyed building shall be filed within twenty-four months after the event;
3. ~~C.~~ All applicable provisions of the Historic Building Code or Uniform Building Code adopted by the city at the time building permits are requested for the repair or reconstruction shall be incorporated into the plans. (1996 zoning code (part)).

B. Any nonconforming existing use legally established in accordance with the zoning code prior to the effective date of the ordinance codified in this chapter shall be subject to the provisions of chapter 18.25.

#### **18.07.055 Historic downtown area, structures and uses.**

A. Historic Downtown Area. The historic downtown area possesses character, interest and value as part of the heritage of the city. Preservation of those structures which exemplify historical architectural styles or which contribute to the historical fabric of the community within this area is essential to the integrity of the district.

1. Municipal Code Chapter 2.48 contains review criteria for the designation of a landmark or historic district. Any development within the historic downtown area shall also be in accordance with the policies for the Half Moon Bay historic downtown plan as well as the historic resources ordinance.

B. Historic Structures. Any proposal for alteration to a designated landmark shall be subject to the provisions below and the historic resources ordinance.

1. Changes to Existing Structures. Within the historic downtown area, alterations to existing structures and proposed demolition shall be subject to review by the planning commission who may consider the recommendation of any city council appointed advisory committee or commission, in order to protect the architectural and historical character of the area.

2. Maintenance of Structures and Premises. All property owners in the historic downtown area shall have the obligation to maintain structures and premises in good repair. Good repair includes and is defined as the level of maintenance that ensures the continued availability of the structure and premises for a lawfully permitted use, and prevents deterioration, dilapidation, and decay of the exterior portions of the structure and premises. Maintenance does not include a change in design, material or external appearance of a structure.

3. Change of Use Within a Historic Structure. Whenever a change of use is proposed within an historic structure, such as a conversion from residential use to commercial use, exceptions to the development standards in this chapter may be granted where applicable and necessary to maintain the historic integrity of the structure. The State Historical Building Code may be used in some cases, however, intensification of use may require safety measures to conform to the requirements of current Uniform Building Code.

C. New Development. New construction within the historic downtown area shall be reviewed for compliance with the following criteria:

1. The scale and style shall be similar to that of the predominant older structures.

2. There shall be continuity in building lines maintained along Main Street. (Ord. C-2019-03 §2(Exh. A)(part), 2019; 1996 zoning code (part)).

#### **18.07.060 Required permits and plan review.**

A. Building permits are required for any new construction, remodeling, or additions, except for fences which do not exceed the eight foot height limit.

B. Except as may be otherwise provided for in this chapter, a variance or exception shall be required for any project in any commercial district which does not meet the development standards and regulations of this chapter, or for projects which include proposals to extend existing nonconforming structures or conditions on the site.

C. The provisions of this title pertaining to architectural and site and design review shall be followed prior to the issuance of any building permits for which design review is required. (1996 zoning code (part)).

## Chapter 18.08 COMMERCIAL LAND USE (C-VS, C-G)

Sections:

- 18.08.010 Purpose.**
- 18.08.015 C-VS and C-G zoning districts established.**
- 18.08.020 Permitted uses.**
- 18.08.025 Use regulations.**
- 18.08.030 General development standards.**
- 18.08.035 C-VS zoning district standards.**
- 18.08.040 C-G zoning district standards.**
- 18.08.045 Exceptions to development standards.**
- 18.08.050 Nonconforming structures.**
- 18.08.055 Historic structures.**
- 18.08.060 Required permits and plan review.**

### **18.08.010 Purpose.**

The purpose of establishing adopting these visitor serving commercial and general commercial districts and adopting development standards and use regulations is to:

- A. Guide the orderly development of lands designated on the land use plan map for visitor serving commercial and general commercial uses;
- B. Provide appropriately located areas consistent with the land use plan and general plan for a full range of office, retail commercial, service commercial, and visitor serving uses needed by residents of, and visitors to, the city and region;
- C. Strengthen and expand the city's economic base, while protecting the small businesses that currently serve city residents;
- D. Minimize the impact of commercial development on adjoining residential areas;
- E. Encourage new commercial, mixed-use, and residential development compatible with surrounding development and consistent with site limitations;
- F. Ensure the provision of adequate on-site parking, loading and circulation; and

G. Allow public and semipublic uses in commercial areas that are compatible with or supportive of commercial development. (1996 zoning code (part)).

#### **18.08.015 C-VS and C-G zoning districts established.**

The intent of this chapter is to establish the following commercial districts and to guide the orderly development within each district as follows:

A. C-VS District, Commercial--Visitor Serving. Recreational commercial areas that serve the needs of visitors attracted to coastal recreational opportunities, emphasizing ease of movement and attractiveness for the pedestrian while allowing safe and efficient movement of vehicles, having a consistent design theme, and protecting coastal resources. The intensity and nature of visitor serving commercial uses shall be subordinate to the character of the recreational setting and existing neighborhood character.

B. C-G District, Commercial--General. General commercial areas designated for the development of a full range of retail, service, commercial and professional office businesses, [mixed-use and multi-family residential use](#) serving both residents and visitors to the city. (1996 zoning code (part)).

#### **18.08.020 Permitted uses.**

Tables 18.08.020A [through E](#) of this chapter establish the uses permitted in the visitor-serving commercial and general commercial districts.

A. The uses listed in Table 18.08.020A are numbered and categorized into types of uses. Definitions of each type of use are located within this title in Chapter 18.03, "Use Classifications." Uses that are not listed are prohibited within visitor-serving commercial and general commercial districts.

B. Use classifications followed by the term "OK" are permitted, whereas use classifications followed by the term "UP" require approval of a use permit. A use classification followed by the term "NO" means that the use is not permitted. In the event the community development director determines that a proposed use is not permitted, an applicant may appeal the determination to the planning commission. The letters "UPCC" mean that some or all uses in the use classification are permitted in most cases, but that approval of a use permit is required in certain cases.

C. Further description of the circumstances related to the "UPCC" listings in Tables 18.08.020A through E, and other specific regulations for certain uses listed in Tables 18.08.020A through E can be found in Section 18.08.025. The letters and numbers in Section 18.08.025 correspond to the use categories and specific uses listed in Tables 18.08.020A through E.

**Table 18.08.020A**

**COMMERCIAL USES**

C-VS Visitor-serving commercial zoning district

C-G General commercial zoning district

OK = Allowed without permit

UP Use permit required

NO = Not allowed

UPCC Use permit required under certain circumstances

		<b>C-VS</b>	<b>C-G</b>
<b>Key</b>	<b>Commercial Uses</b>	<b>Zoning</b>	<b>Zoning</b>
A-1	Adult Business	NO	UP
A-2	Ambulance Service	NO	UPCC
A-3	Animal Sales or Service:		
a	• Boarding	NO	UP
b	• Grooming	NO	OK
c	• Medical Care	NO	OK
d	• Retail Sales	NO	OK
A-4	Art Gallery	OK	OK
A-5	Artist's Studio	UPCC	UPCC
A-6	Banking:		
a	• Full Service	NO	OK
b	• ATM Only	OK	OK
c	• Drive-Up Teller	NO	OK
A-7	Building Materials Sales or Service	NO	OK
A-8	Catering	NO	OK
A-9	Circus, Carnival or Exhibition	OK	OK
A-10	Commercial Filming	OK	OK

Key	Commercial Uses	C-VS Zoning	C-G Zoning
A-11	Commercial Recreation or Entertainment:		
a	• Indoor	NO	OK
b	• Outdoor	UPCC	UPCC
A-12	Communications Facility	NO	OK
A-13	Eating or Drinking Establishment:		
a	• Cafe, Diner or Restaurant	UP	OK
b	• Fast Food or Takeout	UP	OK
c	• Drive-Through Fast Food	UP	OK
d	• Bar or Tavern	UP	<u>OKUP</u>
A-14	Equestrian Center	UP	NO
A-15	Food or Beverage Sales	OK	OK
A-16	Funeral and Internment Service	NO	OK
A-17	Gardening Service	NO	OK
A-18	Laboratory	NO	OK
A-19	Maintenance or Repair Service	NO	OK
A-20	Nursery, Plant	NO	OK
A-21	Office:		
a	• Business or Professional	NO	OK
b	• Health Service	NO	OK
c	• Travel Agency	OK	OK
A-22	Personal Improvement Service	NO	OK
A-23	Personal Service	UP	OK
A-24	Printing or Publications Facility	NO	OK
A-25	Real Estate Sales Office	NO	OK
A-26	Research and Development	UP	OK

Key	Commercial Uses	C-VS Zoning	C-G Zoning
A-27	Retail Sales:		
a	• Indoor Retail	OK	OK
b	• Outdoor Retail	OK	OK
c	• Visitor-Serving Retail	OK	OK
A-28	Seasonal Agricultural Sales	OK	OK
A-29	Secondhand Sales, Pawn Shop	NO	OK
A-30	Vehicle/Equipment Sales or Service:		
a	• Automobile Rental	NO	OK
b	• Automobile Washing	NO	UPCC
c	• Service Station	NO	OK
d	• Vehicle or Equipment Repair	UP	OK
e	• Vehicle or Equipment Sale or Rental	UP	OK
f	• Vehicle Storage	UP	OK
A-31	Visitor Accommodation:		
a	• Bed and Breakfast Inn	OK	OK
b	• Campground or RV Park	UP	UP
c	• Hotel, Motel or Time Share	OK	OK
d	• Spa Resort	OK	OK
A-32	Warehouse or Storage	NO	UP

**Table 18.08.020B**

**INDUSTRIAL USES**

C-VS Visitor-serving commercial zoning district

C-G General commercial zoning district

OK = Allowed without permit

UP = Use permit required



NO = Not allowed

UPCC = Use permit required under certain  
circumstances

<b>Key</b>	<b>Industrial Uses</b>	<b>C-VS Zoning</b>	<b>C-G Zoning</b>
B-1	Custom Industry	NO	OK
B-2	General Industry	NO	NO
B-3	Limited Industry	NO	UP
B-4	Wholesaling, Distribution or Storage	NO	UP

**Table 18.08.020C**

**PUBLIC AND QUASI-PUBLIC USES**

C-VS Visitor-serving commercial zoning district

C-G General commercial zoning district

OK = Allowed without permit

UP = Use permit required

NO = Not allowed

UPCC = Use permit required under certain  
circumstances

<b>Key</b>	<b>Public and Quasi-Public Uses</b>	<b>C-VS Zoning</b>	<b>C-G Zoning</b>
C-1	Club or Lodge	UP	OK
C-2	Convalescent Facility	NO	OK
C-3	Cultural Institution	OK	OK
C-4	Day Care, General	NO	UP
C-5	Government Office	OK	OK
C-6	Health Care:		
a	• Hospital or Clinic	NO	UP
b	• Emergency Health Care	NO	OK
C-7	Park or Recreation Facility	OK	OK
C-8	Public Safety Facility	OK	OK

Key	Public and Quasi-Public Uses	C-VS Zoning	C-G Zoning
C-9	Religious Assembly	NO	UP
C-10	Residential Care, General	NO	UP
C-11	School, Public or Private	NO	UP
C-12	Utility:		
a	• Major	NO	UP
b	• Minor	OK	OK

**Table 18.08.020D**

### RESIDENTIAL USES

C-VS Visitor-serving commercial zoning district

C-G General commercial zoning district

OK = Allowed without permit

UP = Use permit required

NO = Not allowed

UPCC = Use permit required under certain  
circumstances

Key	Residential Uses	C-VS Zoning	C-G Zoning
D-1	Group Residential	NO	OK
D-2	Large Family Day Care	OK	OK
D-3	Small Family Day Care	OK	OK
D-4	Limited Residential Care	OK	OK
D-5	Multi-Family Residential	NO	<del>OK</del> UP
D-6	Single-Family Residential	UP	<del>OK</del> UP

**Table 18.08.020E**

### ACCESSORY USES

C-VS Visitor-serving commercial zoning district

C-G General commercial zoning district

OK = Allowed without permit

UP = Use permit required

NO = Not allowed

UPCC = Use permit required under certain  
circumstances

Key	Accessory Uses	C-VS Zoning	C-G Zoning
E-1	Accessory Use or Structure	OK	OK
E-2	Accessory Dwelling Unit	OK	OK
E-3	Mixed Commercial and Residential	UP	<u>OKUP</u>

(Ord. C-2018-4 §2(Att. A)(part), 2018; Ord. C-2016-03 §5(part), 2016; Ord. C-2015-04 §1(part), 2015; 1996 zoning code (part)).

#### 18.08.025 Use regulations.

The following use categories and any additional regulations associated with an identified use are to be taken together with the permit requirements listed for each use classification in Tables 18.08.020A through E. These regulations shall apply to both permitted uses and for uses which are only allowed upon approval of a use permit by the planning commission.

#### A. Commercial Uses.

A-1 Adult Business. No adult business may be located within one thousand feet of another adult business, or within five hundred feet of any R district, any public or private school or day care facility for children, or any park or recreation facility.

A-2 Ambulance Service. A use permit is required only where a proposed ambulance service would be located within one thousand feet of an R district or fifty feet of a site occupied by a public or private school or a park or recreation facility.

A-3 Animal Sales or Service. No additional regulations specified.

A-3 a. Boarding. All kennels shall be maintained in accordance with the San Mateo County humane society regulations, and shall comply with all conditions of the use permit. If the facility is not in compliance with the humane society regulations or use permit conditions at any time, the use

permit may be revoked. The boarding of horses shall be subject to the use regulations contained in this section under “equestrian centers.”

A-3 b. Grooming. No additional regulations specified.

A-3 c. Medical Care. No additional regulations specified.

A-3 d. Retail Sales. The sale of domestic animals is allowed as an incidental use to any permitted use.

A-4 Art Gallery. No additional regulations specified.

A-5 Artist’s Studio. A studio where the artist works, displays, and sells artwork is permitted. In those cases where the artist lives on the premises and maintains an active studio or sales operation, a use permit is required.

A-6 Banking. No additional regulations specified.

A-6 a. Full Service. No additional regulations specified.

A-6 b. ATM Only. In the C-VS district, an ATM (automatic teller machine) is permitted only as an incidental use to a permitted use.

A-6 c. Drive-Up Teller. No additional regulations specified.

A-7 Building Materials Sales or Service. Activities shall be conducted and materials shall be stored within a building or shall be enclosed by a fence, wall or permanent planting at least six feet in height. Milling or planing of lumber or other wood products is prohibited unless incidental to a retail use or contractor’s yard.

A-8 Catering. Catering businesses may be permitted in conjunction with a residential use subject to approval by the San Mateo County environmental health department.

A-9 Circus, Carnival or Exhibition. Such uses, including street fairs and markets on city streets are permitted upon approval of special events permit. The event may be in one location no longer than two weekend days over two consecutive weekends, unless otherwise permitted by the city council in conjunction with the special events permit. Signs advertising the event shall be approved by the city council in conjunction with the approval of the special events permit.

A-10 Commercial Filming. Commercial filming is permitted upon securing all necessary permits and licenses required by the municipal code.

A-11 Commercial Recreation or Entertainment. No additional regulations specified.

A-11 a. Indoor. In the C-G district, electronic game centers shall not be located within three hundred feet of a school site or the boundary of a residential district, or within five hundred feet of a liquor store, cocktail lounge or bar. At least one adult manager shall be on the premises during the time a game center is open to the public. No game center owner, manager or employee shall allow a minor under eighteen years of age to play game machines during the hours the public schools are open, or after nine p.m. on nights preceding school days. The planning commission may impose restrictions on the design, location and operation of a game center in order to minimize the effects of noise, congregation, parking, and other nuisance factors that may be detrimental to the community.

A-11 b. Outdoor. In the C-G district, the establishment of a golf course requires approval of a use permit.

A-12 Communication Facility. No additional regulations specified.

A-13 Eating or Drinking Establishment. No additional regulations specified.

A-13 a. Cafe, Diner or Restaurant. In C-VS districts, sidewalk cafes and outdoor food service on a temporary basis shall be subject to approval by the community development director. A use permit is required in order to establish permanent or recurring outdoor food service and shall be subject to architectural, landscape, and site plan review. A use permit is required for cabarets with live entertainment within the C-VS districts.

A-13 b. Fast Food or Takeout. Identifiable containers and napkins shall be used for all carry-out food, and all litter resulting shall be promptly removed.

A-13 c. Drive-Through Fast Food. No additional regulations specified.

A-13 d. Bar or Tavern. No additional regulations specified.

A-14 Equestrian Center. Grooming and incidental sales of horses and equestrian supplies are permitted. Animal shows are permitted by use permit. New equestrian facilities shall be located near proposed county trail systems in upland areas east of Highway One or on sites where the coastal terrace is broad enough to accommodate such use without conflicts with public

recreation. All stables shall be maintained in accordance with the San Mateo County humane society regulations, and shall comply with all conditions of the use permit. If the facility is not in compliance with the humane society regulations or use permit conditions at any time, the use permit may be revoked.

A-15 Food or Beverage Sales. In C-VS districts, food and beverage sales must be ancillary to approved recreational uses.

A-16 Funeral or Internment Service. No additional regulations specified.

A-17 Gardening Service. No additional regulations specified.

A-18 Laboratory. In C-VS districts, laboratories shall be limited to research related to oceanographic, fisheries, and/or coastal resource management.

A-19 Maintenance or Repair Service. No additional regulations specified.

A-20 Nursery, Plant. Outdoor storage and display is limited to plants and garden features such as statues, fountains and benches. All merchandise must be kept in an enclosed building or a fully screened enclosure, and fertilizer of any type is stored and sold in package form only.

A-21 Office. In C-VS districts, only those office uses which are auxiliary functions of visitor-serving establishments are permitted.

A-21 a. Business or Professional. In the C-G district, professional and other business offices providing the following services are permitted: accountancy, architectural, construction and/or contracting, design, engineering, and legal services, insurance and travel agencies, investment services other than banks, savings and loans, such as mortgage, stocks and commodities brokerages, and similar consulting or business services.

A-21 b. Health Service. In the C-G district, health service offices or clinics offering medical or dental services, including laboratories incidental to these uses, and therapeutic services such as massage, chiropractic and psychiatric therapy are permitted.

A-21 c. Travel Agency. In the C-VS district, travel services are permitted only where incidental to a permitted use.

A-22 Personal Improvement Service. No additional regulations specified.

A-23 Personal Service. In the C-VS district, personal services may be permitted only where they are an auxiliary function of a visitor serving establishment.

A-24 Printing or Publication Facility. No additional regulations specified.

A-25 Real Estate Sales Office. No additional regulations specified.

A-26 Research and Development. In the C-VS district, only research related to oceanographics, fisheries, and/or coastal resource management is permitted.

A-27 Retail Sales. No additional regulations specified.

A-27 a. Indoor Retail. Display of products usually sold inside a building on a commercial site may be permitted outside the building on a temporary or occasional basis, subject to approval by the community development director. In the C-VS district, indoor sales shall be limited to visitor-oriented sales.

A-27 b. Outdoor Retail. Outdoor display of merchandise on a temporary basis shall be subject to approval by the community development director. Permanent outdoor sales operations, such as flower and produce stands, hot dog carts, coffee/pastry stands, T-shirts, outdoor furniture gardens, are permitted on an ongoing basis only if located on private property and not on city or state right-of-way, and only after (1) receiving a determination by the planning commission that the proposed use and operational characteristics are consistent with the underlying zoning designation and development standards, and (2) securing approval of a business license in accordance with the provisions of the municipal code. In the C-VS district, outdoor sales shall be limited to visitor oriented sales.

A-27 c. Visitor-Serving Retail. In a C-VS district, this category is limited to retail sales directly related to visitors attracted to the city's coastal recreational opportunities such as boating and fishing supplies, equestrian supply stores, surf shops, the incidental sale of merchandise at recreational vehicle campsites and golf courses, and related uses.

A-28 Seasonal Agricultural Sales. Fruit, vegetable and Christmas tree sales are permitted for a period of forty-five days, and shall be subject to the requirements of municipal code Chapter 3.73. The community development director shall impose reasonable conditions upon the establishment to ensure adequate parking, safe and convenient traffic circulation, and that minimum health and safety standards are met.

A-29 Second Hand Sales, Pawn Shop. No additional regulations specified.

A-30 Vehicle or Equipment Sales and Service. No additional regulations specified.

A-30 a. Automobile Rental. No additional regulations specified.

A-30 b. Automobile Washing. A use permit is required in order to establish self-service and full-service operations and shall be subject to architectural, landscape, and site plan review.

A-30 c. Service Station. All auto, truck and equipment repair and service facilities shall be appropriately landscaped and maintained. Inoperative vehicle storage on the premises is prohibited. Operative vehicles and/or equipment stored on the premises shall be screened from public view. Display racks for automobile products no more than four feet wide may be maintained at each pump island of a service station, or within three feet of the main building, and shall be limited to one per street frontage. These uses are not permitted in a C-VS district.

A-30 d. Vehicle or Equipment Repair. Repair shops such as auto body and painting, fender work, upholstery and detailing, and major auto repairs shall be appropriately landscaped and maintained. Conditions of approval of a use permit may require buffering, screening, planting areas or limits on the hours of operation to avoid adverse impacts on properties in the surrounding area. Inoperative vehicle storage on the premises is prohibited, and operative vehicles and/or equipment stored on the premises shall be screened from public view.

A-30 e. Vehicle or Equipment Sales or Rental. In the C-VS district, sales shall be limited to marine equipment and parts used for recreational vehicles other than motor homes such as boats, jet skis and vehicles used to transport horses or which are designed to be transported by horses. Marine vehicles may be rented in the C-VS district. Outdoor storage and display shall be limited to vehicles, boats or equipment offered for sale or rent only.

A-30 f. Vehicle Storage. In the C-VS district, vehicular storage shall be limited to the storage of recreational vehicles and water-oriented vehicles. All vehicle storage facilities shall be enclosed by a six foot high fence and all vehicles shall be screened from view.

A-31 Visitor Accommodation. No additional regulations specified.

A-31 a. Bed and Breakfast Inn. No additional regulations specified.

A-31 b. Campground or RV Park. Landscaping at recreational vehicle parks shall be fully matured within five years of development to assure full screening from public roads, vista points, public recreation areas and residential areas.



A-31 c. Hotel, Motel or Time Share. Within the C-VS district, hotel, motel and time shares are permitted only if the number of bedrooms does not exceed thirty-six per net acre of the building site area. Living rooms in suites shall be considered bedrooms for purposes of this calculation.

A-32 Warehouse or Storage. Only warehousing/storage area having two thousand five hundred square feet or less, that is incidental to commercial use, is permitted within an enclosed building. Mini-storage or self-storage facilities may be permitted in the C-G district only by approval of a use permit and shall be subject to architectural, landscape, and site plan review.

B. Industrial Uses.

B-1 Custom Industry. Small scale custom industries such as ceramic studios, candle-making shops and custom jewelry manufacturing which may also sell goods produced on-site directly to customers are permitted in the C-G district.

B-2 General Industry. No additional regulations specified.

B-3 Limited Industry. No additional regulations specified.

B-4 Wholesaling, Distribution or Storage. No additional regulations specified.

C. Public and Quasi-Public.

C-1 Club or Lodge. In the C-VS district, only yacht clubs or clubs catering to visitor-serving commercial uses shall be permitted.

C-2 Convalescent Facility. City, county and state permits or licenses must be obtained prior to establishing the use. The Half Moon Bay fire protection district shall review and approve all aspects of the use prior to the issuance of building permits.

C-3 Cultural Institution. No additional regulations specified.

C-4 Day Care, General. All required city, county and state permits or licenses must be obtained prior to establishing the use. The Half Moon Bay fire protection district shall review and approve all aspects of the use prior to the issuance of building permits.

C-5 Government Office. In a C-VS district, these uses shall be limited to those that, as determined by the community development director, involve the regulation or study of natural or oceanographic processes, private or recreational fishing, aquaculture, or shoreline recreation.

C-6 Health Care. No additional regulations specified.

C-6 a. Hospital or Clinic. No additional regulations specified.

C-6 b. Emergency Health Care. No additional regulations specified.

C-7 Park or Recreation Facility. In the C-VS district, this use includes public parking for shoreline access and recreation, public restrooms, parks and visitor information centers. Development unrelated to on-site recreational activities shall not be permitted in publicly owned recreational areas, with the exception of the state park administrative and maintenance operations located at Half Moon Bay state beach. Parking facilities and recreational structures, including campers, located in public regional recreational areas, private recreational areas, visitor-serving commercial areas and other developments shall be designed to minimize visibility from the beach.

C-8 Public Safety Facility. No additional regulations specified.

C-9 Religious Assembly. No additional regulations specified.

C-10 Residential Care, General. No additional regulations specified.

C-11 School, Public or Private. No additional regulations specified.

C-12 Utility. No additional regulations specified.

C-12 a. Major. All public utility substations shall be enclosed by a solid fence or wall a minimum of six feet in height. The planning commission may approve alternative screening such as a hedge or other plant materials, where appropriate to the design and location in relationship to other properties.

C-12 b. Minor. No additional regulations specified.

D. Residential Uses.

D-1 Group Residential. No additional regulations specified.

D-2 Large Family Day Care. No additional regulations specified.

D-3 Limited Day Care. No additional regulations specified.

D-4 Limited Residential Care. No additional regulations specified.

D-5 Multi-Family Residential. No additional regulations specified.

D-6 Single-Family Residential. No residential uses are permitted in the C-VS district unless ancillary to a permitted use and upon the approval of a use permit in each case.

E. Accessory Uses.

E-1 Accessory Use or Structure. Accessory uses and structures are permitted when they are incidental to the principal permitted or conditionally permitted use or structure on a site and are customarily found on the same site. Accessory uses to a residential use would include home occupations and garage sales. Accessory uses for retail or office uses would include storage incidental to a permitted use. Accessory structures such as garages or storage and maintenance sheds are permitted.

E-2 Accessory Dwelling Unit. No additional regulations specified.

E-3 Mixed Commercial and Residential. No residential uses are permitted as part of mixed-use development in the C-VS district unless ancillary to a permitted use and upon the approval of a use permit in each case. In the C-G district, No additional regulations specified. (Ord. C-2019-03 §2(Exh. A)(part), 2019; Ord. C-2018-04 §2(Att. A)(part), 2018; Ord. C-2015-04 §1(part), 2015; 1996 zoning code (part)).

**18.08.030 General development standards.**

A. Residential Development.

1. As Primary Use of Property. When a C-VS or C-G zoned site is developed primarily for residential use, the dwelling unit(s) shall be subject to the standards for tenant and guest parking spaces, minimum setbacks, floor area ratio, lot coverage, maximum height limits, landscaping, fences, and usable open space as specified in this title for the proposed residential dwelling type.

2. As Secondary Use of Property. When a C-VS or C-G zoned site is developed with nonresidential use(s) and residential use is proposed, or when a mixed residential/ nonresidential project is proposed, the setbacks, floor area ratio, lot coverage and maximum height limits required within the residential districts shall not be imposed. However, such development shall be subject to the requirements for parking spaces, landscaping, fences and usable open space for the proposed type of dwelling as specified in this title.

B. Minimum Site Area and Width. The standards for minimum site area and width are established for each commercial district in this chapter. Existing legal parcels created before the effective date of this

chapter are not subject to these minimum area and width requirements. Only new subdivisions of existing parcels shall be subject to the minimum site and area requirements.

