



County of San Mateo Planning & Building Department Agricultural Advisory Committee

John Vars
Koren Widdel
Jess Brown
Jim Howard

Frank McPherson
Judith Humburg
Lauren Silberman
Ryan Casey

James Oku
Peter Marchi
Natalie Sare
Fred Crowder

Jonathan Winslow
Summer Burlison

County Office Building
455 County Center, 2nd Floor
Redwood City, California 94063
650/363-1825
Fax: 650/363-4849

Regular Meeting **BY VIDEOCONFERENCE ONLY**

Date: Monday, December 12, 2022

Time: 7:00 p.m. to 9:00 p.m.

Place: Virtual Meeting

<https://smcgov.zoom.us/j/96090511952>

* PUBLIC PARTICIPATION

Written Comments:

Members of the public may provide written comments by email to SBurlison@smcgov.org and should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda.

The length of the emailed comment should be commensurate with the 5 minutes customarily allowed for verbal comments, which is approximately 300-400 words. To ensure your comment is received and read into the record for the appropriate agenda item, please submit your comments no later than 5:00 p.m. the day before the meeting. The County will make every effort to read emails received after that time, but cannot guarantee such emails will be read into the record. Any emails received after the deadline which are not read into the record will be provided to the Committee after the meeting and become part of the administrative record.

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet, or other writings that may be distributed at the meeting should contact Summer Burlison, the Planning Liaison, by 10:00 a.m. on the Friday before the meeting at SBurlison@smcgov.org. Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

Virtual Meeting/Spoken Comments

Spoke public comments will be accepted during the meeting through Zoom. **Please read the following instructions carefully:**

1. The December 12, 2022 Agricultural Advisory meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/96090511952>. The **meeting ID is 960 9051 1952**. The meeting may also be accessed via telephone by dialing +1 669-900-6833 (Local). Enter the **meeting ID: 960 9051 1952** and then press #. (To find your local number: <http://smcgov.zoom.us/u/admSDqceDg>).

2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up to date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionalities may be disabled in older browsers including internet explorer.
3. You may be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the Committee calls for the item on which you wish to speak, click on “raise hand” or *9 if calling in on a phone. The Secretary will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
5. When called, please limit your remarks to the time limit allotted.

MATERIALS PRESENTED FOR THE MEETING:

Applicants and members of the public are encouraged to submit materials to the Agricultural Advisory Committee. All materials (including but not limited to models and pictures) submitted on any item on the agenda are considered part of the administrative record for that item and must be retained by the Committee Secretary. If you wish to retain the original of an item, a legible copy must be left with the Committee Secretary.

AGENDAS AND STAFF REPORTS ONLINE:

To view the agenda, please visit our website at <https://planning.smcgov.org/agricultural-advisory-committee>. Staff reports will be available on the website one week prior to the meeting. For further information on any item listed below please contact the corresponding Project Planner indicated.

CORRESPONDENCE TO THE COMMITTEE:

Summer Burlison, Interim Agricultural Advisory Committee Liaison
455 County Center, 2nd Floor
Redwood City, CA 94062
Email: SBurlison@smcgov.org

NEXT MEETING:

The next regularly scheduled Agricultural Advisory Committee meeting is on January 9, 2023.

AGENDA **7:00 p.m.**

1. **Call to Order**
2. **Member Roll Call**
3. **Adopt a Resolution** that, as a result of the continuing COVID-19 pandemic state of emergency, meeting in person would present imminent risks to the health and safety of attendees.
4. **Consideration of the Meeting Minutes** for the June 13, 2022 and September 12, 2022 AAC meetings.

5. **Consideration of the 2023 AAC Meeting Schedule.**
 6. **Oral Communications** to allow the public to address the Committee on any matter not on the agenda. If your subject is not on the agenda, the Chair will recognize you at this time.
 7. **Committee Member Update(s) and/or Questions** to allow Committee Members to share news and/or concerns for items not on the agenda.
 8. **Community Development Director's Report**
-

Regular Agenda

9. **Informational/Training Item:** Presentation by County staff on Farm Labor Housing Guidelines, Application Process and Procedures. Presenter: Summer Burlison, SBurlison@smcgov.org.
 10. **Committee Review of (AAC) Subcommittee Meeting Notes on Agritourism Guidelines.**
 11. **Adjournment**
-

Agricultural Advisory Committee meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request a alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the County Representative at least five (5) working days before the meeting at (650) 363-1815, or by fax at (650) 363-4849, or e-mail SBurlison@smcgov.org. Notification in advance of the meeting will enable the Committee to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

ROLL SHEET – December 12, 2022

Agricultural Advisory Committee Attendance 2021-2022

	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
VOTING MEMBERS														
Judith Humburg Public Member		X	X	X	X	X	X	X	X	X	X			
James Oku Farmer				X	X	X	X	X	X	X	X	X		
Natalie Sare Farmer	X		X	X	X	X		X		X	X	X	X	
Vacant Position** Farmer, Vice-Chair	X	X	X	X	X		X	X		X	X			
Jonathan Winslow Public Member				X	X	X	X	X	X	X	X		X	
John Vars Farmer, Chair	X	X	X	X	X	X	X	X	X	X	X	X	X	
Vacant Position** Farmer	X	X	X	X	X	X	X		X	X				
Peter Marchi Farmer	X	X	X	X	X	X	X	X	X	X	X	X	X	
Ryan Casey Farmer				X	X	X	X	X	X	X	X	X	X	
Fred Crowder Conservationist				X	X	X		X	X	X	X			
Lauren Silberman Ag Business	X	X	X	X	X	X	X		X	X		X	X	
Natural Resource Conservation Staff														
Jim Howard														
San Mateo County Agricultural Commissioner Koren Widdel	X	X	X	X	X	X	X	X	X	X	X		X	
Farm Bureau Executive Director Jess Brown	X	X	X			X	X	X	X	X	X			
San Mateo County Planning Staff Summer Burlison	X	X	X	X	X	X	X	X	X	X	X	X	X	
UC Co-Op Extension Representative Frank McPherson														

X: Present

Blank Space: Absent or Excused

Grey Color: No Meeting

*** Special Meeting**

****Position vacant as of Nov 2022**



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

3

**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

DATE: December 2, 2022

To: Agricultural Advisory Committee
From: Summer Burlison, Planning Liaison
Subject: Resolution to make findings allowing continued remote meetings under Brown Act

RECOMMENDATION:

Adopt a resolution finding that, as a result of the continuing COVID-19 pandemic state of emergency, in person meetings of the Agricultural Advisory Committee would present imminent risks to the health or safety of attendees.

DISCUSSION:

On October 18, 2022, the County of San Mateo Board of Supervisors adopted a Resolution finding that, as a result of the continuing COVID-19 pandemic state of emergency, meeting in person would present imminent risks to the health and safety of attendees. The Board's adopted resolution invokes the provisions of recently enacted state legislation (AB 361) to continue teleconferencing for meetings, and strongly encourages other County legislative bodies to make similar findings and continue meeting remotely through teleconferencing.

As encouraged by the Board of Supervisors, and for the reasons set forth in the proposed resolution, we recommend that your Committee similarly avail itself of the provisions of AB 361 allowing continuation of remote meetings by adopting findings to the effect that conducting in-person meetings would present an imminent risk to the health and safety of attendees. A resolution to that effect, and directing staff to return each 30 days with the opportunity to renew such findings, is attached hereto.

If the resolution is not adopted, the Committee must meet in person, effective as of December 12, 2022.

ATTACHMENTS:

A. Resolution (No. 15) for Adoption

RESOLUTION NO. (15)

RESOLUTION FINDING THAT, AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY, IN PERSON MEETINGS OF THE AGRICULTURAL ADVISORY COMMITTEE WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES

RESOLVED, by the Agricultural Advisory Committee of the County of San Mateo, State of California, that

WHEREAS, on March 4, 2020, pursuant to section 8550, *et seq.*, of the California Government Code, Governor Newsom proclaimed a state of emergency related to the COVID-19 novel coronavirus and, subsequently, the County of San Mateo Board of Supervisors declared a local emergency related to COVID-19, and the proclamation by the Governor and declaration by the Board remain in effect; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions in the California Open Meeting Law, codified at Government Code section 54950, *et seq.* (the "Brown Act"), related to teleconferencing by local agency legislative bodies, provided that certain requirements were met and followed; and

WHEREAS, on July 12, 2021, the Governor issued Executive Order N-08-21, which extended certain provisions of Executive Order N-29-20 that waive otherwise-applicable Brown Act requirements related to remote/teleconference meetings by local agency legislative bodies through September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361, which provides that a local agency legislative body may continue to meet remotely without complying with otherwise-applicable requirements in the Brown Act related to remote/teleconference meetings by local agency legislative bodies, provided that a state of emergency has been declared and the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and provided that the legislative body makes such finding at least every thirty days during the term of the declared state of emergency; and

WHEREAS, on October 18, 2022, the County of San Mateo Board of Supervisors made the finding that, as a result of the continuing COVID-19 pandemic state of emergency, meeting in person would present imminent risks to the health and safety of attendees, and therefore adopted a Resolution invoking the provisions of AB 361 to continue teleconferencing for meetings, and strongly encouraging other County legislative bodies to make similar findings and continue meeting remotely through teleconferencing; and,

WHEREAS, the Agricultural Advisory Committee concludes that there is a continuing threat of COVID-19 to the community, and that Committee meetings have characteristics that give rise to risks to health and safety of meeting participants (such as the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to participate fully in public governmental meetings, and the challenges with fully ascertaining and ensuring compliance with vaccination and other safety recommendations at such meetings); and

WHEREAS, California Department of Public Health and the federal Centers for Disease Control and Prevention caution that the Delta variant of COVID-19, currently

the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, that it may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others, resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and

WHEREAS, this Agricultural Advisory Committee has an important interest in protecting the health and safety of those who participate in meetings of this Committee; and

WHEREAS, this Agricultural Advisory Committee typically meets in-person in a public setting, such that the number of people present at these meetings may impair the safety of the occupants; and

WHEREAS, the COVID-19 pandemic has informed County agencies about the unique advantages of online public meetings, which are substantial, as well as the unique challenges, which are frequently surmountable; and

WHEREAS, in the interest of public health and safety, as affected by the state of emergency caused by the spread of COVID-19, the San Mateo County Agricultural Advisory Committee finds that meeting in person would present imminent risks to the health or safety of attendees, and the Committee will therefore invoke the provisions of AB 361 related to teleconferencing for meetings of the Agricultural Advisory Committee, as strongly encouraged by the Board of Supervisors, to make such findings and continue meeting remotely through teleconferencing.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that

1. The recitals set forth above are true and correct.
2. The Agricultural Advisory Committee finds that meeting in person would present imminent risks to the health or safety of meeting attendees.
3. The Planning staff liaison to the Committee is directed to continue to agendize public meetings of the Agricultural Advisory Committee only as online teleconference meetings, as strongly encouraged by the Board of Supervisors, until the risk of community transmission has further declined.
4. No later than thirty (30) days, or at the beginning of the next regular meeting, after the date of adoption of this resolution the Committee shall again consider whether to make the findings required by AB 361 in order to continue meeting remotely under its provisions.



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

4



County of San Mateo Planning & Building Department Agricultural Advisory Committee

John Vars
Koren Widdel
Jess Brown
Jim Howard

Frank McPherson
Judith Humburg
Lauren Silberman
Louie Figone

William Cook
Peter Marchi
Natalie Sare
Fred Crowder

Ryan Casey
James Oku
Jonathan Winslow
Summer Burlison

County Office Building
455 County Center, 2nd Floor
Redwood City, California 94063
650/363-1829
Fax: 650/363-4849

ACTION MINUTES

Draft

Monday June 13, 2022

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020 and March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, public hearings will not be held in person until the Shelter-in-Place Order is lifted. Instead, members of the public may provide written comments by email to the San Mateo County Planning Liaison Summer Burlison at SBurlison@smcgov.org. To be read into the record and discussed at the meeting, comments must be submitted via email no less than 30 minutes before the scheduled meeting. Comments received after that time will be held for the next scheduled meeting.

1. **Call to Order**

At the virtual meeting room hosted by the San Mateo County Planning Department on the Zoom Video Communications platform due to Covid-19 Shelter-in-Place Orders, Committee Chair John Vars called the meeting to order at 7:04 p.m.

2. **Member Roll Call**

Regular Committee Members Present:

Judith Humburg
James Oku
Natalie Sare
Louie Figone
Jonathan Winslow
John Vars
Peter Marchi
Ryan Casey
Fred Crowder

Regular Committee Members Absent:

William Cook
Lauren Silberman

Nonvoting Committee Members Present:

Koren Widdel, San Mateo County Agricultural Commissioner
Summer Burlison, Planning Staff Liaison
Jess Brown, San Mateo County Farm Bureau Executive Director

Nonvoting Committee Members Absent:

Jim Howard, Natural Resource Conservation Staff

Frank McPherson, UC Co-Op Extension Representative

3. **Adopt a Resolution** that, as a result of the continuing COVID-19 pandemic state of emergency, meeting in person would present imminent risks to the health and safety of attendees.

PUBLIC SPEAKERS:

None

COMMITTEE ACTION:

Committee Vice Chair Louie Figone moved, and Committee Member Judith Humburg seconded, a motion to adopt the above resolution.

Motion passed 9-0-2, with two absent members.

4. **Oral Communications** to allow the public to address the Committee on any matter not on the agenda. If your subject is not on the agenda, the Chair will recognize you at this time.

None

5. **Committee Member Update(s) and/or Questions** to allow Committee Members to share news and/or concerns for items not on the agenda.

- Koren Widdel, San Mateo County Agricultural Commissioner, shared the following:
 - The Department of Agriculture is holding a Pesticide Disposal Event on June 28, 2022 in Pescadero for agricultural pesticides. Appointments are required so if interested, call the Agriculture Department for an appointment. Limited space so register early but registration still available. Time and place will be disclosed to those who are registered for an appointment.
 - The Department of Agriculture still has COVID test kits for farm workers, and also KN-95, Zen 95, surgical masks, coveralls, and hand sanitizers; contact the Agriculture Department if needed. The N-95's passed out during fires, by company BYB (in blue box) have been extended from 2 years from manufacturer date (lifespan) to 5 years, so they are still good and can be used for wildlife smoke or pesticide applications requiring N-95.
 - San Mateo County Health is not considering issuing a local health order to require masking indoors in public spaces. The County still urges everyone to get vaccinated and boosted when they become available.

6. **Committee Discussion and Update** on the current COVID-19 pandemic, potential policies needed to protect local agriculture and water from contamination, how the pandemic may affect local food supply, and access to farm labor and resources available to producers and farm workers.

PUBLIC SPEAKERS:

None

COMMITTEE ACTION:

No action required. The Committee discussed COVID testing availability for farm workers. The Department of Agriculture still has test kits available by request. There's no plan by the County to do on-farm vaccinations in the future, as has been done in the past. People are encouraged to visit their

local health providers to get boosted. Log on to smchealth.org/vaccine-clinic-calendar to find the nearest available clinic.

7. **Committee Discussion** on action steps for market development for San Mateo County's agricultural production and potential.

PUBLIC SPEAKERS:

Adria Arko

COMMITTEE ACTION:

No action required. The Committee discussed the general interest meeting held in May and next steps.

Member of the public Adria Arko, San Mateo County Agricultural Ombudsman, shared that the general interest meeting for this project was held and approximately 78 people were in attendance. There was general interest expressed at the meeting to figure out how to help farmers and ranchers expand their markets. Notes from the meeting were distributed. The coordinating group is figuring out next steps. The expect next step would be to develop a business plan.

Committee Member Judith Humburg asked about next steps and how to share examples of other places that have established markets.

(Non-voting) Committee Member Jess Brown shared that at the last Farm Bureau meeting, the distributed notes were reviewed. The Bureau is looking at locations and reaching out to entities who have done similar projects to learn from, such as Napa Ox Bow Market. Any examples that Committee members want to provide for further research can be passed to Jess Brown.

8. **Community Development Director's Report**

PUBLIC SPEAKERS:

None

COMMITTEE ACTION:

No action required. The Committee reviewed the items on this month's report.

Regular Agenda

9. **Owner:** County of San Mateo; La Honda Pescadero Unified School District
Applicant: County of San Mateo
File Number: PLN 2021-00056
Location: County Fire Station #59 located at 1200 Pescadero Creek Road; replacement County Fire Station #59 and La Honda Pescadero Middle/High School located at 330 Butano Cut-Off.
Assessor's Parcel No.: 086-150-050; 087-053-010, respectively

Consideration of a Local Coastal Program amendment to facilitate the future construction of a replacement fire station (County Fire Station Number 59) and extension of CSA-11 to serve the fire

station and Pescadero Middle/High School located at 350-360 Butano Cut-Off. Please direct questions to Project Planner Melissa Ross, Planning Services Manager, at MRoss@smcgov.org.

PUBLIC SPEAKERS:

Dante Silvestri
BJ Burns

COMMITTEE ACTION:

San Mateo County Planning Services Manager Melissa Ross provided a presentation on the project.

Committee members asked clarifying questions, raised concerns, and requested additional information regarding CSA-11 connections for the project, impacts for long term sustainability of CSA-11 wells, and status of CSA-11 wells; efforts made to identify solutions for lowering water levels in the aquifer; potential septic field conflicts with the agricultural field to the north; frequency and severity of emergency call responses by Fire; whether a new fire station would use a density credit; what efforts have been made to identify improvements to the school given it is a community evacuation center; clarification of parameters for the off-site ag mitigation parcel; what the existing fire station would look like on projected 8 gallons/day of water use after relocation; concern with striking the date referenced in the proposed modification to LCP Policy 2.39; clarification on the intent of proposed new LCP Policy 2.60; concern for loss of prime soils; how long the proposed fire station parcel has been fallow; and how much prime agricultural land is available in the community.

County Planning Services Manager Melissa Ross provided responses to the Committee's questions including that proposed new LCP Policy 2.60 would set aside the density credit requirement normally required for Planned Agricultural District property and the project proposes to rezone the proposed fire station site from agriculture to institutional; LCP Policy 2.60 provides flexibility to move forward in the permit process without having to amend everything in the LCP as long as compliance with the intent of LCP policies is achieved; that serving the town with CSA-11 water is considered growth inducing, however, the fire station and school are critical facilities and not considered growth inducing uses; the school district may be exploring improvements needed to school facilities, but that effort is outside of the immediate scope of this project; the off-site mitigation parcel has to be land that is not currently, or that has not been, farmed and that the County has not looked at any mitigation properties yet; the mitigation parcel will need to satisfy the County and Coastal Commission, and would be part of the Coastal Development Permit for the fire station; the existing fire station site will maintain the apparatus bay with one restroom and a sleeping quarter, requiring low potable water use; the sustainability of yield study did not identify any evidence of saltwater intrusion impacts to the aquifer; there would be some impact to long term aquifer use, primarily with the school connection since there wouldn't be a significant increase in water consumption between the existing fire station and new fire station; proposed amendment to LCP Policy 2.37 would require Public Works to monitor the groundwater trends and aquifer given climate change and the school and fire station connections; the CSA-11 wells could be dropped if necessary based on monitoring; amendment to LCP Policy 2.39 is due to the date conflicting with the school and new fire station connections to CSA-11; a fire response time map for the proposed fire station location demonstrated required fire response times could be met; if the LCP amendment doesn't get certified to facilitate the project, then the county must start over at square one; County notes the proposed fire station site went fallow around 2013.

Member of the public BJ Burns shared that the proposed fire station site is fallow because the operator was told to let it go fallow; the parcel was farmed back in 1959 and has since always been farmed except for the County telling him not to farm it; the site has plenty of water and very good prime soils.

Member of the public Dante Silvestri raised questions about the severity of emergency calls; if the county is looking at County-owned lands for the mitigation site, such as off Reservoir Road; and requested clarity on the condition of CSA-11 wells (including but not limited to the initial warheit well, monitoring well, and standby well).

Committee Member Natalie Sare moved to continue the item to allow staff time to gather additional requested information or table the item to the next meeting after the Committee receives additional information from the County.

Natalie Sare rescinded her motion.

The Committee tabled the item pending further information from the County as raised during discussion.

10. **Committee Review of (AAC) Subcommittee Meeting Notes on Agritourism Guidelines** from Subcommittee Meeting 1 (January 28, 2021) and Subcommittee Meeting 2 (February 17, 2021).

COMMITTEE ACTION:

The Chair tabled this item due to a lack of remaining meeting time for discussion.

11. **Adjournment**

Meeting was adjourned at 9:02 p.m. by Committee Chair John Vars.