C. **Site Coverage.** Commercial buildings and mixed use buildings are not limited to a percentage coverage of commercially zoned sites, however, for any new construction, parking requirements shall dictate the area available for building. For residential uses in a commercial district, one-family and two-family residential structures are limited to thirty-five percent site coverage for multiple stories, and fifty percent site coverage for a single story. A maximum site coverage of thirty-five percent shall be permitted for multiple-family (three or more units) residential structures. These standards are not applicable to mixed-use projects.

D. **Exterior Noise Limit.** Sound levels measured at the property line of the lot where the lot borders on R, OS, UR or OSR district, or along any property boundary in the C-VS district, may not exceed the following levels:

<b>MAXIMUM NOISE LEVEL</b>			
<b>Time of Day</b>	<b>More than 30 minutes/hour</b>	<b>More than 5 minutes/hour</b>	<b>At any time</b>
7 a.m. to 10 p.m.	60 dBA	70 dBA	80 dBA
10 p.m. to 7 a.m.	55 dBA	65 dBA	75 dBA

E. **Off-Street Parking Plans.** A parking plan which meets the development standards for off-street parking requirements contained in this title shall be submitted with each project for new development or addition of floor area, or whenever plans are submitted for a use conversion which will result in an intensification of use. The plan will be reviewed for conformance with standards for parking spaces and aisles, location, units of measurement, and other standards as may be applicable.

F. **Landscaping.** A landscaping plan is required for all new construction or extensive remodel projects within the C-VS or C-G commercial districts, and shall be in conformance with design criteria contained in this title and the city's current water-efficient landscaping program.

1. All planting areas, plant materials, and irrigation shall conform with the guidelines in the city's current water efficient landscaping program.
2. No landscaping may impede, block, obstruct or otherwise be allowed to grow over a public sidewalk or other form of public or private access way such as a street, sidewalk or road. Trees

and shrubs shall be maintained in such a manner as to provide adequate, clear site distance for traffic safety on public or private sidewalks, street, road or rights-of-way.

3. Parking lots shall have perimeter landscaping areas and interior landscaping areas distributed throughout the parking lot. The landscaped areas shall have a minimum width of two feet, separated from the parking lot paving by a six inch curb. A minimum of one tree for every six spaces shall be distributed throughout the parking lot.

G. Signs. Each project shall comply with the sign regulations contained in Titles 15 and 18. Prior to installation, all new signs shall be reviewed and approved by the community development director who may consider the recommendation of any city council appointed advisory committee or commission.

H. Fences. The height of a fence, wall or hedge shall be measured vertically from the natural or finished existing grade, whichever is lower, from the base to the top of the fence, wall or hedge above that grade. The following specific criteria shall apply:

1. Along rear or side property lines, a maximum fence height of eight feet is permitted.
2. Where the side or rear property line adjoins a residential property, a fence having a minimum height of six feet shall be installed along that property line.
3. A solid wall or fence within fifteen feet of a street property line shall not exceed three feet in height. The community development director may approve an increased fence height to four feet if the fence materials have openings comprising at least fifty percent. In no case may a fence in this area exceed four feet in height.
  - a. A lower fence height limit may be imposed by the community development director, if it is determined that the fence would: (a) obstruct visibility thereby negatively impacting traffic safety, or (b) obscure an approved sign advertising a business on an adjoining property.
4. A solid masonry or concrete wall at least six feet in height shall be installed along any property line shared by a nonresidential site and the site of an existing ground-floor residential use, unless there is a ten foot landscaped buffer area on the commercial site. If a nonresidential building has a zero setback and has no openings along the adjoining property lines, no wall needs to be installed along the length of the building. As part of development approval, a lower fence height limit or alternate materials may be considered by the planning commission or community development director, if it is determined that the standard wall or landscape buffer is unnecessary to protect residential privacy or quiet enjoyment.

I. Refuse Storage Areas. For all nonresidential and multifamily residential projects, recyclable materials and refuse storage area shall be provided prior to occupancy, either inside a building or within a trash enclosure, as specified in this title.

J. Residential Storage Areas: For each residential unit in new multi-family or mixed-use development, a minimum of sixty (60) cubic feet of enclosed, lockable storage space shall be provided outside of the unit. The storage space may be within a fully enclosed garage or other parking area, provided that the storage space is in addition to the parking space(s) required. The storage space is in addition to any secured storage space required for bicycle parking. The storage space may also be located off of a patio, balcony, or deck provided that it is in addition to the private open space required, is in an enclosed space, and does not negatively impact building or landscape design.

~~KJ~~. Accessory Dwelling Units. All accessory dwelling units in these commercial districts must comply with the regulations contained in this title.

~~LK~~. Satellite Antennas. All satellite antennas shall meet the standards and regulations contained in this title.

~~ML~~. Underground Utilities. All new electrical, telephone and similar distribution lines providing direct service to a commercial site, and any existing services on the site shall be installed underground within the site unless such installation is deemed to be not feasible by the planning commission.

~~NM~~. Screening. All outdoor storage and display areas shall be screened from view by a solid fence or wall, unless otherwise approved by the community development director or planning commission. Mechanical equipment and utility meters shall be screened from view from public rights-of-way. Screening materials may have evenly distributed openings or perforations averaging fifty percent of the surface area, as long as the mechanical equipment is screened so that it is not visible from a street or adjoining lot.

~~ON~~. Performance Standards. No activity on a commercial site may produce vibration, dust, odors, heat and humidity, electromagnetic interference which are perceptible without instruments by a reasonable person at the property lines of a site. Mirrors or highly reflective glass shall not cover more than twenty percent of a building surface visible from a street, unless an applicant submits information demonstrating that use of such glass would not significantly increase glare visible from adjacent streets or pose a hazard for moving vehicles. Combustibles, explosives, radioactive materials and hazardous materials shall comply with HMBFPD fire prevention codes, California hazardous materials regulations, and/or any other applicable laws.

**PE.** Coastal Resource Conservation Standards. The standards and regulations contained in this title for habitat conservation, archaeological resource conservation, coastal access, scenic corridors, and community visual resources shall be met for each project.

**QP.** Architectural and Site and Design Review. The standards and review process contained in this title shall be met for each project.

**RQ.** Coastal Development Permit. The requirements contained in this title for a coastal development permit shall be met for each project which is subject to those requirements. (Ord. C-2019-03 §2(Exh. A)(part), 2019; Ord. C-2018-04 §2(Att. A)(part), 2018; Ord. C-2015-04 §1(part), 2015; 1996 zoning code (part)).

#### **18.08.035 C-VS zoning district standards.**

A. Minimum Lot Size and Width. The minimum lot size shall be ten thousand square feet with a minimum width of one hundred feet.

B. Minimum Setbacks. The front yard setback shall be a minimum of twenty feet, the rear and side yard setbacks shall be a minimum of ten feet each. Where a parcel borders an R district, a minimum setback of twenty feet is required from the property line adjoining any residential parcel. Within this setback, the ten foot width nearest the residential parcel shall be landscaped.

C. Maximum Height. The maximum building height permitted shall be thirty-six feet and three stories.

D. Minimum Landscaping. A total of fifteen percent of the site shall be landscaped.

E. Residential Development. For mixed commercial/ residential projects, dwellings shall be on the upper floors and two garage spaces shall be provided for each new dwelling unit, unless otherwise approved by the planning commission. (1996 zoning code (part)).

#### **18.08.040 C-G zoning district standards.**

A. Minimum Lot Size and Width. The minimum lot size shall be ten thousand square feet with a minimum width of one hundred feet.

B. Minimum Setbacks. The front yard setback shall be a minimum of twenty-five feet, the rear and side yard setbacks shall be a minimum of ten feet each. Where a parcel borders an R district, the five foot width nearest the residential parcel shall be landscaped. A solid masonry wall of at least six feet in height shall be installed adjacent to any R district.

C. Maximum Height. The maximum building height permitted shall be thirty-six feet and three stories.

D. Minimum Landscaping. A total of ten percent of the site shall be landscaped. Landscaping shall be in keeping with landscaping on the surrounding properties, and shall be reviewed as part of the associated discretionary permit for all projects involving new construction or conversions.

E. Residential Development. For mixed-use commercial/residential projects, ~~dwelling-residential units~~ shall generally be located on the upper floors; however, the Planning Commission may consider mixed-use site plans with both residential and commercial uses on the ground floor. ~~and two garage spaces shall be provided for each new dwelling unit, unless otherwise approved by the planning commission. For single-use residential development projects, minimum residential density shall be fifteen dwelling units per acre.~~

F. Required Parking. Parking for single-family, duplexes, and triplexes shall comply with the standards of chapter 18.36. For mixed-use and multi-family residential projects, two parking spaces shall be provided for each new dwelling unit and at least one of the required parking spaces per unit shall be a garage space. For projects with three or more residential units, one guest space for each four units, with a minimum of one guest space, shall be provided for each unit. Parking provisions for the non-residential portion of mixed-use projects shall comply with chapter 18.36.

GF. Off-Site Parking. Parking may be located on an off-site location, at a distance no greater than three hundred feet from the development site.

1. In reviewing development proposals with an off-site parking area, the planning commission may approve an exception to allow a greater distance between the development site and parking area, if it is determined that it is not feasible to meet the maximum distance requirement, to comply with off-street parking requirements.

2. In approving an off-site parking location to support a proposed development, the planning commission shall require the recordation of a deed restriction, restrictive covenant, or other instrument to the satisfaction of the city attorney, ensuring that the parking area will remain available to serve the parking needs of the proposed development or use for as long as the development or use exists.

3. Any off-site parking area created pursuant to the provisions herein shall be landscaped, and a solid fence or wall shall be installed along adjoining property lines if deemed necessary, to the satisfaction of the ~~architectural review committee and~~ planning commission. Any lighting shall be directed away from adjoining properties. (Ord. C-2019-03 §2(Exh. A)(part), 2019; 1996 zoning code (part)).



#### 18.08.045 Exceptions to development standards.

A. Legal Nonconforming Parcels. Any parcel legally subdivided prior to the effective date of this chapter within any commercial district which does not meet the standards for minimum site area and width may nevertheless be developed without the need for a variance, subject to compliance with the other development standards and regulations in this chapter.

B. New Parcels. The planning commission and/or city council may approve an exception to development standards established in the sections above for each commercial district, in conjunction with the review of a lot line adjustment or subdivision, or variance as may be applicable.

C. Development on Lots divided by District Boundaries. The regulations applicable to each district shall be applied to the area within that district; however, parking provisions serving a principal use on the site may be located in a district in which a parking lot is not permitted, or is a conditional use.

D. Exceptions to Maximum Height. Chimneys may exceed the maximum permitted building height in the district only as may be needed to comply with the Uniform Building Code.

E. Parking Exceptions. For all new construction, the requirements for off-street parking shall be met. For any additions to existing buildings, or conversions of existing buildings to a more intensive use, off-street parking spaces shall be provided as required for the new area or use, at a minimum, unless a parking exception is approved by the planning commission. ~~For conversions of existing buildings to a more intensive use, the planning commission shall ensure that the applicant has made every reasonable effort to provide the required off-street parking spaces designated for the use as specified in this title.~~

When granting a parking exception in either the general commercial or visitor-serving commercial districts, the planning commission shall determine that the proposed number, size, configuration, and/or location of the parking spaces is as nearly in conformance with the standards contained in Chapter 18.36 as is reasonably possible, including conformance with ADA requirements and the provision of EV, bicycle, and motorcycle parking spaces; and the Planning Commission shall make the at least one of the additional following findings:

- ~~a. The applicant has made every reasonable effort to provide the required number of parking spaces;~~
- ~~b. The applicant has submitted evidence to the planning commission that approval of a parking exception is necessary to ensure the economic viability of the project; or~~
- 1. That the proposed exception to the parking provisions will not be detrimental to the public welfare or injurious to property or improvements in the vicinity based on supporting evidence such as from a parking demand evaluation of anticipated parking requirements as presented in 18.36.040 or other assessment at the discretion of the Planning Commission; or

~~4.2. The planning commission finds that approval of the parking exception will ensure that an historic resource is retained or otherwise preserved or protected; and~~

~~d. The planning commission has found that the proposed number, size, configuration, and/or location of the parking spaces is as nearly in conformance with the standards contained in Title 15 as is reasonably possible. (1996 zoning code (part)).~~

#### **18.08.050 Nonconforming structures.**

Any existing structure legally constructed in accordance with the zoning code prior to the effective date of the ordinance codified in this chapter that is damaged by catastrophe such as fire, flood, explosion, wind, earthquake, war, riot, or other calamity may be replaced, restored, rebuilt, or repaired and used as before such event occurred provided that all of the following conditions are satisfied:

- A. Any nonconforming height, setback encroachments or other nonconformity shall not be increased beyond that in existence prior to the damage occurring, unless a variance is approved subject to the provisions of this title.
- B. An application for a building permit to replace or repair a damaged or destroyed building shall be filed within twenty-four months after the event;
- C. All applicable provisions of the Uniform Building Code adopted by the city at the time building permits are requested for the repair or reconstruction shall be incorporated into the plans. (1996 zoning code (part)).

#### **18.08.055 Historic structures.**

Any proposal for alteration to a designated landmark shall be subject to the provisions below and the historic resources ordinance.

- A. **Changes to Existing Structures.** Alterations to existing historic structures and proposed demolition shall be subject to review by the planning commission who may consider the recommendation of any city council appointed advisory committee or commission, in order to protect the architectural and historical character.
- B. **Maintenance of Structures and Premises.** All property owners of historic structures shall have the obligation to maintain structures and premises in good repair. Good repair includes and is defined as the level of maintenance that ensures the continued availability of the structure and premises for a lawfully permitted use, and prevents deterioration, dilapidation and decay of the exterior portions of the structure

and premises. Maintenance does not include a change in design, material or external appearance of a structure.

C. Change of Use Within a Historic Structure. Whenever a change of use is proposed within an historic structure, such as a conversion from residential use to commercial use, exceptions to the development standards in this chapter may be granted where applicable. The state Historical Building Code may be used in some cases, however, intensification of use may require safety measures to conform to the requirements of current Uniform Building Code. (Ord. C-2019-03 §2(Exh. A)(part), 2019; 1996 zoning code (part)).

**18.08.060 Required permits and plan review.**

A. Building permits are required for any new construction, remodeling, or additions, except for fences which do not exceed the height limit.

B. Except as may be otherwise provided for in this chapter, a variance or exception shall be required for any project in any commercial district which does not meet the development standards and regulations of this chapter, or for projects which include proposals to extend existing nonconforming structures or conditions on the site.

C. The provisions of this title pertaining to architectural and site and design review shall be followed prior to the issuance of any building permits for which design review is required. (1996 zoning code (part)).

## **Chapter 18.36 PARKING STANDARDS**

### **Sections:**

- 18.36.005 Intent and purpose.**
- 18.36.010 General provisions.**
- 18.36.015 Definitions.**
- 18.36.020 Change in use--Increase in number of parking spaces.**
- 18.36.025 Mixed use occupancies and uses not specified.**
- 18.36.030 Joint use of facilities.**
- 18.36.035 Nonconforming parking.**
- 18.36.040 Off-street parking facilities--Required number of parking spaces, size and access standards, and parking for disabled individuals.**
- 18.36.045 Off-street loading requirements.**
- 18.36.050 Guest parking spaces in residential developments and mobile home parks.**
- 18.36.055 Off-street parking facilities--Required improvements.**
- 18.36.060 Parking spaces in residential district front yards.**
- 18.36.065 Off-street parking on a separate lot.**
- 18.36.070 Bicycle parking.**
- 18.36.075 Plans to accompany building permit application.**
- 18.36.080 Parking exceptions.**

### **18.36.005 Intent and purpose.**

The intent and purpose of this chapter is to implement reasonable requirements and design standards for off-street vehicle parking in all zoning districts in the city. (Ord. C-2013-05 §1(part), 2013).

### **18.36.010 General provisions.**

Except as may otherwise be provided for in this chapter or as may be approved by the community development director, planning commission, and/or city council, the following general provisions shall guide the application of off-street parking requirements and design standards contained in this chapter:

- A. The provision and maintenance of required off-street parking and loading spaces is a continuing obligation of the property owner.
- B. No building permit or other development permit shall be issued until plans are presented that show property that is and will remain available for exclusive use of off-street parking and loading spaces. The subsequent use of property for which the building permit is issued shall be conditional upon the

unqualified continuance and availability of the amount of parking and loading space required by this title or as may otherwise be approved by the city. Any use of the property in violation hereof shall be a violation of this title.

C. Off-street parking spaces required in connection with all other uses except single-family, duplex and triplex residential uses permitted in all zoning districts may be open or uncovered and shall be provided on the same building site as the main building, except as may be provided for in this chapter. Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees only, and shall not be used for storage of vehicles or materials or for the parking of delivery or service trucks used in conducting the business or use. Delivery or service trucks may be parked or stored in designated loading spaces.

D. Off-street parking for all residential uses in any zoning district shall be provided in private garages or enclosed carports, except as otherwise specified for mixed-use and multi-family development in the C-D, C-R, C-G, C-VS districts. All required garages or enclosed carports shall be located on the same lot or building site as the buildings they are required to serve. All required enclosed carports for residential uses shall be kept free, clear and accessible for the parking of vehicles at all times.

E. When units of measurements determining the number of required parking spaces result in the requirement of a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half shall require one parking space.

F. Required parking spaces shall be improved as required by this chapter and made available for use before the final inspection is completed and a certificate of occupancy is issued.

G. Parking facilities shall be provided for all new construction as required by this title, but parking for the conversion of existing buildings to a more intensive use shall be provided as near to the requirements as is practicable. (Ord. C-2015-04 §1(part), 2015; Ord. C-2013-05 §1(part), 2013).

#### **18.36.015 Definitions.**

A. For the purpose of this chapter, "floor area" in the case of medical, dental or other professional offices, retail and merchandising or service uses, means the gross floor area inside the perimeter walls of a building or site to be used, or intended to be used, for service to the public as customers, patrons, clients, patients or as tenants, including areas occupied by fixtures and equipment used for display or sale of merchandise. It shall not include areas used principally for nonpublic purposes such as storage, incidental repair, processing or packaging of merchandise, show or display windows, for delineated office area incidental to the management or maintenance of retail stores or service uses, for toilet rooms or restrooms, for rooms used for utilities, or for dressing rooms, fitting or alteration rooms.

B. For the purpose of this chapter, “floor area” in the case of bars, cabarets, cafes, cocktail lounges and restaurants is defined as the gross floor area inside the perimeter building walls to be used, or intended to be used, for service to patrons, and excluding nonpublic areas used for incidental office uses by the restaurant manager; restrooms; cooking, food preparation, and storage areas; hallways from the public areas to the nonpublic areas; or areas occupied by permanent fixtures used for the display or sale of food products.

C. For the purpose of this chapter, “floor area” in the case of light industrial and warehousing uses means the gross floor area inside the perimeter building walls of a building or site to be used, or intended to be used, for service to the public as customers, patrons, or as tenants, including areas occupied by fixtures and equipment used for display or sale of merchandise, and areas used principally for nonpublic purposes such as manufacturing, storage, incidental repair, processing or packaging of merchandise, and for delineated office area incidental to the management of the building or use. Mechanical or utility rooms and restrooms shall not be included in the definition of gross floor area for light industrial or manufacturing uses. (Ord. C-2013-05 §1(part), 2013).

#### **18.36.020 Change in use--Increase in number of parking spaces.**

A. Except as may be approved through a parking exception or by the planning commission and/or city council in conjunction with a discretionary permit, whenever in any building or on any site there is a change in use or increase in floor area, or an increase in the number of employees or other unit of measurement specified in this chapter to indicate the number of required off-street parking spaces, additional off-street parking spaces shall be provided on the basis of the increased requirements of the new use, or on the basis of the total increase in floor area or in number of employees, or in other unit of measurement related to such use.

B. This section shall not apply to changes in use, increases in floor area, or increases in the number of employees for retail and visitor-serving commercial uses in the commercial-downtown zoning district; provided, that such change in use, increase in floor area, or increase in the number of employees would not be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood; and provided further, that the establishment, maintenance and/or conducting of the off-street parking facilities as proposed are as nearly in conformance with the requirements of the Half Moon Bay zoning code as are reasonably possible. (Ord. C-2013-05 §1(part), 2013).

#### **18.36.025 Mixed-use occupancies and uses not specified.**

A. In the case of mixed uses, the total requirements for off-street parking facilities shall be the sum of the requirements for the various uses computed separately. Off-street parking facilities for one use shall

not be considered as providing required parking facilities for any other use except as specified for joint use in this chapter.

B. In the case of a use not specified in this chapter, the requirements for off-street parking facilities for a similar use which is so specified in this chapter shall apply. (Ord. C-2013-05 §1(part), 2013).

#### **18.36.030 Joint use of facilities.**

A. Nothing in this chapter shall be construed to prevent collective provisions of off-street parking facilities for two or more buildings or uses; provided, that reciprocal access, egress, and parking agreements are reviewed by the community development director and city attorney and recorded against all affected properties. The total of such off-street parking spaces supplied collectively shall not be less than the sum of the requirements for the various uses computed separately.

B. Where a joint use of parking facilities is proposed and the applicant requests relief from the parking space requirements, a use permit shall be required. For restaurants which are combined with retail uses on the same property, which have different peak operating hours, the planning commission may approve a request for parking provisions for only seventy-five percent of restaurant capacity, as long as all required retail parking spaces are provided. This reduction may not be used in conjunction with a mixed-use shared-use reduction or guest parking waiver as provided for in chapter 18.07 in the C-D district.

C. For mixed-use development in the C-D district, the planning commission may grant up to a twenty (20) percent reduction in the total number of required parking spaces as specified in chapter 18.07.

(Ord. C-2015-04 §1(part), 2015; Ord. C-2013-05 §1(part), 2013).

#### **18.36.035 Nonconforming parking.**

Where automobile parking space is provided and maintained in connection with a main building or use upon the effective date of this chapter, and is insufficient to meet the requirements for the use with which it is associated, or where no such parking has been provided, then the building or structure may be enlarged or increased in capacity only if automobile parking spaces are provided for the enlargement or increase in capacity, to the standards set forth in this chapter. (Ord. C-2013-05 §1(part), 2013).

#### **18.36.040 Off-street parking facilities--Required number of parking spaces, size and access standards, and parking for disabled individuals.**

Except as may be approved by the planning commission and/or city council as a part of a discretionary permit or parking exception as provided for in this chapter, the following requirements shall apply to off-street parking facilities:

A. Number of Required Off-Street Parking Spaces. The number of off-street parking spaces required for all permitted uses is set forth in Table A: Number of Required Off-Street Parking Spaces.

**TABLE A: NUMBER OF REQUIRED OFF-STREET PARKING SPACES**

Type of Use	Number of Required Parking Spaces
Dwellings (single-family)	Two garage spaces per dwelling unit. Tandem parking configurations shall be prohibited except on substandard and severely substandard lots.
<u>Duplexes and triplexes</u>	<u>Two garage spaces per dwelling unit; plus one guest parking space for each duplex or triplex. The guest parking space shall be uncovered. The guest parking space shall not be in tandem with other required parking without a parking exception.</u>
<u>In the C-D district, multifamily dwellings with four or more units and residential portions of mixed-use development</u>	<u>One parking space per studio and one-bedroom unit; 1.5 parking spaces for units with two or more bedrooms; plus one guest space for each four units, with a minimum of one guest space.</u>  <u>Mixed-use shared-use reduction and/or guest parking waiver subject to the requirements of chapter 18.07.</u>
<u>Outside of the C-D district, multifamily dwellings with four or more units and residential portions of mixed-use development</u> <del>Apartment, condominiums</del>	Two garage spaces per dwelling unit, plus one guest space for each <del>five</del> <u>four</u> units, with a minimum of one guest space; <u>provided that in the C-R, C-G and C-VS districts, one of the required spaces per unit may be unenclosed.</u>
Accessory dwelling units	As required by Chapter 18.33.



**TABLE A: NUMBER OF REQUIRED OFF-STREET PARKING SPACES**

<b>Type of Use</b>	<b>Number of Required Parking Spaces</b>
Hotels, motels and motor lodges	One space for each guest bedroom, plus one space per employee.
Condominium hotels	Two parking spaces provided for each guest room plus one space per employee. The planning commission may reduce this standard to not less than one and one-half spaces per guest room if the maximum square footage of each guest room does not exceed six hundred square feet.
Sanitariums, convalescent homes, homes for aged, floor asylums, hospitals, children's homes	Three spaces for each two beds or one for each one thousand square feet of gross area, whichever provides the greater number.
Theaters	One space for each four seats.
Stadiums, auditoriums	One space for each four occupants, based upon the Uniform Building Code standards.
Churches	One space for each four occupants, based upon the Uniform Building Code standards.
Schools, day nurseries	One space for each employee plus one space for each five children in attendance.
Schools, elementary/intermediate	One space for each employee plus one space for each five seats or for each forty square feet of floor area in the place of public assembly.
Schools, high schools	One space for each eight enrolled students, plus one space per employee.
Schools, colleges/universities	One space for each three enrolled daytime students, plus one space for each employee.
Schools, private	Parking requirements to be determined by the planning commission as a part of use permit review and approval.

**TABLE A: NUMBER OF REQUIRED OFF-STREET PARKING SPACES**

Type of Use	Number of Required Parking Spaces
Dance halls, assembly halls without fixed seats, exhibition halls	One space for each one hundred square feet of floor area used for dancing or assembly.
Bowling alleys	Five spaces for each alley, plus two for each billiard table, plus one for each four seats in any gallery.
<u>In the C-D district, <del>R</del>etail sales, <del>b</del>usiness or professional office, personal improvement or personal service.</u>	One space for each <del>two hundred fifty square feet of area for the first ten thousand square feet of floor area; and one space for each</del> three hundred square feet of floor area <del>for buildings with floor area over ten thousand square feet.</del>
<u>Outside of the C-D district, retail sales, business or professional office, personal improvement or personal service.</u>	<u>One space for each two hundred fifty square feet of area for the first ten thousand square feet of floor area; and one space for each three hundred square feet of floor area exceeding ten thousand square feet.</u>
Medical or dental clinics, banks	One space for each two hundred fifty square feet of floor business or professional offices area for the first ten thousand square feet of floor area; and one space for each three hundred square feet for all area over ten thousand square feet.
<u>In the C-D district, cabarets, cocktail lounges, restaurants and cafes</u>	<u>One space for each seventy-five square feet of floor area where the public is served, plus one space per employee.</u>
<u>Outside the C-D district, <del>C</del>cabarets, cocktail lounges, restaurants and cafes</u>	One space for each forty-five square feet of floor area where the public is served, plus one space per employee.
Mortuaries or funeral homes	Ten spaces for each room used as a chapel room, slumber room, or parlor, or one space for each twenty square feet of assembly room used for services, whichever amount is greater, plus one

**TABLE A: NUMBER OF REQUIRED OFF-STREET PARKING SPACES**

Type of Use	Number of Required Parking Spaces
	space per employee, plus one space for each car operated by the establishment.
Auto sales	One space for every five hundred square feet of gross floor area.
Marina	One space for each two boat moorings.
Public utility, substations, and related facilities	One space per employee, plus one space per vehicle (including wheeled equipment) permanently assigned to the facility.
Park and recreation uses	One space for each eight thousand square feet of active recreation area within a park or playground, plus one space per acre of passive recreation area within a park or playground.
Warehousing and storage	One space for each one thousand square feet of floor area for the first ten thousand square feet, plus one space for each one thousand five hundred square feet for all additional area.
Light industrial and manufacturing	One space for each five hundred square feet of floor area for the first ten thousand square feet, plus one space for each seven hundred fifty square feet for all additional area.
Businesses using trucks as a typical part of operations	One space for each truck shall be provided, in addition to the other parking requirements.
All uses not listed above, which are permitted in C districts:	
Five thousand square feet of gross floor area or less	One space for each two hundred fifty square feet of gross floor area exclusive of floor area used for air-conditioning or other utility equipment.
Five thousand square feet of gross floor area or more	Nineteen spaces, plus one space for each two hundred square feet of gross floor area in excess of

**TABLE A: NUMBER OF REQUIRED OFF-STREET PARKING SPACES**

Type of Use	Number of Required Parking Spaces
	five thousand square feet, exclusive of floor area used for air-conditioning or other utility equipment.