County of San Mateo Planning & Building Department Agricultural Advisory Committee

John Vars
Koren Widdel
Jess Brown
Jim Howard

Frank McPherson
Judith Humburg
Lauren Silberman
Louie Figone

William Cook
Peter Marchi
Natalie Sare
Fred Crowder

Ryan Casey
James Oku
Jonathan Winslow
Summer Burlison

County Office Building
455 County Center, 2nd Floor
Redwood City, California 94063
650/363-1829
Fax: 650/363-4849

ACTION MINUTES

Draft

Monday September 12, 2022

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020 and March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, public hearings will not be held in person until the Shelter-in-Place Order is lifted. Instead, members of the public may provide written comments by email to the San Mateo County Planning Liaison Summer Burlison at SBurlison@smcgov.org. To be read into the record and discussed at the meeting, comments must be submitted via email no less than 30 minutes before the scheduled meeting. Comments received after that time will be held for the next scheduled meeting.

1. **Call to Order**

At the virtual meeting room hosted by the San Mateo County Planning Department on the Zoom Video Communications platform due to Covid-19 Shelter-in-Place Orders, Committee Chair John Vars called the meeting to order at 7:04 p.m.

2. **Member Roll Call**

Regular Committee Members Present:

Judith Humburg
James Oku
Natalie Sare
Louie Figone
Jonathan Winslow
John Vars
Peter Marchi
Ryan Casey
Fred Crowder

Regular Committee Members Absent:

William Cook
Lauren Silberman

Nonvoting Committee Members Present:

Koren Widdel, San Mateo County Agricultural Commissioner
Summer Burlison, Planning Staff Liaison
Jess Brown, San Mateo County Farm Bureau Executive Director

Nonvoting Committee Members Absent:

Jim Howard, Natural Resource Conservation Staff

Frank McPherson, UC Co-Op Extension Representative

3. **Adopt a Resolution** that, as a result of the continuing COVID-19 pandemic state of emergency, meeting in person would present imminent risks to the health and safety of attendees.

PUBLIC SPEAKERS:

None

COMMITTEE ACTION:

Committee Chair John Vars motioned to adopt the above resolution; there were no Committee objections.

Motion passed 8-0-3, with three absent members (at the time of this item).

4. **Oral Communications** to allow the public to address the Committee on any matter not on the agenda. If your subject is not on the agenda, the Chair will recognize you at this time.

- Member of the public Kerry Burke shared the following:
 - Check in with Jess Brown for tickets to SMC Fresh-as-it-gets Dinner, Oct 1, 2022. The event showcases growers and the beautiful area.
- Member of the public Dante Silvestri spoke on the following:
 - The AAC hasn't seen many Williamson Act contacts and Farm Labor Housing Renewals. The Humane Society's proposed Animal Sanctuary on Haskins Hill in Loma Mar should go before the Ag Advisory Committee as a courtesy, since it is ag property even though the parcel is zoned Resource Management (RM).

5. **Committee Member Update(s) and/or Questions** to allow Committee Members to share news and/or concerns for items not on the agenda.

- Koren Widdel, San Mateo County Agricultural Commissioner, shared the following:
 - Presentation of the 2021 Crop Report will be made to the Board of Supervisors tomorrow. Total gross production value for San Mateo is \$97,969,000.00 which is up 5.25%. A hard copy of the report will be sent to Committee members. A more in-depth report can be provided at the next Ag Advisory Committee meeting if desired.

6. **Committee Discussion** on action steps for market development for San Mateo County's agricultural production and potential.

PUBLIC SPEAKERS:

Adria Arko

COMMITTEE ACTION:

No action required.

Member of the public Adria Arko, San Mateo County Agricultural Ombudsman, shared that there was a first working group meeting held last week to set goals for the project of developing specific proposals to support the agricultural community. At the meeting the group also dived into challenges

that people are experiencing and reviewed work that has been done over past years. The next meeting will be in October 2022.

7. **Committee Nominations** for an AAC member to serve as a representing member on San Mateo County's new Farmworker Advisory Commission.

PUBLIC SPEAKERS:

BJ Burns

COMMITTEE ACTION:

Member of the public BJ Burns raised concern over the numbers cited in the adopted Resolution establishing the Farmworker Advisory Commission and that farmworkers and low-income non-farmworkers are being combined into one category which over-inflates statistics. An accurate count should be taken.

(Non-voting) Committee Member Koren Widdel explained that the numbers cited in the Resolution came from the 2019 assessment by Healthcare for the Homeless Farmworker Health Program and provided a copy of the report for Committee members (*the report was emailed to committee members on September 12, 2022*).

Committee Member Natalie Sare posed a nomination for Peter Marchi. Committee Member Peter Marchi declined the nomination.

Committee Chair John Vars offered himself as a nominee. Committee Member Fred Crowder seconded the nomination and offered to work with Chair Vars as an alternative attendee as needed.

Committee Vice Chair Louie Figone asked if non-committee members are allowed to sit in on the meetings. (Non-voting) Committee Members Koren Widdel and Summer Burlison concluded that the meetings are intended to be public meetings and are expected to be virtual meetings.

Committee Vice Chair Louie Figone called a vote for the nomination of John Vars, which received a unanimous Aye vote (**9-0-2, with two absent members**).

8. **Community Development Director's Report**

PUBLIC SPEAKERS:

None

COMMITTEE ACTION:

No action required. The Committee reviewed the items on this month's report.

Committee Chair John Vars declared that the next Ag Advisory Committee meeting will be on Monday, October 17, 2022 due to the regularly scheduled meeting date of October 10, 2022 falling on a holiday.

Consent Agenda

- 9. **Owner:** Dolores Togneri
Applicant: David Repetto
 File Number: PLN 2022-00246
 Location: 12331 San Mateo Road, Half Moon Bay (unincorp.)
 Assessor’s Parcel No.: 056-321-020

Consideration of an Agritourism Event Permit for the Repetto’s 2022 October pumpkin selling season, October 1, 2022 – November 15, 2022. No operational changes are proposed from last season. Please direct any questions to Project Planner Tiare Pena at TPena@smcgov.org.

- 10. **Owner:** John and Jennifer Cozzolino
Applicant: John and Jennifer Cozzolino
 File Number: PLN 2022-00247
 Location: 12291 San Mateo Road, Half Moon Bay (unincorp.)
 Assessor’s Parcel No.: 056-331-110 4

Consideration of an Agritourism Event Permit for the upcoming 2022 October pumpkin selling season, October 1, 2022 – November 15, 2022. No operational changes are proposed from last season. Please direct any questions to Project Planner Tiare Pena at TPena@smcgov.org.

- 11. **Owner:** Daniel and Natalie Sare
Applicant: Natalie Sare
 File Number: PLN 2022-00248
 Location: 78 Pilarcitos Creek Road, Half Moon Bay (unincorp.)
 Assessor’s Parcel No.: 056-380-110

Consideration of an Agritourism Event Permit for the upcoming winter holiday tree season, November 20, 2022 – December 24, 2022. No operational changes are proposed from last season. Please direct any questions to Project Planner Tiare Pena at TPena@smcgov.org.

COMMITTEE ACTION:

Committee Member Natalie Sare identified that the application for Item 11 is erroneous and was not submitted by the owner/applicant, and includes an incorrectly referenced Assessor’s Parcel Number. Committee Member Sare recommended staff to coordinate with Agritourism permit applicants in advance to ensure that the information being presented for Ag Advisory Committee consideration is correct.

(Non-voting) Committee Member Summer Burlison, Planning Liaison, advised that Item 11 should be removed from the agenda so that staff can make the necessary corrections and bring it back to a future Ag Advisory Committee meeting for consideration.

Committee Chair John Vars called for a vote for approval on Items 9 and 10 on the consent agenda.

Consent agenda Items 9 and 10 passed, 9-0-2, with two absent members.

Regular Agenda

- 12. Owner:** County of San Mateo; La Honda Pescadero
Unified School District
Applicant: County of San Mateo
 File Number: PLN 2021-00056
 Location: County Fire Station #59 located at 1200 Pescadero Creek Road; replacement County Fire Station #59 and La Honda Pescadero Middle/High School located at 330 Butano Cut-Off.
 Assessor's Parcel No.: 086-150-050; 087-053-010, respectively

Consideration of a Local Coastal Program amendment to facilitate the future construction of a replacement fire station (County Fire Station Number 59) and extension of CSA-11 to serve the fire station and Pescadero Middle/High School located at 350-360 Butano Cut-Off. This item is continued from the August 12, 2022 AAC meeting. Please direct questions to Michael Schaller, Senior Planner, at MSchaller@smcgov.org.

PUBLIC SPEAKERS:

Dante Silvestri
 BJ Burns

COMMITTEE ACTION:

The Committee discussed its communication with the Coastal Commission for clarity on the off-site mitigation parcel; that the information previously provided by staff regarding emergency response records is insufficient; and raised concern over not having more specific information and clarity on the off-site mitigation parcel.

Member of the public Dante Silvestri raised concern that the emergency response information provided is old data; extension CSA-11 should proceed forward but the fire station component really needs to be further analyzed; and that the Farm Bureau should have submitted a comment letter on the project that should be provided to the Ag Advisory Committee.

Member of the public BJ Burns confirmed the Farm Bureau sent a second comment letter on the project; and noted that kids should be the priority to have a safe potable water source.

Committee Vice Chair Louie Figone moved, and Committee Member Judith Humburg seconded, a motion to deny the project as presented and recommend that the County re-evaluate the feasibility of renovating and improving the current fire station site to meet the needs of Calfire.

Motion passed 7-1-1-2, with one abstention and two absent members.

- 13. Owner:** Bean Hollow Farm, LLC
Applicant: Brian Lee
 File Number: PLN 2021-00022
 Location: 12720 Cabrillo Highway, Pescadero West
 Assessor's Parcel No.: 086-191-100 5

Consideration of a Coastal Development Permit, Planned Agricultural District Permit, Architectural Review Permit, and Grading Permit for a new 3,658 sq. ft. single-family residence, attached 1,358

sq. ft. garage/workshop/unconditioned storage, 718 sq. ft. greenhouse, conversion of an agricultural well for domestic use, a new septic system, water tanks, and 1,800 cubic yards of grading on a legal 38-acre parcel. The project is appealable to the California Coastal Commission. Please direct question to Kanoa Kelley, Planner II, at KKelley@smcgov.org.

PUBLIC SPEAKERS:

Brian Lee
Parker Weiss

COMMITTEE ACTION:

The Committee discussed and raised questions regarding the location of the residential development on the site relative to prime soils and view impacts; Lake Lucerne and separate reservoir water being adequate to support farming operations on the site; concern for presence of invasive fertile capeweed and encouragement for eradication; and appreciation for the preservation of prime soils.

County Project Planner Kanoa Kelley responded to questions regarding strategic location of proposed development on the parcel to avoid prime soils, sensitive habitats, and to minimize visual impacts.