B. Size and Access. Off-street parking facilities shall comply with the size and access standards set forth in Table B: Parking Facility Size and Access Standards. Each off-street parking space shall have an area of not less than one hundred seventy square feet exclusive of access drives or aisles, and shall be of usable shape, location and condition. There shall be adequate provision for ingress and egress to all parking spaces.

**TABLE B: PARKING FACILITY SIZE AND ACCESS STANDARDS**

N	P	S	a	C	Area	P'	S'
Parking Angle	Parking Section Width	Stall Depth	Aisle Width	Curb Length per Car	Area per Car <sup>1</sup>	Parking Section Width	Stall Depth
Degrees	Lin. ft.	Lin. ft.	Lin. ft.	Lin. ft.	Sq. ft.	Lin. ft.	Lin. ft.
0	32'0"	10'0"	12'	22'0"	220	32'0"	10'0"
30	48'8"	17'4"	14'	18'2"	315	43'2"	14'7"
35	50'8"	18'4"	14'	15'8"	288	45'2"	15'7"
40	52'4"	19'2"	14'	14'1"	267	46'8"	16'4"
45	53'8"	19'10"	14'	12'9"	252	47'4"	16'8"
50	55'8"	20'4"	16'	11'8"	239	50'0"	17'6"
55	57'6"	20'9"	16'	10'11"	228	52'4"	18'2"
60	60'0"	21'0"	18'	10'5"	218	55'6"	18'9"
65	62'6"	21'3"	20' <sup>2</sup>	9'11"	209	58'6"	19'3"
70	62'10"	20'11"	21' <sup>2</sup>	9'7"	202	59'8"	19'4"
75	63'4"	20'8"	22' <sup>2</sup>	9'4"	193	61'0"	19'6"
80	63'8"	20'4"	23' <sup>2</sup>	9'1"	186	62'0"	19'6"

**TABLE B: PARKING FACILITY SIZE AND ACCESS STANDARDS**

<b>N</b>	<b>P</b>	<b>S</b>	<b>a</b>	<b>C</b>	<b>Area</b>	<b>P'</b>	<b>S'</b>
<b>Parking Angle</b>	<b>Parking Section Width</b>	<b>Stall Depth</b>	<b>Aisle Width</b>	<b>Curb Length per Car</b>	<b>Area per Car<sup>1</sup></b>	<b>Parking Section Width</b>	<b>Stall Depth</b>
<b>Degrees</b>	<b>Lin. ft.</b>	<b>Lin. ft.</b>	<b>Lin. ft.</b>	<b>Lin. ft.</b>	<b>Sq. ft.</b>	<b>Lin. ft.</b>	<b>Lin. ft.</b>
85	64'6"	19'9"	25' <sup>3</sup>	9'0"	180	63'6"	19'3"
90	63'0"	19'0"	25' <sup>3</sup>	9'0"	171	63'0"	19'0"

<sup>1</sup> Includes waste areas at both ends of 9' x 19' parking space. Aisle space not included.

<sup>2</sup> Aisle width sufficient for two-way circulation only when a turnaround is provided.

<sup>3</sup> Aisle width sufficient for two-way circulation.

#### C. Compact Off-Street Parking Facilities.

1. When Permissible. Compact off-street parking facilities may be provided to attain the required number of off-street parking spaces specified in Table A above, when one or more of the following circumstances apply:

- a. The off-street parking facility serves a property located in the commercial-downtown, commercial-residential, commercial-visitor serving, and commercial-general zoning districts, and the number of required off-street parking spaces exceeds ten; or
- b. The off-street parking facility serves a multifamily residential property located in the R-3 zoning district, and the number of required off-street parking spaces exceeds eight; or
- c. A parking exception has been granted in accordance with Section 18.36.080.

2. Size and Access. Compact off-street parking spaces shall comply with the size and access standards set forth in Table C: Compact Parking Facility Size and Access Standards. Each compact off-street parking space shall have an area of not less than one hundred fifty-three square feet exclusive of access drives or aisles, and shall be of usable shape, location, and condition. There shall be adequate provision for ingress and egress to all parking spaces.

**TABLE C: COMPACT PARKING FACILITY SIZE AND ACCESS STANDARDS**

<b>N</b>	<b>P</b>	<b>S</b>	<b>a</b>	<b>C</b>	<b>Area</b>	<b>P'</b>	<b>S'</b>
<b>Parking Angle</b>	<b>Parking Section Width</b>	<b>Stall Depth</b>	<b>Aisle Width</b>	<b>Curb Length per Car</b>	<b>Area per Car'</b>	<b>Parking Section Width</b>	<b>Stall Depth</b>
<b>Degrees</b>	<b>Lin. ft.</b>	<b>Lin. ft.</b>	<b>Lin. ft.</b>	<b>Lin. ft.</b>	<b>Sq. ft.</b>	<b>Lin. ft.</b>	<b>Lin. ft.</b>
90	61'0"	18'0"	24'	8'6"	153	61'0"	18'0"

3. All other requirements for off-street parking facilities apply. Notwithstanding the size and access standards set forth in Table C of this section, compact off-street parking facilities shall comply with all requirements and design standards provided for in this chapter.

D. **Parking for Disabled Individuals.** Parking spaces specifically reserved for vehicles licensed by the state of California for use by disabled individuals shall be provided and improved in each parking facility as required by state law. (Ord. C-2018-04 §2(Att. A)(part), 2018; Ord. C-2013-05 §1(part), 2013).

#### **18.36.045 Off-street loading requirements.**

Buildings or structures to be built or substantially altered which receive and distribute material and merchandise by trucks shall provide and maintain off-street loading berths in sufficient numbers and size to adequately handle the needs of the particular use.

A. The following standards shall be used in establishing the minimum number of berths required:

<b>Gross Floor Area of the Building in Square Feet</b>	<b>Number of Berths</b>
Up to 20,000	1
20,000 to 50,000	2

For each additional fifty thousand square feet of gross floor area, one additional berth shall be provided. For offices and stores up to five thousand square feet, regular off-street parking areas may be used to meet the off-street loading requirements.

B. A loading berth shall contain a minimum space of ten feet wide and sixty feet long and have an overhead clearance of fourteen feet. Where the vehicles generally used for loading and unloading exceed these dimensions, the required length of these berths shall be increased.

C. Access to loading berths shall be from alleys where they exist, but in no event shall a loading berth abut on or directly access any existing street, road or highway. (Ord. C-2013-05 §1(part), 2013).

### **18.36.050 Guest parking spaces in residential developments and mobile home parks.**

Under the circumstances described in this chapter, parking spaces for guests shall be provided when and as follows:

- A. For multifamily residential developments ~~with ten or more units~~, guest parking spaces shall be provided on site at a ratio of one space for each four units.
- B. Where a residential development is approved with internal streets and drives that do not meet city standards and on-street parking is restricted, or where streets or drives are designated and posted with restricted parking such as fire lanes, guest parking spaces shall be provided outside of the street section or paved area at a ratio of one space for each four units.
- C. For mobile home parks, guest parking spaces shall be located for convenient access to mobile home spaces. Guest parking spaces may be located in adjacent parking bays or along access roads where sufficient paved roadway width is provided. (Ord. C-2013-05 §1(part), 2013).

### **18.36.055 Off-street parking facilities--Required improvements.**

#### **A. Screening Required.**

1. Automobile parking facilities for more than ten vehicles sited adjacent to a premises in a residential district shall be effectively screened by a solid fence or wall with a uniformly treated surface. Except where a lower fence or wall is required to meet vehicle sight distance requirements, such fence or wall shall not be less than six feet in height and shall be maintained in good condition. Screen planting of plant material and design approved by the planning commission may be substituted for a solid fence or wall; provided, that a bond to guarantee the installation and maintenance of the screen planting is posted with the planning commission. The amount of the bond shall be set by the city engineer.

2. For a corner site, within a required setback area, screening within a sight distance area shall not exceed three feet in height and any trees within a sight distance area shall be pruned to allow at least nine feet of clearance between the natural grade and the lowest foliage. The "sight distance area" is a triangular area measured from the corner property marker or apex of the radius of the curve, to two points located fifteen feet back along the front and side property lines and completed by the diagonal connecting these two points.

B. Surfacing and Grading. Unless otherwise approved by the planning commission and/or city council, all parking areas shall be surfaced so as to provide a durable, dust free, all-weather surface and graded so as to minimize surface water accumulation and runoff within the area. All areas used for the parking

and maneuvering of vehicles shall be so surfaced and graded as to avoid flow of water across sidewalks. Surfacing materials are subject to approval of the city engineer.

C. Curbing and Setback. Parking spaces along the outer boundaries of an unenclosed parking lot shall be contained by a curb at least four inches high or by a bumper rail, and set back a minimum of four and one-half feet from the property line.

D. Lighting. Any artificial lighting installed in a parking facility shall be deflected as to not shine or create glare in any residential district or any adjacent dwelling.

E. Interference with Street Right-of-Way. All groups of more than two parking spaces shall configured or be located and served by a driveway so as to prevent backing into or other maneuvering within a street right-of-way other than an alley.

F. Striping and Signage. All parking areas shall contain striping that clearly outlines all parking spaces. Aisles, approach lanes, turning areas, and driveways shall be marked with directional arrows and/or signs where necessary to provide for safe traffic movement.

G. All improvements required herein shall be consistent with California Regional Water Quality Board and San Francisco Bay Region Municipal Regional Stormwater NPDES permit guidelines. (Ord. C-2013-05 §1(part), 2013).

#### **18.36.060 Parking spaces in residential district front yards.**

In all R (residential) districts, vehicle parking may be allowed on all-weather driveways within the required front yard in front of garages. One required side yard setback area adjacent to the driveway in front of the garage may be used for the parking of a vehicle so long as the area is an all-weather surface. In no case may a vehicle be parked or stored within a required front yard area for other than short, temporary periods of time not to exceed twenty-four hours in any thirty-day period. (Ord. C-2013-05 §1(part), 2013).

#### **18.36.065 Off-street parking on a separate lot.**

The planning commission and/or city council shall not approve required off-street parking or loading space proposed on a separate lot from the building site or sites unless:

A. The off-site parking lot is within three hundred feet walking distance or otherwise located so as to be useful in connection with the proposed use or uses on the building site or sites; and

B. Parking at the off-site location will not create undue traffic hazards in the surrounding area; and



- C. The off-site parking lot and the building site or sites are in the same ownership or the owners are entitled to the immediate possession and use thereof for a term coterminous with the proposed use;
- D. Upon receiving approvals from the planning commission and/or city council for all required discretionary permits, the owner or owners of the properties execute a written instrument or instruments, approved as to form and content by the city attorney, providing for the maintenance of the required parking on the off-site parking lot for the duration of the proposed use or uses on the building site. Such instruments shall be recorded in the county recorder's office as restricted covenants against each property;
- E. Should a change in use or additional uses be proposed, the off-street parking regulations in effect at the time of the change of type or intensity of use shall apply;
- F. As set forth in this title, off-site parking lots in residential districts to support commercial uses require the approval of a use permit in each case. (Ord. C-2013-05 §1(part), 2013).

**18.36.070 Bicycle parking.**

- A. Short-Term Bicycle Parking. Short-term bicycle parking shall be provided in order to serve shoppers, customers, messengers, guests and other visitors to a site who generally stay for a short time.

1. Parking Spaces Required. The number of short-term bicycle parking spaces shall be at a ratio of one bicycle parking space per ten required off-street parking spaces, with a minimum of four bicycle parking spaces provided per establishment, for the following uses:

- a. Multi-unit residential, group residential, and single room occupancy with five or more units.
- b. All uses in the public and semi-public land use classification except cemeteries and community gardens.
- c. All uses in the commercial land use classification, except animal care, sales, and services and artists' studios.

2. Location. Short-term bicycle parking must be located outside of the public right-of-way and pedestrian walkways and within fifty feet of a main entrance to the building it serves.

- a. Commercial Centers. In a commercial center, bicycle parking must be located within fifty feet of an entrance to each anchor store. Bicycle parking shall be visible from the street or

from the main building entrance, or a sign must be posted at the main building entrance indicating the location of the parking.

b. Mixed-Use Districts. Bicycle parking in mixed-use districts may be located in the public right-of-way within an encroachment permit, provided an unobstructed sidewalk clearance of six feet is maintained for pedestrians at all times.

3. Anchoring and Security. For each short-term bicycle parking space required, a stationary, securely anchored rack or stand shall be provided to which a bicycle frame and one wheel can be secured with a high-security U-shaped shackle lock if both wheels are left on the bicycle. One such rack or stand may serve multiple bicycle parking spaces.

4. Size and Accessibility. Each short-term bicycle parking space shall be a minimum of two feet in width and six feet in length and shall be accessible without moving another bicycle. Two feet of clearance shall be provided between bicycle parking spaces and adjacent walls, poles, landscaping, street furniture, drive aisles, and pedestrian ways and at least five feet from vehicle parking spaces.

B. Long-Term Bicycle Parking. Long-term bicycle parking shall be provided in order to serve employees, students, residents, commuters, and others who generally stay at a site for four hours or longer.

1. Parking Spaces Required.

a. Residential Uses. A minimum of one long-term bicycle parking space shall be provided for every ~~five~~three units for multi-unit residential and group residential projects.

b. Other Uses. Any building with twenty-five or more full-time equivalent employees or tenant-occupants shall provide long-term bicycle parking at a ratio of one space per twenty required off-street parking spaces, with a minimum of one bicycle parking space. Any building used for school uses shall provide long-term bicycle parking space at a ratio of one space per fifteen occupants (students, teachers, and staff).

c. Parking Lots and Structures. Long-term bicycle parking shall be provided at a minimum ratio of one space per fifty vehicle spaces.

2. Location. Long-term bicycle parking must be located on the same lot as the use it serves. In parking garages, long-term bicycle parking must be located near an entrance to the facility.

3. Covered Spaces. At least fifty percent of required long-term bicycle parking must be covered. Covered parking can be provided inside buildings, under roof overhangs or awnings, in bicycle lockers, or within or under other structures.
4. Security. Long-term bicycle parking must be in:
  - a. An enclosed bicycle locker; or
  - b. A fenced, covered, locked or guarded bicycle storage area; or
  - c. A rack or stand inside a building that is within view of an attendant or security guard or visible from employee work areas; or
  - d. Other secure area approved by the community development director.
5. Size and Accessibility. Each bicycle parking space shall be a minimum of two feet in width and six feet in length and shall be accessible without moving another bicycle. Two feet of clearance shall be provided between bicycle parking spaces and adjacent walls, poles, landscaping, street furniture, drive aisles, and pedestrian ways and at least five feet from vehicle parking spaces. (Ord. C-2015-04 §1(part), 2015; Ord. C-2013-05 §1(part), 2013).

**18.36.075 Low-emission vehicle parking.**

Unless a parking exception is granted, parking for new development shall include at least the minimum number of required EV charging stations and EV parking spaces as required by the California Building Standards Code. Such provisions shall not be counted as a public benefit for the purposes of making findings for granting a guest parking waiver for mixed-use development in the C-D district as provided for in 18.07.040. If made available for public use, the provision of low-emission vehicular parking above and beyond the minimum standard, including but not limited to EV chargers and EV parking spaces, carshare services, and bikeshare services may be considered as findings in support of the guest parking waiver in the C-D district, and may also be considered as a means to support parking exceptions generally in the C-D, C-R, C-G, and C-VS districts.

**18.36.080 Plans to accompany building permit application.**

A plan, drawn to scale and fully dimensioned, indicating how the off-street parking and loading requirements are to be fulfilled, shall accompany an application for any discretionary and building permit. Prior to the issuance of a building permit, the community development director shall determine that the plan submitted incorporates all of the requirements of this chapter and any conditions imposed by

the planning commission and/or city council. The plan shall show all elements necessary to indicate that the requirements are being fulfilled, including the following:

- A. Delineation of individual parking and loading spaces, including the size of stalls and access drives;
- B. Circulation area necessary to serve parking and loading spaces;
- C. Access to streets and property to be served;
- D. Curb cuts and any closures of existing drives;
- E. Dimensions, continuity and substance of screening;
- F. Grading, drainage, surfacing and subgrading details;
- G. Delineation of obstacles to parking and circulation in finished parking area;
- H. Specifications as to signs and bumper guards;
- I. Landscaping plans and details;
- J. All other pertinent details as may be required by the community development director. (Ord. C-2015-04 §1(part), 2015; Ord. C-2013-05 §1(part), 2013).

#### **18.36.08~~50~~ Parking exceptions.**

In cases of practical difficulties and unusual hardship, exceptions to the parking requirements or development standards set forth in this chapter may be granted. Application for a parking exception shall be made and an exception may be approved under the following procedures:

- A. An application for a parking exception shall be initiated on a form provided by the community development department. An application for a parking exception shall be submitted concurrently with any other required discretionary permit. The application shall include a fee set by resolution of the city council. At the time a complete application for a parking exception is made, the community development director shall determine the applicable review procedure as provided for herein.

1. The community development director shall review an application for parking exception if no discretionary permit is being sought in addition to the parking exception or if the only discretionary permit being sought is an administrative coastal development permit pursuant to Section 18.33.020. The community development director shall make written finding of facts showing whether the four requirements in subsection B of this section have been established with respect to

the land, building or use for which the parking exception is sought, and make a determination as to the granting or denial of the application for a parking exception based upon those findings. In the C-D, C-R, C-G and C-VS districts, the planning commission shall also consider the findings in chapters 18.07 or 18.08 as applicable.

2. The planning commission shall review an application for parking exception if a discretionary permit(s) is being sought in addition to the parking exception, at the same public hearing held for the associated discretionary permit and in accordance with subsections C through F of this section.

B. The applicant shall submit a written explanation relating the circumstance of the particular case to the following findings of fact:

1. That there are exceptional or extraordinary circumstances or conditions applying to the land, building or use referred to in the application, which circumstances or conditions do not apply generally to the land, buildings and/or uses in the same district;

2. That the granting of the application is necessary for the preservation and enjoyment of substantial property rights of the petitioner;

3. That the granting of such application will not, under the circumstances of the particular case, materially adversely affect the health or safety of persons residing or working in the neighborhood of the property of the applicant, and will not, under the circumstances of the particular case, be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood;

4. That the establishment, maintenance and/or conducting of the off-street parking facilities as proposed are as nearly in conformance with the requirements of the Half Moon Bay zoning code as are reasonably possible.

C. Where a public hearing is required for any discretionary permit associated with the parking exception, the required public notice shall also indicate that a parking exception is also requested.

D. At any public hearing or meeting of the planning commission and/or city council, the applicant may present testimony and other evidence in support of his application, and other interested persons may be heard and/or present evidence on the matter.

E. After the conclusion of the public hearing or meeting, the planning commission and/or city council shall make written finding of facts showing whether the four requirements in subsection B of this section have been established with respect to the land, building or use for which the parking exception is sought,

and make its determination as to the granting or denial of the application for a parking exception based upon those findings.

F. In approving any parking exception under the provisions of this chapter, the community development director, planning commission, and/or city council shall impose such conditions in connection therewith as will, in its opinion, secure substantially the objectives of this title as to the public health, safety, morals, convenience and general welfare. It shall also require such evidence and guarantees as it deems necessary to obtain compliance with the conditions imposed in connection therewith.

G. A determination of the community development director or planning commission pursuant to this section may be appealed in accordance with the requirements of Chapter 1.25.

H. Unless otherwise expressly stated in the granting thereof, every parking exception approved under the provisions of this chapter shall lapse and expire and be of no force and effect whatsoever, unless the building, work of construction or other project or undertaking for which the parking exception was granted is substantially commenced within one year after its effective date and thereafter diligently prosecuted to completion. Nothing in this chapter shall prevent the planning commission and/or city council from extending the time for the exercise of said rights for one additional period of six months upon receiving a written request from the applicant prior to the expiration of the six-month period.

I. An application for a parking exception that has been finally disapproved may not be resubmitted for a period of one year from final disapproval unless the application has been substantially changed.

J. Where a request for a parking exception has been submitted for a reduction in the parking stall dimensions, in no case shall the community development director or planning commission approve a parking stall with dimensions less than eight feet by sixteen feet. (Ord. C-2018-04 §2(Att. A)(part), 2018; Ord. C-2015-04 §1(part), 2015; Ord. C-2013-05 §1(part), 2013).

## BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

### AGENDA REPORT

For meeting of: **February 18, 2020**

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**TO:** Honorable Mayor and City Council

**VIA:** Bob Nisbet, City Manager

**FROM:** Lisa Lopez, Administrative Services Director

**TITLE:** **AGREEMENT WITH PACIFICA COMMUNITY TELEVISION FOR PUBLIC, EDUCATIONAL, AND GOVERNMENTAL ACCESS TELEVISION SERVICES**

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#### **RECOMMENDATION:**

Adopt a resolution authorizing the City Manager to execute a two-year agreement with Pacifica Community Television for Public, Educational, and Governmental Access Television services for the City of Half Moon Bay.

#### **FISCAL IMPACT:**

The City will pay \$44,000 per fiscal year to Pacifica Community Television (PCT) to provide Public, Educational, and Governmental Access Television services from July 1, 2019 to June 30, 2021. The City will also pay an additional \$300 to record and broadcast ad hoc meetings, with an additional \$100 per hour for production costs. Funds for this agreement are included in the FY 19-20 Budget.

#### **STRATEGIC ELEMENT:**

This action supports the Inclusive Governance Element of the Strategic Plan.

#### **BACKGROUND:**

Cable video service providers operating in the City of Half Moon Bay do so pursuant to a State Video Franchise, issued in accordance with the California Digital Infrastructure and Video Competition Act of 2006 (Public Utilities Code section 5800 et. Seq.) and Half Moon Bay Municipal Code Chapter 3.97. Those provisions require the cable video providers to provide channel capacity for Public, Educational, and Governmental (PEG) access programming. The PEG access provider operates pursuant to a franchise issued by the City of Half Moon Bay and is responsible for recording and broadcasting meetings of the City Council and Planning Commissions. PCT is a nonprofit cable television organization that specializes in local origination programming and encourages public access through the use of broadcasts and training.

In September 2011, the City entered into an agreement with PCT to designate PCT as the PEG provider for the City of Half Moon Bay and stipulated that a portion of the franchise fees collected would be provided to PCT to support the PEG channel.

The current contract for PCT began on July 1, 2017 and ended on June 30, 2019. In 2016, PCT began broadcasting promotional videos for the City and recorded additional meetings as needed. Staff recommends the City enter into a two-year agreement to retain the PCT as the PEG provider from July 1, 2019 to June 30, 2021.

Highlighted are some key requirements for PCT as set forth in the proposed agreement:

- Provide service to the City of Half Moon Bay July 1, 2019 – June 30, 2021
- Broadcast live meetings, study sessions, City Council meetings, Planning Commission meetings
- Record other meetings as needed
- Produce promotional videos to be distributed by the City and aired on channel 27, upon request from the City.
- Broadcast over Channel 27 and to simultaneously web stream all programming
- Maintain copyright and distribution rights that allow for the distribution of PCT produced programming to the public upon request
- Submit reports to the City annually that describe the PEG programming activities, workshops, training, results of annual viewer surveys, inventory, and financial statements and budgets.

In addition, City staff will work with PCT to achieve the following long-term goals:

- Operate and maintain a community access studio and media lab in Half Moon Bay.
- Provide access to equipment, training, and workshops for Half Moon Bay residents and volunteers pursuant to an annual plan to be submitted to the City.

**ATTACHMENT:**

Resolution authorizing the City Manager to execute a professional services agreement with PCT.



Resolution No. C-2020-\_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH PACIFICA COMMUNITY TELEVISION SERVICES**

**WHEREAS**, pursuant to the Digital Infrastructure and Video Competition Act of 2006 (California Public Utilities Code section 5800 et. seq.) and Chapter 3.97 of the Half Moon Bay Municipal Code, cable service providers operating in the City of Half Moon Bay are required to provide channel capacity of Public, Educational, and Governmental (PEG) access programming; and

**WHEREAS**, the City of Half Moon Bay is the franchising authority for PEG access television service providers serving the City of Half Moon Bay; and

**WHEREAS**, the current contract for PEG access services expired on June 30, 2019; and

**WHEREAS**, the City has received a proposal from Pacifica Community Television to renew its contract and provide services to the City; and

**WHEREAS**, the City has reviewed the scope of work and fee proposed by Pacifica Community Television and determined both reasonable and necessary to provide PEG access services to the City.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Half Moon Bay hereby approves and authorizes the City Manager to execute the agreement between the City of Half Moon Bay and Pacifica Community Television.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 18<sup>th</sup> day of February 18, 2020 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

\_\_\_\_\_  
Jessica Blair, City Clerk

\_\_\_\_\_  
Adam Eisen, Mayor

## BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

### AGENDA REPORT

For meeting of: **February 18, 2020**

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**TO:** Honorable Mayor and City Council

**VIA:** Bob Nisbet, City Manager

**FROM:** John Doughty, Public Works Director  
Maz Bozorginia, City Engineer

**TITLE:** **PACIFIC COAST BICYCLE CONNECTIVITY NORTH – TDA ARTICLE 3 GRANT**

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#### **RECOMMENDATION:**

Adopt a resolution requesting allocation of Transportation Development Act (TDA) Article 3 grant funding for the City's Pacific Coast Bicycle Connectivity North project from the Metropolitan Transportation Commission (MTC).

#### **FISCAL IMPACT:**

The FY 2019-20 Capital Improvement Program (CIP) includes funding from San Mateo County Transportation Authority (SMCTA) in the amount of \$315,000 for the design and construction of the project included as Project No. 595. There are \$35,000 matching funds provided by the City and included in the CIP. The total project cost is now estimated at \$700,000 due to additional environmental impacts. The remaining funds needed in the amount of \$350,000 has been approved by the County of San Mateo through the TDA Article 3 Pedestrian and Bicycle Program.

#### **STRATEGIC ELEMENT:**

This action supports the Infrastructure and Environment, Healthy Communities and Public Safety Elements of the adopted Strategic Plan.

#### **BACKGROUND:**

The City's Five-Year Capital Improvements Program includes projects to extend the Naomi Partridge Trail both in the north and the south directions to the City limits. The City has previously completed the construction of the multi-modal Naomi Partridge Trail from Roosevelt Blvd to Wavecrest Rd, a total distance of 3 miles. This trail provides a northern extension of the Naomi Partridge Trail for an additional .27 miles to the northern city limits.

On January 16, 2018, the City Council approved a resolution authorizing staff to submit applications for the SMCTA Measure A Bicycle and Pedestrian Program funding. These projects

were coordinated with the draft Bicycle and Pedestrian Master Plan prepared by the Bicycle and Pedestrian Advisory Committee and ranked as high priority for implementation.