Project applicant, Brian Lee provided clarification of water sources; shared that they are aware that fertile capeweed is a problem and remain on the lookout for it; and that he is working with Parker Weiss for use of the two prime ag land fields on the property.

Parker Weiss shared that he is working on transitioning their farming operations in San Gregorio to the project parcel for organic vegetables and will be planting in spring.

Committee Member Fred Crowder moved, and Committee Member Judith Humburg seconded, a motion to support the project.

Motion passed 9-0-2, with two absent members.

14. Adjournment

Meeting was adjourned at 8:58 p.m. by Committee Chair John Vars.



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

5



County of San Mateo Planning & Building Department Agricultural Advisory Committee

John Vars
Koren Widdel
Jess Brown
Jim Howard

Frank McPherson
Judith Humburg
Lauren Silberman
Ryan Casey

James Oku
Peter Marchi
Natalie Sare
Fred Crowder

Jonathan Winslow
Summer Burlison

County Office Building
455 County Center, 2nd Floor
Redwood City, California 94063
650/363-1825
Fax: 650/363-4849

2023 MEETING SCHEDULE

San Mateo County Agricultural Advisory Committee (AAC) meetings are held the **2nd Monday of the month from 7:00 p.m. to 9:00 p.m., unless noted otherwise below.** Please refer to the specific meeting date agenda, posted 10 days in advance, on the AAC website: <https://www.smcgov.org/planning/agricultural-advisory-committee> to confirm a particular meeting's location.

January 9, 2023

February 13, 2023

March 13, 2023

April 10, 2023

May 8, 2023

June 12, 2023

July 10, 2023

August 14, 2023

September 11, 2023

October 16, 2023*

November 13, 2023

December 11, 2023

*Date adjusted due to holiday.



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

8

**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

DATE: December 2, 2022

TO: Agricultural Advisory Committee
FROM: Planning Staff
SUBJECT: Community Development Director's Report

CONTACT INFORMATION: Summer Burlison, Senior Planner, SBurlison@smcgov.org

The following is a list of Planned Agricultural District Permits and Coastal Development Exemptions for the rural area of the County that have been received by the Planning Division from November 2, 2022 to December 2, 2022.

PLANNED AGRICULTURAL DISTRICT (PAD) PERMIT OUTCOMES

The following PAD permit applications were heard or considered by the Board of Supervisors and/or Planning Commission during this time period:

a. Owner: San Mateo County; La Honda Pescadero Unified School District
Applicant: San Mateo County
File Number: PLN2021-00056
Location: 350-360 Butano Cut Off Road, Pescadero
Assessor's Parcel No.: 087-053-010

Consideration of a Local Coastal Plan Map and Text Amendment to change the land use designation of the subject parcel from "Agriculture" to "Institutional" and amend Public Works Component policies to facilitate future construction of a replacement fire station (County Fire Station Number 59) and extension of CSA-11 boundaries to serve the fire station and Pescadero Middle/High School located at 350-360 Butano Cut Off. Project Planner: Michael Schaller, MSchaller@smcgov.org.

The project was approved by the Board of Supervisors on November 15, 2022. The project will next be submitted to the California Coastal Commission for certification.

b. Owner: Bean Hollow Farm LLC
Applicant: Brian Lee
File Number: PLN2021-00022
Location: Located off of Bean Hollow Road in Pescadero east of Cabrillo Highway
Assessor's Parcel No: 086-191-100

Consideration of a Coastal Development Permit (CDP), Planned Agricultural District (PAD) Permit, Architectural Review Permit, and Grading Permit for a new 3,658 sq. ft. single-family residence, attached 1,358 sq. ft. garage/workshop/unconditioned storage, and a 718

sq. ft. greenhouse on a 38- acre legal parcel located at 12720 Cabrillo Highway. The project includes the conversion of an agricultural well for domestic use, a new septic system, new water tanks, and 1,800 cubic yards of grading. The project is appealable to the Coastal Commission. Project Planner: Kanoa Kelley, kkelley@smcgov.org.

This project was approved by the Planning Commission on November 30, 2022. The County's local appeal period ends on December 14, 2022 at 5:00 p.m.

UPCOMING PLANNED AGRICULTURAL DISTRICT PERMIT PROJECTS

No PAD permit applications were received by the Planning Division during this time period.

COASTAL DEVELOPMENT EXEMPTIONS FOR AGRICULTURAL PROJECTS

None.

OTHER PROJECTS

- a. **Owner:** Keet Nerhan
Applicant: Joaquin Jimenez
File Number: PLN2022-00331
Location: 1999 Pescadero Creek Road and 5720 Cabrillo Highway, Pescadero
Assessor's Parcel No.: 086-020-240 and 089-210-020, respectively

Consideration of a Coastal Development Permit (CDP) to allow mobile laundry services at two locations in the south coast (Pescadero) area of the County. Project Planner: Tiare Pena, TPena@smcgov.org.

This application was filed on November 3, 2022.

ADDITIONAL ANNOUNCEMENTS

1. The next Agricultural Advisory Committee meeting is scheduled for Monday, January 9, 2023.
2. Three (3) vacancies on the Agricultural Advisory Committee are open for recruitment, two (2) representing: Farmer/Grower and one (1) representing: Agricultural Business. The application filing **deadline is Friday, December 30, 2022 at 5:00 p.m.** Please visit the County's Boards & Commissions website at: <https://www.smcgov.org/bnc/vacancies> for further information.
3. If you would like to receive notification of Agricultural Advisory Committee updates, including notice of online meeting agenda and packet postings, please subscribe to "Email Updates" here: <https://www.smcgov.org/planning/agricultural-advisory-committee>.



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

9



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

Farm Labor Housing Application Process and Procedures

Farm Labor Housing

Application Process and Procedures

(Approved by the Planning Commission on October 8, 2014)

Planning and Building Department

455 County Center, Second Floor

Redwood City, California 94063

Tel: (650) 363-4161

Fax: (650) 363-4849

www.co.sanmateo.ca.us/planning

plngbldg@smcgov.org

County of San Mateo
Planning and Building Department

FARM LABOR HOUSING APPLICATION PROCESS

It is the policy of the County to facilitate agricultural productivity in every feasible way. County ordinance allows for the provision of temporary farm labor housing (FLH) units for farms when there is a demonstrable need for such housing. This document outlines the policies and procedures involved with requesting and obtaining approval for FLH units in rural parts of the County zoned Planned Agricultural District (PAD) or Resource Management (RM). This includes both applications for new FLH units (where none have existed on the parcel) or amendments to existing FLH development where the number of FLH units is increased or the changes are otherwise considered significant. These procedures, while not mandated in the PAD, RM, or RM-CZ regulations, were initially adopted by the Planning Commission (PC) in 1982, with this document representing revisions as adopted by the PC in 2014. (Temporary labor housing for the Timberland Preserve Zone is covered in a separate handout.)

FARM LABOR HOUSING QUALIFICATION REQUIREMENTS

Farm labor housing is housing units that can only be occupied by farm laborers and their immediate family members. A “farm laborer” is defined as a person who derives more than 20 hours per week average employment from on- or off-site agricultural operations (within San Mateo County) and earns at least half their income from agriculturally-related work. Applicants for farm labor housing must demonstrate that the size of the housing requested is no larger than the minimum needed to adequately house farm laborer(s) and their immediate family members.

Historically, FLH has been often temporary in nature, provided by mobile homes or other approved temporary buildings. A mobile home, for the purposes of these procedures, is a vehicle designed and equipped to contain one or more dwelling units, to be used without a permanent foundation. The conversion of permanent structures such as workshops and barns has occasionally been allowed with a written agreement by the applicant and the landowner certifying to the Community Development Director’s (CDD) satisfaction that these additional living quarters will be reconverted to their original condition upon termination of the permit for FLH.

More permanent housing structures for farm workers can be allowed in specific situations where there is an ongoing long-term need for farm workers. An application for the planning permits required to construct a permanent housing structure is, in most cases, reviewed by the Zoning Hearing Officer (ZHO). If approved, a permanent FLH structure can only be used for the purpose of housing farm workers, and if this use ceases, must either be demolished or used for another permitted use pursuant to a permit amendment.

The location of the housing must meet required setbacks of the zoning district. Minimum building, plumbing and electrical codes, access, water supply, sewage disposal, and Fire Marshal's requirements must be met. The FLH unit(s) shall be self-contained with a sanitary toilet, shower, lavatory facilities, approved heating and electrical lights. A kitchen shall include a refrigerator, sink and stove. The housing shall be maintained to meet the basic California Housing and Health Code requirements for habitation, as reviewed and approved by and pursuant to the County Building Inspection Section, Fire (or applicable fire authority) and Environmental Health (EH) Division regulations.

Vegetative screening or a fence will be required if the structure will be visible from a public road or other public view.

Approved farm labor housing units are accessory uses to agriculture and therefore are exempt from the density restrictions of the zoning ordinance.

If you are interested in obtaining more information about farm labor housing in the County and how to apply for the required permits, please contact the Planning counter at 650/363-1825.

APPLICATION REQUIREMENTS

- A. Fees. All Planning and Building fees have been waived for farm labor housing by Board of Supervisors' Resolution No. 54443 approved on November 13, 1990. However, if the number of farm laborers is five (5) or greater, the EH Division must also issue an "Employee Housing" permit, in which case the California Employee Housing Act mandates a fee which must be paid to the EH Division annually.
- B. Verification of parcel legality (required only if parcel is undeveloped or where past development history cannot be confirmed as having occurred with proper permits, is not considered a principally permitted use or where parcel boundaries cannot be confirmed as matching those as currently configured).
- C. Application for either a PAD permit if in the PAD, or an RMD permit and a use permit if in the Resource Management (RM) District or RM-CZ District.
- D. Application for a Coastal Development Permit (CDP), if in the Coastal Zone.
- E. A completed Environmental Disclosure Form.
- F. The property owner's signature of consent to and for disclosure elements of the application.

- G. A site plan, to scale, showing:
 - 1. Parcel boundaries and easements (i.e., access, utility).
 - 2. Location of all existing and proposed structures on the property, including access driveways and all utilities (water lines, water storage tanks, propane tanks, electrical lines, ground solar facilities, septic tank(s) and drainfield(s)).
 - 3. Existing and type of agricultural production.

- H. Farm labor housing plans, including:
 - 1. Floor plans of proposed FLH unit(s) (includes dimensions and size).
 - 2. Elevations (photos may suffice at the discretion of the CDD).
 - 3. Profile or section drawing of the proposed (if new) access to the FLH unit(s) from the nearest public road (to ensure compliance with Fire requirements).

- I. All accompanying materials listed on the application forms.