In response to the City's application for funding, on March 1, 2018, the SMCTA's Board of Directors programmed and allocated \$315,000 from the New Measure A Pedestrian and Bicycle Program for the Planning, Preliminary Engineering and Environmental, Plans, Specifications and Estimates (PS&E), Right-of-Way, and Construction of the Project through approval of Resolution 2018-7 for the "Pacific Coast Bicycle Connectivity North" project.

On July 17<sup>th</sup>, 2018, the City adopted a resolution authorizing the Interim City Manager to execute a funding agreement with San Mateo County Transportation Authority (SMCTA). The funding agreement provides up to 5 years for completion of the project.

On July 16, 2019, the City Council approved a professional services agreement with Alta Planning + Design Inc. for design and environmental services for the Pacific Coast Bikeway Connectivity North Project in the amount of \$117,669.

#### **DISCUSSION:**

This project includes a Class I multi-use path of 10 ft width on the east side of Highway 1 to extend the existing Naomi Patridge Trail from its northern terminus at Roosevelt Boulevard to the northern City limits at Mirada Road (approximately 0.26 miles). The total cost of the project was initially estimated at \$350,000 with a Measure A funding of \$315,000 and City contribution of 10% or \$35,000.

The County of San Mateo is currently proposing a Multimodal Trail Project to connect to this path coming from the north. The Project, a two-directional bicycle and pedestrian commuter trail, will enhance safety, meet local mobility needs and connect regional trails, communities, town centers, schools and recreation destinations on the San Mateo County coast. Both the City of Half Moon Bay and County of San Mateo have encountered higher construction estimates due to additional environmental impacts for their respective projects.

During the preparation of the environmental clearance and preliminary design by Alta Planning and Design, Inc., the environmental impacts and mitigation were evaluated, and the project alignment was established following a biological survey and geotechnical investigations. Upon completion of the 30% plans and estimate, a new cost estimate was prepared for a total project cost of \$700,000. This new cost estimate includes impacts due to several environmental constraints.

In 2019, the City applied for additional grant funding for this project in the amount of \$350,000 through TDA Article 3 Pedestrian and Bicycle Program. After multiple presentations to the County BPAC, the project was approved by the County for MTC funding.

**ATTACHMENT:**

Resolution requesting Metropolitan Transportation Commission (MTC) for allocation of Transportation Development Act (TDA) Article 3 grant funding for the City's Pacific Coast Bicycle Connectivity North project.

**Resolution No. C-2020-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY REQUESTING THE METROPOLITAN TRANSPORTATION COMMISSION FOR THE ALLOCATION OF FISCAL YEAR 19-20 TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PEDESTRIAN/BICYCLE PROJECT FUNDING FOR THE PACIFIC COAST BICYCLE CONNECTIVITY NORTH PROJECT**

**WHEREAS**, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

**WHEREAS**, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, entitled “Transportation Development Act, Article 3, Pedestrian/Bicycle Projects,” which delineates procedures and criteria for submission of requests for the allocation of “TDA Article 3” funding; and

**WHEREAS**, MTC Resolution No. 4108 requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

**WHEREAS**, the City of Half Moon Bay desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the project described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists;

**RESOLVED**, that the City of Half Moon Bay declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code; and furthermore, be it

**RESOLVED**, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the City of Half Moon Bay to carry out the project; and furthermore, be it

**RESOLVED**, that the project has been reviewed by the Bicycle Pedestrian Advisory Committee of the City of Half Moon Bay; and furthermore, be it

**RESOLVED**, that the City of Half Moon Bay attests to the accuracy of and approves the statements in Attachment a to this resolution; and furthermore, be it

**RESOLVED**, that a certified copy of this resolution and its attachments, and any accompanying supportive materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of the City of Half Moon Bay for submission to MTC as part of the countywide coordinated TDA Article 3 Claim.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 18th day of February 2020 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

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Jessica Blair, City Clerk

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Adam Eisen, Mayor

**Resolution No. C-2020-\_\_\_\_\_**

Attachment A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2019-2020 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

**Findings**

Page 1 of 1

1. That the City of Half Moon Bay is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the City of Half Moon Bay legally impeded from undertaking the project(s) described in "Attachment B" of this resolution.
2. That the City of Half Moon Bay has committed adequate staffing resources to complete the project described in Attachment B.
3. A review of the project described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project.
4. Issues attendant to securing environmental and right-of-way permits and clearances for the project described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description of the project in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project.
7. That the project(s) described in Attachment B are for capital construction and/or design engineering; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the City of Half Moon Bay within the prior five fiscal years.
8. That the project(s) described in Attachment B is included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan.
9. That any project described in Attachment B that is a bikeway meets the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual.
10. That the project(s) described in Attachment B will be completed before the funds expire.
11. That the City of Half Moon Bay agrees to maintain, or provide for the maintenance of, the project and facilities described in Attachment B, for the benefit of and use by the public.

**Resolution No. C-2020-\_\_\_\_\_****Attachment B****TDA Article 3 Project Application Form**

Fiscal Year of this Claim: 2019-2020

Applicant: City of Half Moon Bay

Contact person: Maz Bozorginia

Mailing Address: 501 Main Street, Half Moon Bay, CA 94019

E-Mail Address: mbozorginia@hmbcity.com

Telephone: (650) 726-8251

Secondary Contact (in event primary not available) Ray Razavi

E-Mail Address: rrazavi@hmbcity.com

Telephone: (650)483-1618

**Short Title Description of Project: Pacific Coast Bicycle Connectivity North**

Amount of claim: \$350,000

**Functional Description of Project:**

Construct a Class I Bikeway on the east of and parallel to Highway 1 from Roosevelt Avenue to Mirada Road connecting the north end of Naomi Patridge Trail to the northern City limits (0.27 miles). It will close the gap between the existing Naomi Patridge Class I Trail and the proposed San Mateo County Class I trail coming from the north (El Granada). This trail, which is parallel to Highway 1, along with the County's Class I trail, will connect the North Coast community with El Granada Elementary School, HMB High School, Pilarcitos School, Cunha Middle School, Hatch Elementary School, HMB Library and businesses in Downtown HMB.

**Financial Plan:**

List the project elements for which TDA funding is being requested (e.g., planning, engineering, construction, contingency).

Use the table below to show the project budget for the phase being funded or total project. Include prior and proposed future funding of the project. Planning funds may only be used for comprehensive bicycle and pedestrian plans. Project level planning is not an eligible use of TDA Article 3.

**Project Elements:**

The TDA funding will provide for the Construction and Contingency for the project. The design and environmental clearance have been funded by the San Mateo County Transportation Authority (Measure A) grant and the City.

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3 (Construction and Contingency)		350,000			\$350,000
list all other sources:					
1. City of Half Moon Bay (Design)	\$35,000				\$35,000
2. San Mateo County Transportation Authority (Design, Environmental Clearance and Construction)	\$315,000				\$315,000
3.					
4.					
<b>Totals</b>	<b>\$350,000</b>	<b>\$350,000</b>			<b>\$700,000</b>

Project Eligibility:	YES?/NO?
<b>A.</b> Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated).	YES
<b>B.</b> Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	NO
<b>C.</b> For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: <a href="http://www.dot.ca.gov">http://www.dot.ca.gov</a> ).	YES



<b>D.</b> Has the project been reviewed by a Bicycle Advisory Committee (BAC)? (If "NO," provide an explanation). Enter date the project was reviewed by the BPAC: City BPAC: <u>5/2/2019</u> and County BPAC <u>9/28/2019</u>	YES
<b>E.</b> Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction).	YES, Environmental Clearance in Progress
<b>F.</b> Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) <u>6/2022</u>	YES
<b>G.</b> Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	YES



## BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

### AGENDA REPORT

For meeting of: **February 18, 2020**

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**TO:** Honorable Mayor and City Council

**VIA:** Bob Nisbet, City Manager

**FROM:** John Doughty, Public Works Director  
Jennifer Chong, Public Works Program Manager

**TITLE:** **UPDATE ON SOLID WASTE (GARBAGE, RECYCLING, ORGANICS)**

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**RECOMMENDATION:**

Receive an update on the state of solid waste and the City's Solid Waste Franchise Agreement with Republic Services, Inc.

**FISCAL IMPACT:**

There is no fiscal impact associated with receiving this presentation.

**STRATEGIC ELEMENT:**

This action supports the Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, and the Inclusive Governance Elements of the Strategic Plan.

**BACKGROUND:**

On September 5, 2017, the City Council of Half Moon Bay passed Resolution No. C-2017-68 authorizing the Mayor to sign and execute a 10-year Franchise Agreement with Republic to provide solid waste (garbage, recycling, and organics) collection services. The new Agreement went into effect April 1, 2018 and includes requirements for Republic Services to provide updates to the City Council annually. The last update provided to the City Council was on February 19, 2019.

**DISCUSSION:**

There have been many developments in the solid waste field in recent years that continue to create new and challenging obstacles. While Republic Services (Republic) continues to offer recycling, organics, and solid waste collection services to the City of Half Moon Bay as required by their Franchise Agreement, the market for recyclables has changed dramatically. Unfortunately, we are operating in a statutory and operational environment which has emphasized recycle rather than reduce and reuse. This model has been financially viable given a strong export market for our recyclables.

Over the last decade, companies have chosen packaging and marketing based upon ease of preparation and convenience to the consumer. Products such as coffee pods, detergent pods, container soups and squeeze packs have become popular in recent years but are generally not recyclable. Furthermore, companies have begun to use lighter-weight material when they produce recyclable items (e.g. water bottles) which means recyclers have to collect more material to make a bail (measured by weight) to sell at market.

Arguably the most significant change to the solid waste market in recent memory was the new contamination requirements imposed by China in 2018. These new requirements, known collectively as China Sword, dropped acceptable contamination rates of imported paper and plastic to 0.5% compared to the previous standard of ~3%. While many in the industry believed and hoped the standards would revert to their previous levels, there has been no indication that these changes are forthcoming. Now, many other countries have eliminated or significantly curtailed import of recycle materials (and decreased contamination levels). This has made education vitally important to ensure the materials being recycled are acceptable for market. Additional details on the current market and local impacts will be provided by Republic Services at the City Council meeting on February 18, 2020.

Despite the obstacles mentioned above, Republic has proven to be a dedicated partner in the City's efforts to become more sustainable and has worked with staff to fulfill the obligations in the Franchise Agreement. Updates on pertinent sections of the Franchise Agreement are provided below.

### **Diversification and Reporting**

As reported last year, the new Franchise Agreement has significantly increased reporting requirements. Republic is required to submit quarterly reports showing the total amount of tonnage collected separated by waste stream along with the respective diversion rates; public education and outreach efforts; customer complaints and compliments; AB 341 and AB 1826 compliance; missed pick-ups; and payments to the City. All reports have been submitted to date and Republic remains receptive to feedback and requests by staff to improve the reports. The quarterly reports from 2019 are included as Attachments 1, 2, 3, and 4 to the staff report.

Although there has been a significant increase in the City's diversion rates since the start of Franchise Agreement in 2018, the average diversion rate for 2019 was 37%, which falls short of the targeted diversion rate of 40%. While it is disappointing that we did not reach our diversion goal, the trend is positive and encouraging, especially given the unprecedented changes in the industry mentioned above. Overall, staff is pleased that the City's diversion rates continue to trend in the right direction and believes that Republic has met good-faith efforts to meet the City's target. It is important to note that as more sustainable actions are taken and legislation is introduced like the disposable foodware ordinances and SB 1383 (discussed below), the overall amount of solid waste being collected through the Franchise Agreement is likely to decrease making it more difficult to reach the franchise diversion targets.

## **Compliance with New/Upcoming Legislation**

### **AB 1826 – Mandatory Commercial Organics Recycling (MORe)**

MORe was developed as a way to divert organic waste from the landfill. It originally went into effect on January 1, 2016 and required all businesses and Multi-Family Dwellings (MFDs) that generate 8+ cubic yards of organic waste per week to arrange for organic waste recycling services. On January 1, 2017, the threshold dropped to 4+ cubic yards of organic waste per week and on January 1, 2019, the threshold changed to 4+ cubic yards of solid waste. The latest change was significant because businesses and MFDs were now required to account for the total yardage of their garbage, recycling, and organics, instead of just their organics, when determining if they were subject to AB 1826. Although the City Council had the foresight to build in a minimum level of organics recycling service into the base level of service for every business and household as part of the new Franchise Agreement, the list of noncompliant businesses still increased from 18 at the end of 2018 to 47 at the end of 2019. The 47 noncompliant businesses does not reflect the additional 20 businesses Republic worked with to bring in compliance with AB 1826.

As a next step, the City will be sending letters to the remaining noncompliant businesses and asking them to fill out a short, online survey either confirming their compliance with AB 1826 or requesting technical assistance to set up services. Staff and Republic will verify all responses and will work with businesses one-on-one until all businesses are compliant with AB 1826. If businesses continue to be unresponsive, they will be subject to code compliance efforts.

### **SB 1383– Short-Lived Climate Pollutants (SLCP): Organic Waste Methane Emissions Reductions**

SB 1383 was designed to establish set targets for organics recycling and edible food waste recovery statewide. The law establishes a goal of reducing organic waste by 50% by January 1, 2020 when compared to 2014 levels. CalRecycle is scheduled to release their analysis of progress by July 1, 2020, at which time further restrictions may be required. Beyond 2020, SB 1383 requires 75% organic waste reduction by 2025 in addition to 20% edible food recovery for human consumption. As mentioned above, food recovery is intended to remove items from the waste stream entirely, reducing the overall amount of waste being generated. Although 2025 is still a few years away, staff is already working with Republic and San Mateo County to develop a food recovery program that will ensure Half Moon Bay's compliance with SB 1383.

### **Education and Outreach**

While Republic continues to provide education and outreach that fulfills their contract obligations, staff and Republic representatives mutually agree that this is the area that has the greatest potential for improvement. Republic met with staff in January to review the draft outreach and education plan for 2020 (Attachment 5) and will meet monthly to ensure the campaign stays on track. Goals for the 2020 campaign include refreshing all flyers, posters, and brochures; developing new brochures to promote the bulky goods and HHW collection programs; creating a year-long sustainability calendar of events to be kicked off by the City's expanded Earth Day celebration on April 18, 2020; leveraging the quarterly newsletter to

include articles on local sustainability topics of interest; and developing a dedicated sustainability webpage. Staff and Republic are also working on the 2<sup>nd</sup> Sustainable HMB Scholarship to be released in March.

### Conclusion

Republic Services continues to provide solid waste services to the residents of Half Moon Bay in accordance with the Franchise Agreement and the adopted rate structure. The solid waste business has changed significantly in the last 2-3 years. We are working closely with CalRecycle, Republic, San Mateo County and other partners to ensure we comply with statutory requirements and remain apprised of proposed changes at the State and county level. The City's sustainability efforts will address not only recycling, but also reduce and re-use aspects of the equation.

### **ATTACHMENTS:**

1. 2019 Quarterly Report Summary – January to March
2. 2019 Quarterly Report Summary – April to June
3. 2019 Quarterly Report Summary– July to September
4. 2019 Quarterly Report Summary– October to December
5. 2020 Public Education & Outreach Calendar



# Quarterly Report

**For the City of Half Moon Bay  
First Quarter Calendar Year 2019**

**Submitted  
April 30, 2019**



### 16.03.1 - Garbage Data

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial	683.79				683.79
Industrial	366.15				366.15
Multi-Family	99.76				99.76
Residential	845.74				845.74
<b>Total Tons Collected</b>	<b>1,995.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,995.43</b>

### Number of Garbage Containers

Container Size	SIZE	CITY	COM	IND	MFD	SFD	TOTAL
20 Gallons			10			1218	1,228
32 Gallons		262	72		29	2069	2,432
64 Gallons		29	67		5	668	769
96 Gallons		21	113		44		178
1 Yards			85		1		86
1.5 Yards			10				10
2 Yards		4	145		21		170
3 Yards		5	172		35		212
4 Yards		7	63				70
6 Yards		3	89				92
8 Yards			2				2
15 Yards			1	10			11
30 Yards				4			4
<b>Grand Total</b>		<b>331</b>	<b>829</b>	<b>14</b>	<b>135</b>	<b>3,955</b>	<b>5,264</b>



### 16.03.2 - Recycling Data

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial	358.07				358.07
Industrial (Non C&D)	61.05				61.05
Industrial (C&D)	0.00				0.00
Industrial (Dirt/Metal/Other)	8.00				8.00
Multi-Family	61.71				61.71
Residential	401.13				401.13
<b>Total Tons Collected</b>	<b>889.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>889.96</b>

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	358.07	9.4%	33.66
Industrial (Non C&D)	61.05	15.0%	9.16
Industrial (C&D)	0.00	35.0%	-
Industrial (Dirt/Metal/Other)	8.00	0.0%	-
Multi-Family	61.71	21.0%	12.96
Residential	401.13	21.0%	84.24
<b>Total</b>	<b>889.96</b>		<b>140.01</b>





### 16.03.2 - Organic Waste

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial	10.00				10.00
Industrial (Organic)	0.00				0.00
Industrial (Green/Wood Waste)	0.94				0.94
Multi-Family	0.18				0.18
Residential	475.36				475.36
<b>Total Tons Collected</b>	<b>486.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>486.48</b>

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	10.00	10.0%	1.00
Industrial (Organic)	0.00	10.0%	-
Industrial (Green/Wood Waste)	0.94	10.0%	0.09
Multi-Family	0.18	10.0%	0.02
Residential	475.36	10.0%	47.54
<b>Total</b>	<b>486.48</b>		<b>48.65</b>



#### 16.03.4 - Diversion Data

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial MSW	683.79	0.00	0.00	0.00	683.79
Commercial Recycling	358.07	0.00	0.00	0.00	358.07
Commercial Organics	10.00	0.00	0.00	0.00	10.00
Total Commercial Tons Collected	1,051.86	0.00	0.00	0.00	1,051.86
Total Commercial Tons Diverted	368.07	0.00	0.00	0.00	368.07
Commercial Diversion Rate	35%	#DIV/0!	#DIV/0!	#DIV/0!	35%
Industrial MSW	366.15	0.00	0.00	0.00	366.15
Industrial Recycling	69.05	0.00	0.00	0.00	69.05
Industrial Organics	0.94	0.00	0.00	0.00	0.94
Total Industrial Tons Collected	436.14	0.00	0.00	0.00	436.14
Total Industrial Tons Diverted	69.99	0.00	0.00	0.00	69.99
Industrial Diversion Rate	16%	#DIV/0!	#DIV/0!	#DIV/0!	16%
Multi-Family MSW	99.76	0.00	0.00	0.00	99.76
Multi-Family Recycling	61.71	0.00	0.00	0.00	61.71
Multi-Family Organics	0.18	0.00	0.00	0.00	0.18
Total Multi-Family Tons Collected	161.65	0.00	0.00	0.00	161.65
Total Multi-Family Tons Diverted	61.89	0.00	0.00	0.00	61.89
Multi-Family Diversion Rate	38%	#DIV/0!	#DIV/0!	#DIV/0!	38%
Residential MSW	845.74	0.00	0.00	0.00	845.74
Residential Recycling	401.13	0.00	0.00	0.00	401.13
Residential Organics	475.36	0.00	0.00	0.00	475.36
Total Residential Tons Collected	1,722.22	0.00	0.00	0.00	1,722.22
Total Residential Tons Diverted	876.49	0.00	0.00	0.00	876.49
Residential Diversion Rate	51%	#DIV/0!	#DIV/0!	#DIV/0!	51%
<b>Total MSW Tons</b>	<b>1,995.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,995.43</b>
<b>Total Recycle Tons</b>	<b>889.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>889.96</b>
<b>Total Organics Tons</b>	<b>486.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>486.48</b>
<b>Total Tons Collected</b>	<b>3,371.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,371.87</b>
<b>Diversion Rate (includes residual)</b>	<b>41%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>41%</b>
<b>Total Recycling Residual Tons</b>	<b>140.01</b>				<b>140.01</b>
<b>Total Organics Residual Tons</b>	<b>48.65</b>				<b>48.65</b>
<b>Total Diverted Tons*</b>	<b>1,187.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,187.78</b>
<b>Diversion Rate*</b>	<b>35%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>35%</b>

\*Includes residual rate reduction

## 16.03.05 - Public Education and Community Relations Activities

Republic Services, in partnership with the City of Half Moon Bay, continued to work on educating residents and businesses on the new programs and services that were rolled in April 2018.

One of the most special events was our Recycling Coordinator being invited for Community Reader Day at Hatch Elementary School.

A complete list of the events and activities that Republic Services participated in during this reporting period is included in the table below and on the following page.



Community Events and Activities

Event Date	Organization	Event	Type of Event
1/24/2019	Half Moon Bay Coastside Chamber of Commerce & Visitors Bureau	Chamber's Annual Awards and Installation Event	Event
1/31/2019	Seacrest School	Waste station check-in/follow up with teachers	School Meeting
1/31/2019	Half Moon Bay High School	Meeting with Environmental Club teacher to plan for recycling pilot	School Meeting
2/1/2019	Hatch Elementary School	Community Reader Day	School Assembly
2/5/2019	Rocket Farms	Meeting with new management to discuss cardboard recycling	Meeting
2/4/2019	Pasta Moon	New location; remodeling building for Spring 2019 opening	Assessment
2/8/2019	Half Moon Bay High School	Donate cardboard boxes for classroom recycling program	Donation - Event
2/12/2019	Main Street Park Apts	Presentation to tenants about composting	Presentation
2/14/2019	Half Moon Village Senior Apts	Presentation to tenants about composting	Presentation
2/28/2019	Half Moon Bay Coastside Chamber of Commerce & Visitors Bureau	Teachers Supplies Party; supplies and cash donated to local teachers	Event
3/13/2019	SMC Office of Sustainability	Quarterly County Wide Recycling Meeting	Meeting
3/19/2019	NCRA	Zero Waste 2019 Update	Conference
3/27/2019	CRRA/SWANA	Recycle Market Workshop	Conference
3/29/2019	Half Moon Bay Beautification Committee	50th Annual Farm Day Luncheon	Event

We continued to focus on reaching out to schools, businesses and multi-family complexes, including senior housing, to educate them about the new programs and services. Those targeted include restaurants and businesses with the highest likely amount of organic waste and fall under the

requirements of Assembly Bill 1826, the State's mandatory organics law. A list of all of the waste assessments conducted is included in a later section of the report.

Our Recycling Coordinator continues to work closely with our Operations team and the businesses to see what options may be available to accommodate them from container location to possibly sharing containers. Highlights of some of these efforts are detailed below. We anticipate having more start in the coming months as they become further educated on the program. A list of businesses that added compost collection services during this quarter is included in this report.

### Half Moon Bay High School

The teacher who oversees the Environmental Club at Half Moon Bay High School continues to reach



out to our Recycling Coordinator for guidance. Early in the quarter our Coordinator was invited to do a walk through of the campus to determine the best placement for recycling receptacles.

We proposed the use of waste stations instead of placing recycling receptacles on their own throughout campus. The Recycling Coordinator suggested converting some of the many garbage receptacles into recycling and pair them with garbage, thereby always

giving students a choice to recycle. While on campus our Recycling Coordinator toured the kitchen and eating areas noting a lot of opportunities to recycle food service that is provided on campus, not just what is brought back to campus from the open campus lunch period. Sample signage was also presented to our Recycling Coordinator for her review and comments. Our Recycling Coordinator offered to take the teacher and students of the Environmental Club on a tour of Ox Mountain Landfill to see firsthand the impact of not recycling. A tour is tentatively planned for late spring.

### Half Moon Village

Half Moon Village on Bloom Lane and Arnold Way is the last apartment complex of the four senior apartment complexes in and around Main Street to add compost service to their existing recycling programs. In 2018 Lesley Gardens Senior Apartments on Arnold Way, Ocean View Plaza Senior Apartments on Main Street, Coastsides Senior Apartments on Main Street, and its commercial kitchen that supports the nonprofit, Senior Coastsiders, and several other nonprofits all added compost service within months of each other; each hosting their own training for residents and volunteers. Half Moon Village is the last piece of this very large puzzle that houses and hosts hundreds of seniors every day. Half Moon Village is the largest complex with 160 units between its two properties. And it is the only property that has made compost servicing mandatory for its residents per the property manager. Each tenant received a kitchen pail, an initial supply of compost bags, and

training; all of which they signed off for indicating that they would actively participate in the new program. Our Recycling Coordinator work directly with the property managers setting up the program, providing information, and signage. In addition, she met with the custodial staff and made a presentation to the residents of Half Moon Village. In time the garbage service at Half Moon Village is expected to decrease while the compost and recycling are expected to increase. Our Recycling Coordinator is in constant communications with the property manager.

## Main Street Apartments

Main Street Apartments is the largest apartment complex in Half Moon Bay to date that has added compost service outside the senior apartments on and around Main Street. Main Street Apartments has 64 units; mostly 2-3 bedrooms occupied by families. The property manager of Half Moon Village is also the property manager of Main Street Apartments and decided to implement compost service at both properties at the same time. And as with Half Moon Village, compost service is mandatory for all residents of Main Street Park; each unit was provided a kitchen pail, an initial supply of compost bags and educational material. Our Recycling Coordinator worked with the property manager on setting up the program, determining the appropriate service levels, and making a presentation to the residents of Main Street Park; a translator was present as most residents are Spanish speaking only. Service at the property is being monitored as it is expected the garbage will decrease over time as the residents get used to the new program and improve their sorting efforts.



## Ocean Corner Condominiums Compost Service

In a previous quarter, our Recycling Coordinator met with the property owner/manager of Ocean Corner Condominiums to discuss setting up compost service for the residents of this community. A site check was conducted with our operations supervisor to locate centralized areas to place compost containers, either metal bins or carts. It was determined that carts would be the best option due to limited space available on the property and in the enclosures. The enclosures were checked to see how many compost carts could fit in each; the finding was none of the enclosures could house not even one 64-gal compost cart due to their limited space. Leaving the carts outside of the enclosures was not an option due to the HOA aesthetics rules. The only option available was to build new enclosures for the compost carts which the property manager was amenable to. Placement of new enclosures was discussed, and the area surveyed for accessibility by our trucks.



In February the property manager notified our Recycling Coordinator that the new enclosures were ready, and tenants were notified that compost service would be starting in March. In early March kitchen pails were delivered to the property, (5) 96-gal compost carts were delivered; and service went in to effect 1x a week. The property is being monitored and if an increase is needed it will be implemented by adding an additional day of service as each enclosure already has the maximum number of carts that it can house.

### 16.03.06 – AB 341 and AB1826 Compliance Data

Republic Services has been focused on educating businesses and multi-family complexes on the requirements of Assembly Bills (AB) 341 and 1826. All customers that fall under the requirements of AB 341 have been in compliance with the mandatory recycling law since 2016. Our focus is primarily on getting businesses to participate in the organics collection program since that provides the biggest challenges.

The tables below include the number of businesses and multi-family complexes that are fall under the requirements of the two State mandates.