PROCEDURES

- A. Planning staff will process the FLH application by:
 - 1. Sending referrals of the application to the County EH Division, the Building Inspection Section and the Public Works Department, the applicable Fire Authority, the County Agricultural Commissioner and the San Mateo County Farm Bureau Executive Director. For either new permits or permit amendments where the EH Division would consider such development as requiring an “Employee Housing” permit, such processing shall occur concurrently with the FLH application process.
 - 2. Sending the FLH application to the Agricultural Advisory Committee for comments and a recommendation.

- B. Upon a recommendation of approval (or comments in support of approval) from the above parties, the FLH application will be considered at a public hearing. The project must comply with all other County department or agency regulations, conform to both the criteria of the Local Coastal Program (if applicable), and the PAD or the RMD Development Review Criteria.

PERMIT TERMS, TERMINATION AND AMENDMENTS

Upon approval (and unless otherwise directed by the Community Development Director (CDD) or the hearing decision maker), all approved permits for FLH shall run with the land.

Where FLH operations are or will be also reviewed annually by the County EH Division under Employee Housing Permits (5 or more workers), FLH approval terms shall be for a period of 10 years. For all other FLH approvals (4 or fewer workers), the term would

be 3 to 5 years, upon recommendation of the AAC. Lessor terms and/or term-specific Administrative Reviews may be mandated where violations have occurred or to ensure resolution of past problems or violations with Fire, Building or EH, as determined by the CDD. For FLH approvals in the PAD and RM-CZ, it is the PAD permit or Use Permit, respectively, that would be renewable; the CDP would not be and would only be required if a FLH amendment represented a significant modification and/or intensification of the FLH operation.

In the event that the farming operations justifying the FLH units ceases or if the FLH development is proposed to be enlarged or significantly changed, it shall be the owner's/applicant's responsibility to notify the County by letter of such change, and applying for the necessary permits to demolish the structure or use it for another permitted use. Accordingly, such notice shall identify the owner's/applicant's intention to either remove the FLH units (and associated infrastructure) or otherwise convert such improvements to that allowed by zoning district regulations. In either case, building permits and associated inspections by Building and EH shall be required to ensure that all structures have been removed, infrastructure properly abandoned or that such converted development complies with all applicable regulations.

In the case of proposed changes to permitted FLH, the owner/applicant shall submit a written description of the proposed change to the Planning Department, and if the change is considered significant by the CDD, submit a complete permit amendment application.

FRM00189.DOCX (3/27/15)



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

Farm Labor Housing Guidelines

FARM LABOR HOUSING GUIDELINES



County of San Mateo
Planning and Building Department
455 County Center, 2nd Floor
Redwood City, CA 94063

COUNTY OF **SAN MATEO**



FARM LABOR HOUSING

Agriculture in San Mateo County has a rich and diverse history that includes the cultivation and sale of indoor and outdoor floral and nursery crops; vegetables; fruit and nut crops; livestock and apiary products; and field crops, among others. Farm laborers have historically been and continue to be an integral part of San Mateo County's agricultural community and its success.

The County has prioritized and placed an emphasis on supporting agriculture and the agricultural community through adoption of land use regulations preserving and encouraging agriculture, community agricultural workshops, continued participation in the California Land Conservation (Williamson) Act, and adoption of a revised Farm Labor Housing policy that eliminated Planning and Building Department fees, removed redundant requirements, and extended permit renewal time frames.

The purpose of this guidebook is to provide an outline of permit requirements, time frames, and contact information in order to assist landowners considering farm labor housing development.



CONTENTS

DEFINITIONS AND TERMS.....4

FARM LABOR HOUSING ELIGIBILITY.....5

PERMIT STEPS AND PROCESSING DETAILS | PLANNING.....6

PERMIT STEPS AND PROCESSING DETAILS | BUILDING.....14

OTHER CONSIDERATIONS.....15

RESOURCES AND AGENCY CONTACTS.....16

DEFINITIONS AND TERMS

Farm Laborer: A farm laborer is a person who derives more than 20 hours per week average employment from on- or off-site agricultural operations within San Mateo County and earns at least half their income from agriculturally-related work.

Farm Labor Housing (FLH): Housing units that can only be occupied by farm laborers and their immediate family members.

Farm Labor Housing Unit: A self-contained unit with a sanitary toilet, shower, lavatory facilities, heating and electrical, and a kitchen that shall include a refrigerator, sink, and stove. Housing shall be maintained to meet basic California Housing and Health Code requirements.

Farm Labor Housing Permit Validity: A specific FLH permit is required to build farm labor housing. FLH permits are renewable permits and must be renewed prior to their expiration.

- FLH permits for 4 or fewer laborers are valid for 3 to 5 years (upon recommendation of the Agricultural Advisory Committee).
- For 5 or more laborers FLH permits are valid for 10 years.

Coastal Zone (California Coastal Act): The Coastal Zone is the land and water area of the State of California from the Oregon border to the border of the Republic of Mexico extending seaward to the state's outer limit of jurisdiction, including all offshore islands, and extending inland generally 1,000 yards from the mean high tide line of the sea. In significant coast estuarine, habitat, and recreational areas it extends inland to the first major ridgeline paralleling the sea or five miles from the mean high tide line of the sea, whichever is less, and in developed urban areas the zone generally extends inland less than 1,000 yards ([California Coastal Act](#)). San Mateo County has further defined the Coastal Zone and regulates development and activities in this area through the County's Local Coastal Program ([LCP](#)).

Coastal Development Permit (CDP): A land use permit that is required for development in the County's Coastal Zone in conformance with the County's Local Coastal Program (LCP). The County's LCP implements the California Coastal Act. Development in the Coastal Zone requires either a CDP or a Coastal Development Exemption (CDX). Authority to issue permits or exemptions are granted to the County through its adopted Local Coastal Program although the California Coastal Commission (CCC) retains the right to appeal certain permits. The CCC also retains original permit jurisdiction over certain specified lands (tidelands and public trust lands).

Planned Agricultural District (PAD), Resource Management (RM), Resource Management-CZ (RM-CZ): Land use zoning districts which preserve and foster existing and potential agricultural operations ([Zoning Regulations](#) Section 6350); and fulfill the requirements for Open Space and Conservation Elements of the County's General Plan ([Zoning Regulations](#): RM Section 6310; RM-CZ Section 6900).

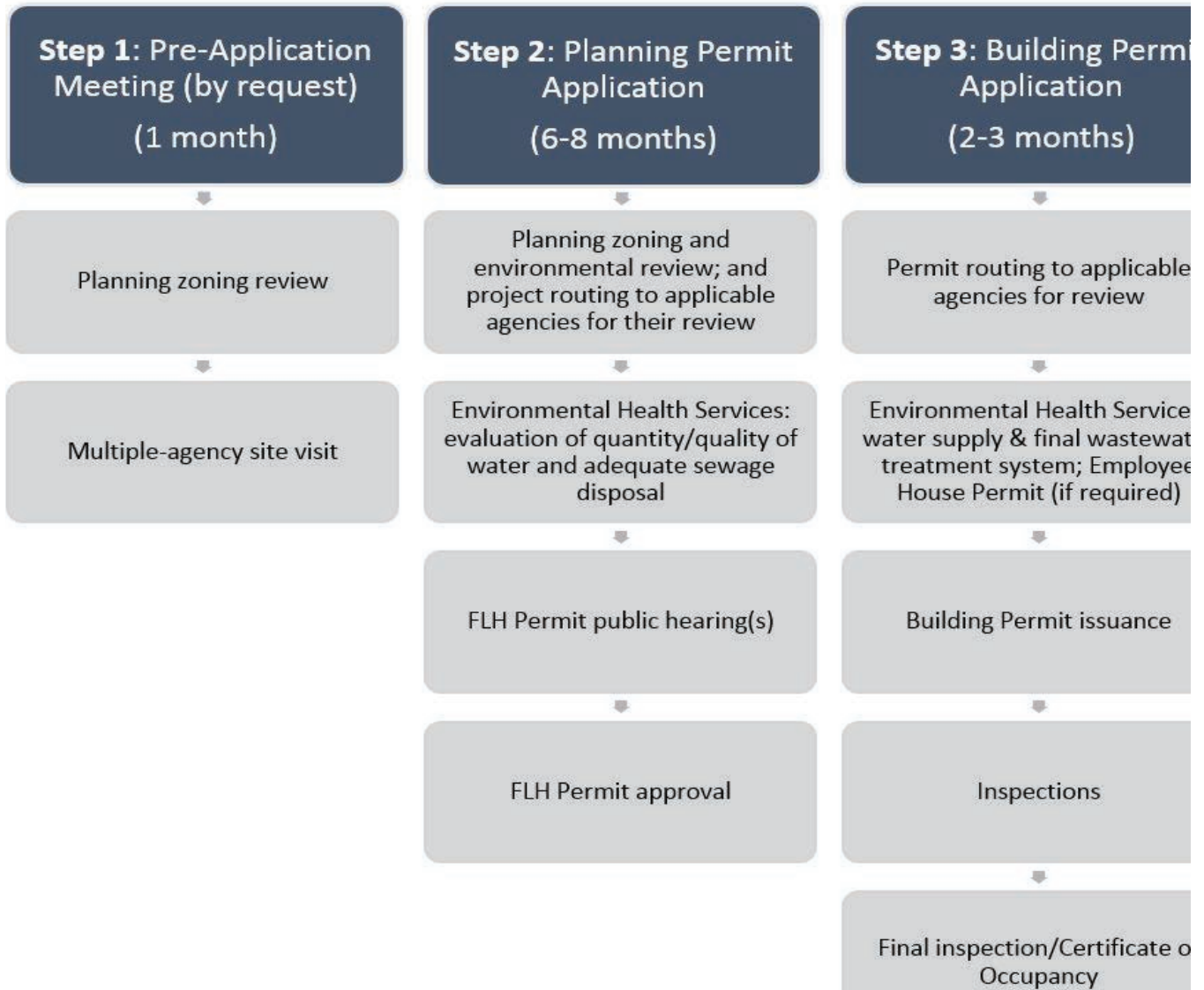
FARM LABOR HOUSING ELIGIBILITY

You may be eligible to develop your land for farm labor housing if your parcel is located in one of the following zoning districts:

- Planned Agricultural District/Coastal Development (PAD/CD);
- Resource Management District-Coastal Zone/Coastal Development (RM-CZ/CD);
- Resource Management District (RM)

FLH housing units require a domestic water source and wastewater system. FLH units and utilities may only be approved on a legal parcel. The Planning Department will review your parcel for legality and, if necessary, process the applicable legalization permits as part of your proposal.