#### 16.03.6.1 - Commercial Accounts\*

State Mandates	Required	Compliant	Non-Compliant
<b>AB 341</b>	60	60	0
<b>AB 1826</b>	95	18	77

#### 16.03.6.3 - Multi-Family Accounts\*

State Mandates	Required	Compliant	Non-Compliant
<b>AB 341</b>	6	6	0
<b>AB 1826</b>	4	4	0

*\*Data to be updated with new database in 1<sup>st</sup> Quarter 2019*

Please refer to the following pages for assessments conducted and additional contacts. The table below shows the businesses that added compost collection services during this quarter:

Date	Site Name	Address	Container Size	Service
1/30/2019	Lesley Gardens Senior Apts	701 Arnold	Increase service to (6) 96-gal	1x wk
2/27/2019	Main Street Park Apts	1101 Main St	(3) 96-gal	1x wk
3/6/2019	Half Moon Village Senior Apts	1 Bloom Lane	(9) 64-gal	1x wk
3/6/2019	Half Moon Village Senior Apts	801 Arnold Way	(3) 64-gal	1x wk
3/6/2019	Flying Fish Grill	211 San Mateo Rd	(2) 96-gal	1x wk
3/15/2019	Ocean Corner Condominiums	290 Troon Way	(5) 96-gal	1x wk
3/27/2019	Flying Fish Grill	211 San Mateo Rd	Increase service to (2) 96-gal and (1) 64-gal	1x wk

### 16.03.07 – Processing and Marketing Data

China's National Sword continues to be a challenge and of concern to everyone in the industry, not just Republic Services. We will continue to monitor the situation, explore opportunities to reduce contamination to make the materials we collect more marketable and search for alternative markets. We will continue to keep the City informed the state of the recycling industry and any new developments.



### 16.03.11 – Summary of Historical and Proposed Activities

Please refer to section 16.03.5 of this report for a narrative and list of historical activities taken place during this quarter. Our proposed activities for the upcoming quarter include additional presentations to community groups and organizations, ongoing waste assessments and training for businesses on the new programs and participating in any community events that are held in Half Moon Bay.

Lastly, we will be working in coordination with the City to plan our annual Earth Day event in April.



### 16.03.10 - Customer Base Data

#### Number of Garbage Containers

Container Size	SIZE	CITY	COM	IND	MFD	SFD	TOTAL
20	Gallons		10			1218	1,228
32	Gallons	262	72		29	2069	2,432
64	Gallons	29	67		5	668	769
96	Gallons	21	113		44		178
1	Yards		85		1		86
1.5	Yards		10				10
2	Yards	4	145		21		170
3	Yards	5	172		35		212
4	Yards	7	63				70
6	Yards	3	89				92
8	Yards		2				2
15	Yards		1	10			11
30	Yards			4			4
<b>Grand Total</b>		<b>331</b>	<b>829</b>	<b>14</b>	<b>135</b>	<b>3,955</b>	<b>5,264</b>

#### Garbage Service Frequency

Container Size		CITY	COM	IND	MFD	SFD	Grand Total
20	Gallons		11			1,172	1,183
32	Gallons	1,110	71		29	2,002	3,212
64	Gallons	83	71		2	570	726
96	Gallons	37	139		35	71	282
1	Yards		94		1		95
1.50	Yards		15				15
2	Yards	4	208		33		245
3	Yards	11	258		59		328
4	Yards	17	99				116
6	Yards	9	254				263
8	Yards		2				2
15	Yards		1	9			10
30	Yards			3			3
<b>Grand Total</b>		<b>1,271</b>	<b>1,223</b>	<b>12</b>	<b>159</b>	<b>3,815</b>	<b>6,480</b>



**16.03.12 - Large Venue and Event Collection Data**

<u>Event</u>	<u>Date</u>	<u>Garbage Tons</u>	<u>Organics Tons</u>	<u>Recycle Tons</u>	<u>Total Tons</u>
N/A					



### 16.03.13 - Street Sweeping Summary

<u>Item</u>	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date Total
Curb Miles Swept	491				491
Curb Miles Missed	0				0
Tons Disposed	21.83				21.83
Est. Gallons Water Used	120				120



## 16.03.14 - Summary of Contractor Payments to City

### Franchise Fee Payments

LOB	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date Total
Residential	\$ 57,581.06	\$ -	\$ -	\$ -	\$ 57,581.06
Commercial	\$ 46,414.57	\$ -	\$ -	\$ -	\$ 46,414.57
MFD	\$ 6,935.50	\$ -	\$ -	\$ -	\$ 6,935.50
Industrial	\$ 11,182.86	\$ -	\$ -	\$ -	\$ 11,182.86
<b>Total</b>	<b>\$ 122,113.99</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122,113.99</b>

### Monthly Administrative Support

LOB	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date Total
Commercial	\$ 18,000.00				\$ 18,000.00



# Quarterly Report

**For the City of Half Moon Bay  
Second Quarter Calendar Year 2019**

**Submitted  
July 30, 2019**



### 16.03.1 - Garbage Data

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial	683.79	698.97			1,382.75
Industrial	366.15	402.38			768.53
Multi-Family	99.76	102.60			202.35
Residential	845.74	883.93			1,729.67
<b>Total Tons Collected</b>	<b>1,995.43</b>	<b>2,087.87</b>	<b>0.00</b>	<b>0.00</b>	<b>4,083.30</b>

### Number of Garbage Containers

Container Size	SIZE	CITY	COM	IND	MFD	SFD	TOTAL
20	Gallons	2	4	1	5	1,238	1,250
32	Gallons	275	73		15	2,084	2,447
64	Gallons	28	64		9	628	729
96	Gallons	27	72		72		171
1	Yards	19	42		27		88
1.50	Yards	4	5		2		11
2	Yards	33	87		54		174
3	Yards	48	61		95		204
4	Yards	14	35		25		74
6	Yards	10	67		16		93
8	Yards	2					2
15	Yards			11			11
30	Yards			3			3
<b>Grand Total</b>		<b>331</b>	<b>829</b>	<b>14</b>	<b>135</b>	<b>3,955</b>	<b>5,264</b>



### 16.03.2 - Recycling Data

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial	358.07	364.54			722.61
Industrial (Non C&D)	61.05	40.08			101.13
Industrial (C&D)	0.00	0.00			0.00
Industrial (Dirt/Metal/Other)	8.00	27.42			35.42
Multi-Family	61.71	64.33			126.04
Residential	401.13	386.73			787.85
<b>Total Tons Collected</b>	<b>889.96</b>	<b>883.09</b>	<b>0.00</b>	<b>0.00</b>	<b>1,773.05</b>

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	364.54	9.4%	34.27
Industrial (Non C&D)	40.08	15.0%	6.01
Industrial (C&D)	0.00	35.0%	-
Industrial (Dirt/Metal/Other)	27.42	0.0%	-
Multi-Family	64.33	21.0%	13.51
Residential	386.73	21.0%	81.21
<b>Total</b>	<b>883.09</b>		<b>135.00</b>





### 16.03.2 - Organic Waste

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial	10.00	18.24			28.24
Industrial (Organic)	0.00	0.00			0.00
Industrial (Green/Wood Waste)	0.94	12.76			13.70
Multi-Family	0.18	0.15			0.33
Residential	475.36	700.01			1,175.37
<b>Total Tons Collected</b>	<b>486.48</b>	<b>731.16</b>	<b>0.00</b>	<b>0.00</b>	<b>1,217.64</b>

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	18.24	10.0%	1.82
Industrial (Organic)	0.00	10.0%	-
Industrial (Green/Wood Waste)	12.76	10.0%	1.28
Multi-Family	0.15	10.0%	0.02
Residential	700.01	10.0%	70.00
<b>Total</b>	<b>731.16</b>		<b>73.12</b>



#### 16.03.4 - Diversion Data

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial MSW	683.79	698.97	0.00	0.00	1,382.75
Commercial Recycling	358.07	364.54	0.00	0.00	722.61
Commercial Organics	10.00	18.24	0.00	0.00	28.24
Total Commercial Tons Collected	1,051.86	1,081.74	0.00	0.00	2,133.60
Total Commercial Tons Diverted	368.07	382.78	0.00	0.00	750.85
Commercial Diversion Rate	35%	35%	#DIV/0!	#DIV/0!	35%
Industrial MSW	366.15	402.38	0.00	0.00	768.53
Industrial Recycling	69.05	67.50	0.00	0.00	136.55
Industrial Organics	0.94	12.76	0.00	0.00	13.70
Total Industrial Tons Collected	436.14	482.64	0.00	0.00	918.78
Total Industrial Tons Diverted	69.99	80.26	0.00	0.00	150.25
Industrial Diversion Rate	16%	17%	#DIV/0!	#DIV/0!	16%
Multi-Family MSW	99.76	102.60	0.00	0.00	202.35
Multi-Family Recycling	61.71	64.33	0.00	0.00	126.04
Multi-Family Organics	0.18	0.15	0.00	0.00	0.33
Total Multi-Family Tons Collected	161.65	167.07	0.00	0.00	328.72
Total Multi-Family Tons Diverted	61.89	64.48	0.00	0.00	126.37
Multi-Family Diversion Rate	38%	39%	#DIV/0!	#DIV/0!	38%
Residential MSW	845.74	883.93	0.00	0.00	1,729.67
Residential Recycling	401.13	386.73	0.00	0.00	787.85
Residential Organics	475.36	700.01	0.00	0.00	1,175.37
Total Residential Tons Collected	1,722.22	1,970.66	0.00	0.00	3,692.89
Total Residential Tons Diverted	876.49	1,086.73	0.00	0.00	1,963.22
Residential Diversion Rate	51%	55%	#DIV/0!	#DIV/0!	53%
<b>Total MSW Tons</b>	<b>1,995.43</b>	<b>2,087.87</b>	<b>0.00</b>	<b>0.00</b>	<b>4,083.30</b>
<b>Total Recycle Tons</b>	<b>889.96</b>	<b>883.09</b>	<b>0.00</b>	<b>0.00</b>	<b>1,773.05</b>
<b>Total Organics Tons</b>	<b>486.48</b>	<b>731.16</b>	<b>0.00</b>	<b>0.00</b>	<b>1,217.64</b>
<b>Total Tons Collected</b>	<b>3,371.87</b>	<b>3,702.12</b>	<b>0.00</b>	<b>0.00</b>	<b>7,073.99</b>
<b>Diversion Rate (includes residual)</b>	<b>41%</b>	<b>44%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>42%</b>
<b>Total Recycling Residual Tons</b>	<b>140.01</b>	<b>135.00</b>			<b>275.01</b>
<b>Total Organics Residual Tons</b>	<b>48.65</b>	<b>73.12</b>			<b>121.76</b>
<b>Total Diverted Tons*</b>	<b>1,187.78</b>	<b>1,406.13</b>	<b>0.00</b>	<b>0.00</b>	<b>2,593.91</b>
<b>Diversion Rate*</b>	<b>35%</b>	<b>38%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>37%</b>

\*Includes residual rate reduction

### 16.03.05 - Public Education and Community Relations Activities

Republic Services, in partnership with the City of Half Moon Bay, continued to work on educating residents and businesses on the new programs and services that were rolled one year ago.

The annual Half Moon Bay Earth Day event took place during this quarter, and as always, was a big hit with the community. The event included information tables staffed by Republic Services and City staff, as well as other organizations, a compost giveaway, onsite confidential document shredding, and e-waste recycling. We also participated in the City's Coastside Preparedness Day, which turned out to be one of the best events we have had a table at in Half Moon Bay. The residents were there specifically to get information from the various organizations participating in the event, resulting in a quite a number of them stopping by to ask questions and get information.



We also supported the Household Hazardous Waste (HHW) Drop-off Event held by San Mateo County at Half Moon Bay High School by running ads in the Half Moon Bay Review and KHMB Radio, and also promoted through Coastside Buzz and the Republic Services newsletter. We will be working with the City on developing an HHW brochure next year and promoting the City's events.

We also awarded our first Sustainability Scholarship Award to Senior Ryan Dubois at the April 16, 2019 City Council meeting. The recipient was selected by a committee comprised of the Mayor, City Staff and Republic Service Staff. This \$1,000 scholarship will be awarded annually to a student based on criteria to be refined in ongoing years.

A complete list of the events and activities that Republic Services participated in during this reporting period is included in the table below and on the following page.

## Community Events and Activities

Event Date	Organization	Event	Type of Event
4/16/2019	City of Half Moon Bay	Sustainability Scholarship Award	Presentation
4/19/2019	Earth Day Event	Half Moon Bay City Hall	Event
5/4/2019	HMB Coastside Preparedness Day	Downtown	Event
5/15/2019	CalRecycle Site Visit	Various Businesses	Annual Site Visit
6/29/2019	Household Hazardous Waste Drop-Off Event	HMB High School	Event

### Flying Fish Grill

Flying Fish Grill added compost cart service in late February of this year. Since the start the compost has been free of contaminations and very little has been found in garbage. This is due to the owner's experience operating a restaurant in San Francisco and to her understanding and commitment to our Half Moon Bay programs. Our Recycle Rep has not run in to any challenges with this customer, however, our operations team has, as the compost produced is very heavy. Our team spent a lot of time the first half of this quarter determining the best service level for the customer and our drivers; frequently changing the size and number of carts to distribute the weight more evenly. Eventually it was determined that front load service was the best option; a bin with a plastic line to prevent rust. Since the change was made there have been no operational issues and the customer prefers having one container verses several carts.



### Ocean Corner Condos

Compost service was added to this multi family dwelling early in this quarter: (5) 96-gal carts serviced 1x a week. There are 56 units at this property and 4 enclosures; the compost carts are housed in only two of the four enclosures due to space constraints. The property manager monitored the compost carts this quarter for resident participation; our Rep will meet with her next quarter to determine if the service level needs to be increased and what the impact was on the garbage.

## Senior Coastsiders Volunteer Kitchen

Compost service at 925 Main Street has been in effect for one year for Coastside Senior Housing



that occupies floors 2 and 3, and Senior Coastsiders' kitchen on the first floor that supports the daily meal program, Meals on Wheels, and Table of Plenty's weekly dinner. Our Rep communicates frequently with the building's property manager and the kitchen's program manager answering questions and providing guidance on ways to improve and sustain the programs. At the end of this quarter our Rep was asked to conduct a training on proper waste sorting to new kitchen volunteers. In attended were also volunteers who went through the training last year who wanted further clarification on the sorting process. Our Rep offered to audit the waste stream to create customized posters; this is being considered for next quarter. The challenge is that most of the food for the distribution program is donated and the donations are

inconsistent making it difficult to produce signage.

## New Leaf

Early this quarter our Recycle Rep met with New Leaf's store manager and sustainability lead to plan for a store-wide conversion to compost. In December of 2017 compost service was added to the store's garbage and recycling services in order for the store to be complainant with AB1826. At that time, it was decided that only one department would compost: produce. The plan was to add other departments, one at a time, once the compost program expanded in the 3<sup>rd</sup> quarter of 2018. Unfortunately, the store experienced several changes in management in 2018 and until early this year and the compost program suffered as a result; contaminations were frequent as there was no one on staff solely responsible for it. The compost bin was removed in the first quarter of this year and discussion began about reinstating compost to the entire store after processes were put in place, interior waste stations set up, and trainings for all employees were conducted.



The conversion process began in May with the establishment of a Green Team of employees. Under the direction of the store's sustainability lead, the Green Team is charged with assisting department





managers in employee education and engagement and the monitoring of the store's interior waste stations. Next was an audit of the 30yd garbage open top at Ox Mountain Landfill by our Rep, the sustainability lead, and two members of the Green Team. As expected, the audit confirmed that most of the store's waste is either compostable or recyclable; approximately 80%. Photos from the audit were used for the next phase of the preparing for the conversion: creating customized compost, recycling and garbage guides (posters) to post at all interior waste stations and the employee break room. The posters were presented at the mandatory employee meetings, the training phase of the conversion, and each employee received a set of guides to refer to. Our Rep conducted 4 trainings for approximately 100 employees. Simultaneous to the trainings, waste stations were set up in each department and in the final phase, the corral in the back of the store was prepped to change the set up from a 30yd garbage box to a 15yd compost box and the addition of a 3yd front load garbage bin. By the end of the quarter the store and its employees were prepped and ready for the conversion.

### **Its Italia**

Its Italia is a large and well-established restaurant on Main Street in downtown Half Moon Bay and one that meets the AB1926 threshold for mandatory commercial organics recycling. Our Recycle Rep has been in communications with the owner/general manager since early this year discussing the logistics and timing of implementing compost at the restaurant. In June the owner indicated that she and her management team were ready to start the process of preparing the kitchen and their employees for composting. Our Rep conducted 3 audits with the management team which included a thorough walk through of the working kitchen, the cold storage, bakery, and stock room. In addition, visual audits were conducted of the garbage and recycling containers. From these audits, customized compost, recycling and garbage guides (posters) will be created and used in the employee trainings planned for July.

### 16.03.06 – AB 341 and AB1826 Compliance Data

Republic Services has been focused on educating businesses and multi-family complexes on the requirements of Assembly Bills (AB) 341 and 1826. All customers that fall under the requirements of AB 341 have been in compliance with the mandatory recycling law since 2016. Our focus is primarily on getting businesses to participate in the organics collection program since that provides the biggest challenges.

The tables below include the number of businesses and multi-family complexes that are fall under the requirements of the two State mandates.

#### 16.03.6.1 - Commercial Accounts\*

State Mandates	Required	Compliant	Non-Compliant
<b>AB 341</b>	60	60	0
<b>AB 1826</b>	80	19	61

#### 16.03.6.3 - Multi-Family Accounts\*

State Mandates	Required	Compliant	Non-Compliant
<b>AB 341</b>	6	6	0
<b>AB 1826</b>	4	4	0

*\*Data to be updated with new database in 1<sup>st</sup> Quarter 2019*

Please refer to the following pages for assessments conducted and additional contacts. The table below shows the businesses that added compost collection services during this quarter:

Date	Site Name	Address	Container Size	Service
5/1/2019	Coastside Medical	225 Cabrillo Hwy South	(1) 1-yd	1x wk
5/10/2019	Flying Fish Grill	211 San Mateo Rd	Change service to (1) 1-yd	1x wk
5/14/2019	The Cove Café	225 Cabrillo Hwy North	Increase service to (1) 1.5-yd	1x wk



#### 16.03.07 – Processing and Marketing Data

China's National Sword continues to be a challenge and of concern to everyone in the industry, not just Republic Services. We will continue to monitor the situation, explore opportunities to reduce contamination to make the materials we collect more marketable and search for alternative markets. We will continue to keep the City informed the state of the recycling industry and any new developments.



### 16.03.11 – Summary of Historical and Proposed Activities

Please refer to section 16.03.5 of this report for a narrative and list of historical activities taken place during this quarter. Our proposed activities for the upcoming quarter include additional presentations to community groups and organizations, ongoing waste assessments and training for businesses on the new programs and participating in any community events that are held in Half Moon Bay.



# 16.03.10 - Customer Base Data

## Number of Garbage Containers

Container Size	SIZE	CITY	COM	IND	MFD	SFD	TOTAL
20	Gallons	2	4	1	5	1,238	1,250
32	Gallons	275	73		15	2,084	2,447
64	Gallons	28	64		9	628	729
96	Gallons	27	72		72		171
1	Yards	19	42		27		88
1.50	Yards	4	5		2		11
2	Yards	33	87		54		174
3	Yards	48	61		95		204
4	Yards	14	35		25		74
6	Yards	10	67		16		93
8	Yards	2					2
15	Yards			11			11
30	Yards			3			3
Grand Total		331	829	14	135	3,955	5,264

## Garbage Service Frequency

Container Size		CITY	COM	IND	MFD	SFD	Grand Total
Container Size		City	COM	IND	MFD	SFD	Grand Total
20	Gallons	2	3		5	1,203	1,213
32	Gallons	1,111	74		27	1,979	3,191
64	Gallons	82	67	9		631	789
96	Gallons	35	94		86		215
1	Yards	24	43		29		96
1.50	Yards	10	3		2		15
2	Yards	41	120		86		247
3	Yards	78	110		197		385
4	Yards	31	72		53		156
6	Yards	19	225		22		266
8	Yards	2					2
15	Yards			10			10
30	Yards			2			2
Grand Total		1,435	811	21	507	3,813	6,587



**16.03.12 - Large Venue and Event Collection Data**

<u>Event</u>	<u>Date</u>	<u>Garbage Tons</u>	<u>Organics Tons</u>	<u>Recycle Tons</u>	<u>Total Tons</u>
N/A					



### 16.03.13 - Street Sweeping Summary

<u>Item</u>	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date Total
Curb Miles Swept	491	513			1004
Curb Miles Missed	0	0			0
Tons Disposed	21.83	23.42			45.25
Est. Gallons Water Used	120	121			241



### 16.03.14 - Summary of Contractor Payments to City

#### Franchise Fee Payments

LOB	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date Total
Residential	\$ 57,581.06	\$ 57,632.49	\$ -	\$ -	\$ 115,213.55
Commercial	\$ 46,414.57	\$ 50,367.73	\$ -	\$ -	\$ 96,782.30
MFD	\$ 6,935.50	\$ 7,526.21	\$ -	\$ -	\$ 14,461.71
Industrial	\$ 11,182.86	\$ 15,161.31	\$ -	\$ -	\$ 26,344.17
<b>Total</b>	<b>\$ 122,113.99</b>	<b>\$ 130,687.74</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 252,801.73</b>

#### Monthly Administrative Support

LOB	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date Total
Commercial	\$ 18,000.00	\$ 18,000.00			\$ 36,000.00



# Quarterly Report

**For the City of Half Moon Bay  
Third Quarter Calendar Year 2019**

**Submitted  
October 30, 2019**



### 16.03.1 - Garbage Data

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial	683.79	698.97	723.07		2,105.82
Industrial	366.15	402.38	362.09		1,130.62
Multi-Family	99.76	102.60	105.32		307.67
Residential	845.74	883.93	904.03		2,633.69
<b>Total Tons Collected</b>	<b>1,995.43</b>	<b>2,087.87</b>	<b>2,094.50</b>	<b>0.00</b>	<b>6,177.80</b>

### Number of Garbage Containers

Container Size	SIZE	CITY	COM	IND	MFD	SFD	TOTAL
20	Gallons		11	1		1,267	1,279
32	Gallons	263	75		29	2,073	2,440
64	Gallons	27	68		5	617	717
96	Gallons	26	102		42		170
1	Yards		87		1		88
1.50	Yards		9			1	10
2	Yards	5	144		23		172
3	Yards	5	173		33		211
4	Yards	7	65				72
6	Yards	3	91				94
8	Yards		2				2
15	Yards			18			18
30	Yards			21			21
<b>Grand Total</b>		<b>336</b>	<b>827</b>	<b>40</b>	<b>133</b>	<b>3,958</b>	<b>5,294</b>



### 16.03.2 - Recycling Data

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial	358.07	364.54	346.99		1,069.60
Industrial (Non C&D)	61.05	40.08	24.54		125.67
Industrial (C&D)	0.00	0.00	0.00		0.00
Industrial (Dirt/Metal/Other)	8.00	27.42	0.00		35.42
Multi-Family	61.71	64.33	61.60		187.64
Residential	401.13	386.73	393.37		1,181.22
<b>Total Tons Collected</b>	<b>889.96</b>	<b>883.09</b>	<b>826.50</b>	<b>0.00</b>	<b>2,599.55</b>

#### 1st Quarter Residue Calculation

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	358.07	9.4%	33.66
Industrial (Non C&D)	61.05	15.0%	9.16
Industrial (C&D)	0.00	35.0%	-
Industrial (Dirt/Metal/Other)	8.00	0.0%	-
Multi-Family	61.71	21.0%	12.96
Residential	401.13	21.0%	84.24
<b>Total</b>	<b>889.96</b>		<b>140.01</b>

#### 2nd Quarter Residue Calculation

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	364.54	9.4%	34.27
Industrial (Non C&D)	40.08	15.0%	6.01
Industrial (C&D)	0.00	35.0%	-
Industrial (Dirt/Metal/Other)	27.42	0.0%	-
Multi-Family	64.33	21.0%	13.51
Residential	386.73	21.0%	81.21



<b>Total</b>	<b>883.09</b>		<b>135.00</b>
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#### 3rd Quarter Residue Calculation

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	346.99	9.4%	32.62
Industrial (Non C&D)	24.54	15.0%	3.68
Industrial (C&D)	0.00	35.0%	-
Industrial (Dirt/Metal/Other)	0.00	0.0%	-
Multi-Family	61.60	21.0%	12.94
Residential	393.37	21.0%	82.61
<b>Total</b>	<b>826.50</b>		<b>131.84</b>

#### 4th Quarter Residue Calculation

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	0.00	9.4%	-
Industrial (Non C&D)	0.00	15.0%	-
Industrial (C&D)	0.00	35.0%	-
Industrial (Dirt/Metal/Other)	0.00	0.0%	-
Multi-Family	0.00	21.0%	-
Residential	0.00	21.0%	-
<b>Total</b>	<b>-</b>		<b>-</b>



### 16.03.2 - Organic Waste

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial	10.00	18.24	19.05		47.30
Industrial (Organic)	0.00	0.00	0.00		0.00
Industrial (Green/Wood Waste)	0.94	12.76	2.20		15.90
Multi-Family	0.18	0.15	0.19		0.52
Residential	475.36	700.01	584.12		1,759.48
<b>Total Tons Collected</b>	<b>486.48</b>	<b>731.16</b>	<b>605.56</b>	<b>0.00</b>	<b>1,823.20</b>

#### 1st Quarter Residue Calculation

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	10.00	10.0%	1.00
Industrial (Organic)	0.00	10.0%	-
Industrial (Green/Wood Waste)	0.94	10.0%	0.09
Multi-Family	0.18	10.0%	0.02
Residential	475.36	10.0%	47.54
<b>Total</b>	<b>486.48</b>		<b>48.65</b>

#### 2nd Quarter Residue Calculation

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	18.24	10.0%	1.82
Industrial (Organic)	0.00	10.0%	-
Industrial (Green/Wood Waste)	12.76	10.0%	1.28
Multi-Family	0.15	10.0%	0.02
Residential	700.01	10.0%	70.00
<b>Total</b>	<b>731.16</b>		<b>73.12</b>

#### 3rd Quarter Residue Calculation

LOB	Total Tons	Residue Rate	Residue Tons
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Commercial	19.05	10.0%	1.91
Industrial (Organic)	0.00	10.0%	-
Industrial (Green/Wood Waste)	2.20	10.0%	0.22
Multi-Family	0.19	10.0%	0.02
Residential	584.12	10.0%	58.41
<b>Total</b>	<b>605.56</b>		<b>60.56</b>

#### 4th Quarter Residue Calculation

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	0.00	10.0%	-
Industrial (Organic)	0.00	10.0%	-
Industrial (Green/Wood Waste)	0.00	10.0%	-
Multi-Family	0.00	10.0%	-
Residential	0.00	10.0%	-
<b>Total</b>	<b>-</b>		<b>-</b>



#### 16.03.4 - Diversion Data

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial MSW	683.79	698.97	723.07	0.00	2,105.82
Commercial Recycling	358.07	364.54	346.99	0.00	1,069.60
Commercial Organics	10.00	18.24	19.05	0.00	47.30
Total Commercial Tons Collected	1,051.86	1,081.74	1,089.11	0.00	3,222.72
Total Commercial Tons Diverted	368.07	382.78	366.04	0.00	1,116.89
Commercial Diversion Rate	35%	35%	34%	#DIV/0!	35%
Industrial MSW	366.15	402.38	362.09	0.00	1,130.62
Industrial Recycling	69.05	67.50	24.54	0.00	161.09
Industrial Organics	0.94	12.76	2.20	0.00	15.90
Total Industrial Tons Collected	436.14	482.64	388.83	0.00	1,307.61
Total Industrial Tons Diverted	69.99	80.26	26.74	0.00	176.99
Industrial Diversion Rate	16%	17%	7%	#DIV/0!	14%
Multi-Family MSW	99.76	102.60	105.32	0.00	307.67
Multi-Family Recycling	61.71	64.33	61.60	0.00	187.64
Multi-Family Organics	0.18	0.15	0.19	0.00	0.52
Total Multi-Family Tons Collected	161.65	167.07	167.11	0.00	495.83
Total Multi-Family Tons Diverted	61.89	64.48	61.79	0.00	188.16
Multi-Family Diversion Rate	38%	39%	37%	#DIV/0!	38%
Residential MSW	845.74	883.93	904.03	0.00	2,633.69
Residential Recycling	401.13	386.73	393.37	0.00	1,181.22
Residential Organics	475.36	700.01	584.12	0.00	1,759.48
Total Residential Tons Collected	1,722.22	1,970.66	1,881.51	0.00	5,574.40
Total Residential Tons Diverted	876.49	1,086.73	977.49	0.00	2,940.70
Residential Diversion Rate	51%	55%	52%	#DIV/0!	53%
<b>Total MSW Tons</b>	<b>1,995.43</b>	<b>2,087.87</b>	<b>2,094.50</b>	<b>0.00</b>	<b>6,177.80</b>
<b>Total Recycle Tons</b>	<b>889.96</b>	<b>883.09</b>	<b>826.50</b>	<b>0.00</b>	<b>2,599.55</b>
<b>Total Organics Tons</b>	<b>486.48</b>	<b>731.16</b>	<b>605.56</b>	<b>0.00</b>	<b>1,823.20</b>
<b>Total Tons Collected</b>	<b>3,371.87</b>	<b>3,702.12</b>	<b>3,526.56</b>	<b>0.00</b>	<b>10,600.55</b>
<b>Diversion Rate (includes residual)</b>	<b>41%</b>	<b>44%</b>	<b>41%</b>	<b>#DIV/0!</b>	<b>42%</b>
<b>Total Recycling Residual Tons</b>	<b>140.01</b>	<b>135.00</b>	<b>131.84</b>	<b>0.00</b>	<b>406.85</b>
<b>Total Organics Residual Tons</b>	<b>48.65</b>	<b>73.12</b>	<b>60.56</b>	<b>0.00</b>	<b>182.32</b>
<b>Total Diverted Tons*</b>	<b>1,187.78</b>	<b>1,406.13</b>	<b>1,239.66</b>	<b>0.00</b>	<b>3,833.58</b>
<b>Diversion Rate*</b>	<b>35%</b>	<b>38%</b>	<b>35%</b>	<b>#DIV/0!</b>	<b>36%</b>

\*Includes residual rate reduction

### 16.03.05 - Public Education and Community Relations Activities

Republic Services, in partnership with the City of Half Moon Bay, continued to work on educating residents and businesses on the new programs and services that were rolled one year ago.