FLH proposals typically follow these steps:



Review consists of, at minimum, zoning, building code, water supply/onsite wastewater treatment systems, seismic/soil stability, drainage and grading, and fire safety/access.

The following departments may review your project:

Planning, Building (including Geotechnical Section), Environmental Health Services, Public Works, the applicable Fire Authority, and the Agricultural Commissioner.

PERMIT STEPS AND PROCESSING DETAILS | PLANNING

Step 1 | Pre-Application Meeting: Before formal Planning Permit application submittal, a Pre-Application meeting may be requested by the landowner to aid in assessing the feasibility of farm labor housing development on their property. These meetings typically include an in person meeting at the planning counter and may include a site visit by the following agencies: Planning, Building, Environmental Health Services, Public Works, Fire Authority, and the Agricultural Ombudsman. The purpose of the meeting is to help the landowner understand permit requirements, processing times, and constraints of the property in considering FLH development. Because developing FLH is often more complicated than other types of development, a Pre-Application Meeting is often advisable. To schedule a Pre-Application Meeting, please contact the Planning Department at 650/363-1825.

Step 2 | Planning Permit - Application Requirements: Planning Department Farm Labor Housing Permit Applications include submittal of the following:

- 1 copy each:
 - [Planning Permit Application Form and Checklist](#)
 - [Application for Farm Labor Housing](#)
 - [Coastal Development Permit Application](#), if required
 - [Planned Agricultural District Permit Application](#), if required
 - [Use Permit](#), if required
 - [Grading Permit Application](#), if required
 - [Environmental Information Disclosure Form](#)
 - [C3 C6 Development Review Checklist](#) (stormwater)
 - Owner's Concurrence (authorization letter or owner's signature on application forms)
 - Proof of Ownership (copy of deed or tax bill)
 - Well pump test and water quality results, if applicable, or water system will-serve letter

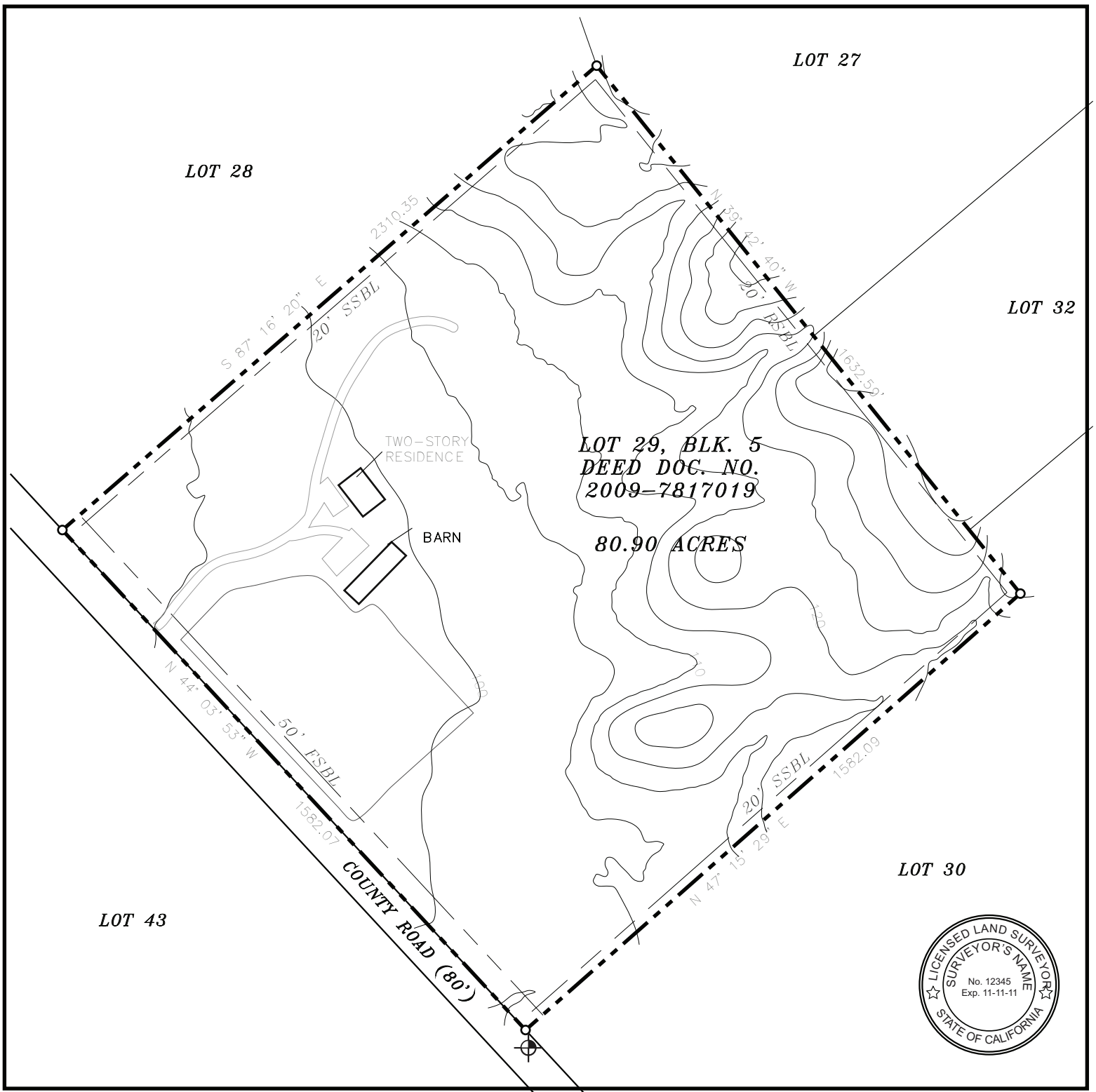
- 5 copies full size (24"x 36") / 1 copy of a plan reduction (11"x 17"):
 - A scaled site plan depicting elements such as: parcel boundaries; easements, all existing and proposed structures including access, driveways, water lines, storage tanks, septic tanks and leach fields; location and type of existing agriculture
 - Dimensioned/scaled FLH unit floor plans, elevations, and sections drawings.
 - Boundary survey, if required
 - Utility Plan, including conceptual on-site wastewater treatment system design based on completed soil percolation testing (plotted on grading and drainage base)
 - Grading and Drainage Plan
 - Erosion Control Plan ([Requirements for Erosion and Sediment Control](#))
 - Driveway/Access Plan and Road Profile
 - Topographic Survey, if required

- Fees: Planning Department and Environmental Health Services fees are waived by Board of Supervisors resolution; other department fees may apply.

Did you know that the Planning and Building Department has office hours in Half Moon Bay?

[San Mateo County Planning and Building Coastside Office](#)

Hours 8:00 am - 4:30 pm., alternating Fridays | 785 Main Street, Suite C, Half Moon Bay

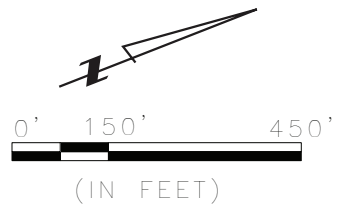


PROJECT SITE
 12345 COUNTY ROAD
 ANYWHERE, CA 94000

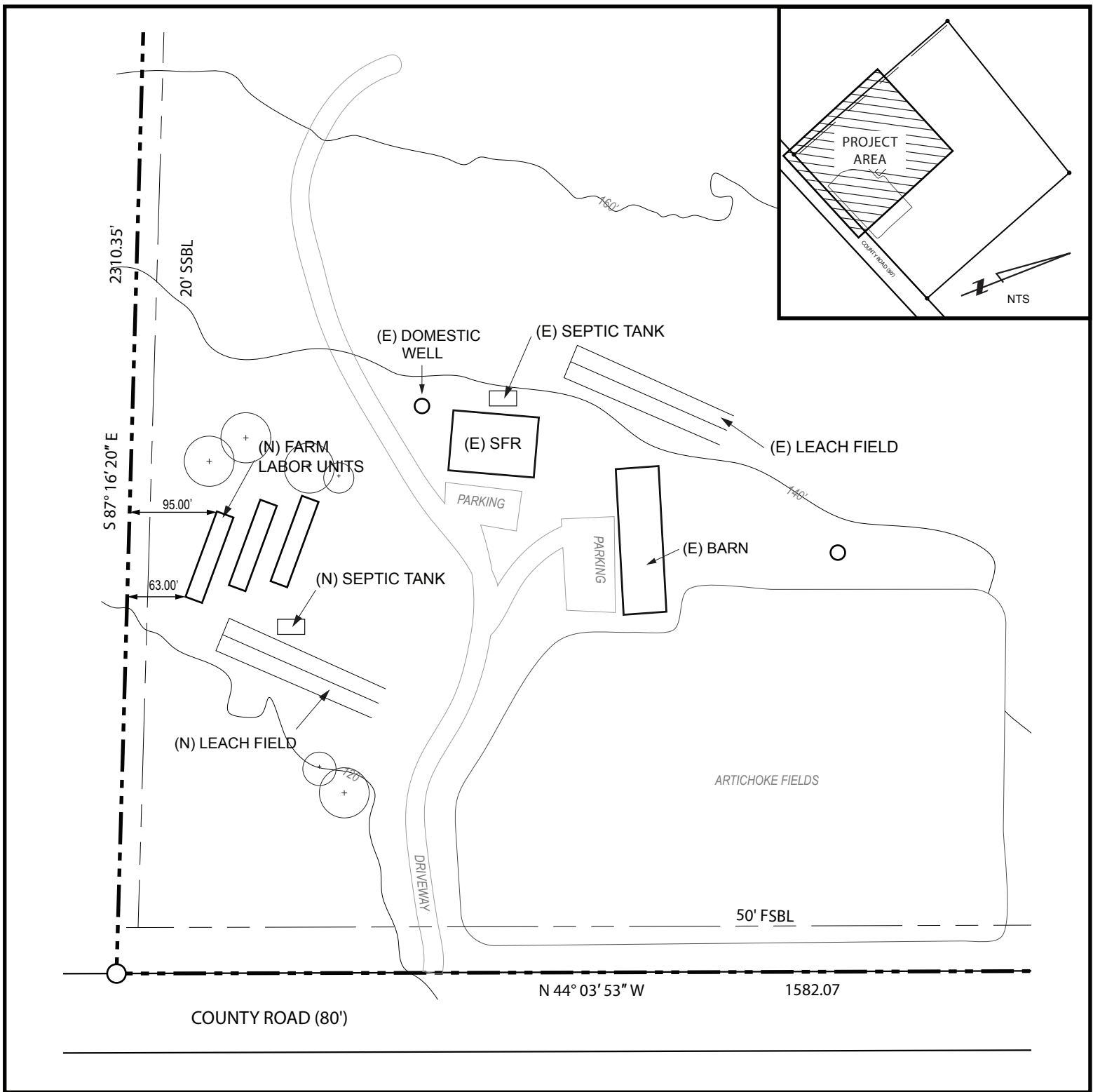
⊕ SITE BENCHMARK
 MAG NAIL SET IN ASPHALT
 ELEVATION = 100.00

APN
 100-010-001

LEGEND AND NOTES
 FSBL FRONT SETBACK LINE
 SSBL SIDE SETBACK LINE
 RSBL REAR SETBACK LINE



SAMPLE SURVEY



PROJECT SITE
 12345 COUNTY ROAD
 ANYWHERE, CA 94000

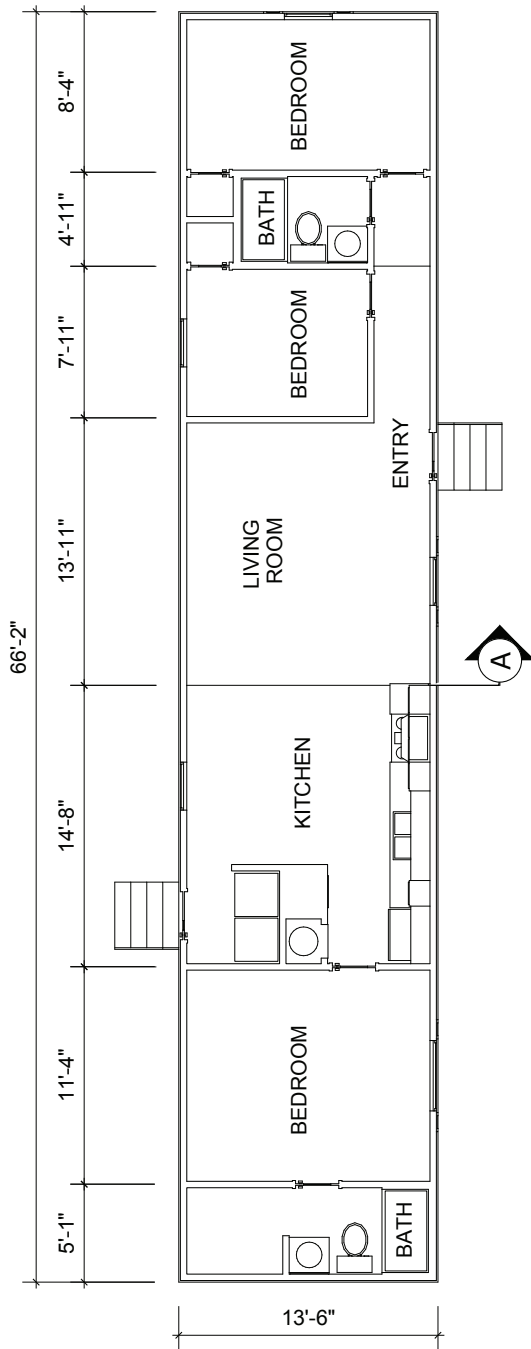
APN
 100-010-001

LEGEND AND NOTES
 FSBL FRONT SETBACK LINE
 SSBL SIDE SETBACK LINE
 RSBL REAR SETBACK LINE

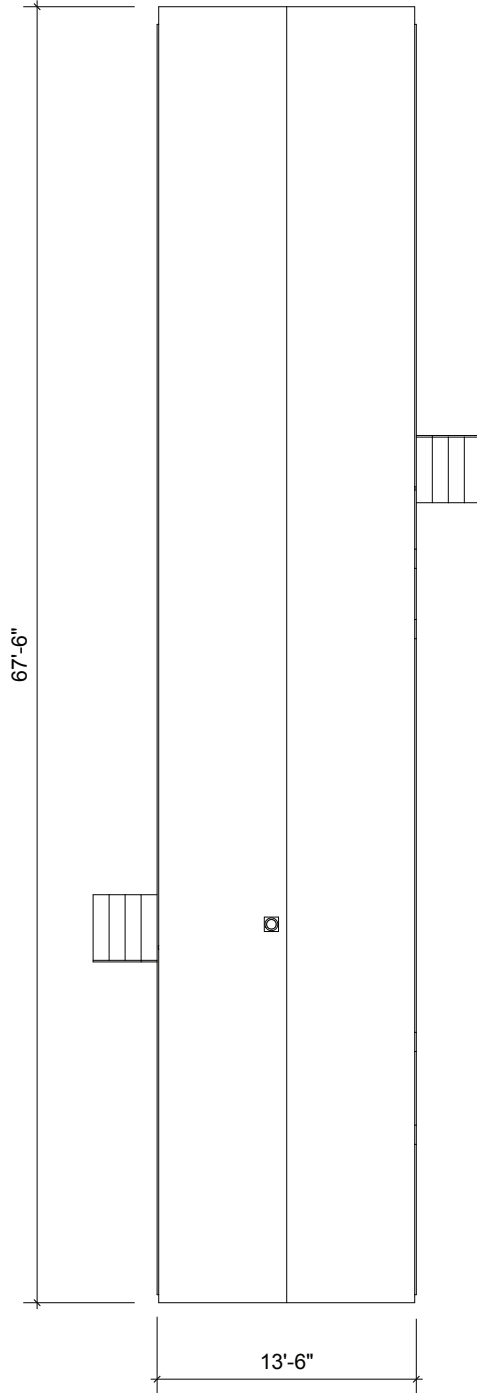
0' 100' 400'
 (IN FEET)

SCALE: 1" = 100'

SAMPLE SITE PLAN

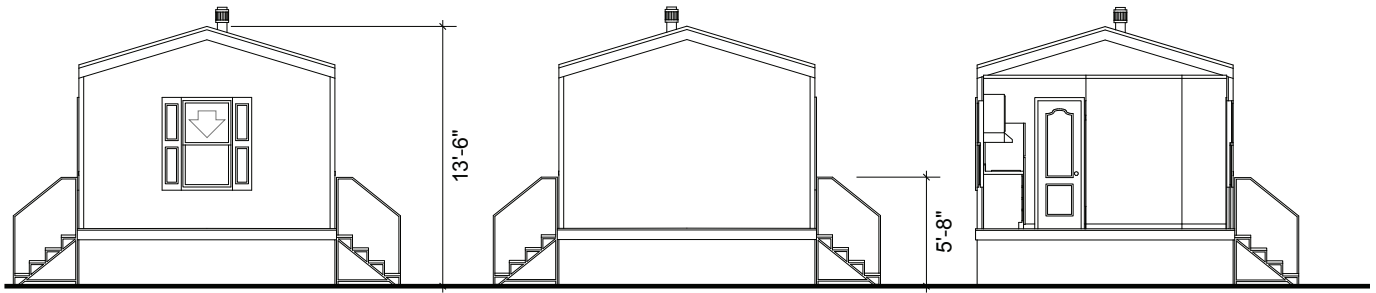


FLOOR PLAN
Scale: 1" = 10'



ROOF PLAN
Scale: 1" = 10'

SAMPLE FLOOR PLAN/ROOF PLAN



EAST ELEVATION

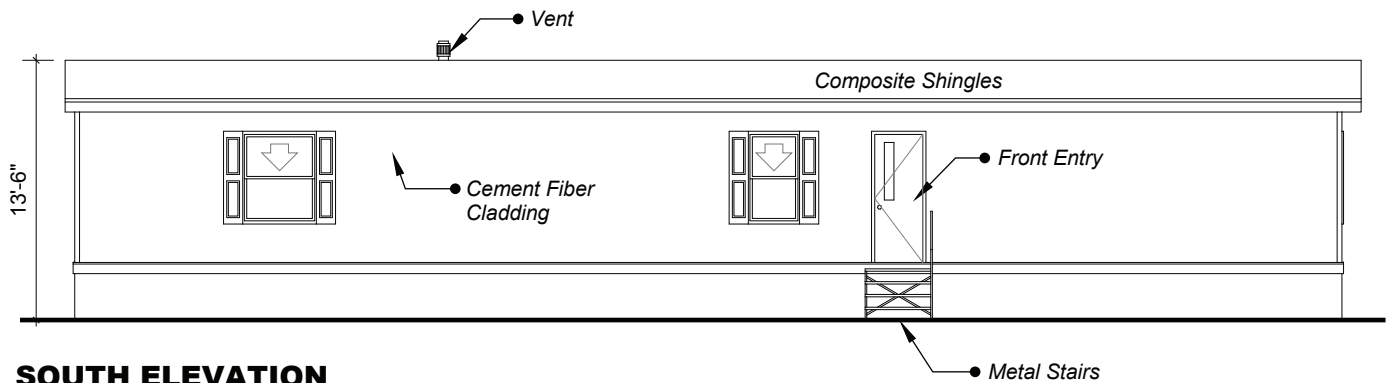
Scale: 1" = 10'

WEST ELEVATION

Scale: 1" = 10'

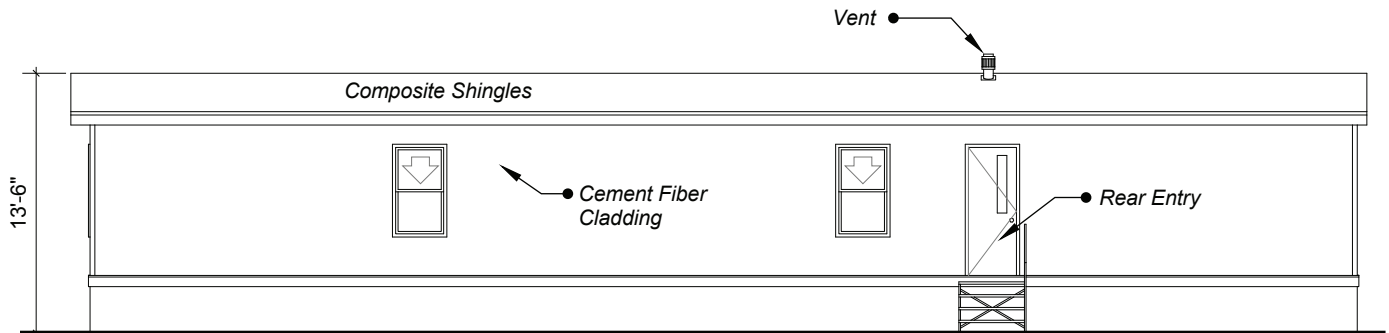
SECTION-A

Scale: 1" = 10'