Republic Services participated in a number of community events, including the Half Moon Bay Coastside Chamber of Commerce and Visitor's Bureau's Hometown 4<sup>th</sup> of July Parade. This was our third year participating in the parade, and once again our decorated collection vehicle placed in the top three. We are honored by the recognition as a fun event. We also donated services for the crowd that is drawn to the event.



We participated in the Half Moon Bay Health and Wellness Fair held at the Half Moon Bay High Schools benefiting the kids education foundation. Lastly, we participated and donated services for the annual Coastal Cleanup Day held throughout the State. Our volunteers were at Poplar Beach for the cleanup efforts there.



We continue to support a number of events and activities throughout the year in the Half Moon Bay and Coastside communities. A

complete list of the events and activities that Republic Services participated in during this reporting period is included in the table below and on the following page.

#### Community Events and Activities

Event Date	Organization	Event	Type of Event
7/1/2019	Peets Coffee	142 San Mateo Rd	Site Audit
7/4/2019	4th of July Parade	Half Moon Bay Coastside Chamber	Event
7/18/2019	It's Italia Pizzeria	401 Main St	Presentation
7/26/2019	Peets Coffee	142 San Mateo Rd	Site Audit
7/27/2019	Farm+Fish+Flowers	Half Moon Bay Coastside Chamber of Commerce	Event/Donation
7/29/2019	Phil's HMB Tire & Auto	422 Purissima St	Site Visit
8/11-8/14/2019	CRRA Annual Conference	California Resource Recovery Association	Conference
9/3/2019	Stonepine Center	20 Stone Pine Rd	Site Audit
9/8/2019	HMB Kids Health & Wellness Faire	HMB Kids Fair & Triathlon	Event
9/13/2019	Fire Department	1191 Main St	Site Visit
9/17/2019	Our Lady of the Pillar	545 Kelly Ave	Event/Donation
9/17/2019	CEF Corn Hole Competition	Cabrillo Education Foundation	Event/Donation

Event Date	Organization	Event	Type of Event
9/21/2019	Poplar Beach Cleanup	California Coastal Cleanup Day	Coastal Cleanup
9/22/2019	Puente Fall Harvest Celebration	Puente	Event/Donation
9/26/2019	Half Moon Bay High School	Lewis Foster Dr	Site Visit
9/26/2019	Half Moon Village	801 Arnold Way	Site Visit
9/30/2019	Curley & Red	215 San Mateo Rd	Site Audit

## New Leaf

Early this quarter our Recycle Coordinator met with New Leaf's store manager and sustainability lead to plan for a store-wide conversion to compost. (In December of 2017 compost service was added to the store's garbage and recycling services in order for the store to be complainant with AB1826. At that time, it was decided that only one department would compost: produce.) The plan was to add other departments, one at a time, once the compost program expanded in 2018 through the new franchise agreement. Unfortunately, the store experienced several changes in management in 2018 and until early this year and the compost program suffered as a result; contaminations were frequent as there was no one on staff solely responsible for it. The compost bin was removed in the spring and discussion began about reinstating compost to the entire store after processes were put in place, interior waste stations set up, and trainings for all employees were conducted.

The conversion process began in May with the establishment of a Green Team of employees. Under the direction of the store's sustainability lead, the Green Team is charged with assisting department managers in employee education and engagement and the monitoring of the store's interior waste stations. Next was an audit of the 30-yard garbage open top at Ox Mountain Landfill by our Coordinator, the sustainability lead, and two members of the Green Team. As expected, the audit confirmed that most of the store's waste is either compostable or recyclable; approximately 80%. Photos from the audit were used for the next phase of the preparing for the conversion: creating customized compost, recycling and garbage guides (posters) to post at all interior waste stations and the employee break room. The posters were presented at the mandatory employee meetings, the training phase of the conversion, and each employee received a set of guides to refer to. Our Coordinator conducted 4 trainings for approximately 100 employees. Simultaneous to the trainings, waste stations were set up in each department and in the final phase, the corral in the back of the store was prepped to change the set up from a 30-yard garbage box to a 15-yard compost box and the addition of a 3-yard front load garbage bin. By the end of the quarter the store and its employees were prepped and ready for the conversion.

The first three weeks of the conversion to compost were challenging for all involved: New Leaf's employees and management team; and Republic's operations department and drivers. It was a test of patience, communication, problem solving and flexibility. The only one who was fully prepared for the "chaos" was our Recycling Coordinator as she has been through many compost roll outs, although none this large. During each meeting with the store's management team, and at each

training our Coordinator informed everyone that the first couple of weeks of the conversion would be challenge and, at times chaotic, as everyone learned new procedures, used new systems. She further informed them that this was to be expected and that it may take a few weeks to get the service levels right. Hearing these words of experience calmed nerves in the moment but were quickly forgotten once the conversion was in full swing.

The challenges immediately experienced were related to using the proper bags for compost and recycling and having enough yardage for garbage. The night custodians, a contracted company, continued to line all interior waste receptacles with black bags the first two weeks of the roll out; and New Leaf's morning crew were not taking the initiative to change the bags to clear as soon as they saw the mistake. New Leaf's managers notified the custodial company multiple times of the issue, while instructing all employees to be responsible and diligent in the use of proper bags. Simultaneously, New Leaf's managers were trying to manage the unexpected amount of garbage produced due to some of the departments not sorting their waste, the neighboring businesses who share the garbage bin producing more garbage than previously thought, and the custodians use of black bags for all waste. The overflow of garbage was unforeseen by our rep and the New Leaf managers and caused a good deal of stress the first week when there was more garbage then what our bins could hold. In addition, the recycling more than doubled as the employees dramatically improved their recycling efforts. Our Coordinator and operations team quickly responded by scheduling extra pickups and increasing the recycling service frequency and bin size, as well as, the garbage service frequency.

Nerves were tested, and anxiety was high, but our Coordinator kept her composure and assured all involved that the chaos was normal, it would subside, and the unforeseen issues would be resolved. By week three the night custodians were using clear bags for compost and recycling and placing the full bags in the correct bins, all departments were sorting their waste, the appropriate service level for garbage was determined, and everyone was feeling more comfortable with the new systems in place. Our rep continued to check in with the manager and the focus shifted from problem solving to working with employees on proper waste sorting to reduce the amount of garbage being produced. Spot checks conducted by our Recycling Coordinator and the sustainability manager revealed a notable amount of compost was still going in the garbage, resulting in more garbage than anticipated from the audit findings in the spring.

### **It's Italia**

Our Recycling Coordinator's efforts to roll out compost services at It's Italia continued this quarter after the initial assessments were completed in June. The compost rollout for It's Italia was smooth and without any major issues which was a relief for our Recycling Rep as it happened simultaneous to the New Leaf roll out. The owner and managers were very engaged in the process; multiple trainings were set up for the different shifts over a two-week period and the owner made sure every employee was trained and had an opportunity to ask questions of our Coordinator. Our Recycling



Coordinator customized compost, recycling and garbage posters using images of food and prep items the restaurant uses daily. The accuracy of the visual guides reinforced what the employees learned in the trainings.

During the kitchen walk through, we advised the owner on placement of the compost slim jims and stressed to the entire team the importance of using clear bags for compost and recycling, while keeping black bags for garbage only. Everyone understood this, however, the message was not delivered to the night custodians and as a result, black bags were found by our Recycling Coordinator in both the compost and recycling bin for the first couple of weeks. Our Coordinator took photos and sent them to the owner who immediately addressed the issue with her team, advising them to not only change the bags when they see the mistake, but to take ownership of the program as its success is everyone's responsibility. Because of the owner's commitment to the program, the restaurant's service levels have flipped: the 3 yard garbage is now a 3 yard compost; and garbage has been decreased to one 96-gallon cart. Our Coordinator intends to use It's Italia's rollout as a model for other restaurants and will call upon the owner to advise other restaurant owners on engaging their employees in the program.

#### **HALF MOON BAY HIGH SCHOOL**

As previously mentioned, Half Moon Bay High School currently recycles paper, cardboard, bottles and cans via receptacles in classrooms and throughout the campus. However, with an open campus at lunch, food service recyclables that are returning to campus with the students are not being recycled. A group of teachers and students concerned with the number of recyclables going to landfill formed a committee to address this issue and the need for a campus-wide comprehensive recycling policy and program. Our Recycling Coordinator was invited to attend one of the first meetings of this committee along with a school sustainability coordinator from San Mateo County's Office of Sustainability. At this meeting our Coordinator and the County representative advised the committee to first conduct an audit of the school's waste stream, campus receptacles and infrastructure to fully understand the needs of the school. Once complete they would be in a good position to devise a pilot program for the collection of all recyclables on campus. The committee began their audits at the end of this quarter and our Coordinator supported their efforts in providing containers for the collection of recyclables. Our Recycling Coordinator has been invited back to campus to offer guidance on placement of their pilot program waste stations; she will be meeting with the committee the end of January.

The teacher who oversees the Environmental Club continues to reach out to our Recycling Coordinator for guidance. Early in the quarter, our Coordinator was invited to do a walkthrough of the campus to determine the best placement for recycling receptacles. She proposed the use of waste stations instead of placing recycling receptacles on their own throughout campus. She suggested converting some of the many garbage receptacles in to recycling and pair them with garbage, thereby always giving students a choice to recycle. While on campus, our Coordinator also





toured the kitchen and eating areas noting a lot of opportunities to recycle food that is provided on campus, not just what is brought back to campus from the open campus lunch period. Sample signage was also presented to our Recycling Coordinator for her review and comments. Our Coordinator offered to take the teacher and students of the Environmental Club on a tour of Ox Mountain Landfill to see firsthand the impact of not recycling. The tour is being considered for next semester.

### **MULTIFAMILY CLEAN UPS**

This quarter saw a lot of interest from our multifamily dwelling (MFD) communities in our cleanup program. Our Recycling Coordinator coordinated cleanups with three of our major MFDs during the summer: Amesport Landing, Main Street Park, and Half Moon Village on Bloom Lane and Arnold Way. Nearly 350 units were served by this program! She coordinated each cleanup with the property manager and our operations manager; scheduling the dates, deliveries, placement, and removal of the debris boxes. In addition, our Coordinator created a cleanup guide for each property to distribute to their residents and post at their property. The guide lists what is acceptable in the cleanup, such as furniture, mattresses and box springs; and what is not: hazardous waste and electronics. The cleanup guide encourages residents to recycle, and to consider donating reusable items instead of placing them in our cleanup box that goes to landfill. This information is included to assist residents in preparing for the cleanup. Most of the waste we collected at each of the MFDs consisted of mattresses and broken furniture; items residents have a difficult time disposing on their own, the same items property managers do not want placed in their enclosures. The cleanups were a success and the residents and property managers were grateful for the opportunity.

### 16.03.06 – AB 341 and AB1826 Compliance Data

Republic Services has been focused on educating businesses and multi-family complexes on the requirements of Assembly Bills (AB) 341 and 1826. All customers that fall under the requirements of AB 341 have been in compliance with the mandatory recycling law since 2016. Our focus is primarily on getting businesses to participate in the organics collection program since that provides the biggest challenges.

The tables below include the number of businesses and multi-family complexes that are fall under the requirements of the two State mandates.

#### 16.03.6.1 - Commercial Accounts\*

State Mandates	Required	Compliant	Non-Compliant
<b>AB 341</b>	60	60	0
<b>AB 1826</b>	74	23	51

#### 16.03.6.3 - Multi-Family Accounts\*

State Mandates	Required	Compliant	Non-Compliant
<b>AB 341</b>	6	6	0
<b>AB 1826</b>	4	4	0

*\*Data to be updated with new database in 1<sup>st</sup> Quarter 2019*

Please refer to the following pages for assessments conducted and additional contacts. The table below shows the businesses that added compost collection services during this quarter:

Date	Site Name	Address	Container Size	Service
7/17/2019	New Leaf Community Market	150 San Mateo Rd	15yd Roll off	1x wk
7/17/2019	CBRI 2LLC HMB (office building)	248 Main St	(1) 32-gal	1x wk
7/23/2019	Its Italia Pizzeria Inc	401 Main St	(1) 3-yd	2x wk
7/25/2019	Half Moon Bay Fire Dept	1191 Main St	(1) 32-gal	1x wk

### 16.03.07 – Processing and Marketing Data

China's National Sword continues to be a challenge and of concern to everyone in the industry, not just Republic Services. We will continue to monitor the situation, explore opportunities to reduce contamination to make the materials we collect more marketable and search for alternative markets. We will continue to keep the City informed the state of the recycling industry and any new developments.



### 16.03.10 - Customer Base Data

#### Number of Garbage Containers

Container Size	SIZE	CITY	COM	IND	MFD	SFD	TOTAL
20	Gallons		11	1		1,267	1,279
32	Gallons	263	75		29	2,073	2,440
64	Gallons	27	68		5	617	717
96	Gallons	26	102		42		170
1	Yards		87		1		88
1.50	Yards		9			1	10
2	Yards	5	144		23		172
3	Yards	5	173		33		211
4	Yards	7	65				72
6	Yards	3	91				94
8	Yards		2				2
15	Yards			18			18
30	Yards			21			21
<b>Grand Total</b>		<b>336</b>	<b>827</b>	<b>40</b>	<b>133</b>	<b>3,958</b>	<b>5,294</b>

#### Garbage Service Frequency

Container Size		CITY	COM	IND	MFD	SFD	Grand Total
20	Gallons		11			1,220	1,231
32	Gallons	1,111	74		29	2,003	3,217
64	Gallons	81	75		2	573	731
96	Gallons	42	134		38		214
1	Yards		90		1		91
1.50	Yards		14			1	15
2	Yards	7	206		35		248
3	Yards	11	321		57		389
4	Yards	17	137				154
6	Yards	9	260				269
8	Yards		2				2
15	Yards			34			34
30	Yards			7			7
<b>Grand Total</b>		<b>1,278</b>	<b>1,324</b>	<b>41</b>	<b>162</b>	<b>3,797</b>	<b>6,602</b>

### 16.03.11 – Summary of Historical and Proposed Activities

Please refer to section 16.03.5 of this report for a narrative and list of historical activities taken place during this quarter. Our proposed activities for the upcoming quarter include additional presentations to community groups and organizations, ongoing waste assessments and training for businesses on the new programs and participating in any community events that are held in Half Moon Bay.



**16.03.12 - Large Venue and Event Collection Data**

<u>Event</u>	<u>Date</u>	<u>Garbage Tons</u>	<u>Organics Tons</u>	<u>Recycle Tons</u>	<u>Total Tons</u>
N/A					



### 16.03.13 - Street Sweeping Summary

<u>Item</u>	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date Total
Curb Miles Swept	491	513	498		1502
Curb Miles Missed	0	0	0		0
Tons Disposed	21.83	23.42	22.13		67.38
Est. Gallons Water Used	120	121	120		361



## 16.03.14 - Summary of Contractor Payments to City

### Franchise Fee Payments

LOB	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date Total
Residential	\$ 57,581.06	\$ 57,632.49	\$ 58,834.38	\$ -	\$ 174,047.93
Commercial	\$ 46,414.57	\$ 50,367.73	\$ 53,011.64	\$ -	\$ 149,793.94
MFD	\$ 6,935.50	\$ 7,526.21	\$ 7,921.28	\$ -	\$ 22,382.99
Industrial	\$ 11,182.86	\$ 15,161.31	\$ 13,234.91	\$ -	\$ 39,579.08
<b>Total</b>	<b>\$ 122,113.99</b>	<b>\$ 130,687.74</b>	<b>\$ 133,002.21</b>	<b>\$ -</b>	<b>\$ 385,803.94</b>

### Monthly Administrative Support

LOB	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date Total
Commercial	\$ 18,000.00	\$ 18,000.00			\$ 36,000.00





# Quarterly Report

**For the City of Half Moon Bay  
Fourth Quarter Calendar Year 2019**

**Submitted  
January 30, 2020**



### 16.03.1 - Garbage Data

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial	683.79	698.97	723.07	660.53	2,766.35
Industrial	366.15	402.38	362.09	232.69	1,363.31
Multi-Family	99.76	102.60	105.32	101.57	409.24
Residential	845.74	883.93	904.03	931.18	3,564.87
<b>Total Tons Collected</b>	<b>1,995.43</b>	<b>2,087.87</b>	<b>2,094.50</b>	<b>1,925.97</b>	<b>8,103.77</b>

### Number of Garbage Containers

Container Size	SIZE	CITY	COM	IND	MFD	SFD	TOTAL
20	Gallons		10			1272	1,282
32	Gallons	263	79		29	2032	2,403
64	Gallons	27	68		5	646	746
96	Gallons	26	111		42		179
1	Yards		87		1		88
1.50	Yards		9			1	10
2	Yards	10	139		22		171
3	Yards	5	174		33		212
4	Yards	3	68				71
6	Yards	3	93				96
8	Yards		2				2
15	Yards			7			7
30	Yards			22			22
<b>Grand Total</b>		<b>337</b>	<b>840</b>	<b>29</b>	<b>132</b>	<b>3,951</b>	<b>5,289</b>



### 16.03.2 - Recycling Data

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial	358.07	364.54	346.99	387.63	1,457.22
Industrial (Non C&D)	61.05	40.08	24.54	33.61	159.28
Industrial (C&D)	0.00	0.00	0.00	0.00	0.00
Industrial (Dirt/Metal/Other)	8.00	27.42	0.00	8.00	43.42
Multi-Family	61.71	64.33	61.60	63.78	251.42
Residential	401.13	386.73	393.37	439.34	1,620.56
<b>Total Tons Collected</b>	<b>889.96</b>	<b>883.09</b>	<b>826.50</b>	<b>932.35</b>	<b>3,531.90</b>

#### 1st Quarter Residue Calculation

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	358.07	9.4%	33.66
Industrial (Non C&D)	61.05	15.0%	9.16
Industrial (C&D)	0.00	35.0%	-
Industrial (Dirt/Metal/Other)	8.00	0.0%	-
Multi-Family	61.71	21.0%	12.96
Residential	401.13	21.0%	84.24
<b>Total</b>	<b>889.96</b>		<b>140.01</b>

#### 2nd Quarter Residue Calculation

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	364.54	9.4%	34.27
Industrial (Non C&D)	40.08	15.0%	6.01
Industrial (C&D)	0.00	35.0%	-
Industrial (Dirt/Metal/Other)	27.42	0.0%	-
Multi-Family	64.33	21.0%	13.51
Residential	386.73	21.0%	81.21
<b>Total</b>	<b>883.09</b>		<b>135.00</b>

**3rd Quarter Residue Calculation**

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	346.99	9.4%	32.62
Industrial (Non C&D)	24.54	15.0%	3.68
Industrial (C&D)	0.00	35.0%	-
Industrial (Dirt/Metal/Other)	0.00	0.0%	-
Multi-Family	61.60	21.0%	12.94
Residential	393.37	21.0%	82.61
<b>Total</b>	<b>826.50</b>		<b>131.84</b>

**4th Quarter Residue Calculation**

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	387.63	9.4%	36.44
Industrial (Non C&D)	33.61	15.0%	5.04
Industrial (C&D)	0.00	35.0%	-
Industrial (Dirt/Metal/Other)	8.00	0.0%	-
Multi-Family	63.78	21.0%	13.39
Residential	439.34	21.0%	92.26
<b>Total</b>	<b>932.35</b>		<b>147.13</b>



### 16.03.2 - Organic Waste

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial	10.00	18.24	19.05	12.68	59.98
Industrial (Organic)	0.00	0.00	0.00	0.00	0.00
Industrial (Green/Wood Waste)	0.94	12.76	2.20	13.96	29.86
Multi-Family	0.18	0.15	0.19	0.17	0.69
Residential	475.36	700.01	584.12	564.51	2,323.99
<b>Total Tons Collected</b>	<b>486.48</b>	<b>731.16</b>	<b>605.56</b>	<b>591.32</b>	<b>2,414.52</b>

#### 1st Quarter Residue Calculation

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	10.00	10.0%	1.00
Industrial (Organic)	0.00	10.0%	-
Industrial (Green/Wood Waste)	0.94	10.0%	0.09
Multi-Family	0.18	10.0%	0.02
Residential	475.36	10.0%	47.54
<b>Total</b>	<b>486.48</b>		<b>48.65</b>

#### 2nd Quarter Residue Calculation

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	18.24	10.0%	1.82
Industrial (Organic)	0.00	10.0%	-
Industrial (Green/Wood Waste)	12.76	10.0%	1.28
Multi-Family	0.15	10.0%	0.02
Residential	700.01	10.0%	70.00
<b>Total</b>	<b>731.16</b>		<b>73.12</b>

**3rd Quarter Residue Calculation**

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	19.05	10.0%	1.91
Industrial (Organic)	0.00	10.0%	-
Industrial (Green/Wood Waste)	2.20	10.0%	0.22
Multi-Family	0.19	10.0%	0.02
Residential	584.12	10.0%	58.41
<b>Total</b>	<b>605.56</b>		<b>60.56</b>

**4th Quarter Residue Calculation**

LOB	Total Tons	Residue Rate	Residue Tons
Commercial	12.68	10.0%	1.27
Industrial (Organic)	0.00	10.0%	-
Industrial (Green/Wood Waste)	13.96	10.0%	1.40
Multi-Family	0.17	10.0%	0.02
Residential	564.51	10.0%	56.45
<b>Total</b>	<b>591.32</b>		<b>59.13</b>



#### 16.03.4 - Diversion Data

LOB	1st Quarter Total Jan-March	2nd Quarter Total April-June	3rd Quarter Total July-Sept	4th Quarter Total Oct-Dec	Year to Date Total CY2019
Commercial MSW	683.79	698.97	723.07	660.53	2,766.35
Commercial Recycling	358.07	364.54	346.99	387.63	1,457.22
Commercial Organics	10.00	18.24	19.05	12.68	59.98
Total Commercial Tons Collected	1,051.86	1,081.74	1,089.11	1,060.84	4,283.56
Total Commercial Tons Diverted	368.07	382.78	366.04	400.31	1,517.20
Commercial Diversion Rate	35%	35%	34%	38%	35%
Industrial MSW	366.15	402.38	362.09	232.69	1,363.31
Industrial Recycling	69.05	67.50	24.54	41.61	202.70
Industrial Organics	0.94	12.76	2.20	13.96	29.86
Total Industrial Tons Collected	436.14	482.64	388.83	288.26	1,595.87
Total Industrial Tons Diverted	69.99	80.26	26.74	55.57	232.56
Industrial Diversion Rate	16%	17%	7%	19%	15%
Multi-Family MSW	99.76	102.60	105.32	101.57	409.24
Multi-Family Recycling	61.71	64.33	61.60	63.78	251.42
Multi-Family Organics	0.18	0.15	0.19	0.17	0.69
Total Multi-Family Tons Collected	161.65	167.07	167.11	165.52	661.35
Total Multi-Family Tons Diverted	61.89	64.48	61.79	63.95	252.11
Multi-Family Diversion Rate	38%	39%	37%	39%	38%
Residential MSW	845.74	883.93	904.03	931.18	3,564.87
Residential Recycling	401.13	386.73	393.37	439.34	1,620.56
Residential Organics	475.36	700.01	584.12	564.51	2,323.99
Total Residential Tons Collected	1,722.22	1,970.66	1,881.51	1,935.02	7,509.42
Total Residential Tons Diverted	876.49	1,086.73	977.49	1,003.84	3,944.55
Residential Diversion Rate	51%	55%	52%	52%	53%
<b>Total MSW Tons</b>	<b>1,995.43</b>	<b>2,087.87</b>	<b>2,094.50</b>	<b>1,925.97</b>	<b>8,103.77</b>
<b>Total Recycle Tons</b>	<b>889.96</b>	<b>883.09</b>	<b>826.50</b>	<b>932.35</b>	<b>3,531.90</b>
<b>Total Organics Tons</b>	<b>486.48</b>	<b>731.16</b>	<b>605.56</b>	<b>591.32</b>	<b>2,414.52</b>
<b>Total Tons Collected</b>	<b>3,371.87</b>	<b>3,702.12</b>	<b>3,526.56</b>	<b>3,449.64</b>	<b>14,050.19</b>
<b>Diversion Rate (includes residual)</b>	<b>41%</b>	<b>44%</b>	<b>41%</b>	<b>44%</b>	<b>42%</b>
<b>Total Recycling Residual Tons</b>	<b>140.01</b>	<b>135.00</b>	<b>131.84</b>	<b>147.13</b>	<b>553.99</b>
<b>Total Organics Residual Tons</b>	<b>48.65</b>	<b>73.12</b>	<b>60.56</b>	<b>59.13</b>	<b>241.45</b>
<b>Total Diverted Tons*</b>	<b>1,187.78</b>	<b>1,406.13</b>	<b>1,239.66</b>	<b>1,317.41</b>	<b>5,150.98</b>
<b>Diversion Rate*</b>	<b>35%</b>	<b>38%</b>	<b>35%</b>	<b>38%</b>	<b>37%</b>

\*Includes residual rate reduction

### 16.03.05 - Public Education and Community Relations Activities

Republic Services, in partnership with the City of Half Moon Bay, continued to work on educating residents and businesses on the new programs and services that were rolled one year ago.

Our team was busy with events during this quarter. We held our annual Fall Cleanout event for residents at a new location – Smith Field Little League Park. The event included e-waste recycling, onsite document shredding and a compost giveaway. The new location lent itself well as a drive-through set up for residents so they did not need to exit their vehicles unless they want to get some compost. During this quarter, Republic Services also participated in our second beach cleanup for the year at Poplar Beach. We also staffed a table and sponsored the Senior Coastside Resource Fair.



The fall means pumpkins in Half Moon Bay, and once again, we were proud to support the City, Half Moon Bay Beautification Committee and the Half Moon Bay Coastside Chamber of Commerce at the annual Pumpkin Weigh Off and Pumpkin Festival. As the largest event held in Half Moon Bay annually, we support it through staffing a booth during the festival, donating services and containers for the week of the weigh off and festival, as well as volunteer by helping staff the Chamber's wine booths. The festival is an all-hands-on deck event as it requires our Operations team to adjust their schedules and provide the necessary services, while dealing with blocked streets and extremely congested traffic. In addition, we provide additional street sweeping and by the Monday after the festival, no one is able to tell that thousands of people had descended upon the downtown area.

### NEW LEAF

The first month of this quarter found the compost program at New Leaf in full swing in each department with few reoccurrences of the issues that plague the store during the first two months of service: contamination of recycling (plastics) in

compost due to improper sorting; overloaded garbage due to improper sorting; and use of black bags for compost and/or recycling. Operationally we found the right style debris box that made placing the bags in it easy on New Leaf's staff. They simply had to walk in to the box to unload the bags; no overhead lifting needed. Everything was in place for a successful program: AB1826 diversion requirements



and the store's own sustainability goals were being met; employees were engaged and felt good about their efforts; and safe operations were in place for both the store's employees and our drivers.



Unfortunately, after three months of service New Leaf's local team was notified by their corporate office that the cost of the 15-yard compost box serviced one time a week was too expensive and needed to be changed immediately. Due to volume, the box was being hauled directly to our composting facility at Newby Island Resource Recovery Park in Milpitas rather than being unloaded and transferred out of our Ox Mountain facility which is a less costly service. The facilities director and store manager contacted our Recycling Coordinator to discuss other compost service options to convert the store to as soon as possible. The only other service option available for the volume of compost produced was front load service; a 3-yard bin was determined to be the largest size we could offer due to the weight of the compost. The store had to decide between two service options: either several bins serviced one time a week, or two bins serviced several times a week. Both options had their challenges operationally and the safety of moving heavy bins was of the highest concern. Our team recommended the store purchase a caddy to move the bins; other customers have been very satisfied with the ease and safety of the caddy. The store decided against the caddy and requested push/pull service by our drivers. Due to the weight of the bins we were not able to offer this service for the same reason, the safety of our drivers. We found ourselves at a standstill; there appeared to be no option available primarily due to safety.

A site check was conducted to explore other storage configurations in the limited space of the enclosure; all stakeholders were present, our operations manager, our Recycle Coordinator, the store managers, facilities director, and sustainability lead. Our Operations Manager came up with a plan that would only require two 3-yard bins and no need for the bins to be moved by either company's employees. The bins would need to be placed in the enclosure one behind the other facing the front of the gate so that when opened the truck could drive right up to the first bin, empty it, place it down outside of the enclosure, and then pull the second bin forward with the truck's "arms" and service it. The bins would be left outside of the enclosure, empty, for the store's employees to return to the enclosure. To make room for stacking the two compost bins in this way, the recycling bin would need to be moved to the other side of the enclosure and the garbage bin would need to be placed outside of the enclosure, locked to prevent illegal dumping. Everyone agreed that this was an excellent plan. Within the week the 15-yard box was removed, the recycling and garbage bins relocated, and the compost bins delivered and set up according to our operations manager's plan. The cost for service was dramatically reduced and all operational and safety concerns addressed.

## **PASTA MOON**

Pasta Moon is a large and well-established restaurant in downtown Half Moon Bay and one that meets the AB1826 threshold for mandatory commercial organics recycling. Communications about adding compost service at Pasta Moon began last quarter when our Recycling Coordinator and its owner discussed the relocation of the restaurant to a larger building on the south end of Main Street and the service levels needed to accommodate the anticipated increase to business.

The compost rollout took place two months after Pasta Moon relocated to their new building. This



was intentional by the owner as she wanted to occupy the space for a period of time before adding anything new to their operations. She wanted to be sure her employees were comfortable in their new environment, especially the kitchen. The compost rollout at Pasta Moon was smooth and without any major issues as a result of this wise decision. The owner and managers were fully engaged in the process; a kitchen walkthrough was conducted and within a week a training was held for the kitchen and bar staff. Our Coordinator customized compost, recycling and garbage posters using images of food and prep items the restaurant uses daily; the

posters were handed out at the training and were well received as they were in both English and Spanish. During the kitchen walk through, our Coordinator advised the owner on placement of the compost slim jims; the kitchen was large enough to accommodate several waste stations. In the walk through, as well as the training, our Recycling Coordinator stressed the importance of using clear bags for compost and recycling, while keeping black bags for garbage only. After the training everyone acknowledged the importance of using the correct bags, however, our Coordinator found black bags in the recycling bin during the first week of service. Our Coordinator took photos and met with the manager who immediately addressed the issue with her team advising them to change the bags as soon as they see the mistake. During this impromptu meeting with the kitchen team a lot of discussion ensued about the layout and labeling of the main waste station; there was confusion by several employees. The station was immediately rearranged, the signage changed, and everyone agreed that it was a better set up operationally. Our Coordinator was pleased to see the employees work through the operational challenge and take ownership of the new program.



The most notable experience of this compost rollout was the owner's amazement in how much of her waste stream was compostable in our commercial program. At the restaurant's former location, the owner had a small vegetable garden and composted food scraps from the restaurant's kitchen. The owner expected our composting program to be similar and was truly amazed and excited in all that her restaurant could compost and how very little waste would be going to landfill.

## SEACREST SCHOOL

In the fall of 2018, Seacrest School implemented a composting program to decrease their garbage



cost and meet their sustainability goals. Our Recycling Coordinator assisted the school with the compost rollout; training a Green Team of students in both the elementary and middle schools; creating signage with the environmental class; coordinating an assembly; and training students during lunch for two weeks. Since this time, our Coordinator has maintained her relationship with the school and two teachers in particular who bring their students to Ox Mountain Landfill each year for a field trip

during their month of studying environmental impacts in our community. These same teachers help us coordinate the participation of the school's Green Team of students in the Half Moon Bay Night of Lights parade with our recycling truck.

The original Green Team of students on the elementary side of campus are now in the fifth grade. The students continue to be engaged in the recycling programs on campus under the leadership of their teacher. The teacher and students invited our Recycle Coordinator to their classroom to answer common recycling questions and discuss ways to improve the sorting efforts of the student body. Our Coordinator sat with the students for over an hour answering their questions and engaging in a thoughtful, mature conversation about ways students can Reduce, Reuse and Recycle at school and at home. We congratulated and thanked the students for their commitment to the environment and noted that their efforts will make a difference at their school and in the greater community. We also encouraged them to continue to be environmental stewards as they move on to middle school and high school.



This quarter our Recycling Coordinator also met with a seventh grade Seacrest student to assist him with his science fair project: a recycling ap for Half Moon Bay residents. Our Coordinator reviewed our recycling and composting programs with the student and discussed the most common mistakes residents make when sorting their waste. The student had a lot of questions about the recycling

process and her job conducting waste audits and assisting businesses and schools on diversion programs. Our rep shared with the student photos of waste audits and our educational materials for his reference in building his ap. The student will contact us when the ap is ready to be tested early next quarter.

The table below is a listing of the events and activities our Recycling team participated in during this quarter. Please refer to the additional tables following this section for greater detail.

### Community Events and Activities

Event Date	Organization	Event	Type of Event
10/05/19	City of Half Moon Bay	Fall Cleanout Event	Event
10/06/19	Cabrillo Education Foundation	HMB Civil War Re-enactment	Event/Donation
10/11/19	Coastside Senior Housing	Pumpkin Festival Run	Event/Donation
10/14/19	IDES Hall	Pumpkin Weigh Off	Event/Donation
10/16/19	HMB Chamber of Commerce	Half Moon Bay Pumpkin Festival	Event
10/17/19	San Mateo County Green Business	Green Business Informational Networking Event	Event
10/19/2019-10/20/2019	HMB Beautification Committee/Chamber	Half Moon Bay Pumpkin Festival	Event – Booth, Sponsor, Donated Services
11/04/19	Seacrest School	Presentation	Presentations
11/05/19	Pasta Moon	Training	Compost Training
11/07/19	SMC Veteran's Commission	Annual Veterans Recognition Luncheon	Event/Donation
11/16/19	City of Half Moon Bay	Poplar Beach Cleanup	Event
12/05/19	Seacrest School	Presentation	Presentation
12/06/19	Coastside Senior Housing	Coastside Senior Resource Fair	Booth
12/13/19	HMB Chamber of Commerce	Night of Lights Parade	Event – Sponsor, Participant, Donated Services
12/18/19	City of Half Moon Bay	State of the City	Event
12/19/19	Professional Peninsula	Training	Compost Training

### 16.03.06 – AB 341 and AB1826 Compliance Data

Republic Services has been focused on educating businesses and multi-family complexes on the requirements of Assembly Bills (AB) 341 and 1826. All customers that fall under the requirements of AB 341 have been in compliance with the mandatory recycling law since 2016. Our focus is primarily on getting businesses to participate in the organics collection program since that provides the biggest challenges.

The tables below include the number of businesses and multi-family complexes that are fall under the requirements of the two State mandates.

#### 16.03.6.1 - Commercial Accounts\*

State Mandates	Required	Compliant	Non-Compliant
AB 341	60	60	0
AB 1826	74	27	47

#### 16.03.6.3 - Multi-Family Accounts\*

State Mandates	Required	Compliant	Non-Compliant
AB 341	6	6	0
AB 1826	4	4	0

*\*Data to be updated with new database in 1<sup>st</sup> Quarter 2019*

Please refer to the following pages for assessments conducted and additional contacts. The table below shows the businesses that added compost collection services during this quarter:

Date	Site Name	Address	Container Size	Service
11/12/2019	Pasta Moon	845 Main St	(1) 3-yd	2x wk
11/13/2019	Daylight Farms	923 Miramontes St	(1) 32-gal	1x wk
11/27/2019	Methodist Church	777 Miramontes St	(1) 32-gal	1x wk
12/5/2019	Professional Peninsula Properties	625 Miramontes St	(1) 32-gal	1x wk
10/25/2019	New Leaf Community Market	150 San Mateo Rd	Change service to (2) 4-yd	2x wk

### 16.03.07 – Processing and Marketing Data

China's National Sword continues to be a challenge and of concern to everyone in the industry, not just Republic Services. We will continue to monitor the situation, explore opportunities to reduce contamination to make the materials we collect more marketable and search for alternative markets. We will continue to keep the City informed the state of the recycling industry and any new developments.





### 16.03.10 - Customer Base Data

#### Number of Garbage Containers

Container Size	SIZE	CITY	COM	IND	MFD	SFD	TOTAL
20	Gallons		10			1272	1,282
32	Gallons	263	79		29	2032	2,403
64	Gallons	27	68		5	646	746
96	Gallons	26	111		42		179
1	Yards		87		1		88
1.50	Yards		9			1	10
2	Yards	10	139		22		171
3	Yards	5	174		33		212
4	Yards	3	68				71
6	Yards	3	93				96
8	Yards		2				2
15	Yards			7			7
30	Yards			22			22
<b>Grand Total</b>		<b>337</b>	<b>840</b>	<b>29</b>	<b>132</b>	<b>3,951</b>	<b>5,289</b>

#### Garbage Service Frequency

Container Size		CITY	COM	IND	MFD	SFD	Grand Total
20	Gallons	-	10	-	-	1,228	1,238
32	Gallons	1,111	78	-	29	1,955	3,173
64	Gallons	81	75	-	2	610	768
96	Gallons	42	161	-	38		241
1	Yards	-	87	-	1	-	88
1.50	Yards	-	14	-	-	1	15
2	Yards	20	197	-	32	-	249
3	Yards	11	316	-	57	-	384
4	Yards	9	148	-	-	-	157
6	Yards	9	266	-	-	-	275
8	Yards	-	2	-	-	-	2
15	Yards	-	-	11	-	-	11
30	Yards	-	-	6	-	-	6
<b>Grand Total</b>		<b>1,283</b>	<b>1,354</b>	<b>17</b>	<b>159</b>	<b>3,794</b>	<b>6,607</b>

### 16.03.11 – Summary of Historical and Proposed Activities

During this quarter, we were understaffed by one Recycling Coordinator. In addition, the holidays are



not conducive to businesses wanting to tackle new programs/services, and additional items like waste assessments and training. Please refer to section 16.03.5 of this report for a narrative and list of historical activities taken place during this quarter. Our proposed activities for the upcoming quarter include additional presentations to community groups and organizations, ongoing waste assessments and training for businesses on the new programs and participating in any community events that are held in Half Moon Bay.





### 16.03.12 - Large Venue and Event Collection Data

<u>Event</u>	<u>Date</u>	<u>Garbage Tons</u>	<u>Organics Tons</u>	<u>Recycle Tons</u>	<u>Total Tons</u>
HMB Pumpkin Festival	10/19-10/20/19	5.43	2.34	4.9	12.67



### 16.03.13 - Street Sweeping Summary

<u>Item</u>	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date Total
Curb Miles Swept	491	513	498	378	1880
Curb Miles Missed	0	0	0	0	0
Tons Disposed	21.83	23.42	22.13	10.87	78.25
Est. Gallons Water Used	120	121	120	118	479



## 16.03.14 - Summary of Contractor Payments to City

### Franchise Fee Payments

LOB	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date Total
Residential	\$ 57,581.06	\$ 57,632.49	\$ 58,834.38	\$ 61,832.92	\$ 235,880.85
Commercial	\$ 46,414.57	\$ 50,367.73	\$ 53,011.64	\$ 48,535.85	\$ 198,329.79
MFD	\$ 6,935.50	\$ 7,526.21	\$ 7,921.28	\$ 7,252.48	\$ 29,635.47
Industrial	\$ 11,182.86	\$ 15,161.31	\$ 13,234.91	\$ 8,936.25	\$ 48,515.33
<b>Total</b>	<b>\$ 122,113.99</b>	<b>\$ 130,687.74</b>	<b>\$ 133,002.21</b>	<b>\$ 126,557.50</b>	<b>\$ 512,361.44</b>

### Monthly Administrative Support

LOB	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date Total
Commercial	\$ 18,000.00	\$ 18,000.00	\$ 18,702.00	\$ 18,702.00	\$ 73,404.00



## BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

### AGENDA REPORT

For meeting of: **February 18, 2020**

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**TO:** Honorable Mayor and City Council

**VIA:** Bob Nisbet, City Manager

**FROM:** John Doughty, Public Works Director  
Jennifer Chong, Public Works Program Manager  
Veronika Vostinak, Sustainability Analyst

**TITLE:** **DISPOSABLE FOODWARE ORDINANCE STUDY SESSION**

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#### **RECOMMENDATION:**

Direct staff to: 1) finalize preparation of the draft ordinance adopting a new Chapter 7.30 of the Half Moon Bay Municipal Code entitled “Disposable Foodware Ordinance” that mirrors the San Mateo County Disposable Foodware Ordinance; 2) conduct an informational workshop(s) with affected businesses regarding the proposed Disposable Foodware Ordinance; and 3) return within 90-days for City Council consideration/introduction of the ordinance.

#### **FISCAL IMPACT:**

There is no impact related to the update. If the City moves forward with a local ordinance that mirrors the San Mateo County Disposable Foodware Ordinance, San Mateo County Office of Sustainability (OOS) staff will take the lead on education and enforcement of the regulation within the City and unincorporated County areas, thus drastically reducing fiscal impact to the City. Should the City Council choose to make significant changes, this will likely result in sole enforcement by the City and fiscal impacts which can be further evaluated and presented.

#### **STRATEGIC ELEMENT:**

This action supports the *Healthy Communities* and *Public Safety and Infrastructure and Environment* elements of the Strategic Plan.

#### **BACKGROUND:**

The City Council made Sustainability one of their five priorities for FY 2019-20. As a result, City staff prepared a Sustainability Implementation Plan (SIP) approved by City Council in November 2019 which identified “adopting a Disposable Foodware Ordinance” as a Key Policy Action for FY 2019-20.

In May 2011, the City Council adopted Ordinance C-6-11 which adopted the San Mateo County Ordinance by reference which prohibited the use of polystyrene based disposable foodware by

food vendors (“Polystyrene Ban Ordinance”). This later became Chapter 7.30 of the Half Moon Bay Municipal Code. San Mateo County will be replacing this Polystyrene Ban Ordinance with the model Disposable Foodware Ordinance discussed here.

In September 2018, California signed into law Assembly Bill 1884 which prohibits full-service restaurants from providing single-use plastic straws unless they are specifically requested by a customer.

There has been increasing concern in the community over the impact of disposable foodware, especially items made from plastic. Disposable foodware, including containers, cups, lids, utensils and straws, is a major contributor to street litter, ocean pollution, marine and other wildlife endangerment, and climate change. Many plastic disposable foodware items are used for just a few minutes before becoming waste, which lasts for hundreds or even thousands of years. Council requested development of an ordinance to address these single use disposable items. In response, City Staff worked closely with the County of San Mateo’s Office of Sustainability (OOS) to develop a Disposable Foodware Ordinance that would repeal and replace the existing Polystyrene Ban Ordinance to reflect growing concern regarding disposable foodware.

Due to lack of Statewide regulation, many California and Bay Area cities have implemented their own local ordinances to reflect concern regarding the impact of disposable foodware on marine life and the environment. While some cities, such as Berkeley and San Francisco, have very comprehensive foodware ordinances, most adopted foodware ordinances have limited regulation to plastic utensils, coffee stirrers and plastic straws. Examples of disposable foodware policies in California are provided in Attachment 1.

San Mateo County initially began drafting the ordinance to ban plastic straws. Given input from the Board, community and cities, the ordinance scope was expanded. The County’s Office of Sustainability (OOS) completed an extensive community engagement and outreach process within San Mateo County in 2019 to gather feedback from different stakeholders on the draft Ordinance. The process included a workshop at the Half Moon Bay Library on June 17, 2019. County OOS staff also communicated directly with a number of different entities to gather input, including county solid waste haulers, nearby industrial composting facilities, waste and stormwater related joint powers authorities, restaurant and business associations, community advisory councils and committees, non-profit organizations, and educational institutions.

To date, sixteen other cities in San Mateo County are currently exploring if they’d like to pursue adopting a disposable foodware ordinance modeled after the San Mateo County Ordinance. Any local jurisdictions within San Mateo County that adopt the model Ordinance will benefit from education and enforcement provided by the County which will provide consistency for businesses and the public as well as significant financial benefit to the City.

San Mateo County's Foodware Ordinance to repeal Chapters 4.106 and 4.107 of the San Mateo County Ordinance Code (Polystyrene Ban) and adopting a new Chapter 4.107 (Disposable Foodware Ordinance) was introduced by the County Board of Supervisor's meeting on February 11, 2020. The Ordinance is expected to be adopted at the second reading scheduled for February 25, 2020.

#### **DISCUSSION:**

The County's model foodware ordinance is comprehensive and represents a major step in reducing the plastics waste stream in San Mateo County. The ordinance eliminates the use of plastic foodware and requires that disposable foodware be plant-based with a Biodegradable Products Institute (BPI) Certification to ensure that the items break down in an industrial composting facility and are free of/have minimal traces of harmful fluorinated chemicals. Due to the degree of outreach and research done by the County, the Ordinance is understandable, enforceable, and effective in reducing the volume of excess items that enter the waste stream. A draft Ordinance, based on the County's model ordinance, is included as Attachment 2.

A summary of the proposed Ordinance; including objectives, target group, target items, exemptions and possible modifications are outlined in the corresponding sections below. Staff will provide additional details as part of presentation and study session.

#### **Objectives**

1. Eliminate the unnecessary distribution and use of disposable foodware that is not reusable or compostable.
2. Reduce litter and ocean plastic pollution.
3. Improve the health and safety of Half Moon Bay community members by eliminating disposable foodware that is harmful.

#### **Target Group**

Food facilities: Any vendor, business, organization, entity, group or individual, including a licensed retail food establishment that provides prepared food for public consumption.

#### **Target Items**

The ordinance targets disposable foodware used to serve/distribute prepared food. This includes items such as bowls, plates, clamshells, cups, straws, utensils, etc. that are designed to be discarded after a single use or limited number of uses.

#### **Summary of Provisions**

1. Accessories such as straws, stirrers, cup spill plugs, condiment packets, utensils, napkins, etc. shall be provided only (1) when requested by the consumer, (2) upon acceptance by the consumer after being offered by the food facility or (3), at a self-serve area and/or a dispenser. Accessories will be distributed unbundled as separate individual units. Take-

out food delivery services that utilize digital ordering platforms shall provide clear options for customers to affirmatively request accessories. [Section 7.30.030 (a)]

2. Polystyrene (#6 plastics, Styrofoam) disposable foodware is prohibited. (This is a provision of the existing City Ordinance, the Polystyrene Ban Ordinance, which the City will be repealing and replacing with this Ordinance.) [Section 7.30.040 (a)]
3. Food facilities shall use *non-plastic, compostable* plates, bowls, cups, food trays, clamshells, boxes, deli containers, and other containers. These items may be lined with, but not made entirely of compostable plastic. Additionally, these items shall be certified by Biodegradable Products Institute (BPI). [Section 7.30.040 (b)]
4. Food facilities shall use disposable straws, stirrers, utensils and cocktail/toothpicks (and the packaging that these individual items are wrapped in, if any) made from *non-plastic compostable* materials. *Non-plastic, compostable* is defined as, but not limited to, natural fiber-based materials such as paper, sugarcane, wheat stalk/stem, bamboo, wood, etc. Traditional plastics (petroleum-based) and compostable plastics (aka bioplastics or polylactic acid (PLA) shall not be allowed for the abovementioned items. [Section 7.30.040 (d)]
5. The County will maintain and have available a list of approved disposable foodware sources and/or references to organizations that maintain regularly updated lists of products that meet the Ordinance requirements. These resources will also be available on the City's website and by request at City Hall. [Section 7.30.060 (d)]

### **Education and Enforcement**

If the model Ordinance is passed, the County will take the lead in conducting education and enforcement of the Ordinance at food facilities within Half Moon Bay in addition to unincorporated areas and other local jurisdictions that have adopted the model Ordinance. This is of great benefit to the City due to the limited staffing and financial capacity.

In addition, uniformity and predictability throughout the county and between cities will be most effective in reduction of waste and litter generated from food service facilities.

### **Timeline**

If adopted, the Ordinance will not become operative and will not be enforced for 365 days. This is to provide the food facilities time to use up their non-conforming inventory of disposable foodware and to give time for the San Mateo County Office of Sustainability to develop the education and enforcement program.

### **Notable Exemptions (Section 7.30.070)**

1. Disposable foodware made from aluminum
2. Disposable plastic straws may be provided only upon request to consumers with medical needs



3. Healthcare facilities may distribute disposable plastic straws without a request from patients
4. Drive-through areas of food facilities may distribute straws and cup sleeves without a request from the consumer
5. If no reasonable feasible foodware alternative exists, a food facility may file for an exemption

### **Potential Modifications**

Overall, staff believes that the County's model Ordinance will result in a reduction in the plastics waste stream in Half Moon Bay and throughout San Mateo County. However, staff has identified the following potential revisions for City Council consideration:

1. Section 7.30.030 (a) regarding the distribution methods of foodware accessories.

Revision: Council may direct staff to explore limiting the distribution methods of providing foodware accessories to request only except in the case of paper napkins or other accessories.

2. Add a provision that food service facilities are highly encouraged to provide reusable foodware in place of single-use disposable foodware.

### **Summary**

Overall, the County has produced a comprehensive, effective, and enforceable Foodware Ordinance due to their extensive level of research and stakeholder outreach. The Ordinance will greatly reduce the volume of plastics in the waste stream and eliminate much of the confusion regarding recycling of foodware products. Additionally, The City will benefit from education and enforcement provided by the County which will provide consistency for businesses and the public. This consistency will ensure the Ordinance is as effective as possible while significantly reducing the potential fiscal impact to the City.

### **ATTACHMENTS:**

1. Summary of Disposable Foodware Ordinances in California
2. Sample Disposable Foodware Ordinance

## Food Ware Policy Matrix (10/4/19)

Jurisdiction / Entity	Policy Effective Date	Impacted Party	Banned Items	Regulated Items	Regulated Items Requirements and Other Provisions	Compostable Plastic Acceptable?	Biodegradable Products Institute (BPI) Certification Required?	Bans Fluorinated Chemicals/ PFAS?	Charges for Disposable Food Ware?	Items Upon Request
Alameda	6/30/2018	Retail food vendors and food trucks	Plastic food ware items	All disposable food ware	Disposable food ware must be fiber-based compostable	No	No	No	No	Straws
Berkeley	3/27/2019 - Accessories upon request, color-coded receptacles; 1/1/2020 - All disposable food ware compostable; 7/1/2020 - Onsite dining may only use reusable	Prepared food vendors	N/A	All food ware and accessories	1. Self-bussing food vendors must provide color-coded bins 2. All disposable food ware and accessory items must be certified compostable (Biodegradable Products Institute [BPI]) and be free of intentionally added fluorinated chemicals 3. \$0.25 for every disposable cup provided 4. Onsite dining may only use reusable food ware to serve customers eating on the premises	Yes	Yes	Yes	Yes (\$0.25 for cups)	Accessories - straws, stirrers, napkins, utensils, condiment cups, packets, cup sleeves, tops, lids & spill plugs (with exceptions)
Carmel	2/1/2018 - Straws and utensils by request only; 4/22/2018 - Disposable food ware must be compostable or recyclable	Restaurants, food retail and any business or event where prepared food is sold for carryout or packaged convenience	Styrofoam or No. 6 polystyrene products	All disposable food ware	1. Straws, stir sticks, cups, lids, to-go cutlery must be certified compostable (BPI) 2. All to-go containers must be recyclable or certified compostable (BPI)	Yes	Yes	No	No	Straws and utensils
Davis	9/1/2017	All businesses, non-profits, restaurants, schools, hospitals, cafeterias, etc. that serve food or beverage (Does not apply to take-out food and beverage orders)	Polystyrene foam, plastic foam, plastic wrap or plastic bags, paper/foil wrappers, products that are not reusable, recyclable or compostable	Plates, cups, bowls, take-out food clamshells, left-over containers, etc.	Items must be recyclable or compostable. No polystyrene.	N/A	No	No	N/A	Straws

## Food Ware Policy Matrix (10/4/19)

Jurisdiction / Entity	Policy Effective Date	Impacted Party	Banned Items	Regulated Items	Regulated Items Requirements and Other Provisions	Compostable Plastic Acceptable?	Biodegradable Products Institute (BPI) Certification Required?	Bans Fluorinated Chemicals/ PFAS?	Charges for Disposable Food Ware?	Items Upon Request
Los Angeles City and County	4/22/2019 - Large food or beverage facility; 10/1/2019 - All other food or beverage facilities	Food or beverage facility	Ban self-serve/self-service plastic straw dispensers	Straws	Plastic straws will be distributed to dine-in/take-out customers upon request only or if offered by food facilities. Cannot be provided without offer or request.	No	No	No	No	Straws
Malibu	6/1/2018	Fast food restaurants, beverage provider, or vendor	Plastic straws, stirrers, cutlery	Plastic straws, stirrers, cutlery	Non-plastic alternatives (e.g., paper, sugar cane, bamboo, etc.)	No	No	No	No	Plastic straws, stirrers, cutlery
Manhattan Beach	7/1/2018	Food providers	Plastic straws, stirrers, lid plugs and utensils	Plastic straws, stirrers, lid plugs and utensils	Fiber-based compostable	No	No	No	No	Non-plastic straws, stirrers and utensils
Monterey	4/22/2019	City facilities, food providers	Polystyrene foam, plastic straws, disposable food service ware when dine-in, not compostable/ recyclable	Plastic straws, food ware	Encouraged to use reusable rather than disposables	Yes	No	No	No	Compostable straw
Oakland	7/1/2018	All Oakland food vendors selling prepared food, including restaurants, delis, fast-food establishments, vendors at fairs and food trucks	Polystyrene foam	Containers, bowls, plates, trays, cartons, cups, lids, straws, forks, spoons, knives and other items	Biodegradable and compostable food service ware	Yes, if meets ASTM Standards	No	No	No	Straws
Pacifica	Originally adopted in 1/2002; Amended in 2018 to include more items	Restaurant, retail food vendor	Polystyrene, Plastic cutlery, plastic stirrers, plastic straws	Cutlery, stirrers, beverage straws	Non-plastic items made from paper, sugar cane or bamboo. Strongly encouraged to use 100% compostable paper cups.	Yes, if meets ASTM Standards	No	No	No	N/A

## Food Ware Policy Matrix (10/4/19)

Jurisdiction / Entity	Policy Effective Date	Impacted Party	Banned Items	Regulated Items	Regulated Items Requirements and Other Provisions	Compostable Plastic Acceptable?	Biodegradable Products Institute (BPI) Certification Required?	Bans Fluorinated Chemicals/ PFAS?	Charges for Disposable Food Ware?	Items Upon Request
Palo Alto	1/1/2020	All food service establishments	Plastic utensils, straws, stirrers, drink plugs and other small plastic food ware items	Plastic utensils, straws, stirrers, drink plugs and other small plastic food ware items	Use only reusable or compostable items. Compostable items must be acceptable in City's compost collection program.	Yes	No	No	No	Utensils, straws, stirrers, drink plugs, and other small plastic food ware items
Richmond	12/15/2018	Retail, food providers and lodging establishments	Plastic straws and stirrers, Styrofoam products	All disposable food ware	1. Straws - Fiber-based compostable only (cannot be compostable plastic) 2. Food ware - Recyclable or compostable	No - Straws Yes - Food ware	Yes	No	No	Straws and stirrers
San Anselmo	12/31/2019	Food vendors, Town purchases and Town sponsored events	Polystyrene	Food ware and accessory	1. Food ware: Dine-in - Reusables only. Take-out - Reusable, compostable or composed entirely of aluminum. Compostable items must also be BPI certified/free of fluorinated chemicals. 2. Accessories: Compostable only upon request/self-serve stations 3. 3-part waste bins (compost / recycling / landfill) required	Does not ban compostable plastics, but items must be accepted at local composting facility. Local composting facility doesn't accept compostable plastics.	Yes	Yes	Yes (\$0.25 for cups)	Compostable food ware accessories

## Food Ware Policy Matrix (10/4/19)

Jurisdiction / Entity	Policy Effective Date	Impacted Party	Banned Items	Regulated Items	Regulated Items Requirements and Other Provisions	Compostable Plastic Acceptable?	Biodegradable Products Institute (BPI) Certification Required?	Bans Fluorinated Chemicals/ PFAS?	Charges for Disposable Food Ware?	Items Upon Request
San Francisco	7/1/2019 - paper straws available only upon request; 1/1/2020 - paper/natural fiber straws & all compostable food ware must be BPI certified	Retailers, food and beverage vendors and event producers	Plastic accessories, including beverage plugs, cocktail sticks, stirrers, toothpicks  Starting 1/1/20, compostable plastic straws banned	All disposable food ware	1. Straws must be made of natural fiber or paper 2. All other compostable food ware must be BPI certified	Yes	Yes	Yes	No	All food and beverage accessories
San Mateo County <i>(Proposed Ordinance as of summer 2019)</i>	TBD	All food facilities that serve food and beverages to public	Polystyrene, plastic food ware - utensils, stirrers, straws, large food ware items (e.g., cups, plates, bowls, clams shells, etc.)	Polystyrene, plastic food ware - utensils, stirrers, straws, large food ware items (e.g., cups, plates, bowls, clams shells, etc.)	1. Straws, utensils, stirrers, and cocktail/toothpicks must be made of natural fiber 2. Larger items (e.g., cups, plates, bowls, clams shells, etc.) must be natural fiber based, free of fluorinated chemicals, and BPI certified (or other certification approved by County)	Items made entirely of compostable plastic - banned; lining/ coating - acceptable	Yes	Yes	No	Accessories - straws, stirrers, napkins, utensils, condiment cups, cup sleeves, tops, lids, spill plugs, etc. (with exceptions)
Santa Barbara	7/1/2019	Beverage providers, food providers, City facilities	Plastic straws and stirrers, compostable plastic (PLA) straws and stirrers	Plastic straws and stirrers, compostable plastic (PLA) straws and stirrers	N/A - Ordinance bans listed regulated items	No	N/A	No	N/A	Plastic cutlery

## Food Ware Policy Matrix (10/4/19)

Jurisdiction / Entity	Policy Effective Date	Impacted Party	Banned Items	Regulated Items	Regulated Items Requirements and Other Provisions	Compostable Plastic Acceptable?	Biodegradable Products Institute (BPI) Certification Required?	Bans Fluorinated Chemicals/ PFAS?	Charges for Disposable Food Ware?	Items Upon Request
Santa Cruz	2008 - Polystyrene ban; 2012 - Added coolers, shipping boxes and beach toys; 11/7/2017 - Removed blanket exemption and added accessories only request provision	All food service businesses	Disposable food service ware containing polystyrene	All disposable food ware	ASTM-standards certified biodegradable, compostable, or recyclable in the City's recycling program	Yes	No	No	No, but encouraged	Straws, lids, cutlery, and to-go condiments packages
Santa Cruz County	1/1/2017	All to-go food service providers	Plastic food ware items	Straws, utensils, stirrers, lid plugs, plates, trays, bowls, containers, cups and lids	Must be BPI certified compostable	Yes	Yes	No	No	N/A
Santa Monica	1/1/2019	Food or beverage provider	Plastics #1-6, compostable plastic/polylactic acid (PLA) and aluminum	Straws, utensils, stirrers, lid plugs, plates, trays, bowls, containers, cups and cup lids	Disposable food ware must be fiber-based compostable	No	No	No	No	Marine degradable straws and utensils
Union City	1/1/2020	Any establishment providing beverages for consumption	Plastic, Bio-plastic or PLA plant-based straws	Straws and accessories	Straws must be fiber based compostable or reusable	No	No	No	No	Accessories

## Food Ware Policy Matrix (10/4/19)

Jurisdiction / Entity	Policy Effective Date	Impacted Party	Banned Items	Regulated Items	Regulated Items Requirements and Other Provisions	Compostable Plastic Acceptable?	Biodegradable Products Institute (BPI) Certification Required?	Bans Fluorinated Chemicals/ PFAS?	Charges for Disposable Food Ware?	Items Upon Request
Watsonville	1/1/2020 - Plastic straw ban; 1/1/21 - Compostable food ware and 10 cent charge on cups and 3-bin waste collection	Food providers that offer food and beverage to the public	Plastic and plastic foam products (cups, plates, bowls, clamshells, coolers, containers, shipping boxes, etc.)	All food ware items	1. Disposable food service ware must be compostable (must be ASTM - Standards for compostability) 2. \$0.10 for every disposable cup provided 3. Three separate waste bins requirement (compost / recycling / landfill)	Yes	No	No	Yes - Mandatory \$0.10 for cups; optional \$0.10 charge for all other to-go food ware items	N/A
San Francisco Airport (SFO)	3/31/2019	SFO Tenants, including food vendors	Single-use plastic food service ware and accessories	All disposable food ware	1. BPI certified compostable or natural fiber 2. Labeled "compostable" with green color coding 3. Free of fluorinated chemicals (PFAS)	Yes	Yes	Yes	No	Plastic straws
California State (AB 1884 - Plastic Straws Upon Request)	1/1/2019	Full-service restaurants	N/A	Single-use plastic straw	Single-use plastic straw only upon request	Yes	No	No	No	Plastic straws

**ORDINANCE NO. 2020-XXXX**

**ORDINANCE REPEALING CHAPTER 7.30 OF THE HALF MOON BAY MUNICIPAL CODE AND  
ADOPTING A NEW CHAPTER 7.30 REGULATING THE USE OF DISPOSABLE FOODWARE BY FOOD  
FACILITIES**

THE CITY COUNCIL OF THE CITY OF HALF MOON BAY DOES ORDAIN AS FOLLOWS:

**Section 1. Findings.** The City Council (Council) finds and declares as follows:

- (a) The production, management, and consumption associated with disposable foodware, typically used for only a few minutes before being discarded, have significant environmental impacts, including environmental contamination; consumption of precious resources such as energy and water; emissions of greenhouse gases; air and water pollution; litter on streets; and plastic pollution in waterways and oceans.
- (b) Disposable foodware constitutes a substantial portion of the litter found within the City of Half Moon Bay (City), the Coastside, and the rest of the Bay Area. These types of foodware are commonly littered or blown out of trash receptacles and migrate through the storm drain system where they eventually end up in the ocean and the City's beaches and creeks.
- (c) Polystyrene is a petroleum-based, lightweight plastic material commonly used as foodware by retail food vendors. Polystyrene, often referred to by the trademark, Styrofoam, has also become a problematic environmental pollutant given its non-compostable and nearly non-reusable nature.
- (d) The most effective ways to reduce the negative environmental impacts of disposable foodware include, in order of priority, using reusable foodware; using natural-fiber based compostable materials, many made from renewable resources such as bamboo, wheat stalk/stem, and sugarcane that do not contain toxic chemicals; and recycling foodware. When products are reused and recycled, natural resources are spared, less energy is used for the production of new products, and premium landfill space is preserved. When compostable products are turned into compost, they can reduce water use and lessen the need for fertilizer at the site where the compost is applied (e.g., gardens, yards, farm land, etc.), which can also lead to cost savings since less/no fertilizers need to be purchased.
- (e) Compostable foodware such as cups, plates, clamshell containers, and utensils are now made from paper, sugarcane stalk, bamboo, wheat stalk/straw, and other blends of natural plant fibers. As these products degrade, they pose less of a danger to the environment.
- (f) Even with the emergence of compostable plastics, which are derived from renewable biomass sources such as plants and microorganisms, there are limited certified types of compostable plastic that biodegrade in a marine environment.



- (g) Certain disposable foodware, including compostable paperboard containers, may contain fluorinated chemicals, also known as per- and polyfluorinated alkyl substances (PFAS), which are synthetic chemicals commonly used in disposable foodware to repel water and grease. Fluorinated chemicals pose a public health risk as they have been linked to serious health effects including kidney and testicular cancer, thyroid disruption, delayed puberty, and obesity.
- (h) Plastics in waterways and oceans break down into smaller pieces, called microplastics, that do not biodegrade and are present in most of the world's oceans. Microplastics consumed by marine organisms make their way into animals' tissues and are beginning to show up in the fish that humans consume. Plastic debris also attracts and concentrates ambient pollutants in seawater and freshwater, which can transfer to fish and other seafood that is eventually sold for human consumption.
- (i) Reduction of disposable foodware in the environment will advance compliance with federal, state, and county clean water mandates, including the City's Municipal Regional Stormwater Permit requirement, by helping to reduce trash and litter in stormwater discharges.
- (j) Understanding the importance of and need for reducing plastic litter, the City adopted a plastic bag ban ordinance in 2013. Adopting this Ordinance will help further reduce the amount of litter entering the City's storm drains, creeks, and the ocean.
- (k) This Council does, accordingly, find and declare that it should restrict the use by food facilities of polystyrene-based disposable foodware and require the replacement of non-compostable or non-recyclable disposable foodware with compostable alternatives that are non-plastic, natural fiber-based, and free of all intentionally added fluorinated chemicals, when and where possible.

**Section 2. Municipal Code Amendment "Disposable Foodware Ordinance".** New chapter 7.30 "Disposable Foodware" of the Half Moon Bay Municipal Code is adopted as set forth in Attachment A. Attachment A of this Ordinance is incorporated herein in its entirety.

**Section 3. Severability.** If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

**Section 4. CEQA.** The City Council finds that this ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines (Title 14 of the California Code of Regulations) Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) because it has no potential for resulting in physical change

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in the environment, directly or indirectly; it prevents changes in the environment. Further, this action is exempt from CEQA under CEQA Guidelines section 15061(b)(3) (the amendments are exempt because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment).

**Section 5. Publication.** The City Clerk shall publish a summary of this Ordinance in a newspaper of general circulation for the City of Half Moon Bay within fifteen days after its adoption.

**Section 6. Effective date.** This ordinance shall take effect 30 days after adoption. However, the mandatory provisions of this Ordinance, except for section 7.30.050 (a)(1), shall only become operative and subject to enforcement one year (365 days) after the effective date.

**INTRODUCED** at a regular meeting of the City Council of the City of Half Moon Bay, California, held on the 3rd of March 2020.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Half Moon Bay, California, held on the 17<sup>th</sup> day of March 2020, by the following vote:

Ayes, Councilmembers:

Noes, Councilmembers:

Absent, Councilmembers:

Abstain, Councilmembers:

## Attachment A

### **CHAPTER 7.30 DISPOSABLE FOODWARE**

#### **Sections:**

#### **7.30.010 – Title**

#### **7.30.020 – Definitions**

#### **7.30.030 – Distribution of Disposable Foodware Accessories**

#### **7.30.040 – Standards and Required Use of Disposable Foodware**

#### **7.30.050 – Recordkeeping and Inspection**

#### **7.30.060 – Automatic Exemptions**

#### **7.30.070 – Case-by-Case Consideration of Requests for Hardship Exemption**

#### **7.30.080 – Enforcement**

#### **7.30.010 – Title**

This chapter shall be known at the “Disposable Foodware Ordinance”

#### **7.30.020 – Definitions**

The following words and phrases shall have the meanings set forth below when used in this Chapter. The singular shall include the plural, and the plural shall include the singular.

- a. “Aluminum Foil-based” means any Disposable Foodware composed entirely of aluminum, including but not limited to aluminum tray liners, aluminum foil, and aluminum foil baskets.
- b. “Biodegradable Products Institute (BPI)” refers to a certification program that ensures that products and packaging displaying the BPI logo have been independently tested and verified accordingly to scientifically based standards to successfully break down in professionally managed industrial composting facilities. BPI-certified products meet the standards of the American Society for Testing Materials (ASTM) D6400 or D6868 for compostability. Starting on January 1, 2020, all BPI-certified products will also be required to have (1) a limit of 100 parts per million (ppm) total Fluorinated Chemicals as the upper threshold for acceptance and (2) no intentionally added Fluorinated Chemicals.
- c. “Compostable” means that an item or material (1) will break down, or otherwise become part of usable compost in a safe and timely manner and (2) is Natural Fiber-

based or made from other materials approved by the County Manager or designee. Compostable items may include those that are made entirely of Natural Fiber or Natural Fiber-based items that are coated or lined with biologically based polymer, such as corn or other plant sources (e.g., compostable plastics), if certified by BPI or by another independent third party approved by the County Manager or designee.

- d. "Disposable" means designed to be discarded after a single or limited number of uses and not designed or manufactured for long-term multiple reuse.
- e. "Foodware" means food contact products used for serving, distributing, holding, packaging, and/or transporting Prepared Food including, but not limited to plates, cups, bowls, trays, clamshell containers, boxes, utensils, straws, lids, and food contact paper (e.g., wraps, bags, tray liners, etc.). The term "Foodware" includes Foodware Accessories.
- f. "Foodware Accessories" include Foodware such as straws, stirrers, cup spill plugs, cup sleeves, condiment packets, utensils (including chopsticks), cocktail sticks/picks, toothpicks, napkins, and other similar accessory or accompanying Foodware used as part of food or beverage service or packaging. Detachable lids for beverage cups and food containers are not considered a Foodware Accessory.
- g. "Fluorinated Chemicals" means perfluoroalkyl and polyfluoroalkyl substances (PFAS chemicals) or fluorinated chemicals, which are a class of fluorinated organic chemicals containing at least one fully fluorinated carbon atom.
- h. "Food Facility" means an operation that stores, prepares, packages, serves, vends, or otherwise provides food to the public for human consumption, as defined by the California Health and Safety Code Section 113789 or successor. It includes both permanent and temporary food facilities. Public schools are exempt from the provisions of this Chapter.
- i. "Food Scrap Composting Method" means (1) self-hauling of food scraps to a permitted composting facility or a transfer station that accepts food scraps that will be transferred to a permitted composting facility for on-site compost processing, (2) food scrap compost collection service provided by a curbside hauler, or (3) on-site food scrap composting.
- j. "Healthcare Facilities" mean places that provide healthcare to the public. Healthcare Facilities includes, but is not limited to hospitals, clinics, outpatient care centers, nursing homes, psychiatric care centers, medical offices, hospice homes, mental health and addiction treatment centers, orthopedic and other rehabilitation centers, urgent care, birth centers, etc.

- k. "Natural Fiber/Natural Fiber-based" means a plant or animal-based, non-synthetic fiber, including but not limited to products made from paper, sugarcane, bamboo, wheat stems/stalk, hay, wood, etc.
- l. "Non-Compostable" means not meeting the definition of Compostable set forth in this Chapter.
- m. "Polystyrene-based" means and includes expanded polystyrene, which is a thermoplastic petrochemical material utilizing a styrene monomer and processed by any number of techniques including, but not limited to fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow molding (extruded foam polystyrene). The term "polystyrene" also includes polystyrene that has been expanded or blown using a gaseous blowing agent into a solid foam (expanded polystyrene [EPS]) and clear or solid polystyrene known as oriented polystyrene.
- n. "Prepackaged Food" means any properly labeled processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer and prepared at an approved source.
- o. "Prepared Food" means food or beverages that undergo a cooking or food preparation technique on the Food Facility's premises for consumption by the public. Cooking or food preparation technique includes, but is not limited to the following:
1. Cooking methods, utilizing the application of heat, such as steaming, microwaving, simmering, boiling, broiling, grilling, frying, or roasting.
  2. Beverage preparation, such as blending, brewing, steeping, juicing, diluting, or pouring.
  3. Food preparation techniques, such as defrosting, rinsing, washing, diluting, cutting, portioning, mixing, blending, assembling, coating, dipping, garnishing, decorating, or icing.
- Prepared Food does not include raw eggs or raw, butchered meats, fish, and/or poultry sold from a butcher case, a refrigerator case, or similar retail appliance.
- p. "Takeout Food" means Prepared Food requiring no further preparation, which is purchased to be consumed off a Prepared Food Facility's premises. Takeout Food includes Prepared Food delivered by a Food Facility or by a third-party Takeout Food Delivery Service.
- q. "Takeout Food Delivery Service" is a service that delivers Takeout Food from a Food Facility to a customer for consumption off the premises. This service can be provided directly by the Food Facility or by a third-party.

### **7.30.030 – Distribution of Disposable Foodware Accessories.**

- a. No Food Facility shall provide any Disposable Foodware Accessories except (1) upon request by the consumer, (2) upon acceptance by the consumer after being offered by the Food Facility, or (3) at a self-serve area and/or a dispenser.
- b. Food Facilities shall only distribute Disposable Foodware Accessories unbundled, as separate individual units.
- c. Takeout Food Delivery Services that utilize digital ordering/point of sale platforms, including but not limited to the internet and smart-phone, shall only offer Disposable Foodware Accessories by providing clear options for customers to affirmatively request these items separate from orders for food and beverages. The default option on the digital ordering/point of sale platforms shall be that no Disposable Foodware Accessories are requested. Each individual Disposable Foodware Accessory (e.g., each fork, knife, condiment packet, napkin, etc.) provided with Prepared Food must be specifically requested by the customer in order for a Food Facility to provide it.

### **7.30.040 – Standards and Required Use of Disposable Foodware.**

- a. No Food Facility shall use Polystyrene-based Disposable Foodware when providing Prepared Food.
- b. Food Facilities shall only provide Disposable straws, stirrers, utensils, and cocktail/toothpicks (and the packaging that these individual items are wrapped in, if any) that are Compostable.
- c. Nothing in this Chapter shall conflict or be construed to conflict with the Americans with Disabilities Act or any other applicable law concerning the rights of individuals with disabilities. In particular, nothing in this Chapter shall restrict, or be construed to restrict, the provision by Food Facilities of Disposable Non-Compostable straws to individuals who may request the use of Disposable Non-Compostable straws to accommodate medical needs or disabilities. Healthcare Facilities may distribute Disposable Non-Compostable straws with or without request by a patient at the discretion of the Healthcare Facility staff based on the physical or medical needs of the patient.
- d. Food Facilities shall use Compostable items for the below Disposable Foodware:
  - 1. Plates
  - 2. Bowls (of all sizes including, but not limited to soup and salad bowls and accessory bowls for condiments)
  - 3. Cups (of all sizes including, but not limited to beverage cups)

- 4. Food trays
- 5. Clamshells, boxes, deli containers, and other containers used for the sale and/or distribution of Prepared Food (e.g., Takeout Food, leftover “doggie containers”, etc.)
- e. Compostable items for the Disposable Foodware listed in Subsection (d) used by Food Facilities must have been tested to breakdown into compost in an industrial composting facility in a timely manner and shall be free of all intentionally added Fluorinated Chemicals. To verify, these items shall be certified by Biodegradable Products Institute (BPI) or another independent third party approved by the City Manager or designee, in collaboration with local waste processors and haulers.
- f. For all other Disposable Foodware not listed in Subsections (b) and (d), Food Facilities shall use only Disposable Foodware that can be composted by the Food Scrap Composting method utilized by the Food Facility and/or accepted for recycling by the Food Facility’s recycling collection service.
- g. The City shall maintain a list of approved Disposable Foodware sources and/or references to organizations that maintain regularly updated lists of products that meet the requirements detailed in Subsections (a), (b), (d), and (e) of this Section. This information shall be made available on the City’s website and in City Hall. If a product is not included on the approved lists, the Food Facility wishing to use a product as Disposable Foodware shall establish to the City Manager or designee’s satisfaction that the product complies with the requirements detailed in Subsections (a), (b), (d), and (e).

**7.30.050 – Recordkeeping and Inspection.**

- a. Food Facilities shall keep complete and accurate record or documents of the below items.
  - 1. Commencing on the effective date of this Ordinance and ending 365 days from the Ordinance effective date, the purchase of all Disposable Foodware, including Non-Compostable and Compostable items.
  - 2. The purchase of the acceptable Disposable Foodware evidencing compliance with this Chapter for a minimum period of three years from the date of purchase.
- b. The record shall be made available for inspection at no cost to the City during regular business hours by City employee or City-designated staff authorized to enforce this Chapter. Unless an alternative location or method of review is mutually agreed upon, the records or documents shall be made available at the Food Facility address.
- c. The provision of false or incomplete information, records, or documents to the City shall be a violation of this Chapter.

### **7.30.060 – Automatic Exemptions.**

- a. Prepackaged Food is exempt from the provisions of this Chapter.
- b. Polystyrene coolers and ice chests intended for reuse are exempt from the provisions of this Chapter.
- c. Disposable Foodware that is entirely Aluminum Foil-based is exempt from the provisions of this Chapter.
- d. If the City determines that a reasonably feasible Disposable Foodware that complies with Section 7.30.040 (a), (b), (d), and (e) of this Chapter does not exist, these items will be exempt from the abovementioned provisions of this Chapter until the City determines that a reasonably feasible alternative is available on the market for purchase. The City will have a current list of these exempted Disposable Foodware posted on the City of Half Moon Bay website with hard copies available in the Office.
- e. Certain Disposable Foodware Accessories for beverage orders, specifically, straws and cup sleeves, shall be exempt from Section 7.30.030 (a) and may be distributed for safety reasons without the need for a request by the consumer or an offer by the Food Facility, specifically at drive-through areas of Food Facilities. Detachable lids are not considered a Disposable Foodware Accessory, so Section 7.30.030 (a) does not apply to detachable lids.
- f. Temporary exemptions due to an emergency are automatic without the submission of a request for an exemption. An emergency is defined as a sudden, unexpected occurrence posing a clear and imminent danger that requires immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services. Examples of an emergency include, but are not limited to natural disasters, emergencies due to the release of hazardous materials, emergencies associated with loss of power and/or water, or emergency medical response.

### **7.30.070 – Case-by-Case Consideration of Requests for Hardship Exemption.**

- a. Grounds for an exemption.

An exemption from any of the provisions of this Chapter may be granted by the City Manager or designee upon demonstration by a Food Facility to the satisfaction of the City that strict application of the requirements would cause undue hardship. An “undue hardship” includes, but is not limited to the following:

- 1. A situation unique to the Food Facility where a suitable alternative that conforms with the requirements detailed in Section 7.30.040 (a), (b), (d), and (e) does not exist for a specific application.



2. Imposing the provisions of this Chapter would cause significant economic hardship. “Significant economic hardship” may be based on, but not limited to, demonstrating that suitable Disposable Foodware is not available at a commercially reasonable price and the additional cost associated with providing the Disposable Foodware is particularly burdensome to the Food Facility based on the type of operation(s) affected, the overall size of the business/operation, the number, type and location of its facilities, the impact on the overall financial resources of the Food Facility, and other factors. Reasonable added cost for a suitable item as compared to a similar item that the Food Facility can no longer use shall not by itself constitute adequate grounds to support an exemption for such item. In determining whether a significant economic hardship has been established, the City Manager or designee shall consider the following information: ability of the Food Facility to recover the additional expense by increasing its prices; the availability of tax credits and deductions; outside funding; and other options.
- b. Request for an exemption. A request for an exemption from the requirements of this Chapter shall include all information deemed necessary by the City to render a decision, including but not limited to documentation showing the factual support for the requested exemption. A request for an exemption may be approved by the City Manager or designee, in whole or in part, with or without conditions. The duration of the exemption, if granted, shall also be determined by the City Manager or designee. Information about the application process for requesting an exemption will be available on the City Of Half Moon Bay’s website and in the Office.

#### **7.30.080 – Enforcement.**

- a. The City Manager or designee may enforce this Chapter.
- b. A violation of this Chapter is an infraction and is also punishable by administrative fines as set forth in [Chapter 1.40](#).
- c. Violation of this Chapter is a public nuisance subject to all applicable civil, administrative, and criminal remedies and penalties according to the provisions and procedures contained in this ordinance code and state law including, but not limited to, an action for abatement or injunctive relief.
- d. This Section shall not be interpreted to limit any otherwise available civil or administrative remedies under law.