SOUTH ELEVATION

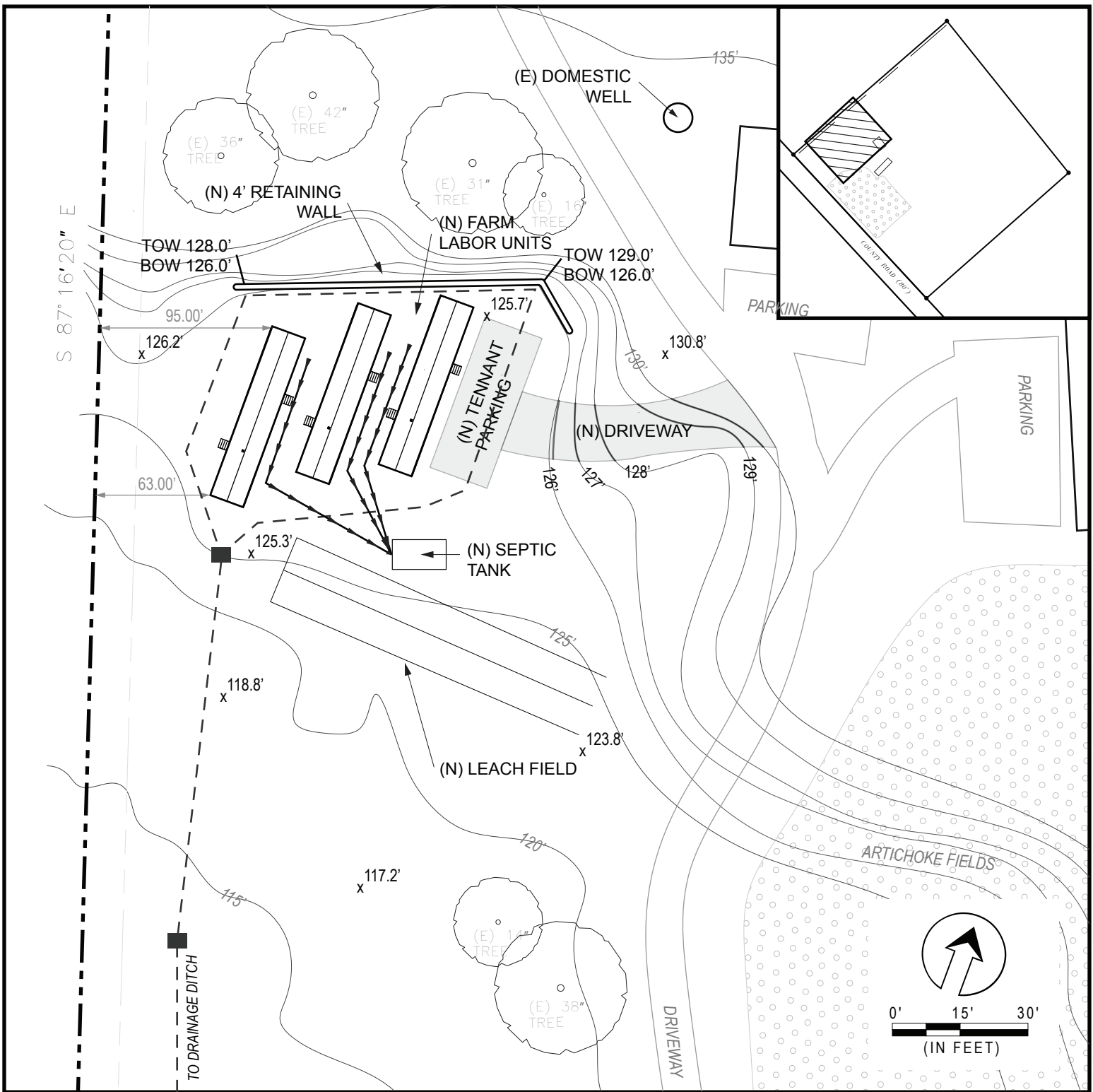
Scale: 1" = 10'



NORTH ELEVATION

Scale: 1" = 10'

SAMPLE ELEVATIONS & SECTION



PROJECT SITE
12345 COUNTY ROAD
ANYWHERE, CA 90000

APN
100-010-001

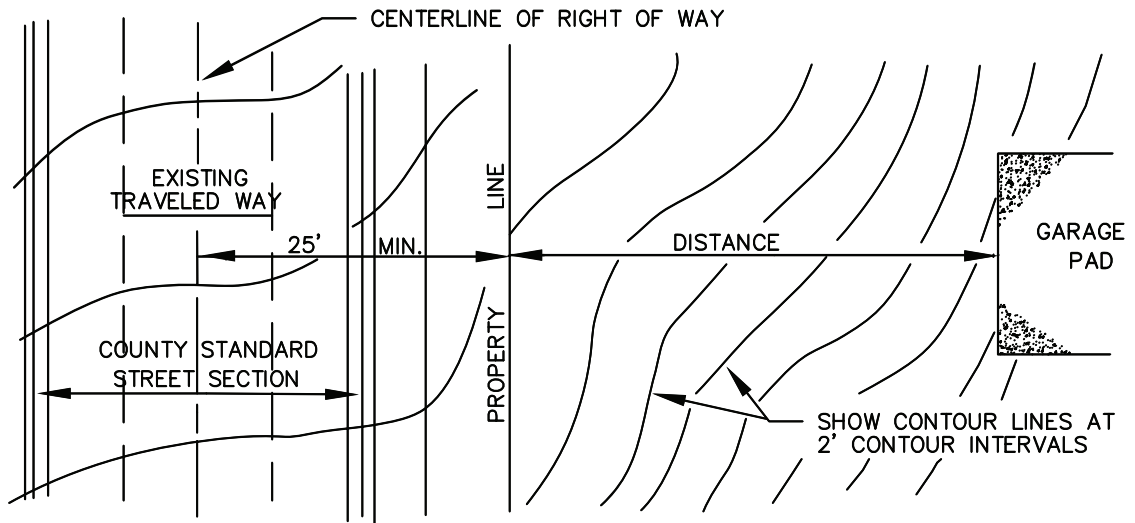
EARTWORK QUANTITIES

Location	Cut (CY)	Fill (CY)
Parking	10	10
Driveway	20	30
Total	30	40

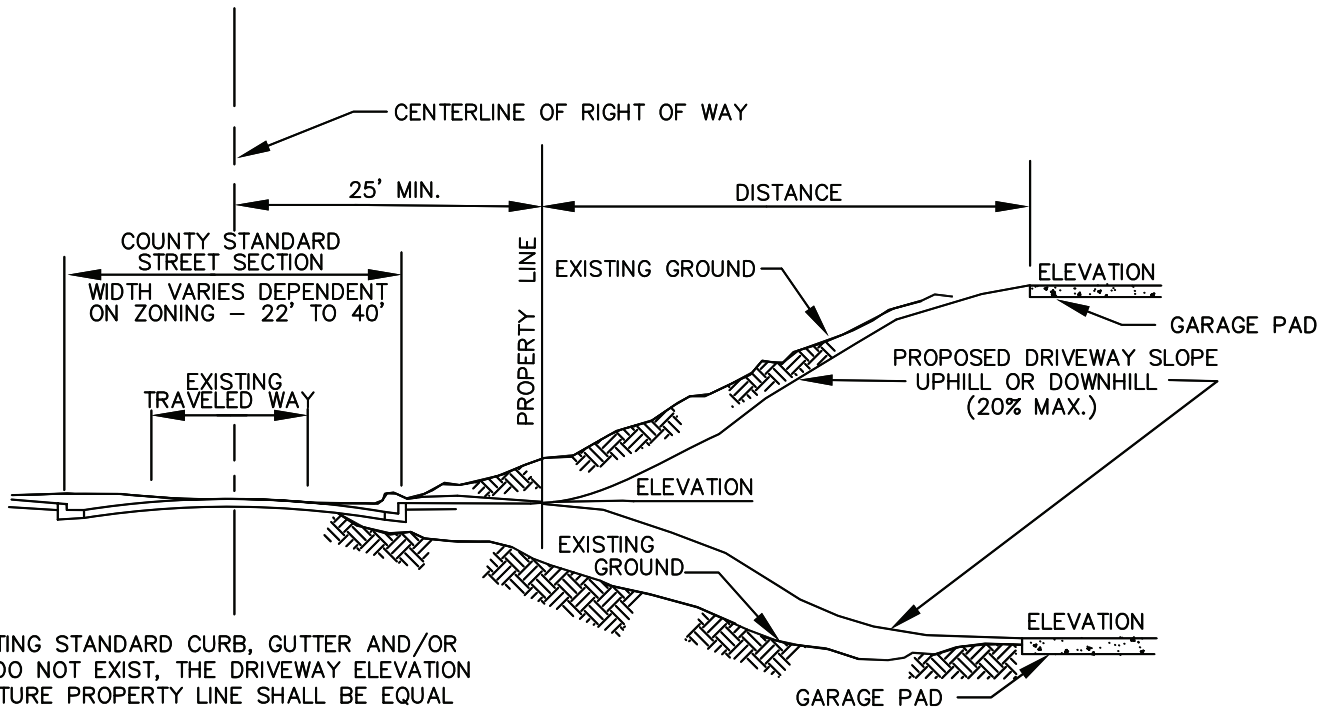
SCALE: 1" = 30'

SAMPLE GRADING/ DRAINAGE PLAN

SAN MATEO COUNTY DEPARTMENT
OF
PUBLIC WORKS



DRIVEWAY PLAN VIEW



NOTE:

WHEN EXISTING STANDARD CURB, GUTTER AND/OR SIDEWALK DO NOT EXIST, THE DRIVEWAY ELEVATION AT THE FUTURE PROPERTY LINE SHALL BE EQUAL TO THE EXISTING CENTERLINE ELEVATION UNLESS FUTURE STREET GRADES HAVE BEEN ESTABLISHED BY THE COUNTY.

DRIVEWAY PROFILE VIEW

SAMPLE DRIVEWAY PROFILE

PERMIT STEPS AND PROCESSING DETAILS | PLANNING

Step 2 | Planning Permit - Processing Your Permit: Once your permit application has been received, the Planning Department, will review your proposal for zoning compliance and route your plans to the applicable agencies (Building, Environmental Health Services, Public Works, Fire Authority, and Agricultural Commissioner). Within 30 calendar days of application submittal, agencies may request additional information, approve your proposal as submitted, or may conditionally approve. If an agency grants conditional approval, the fulfillment of the conditions (Conditions of Approval) will then be required as part of the building permit application later in the process.

Environmental Health Services (EHS) Review

Water Supply: In review of the Planning Application, EHS must evaluate your project for adequate and appropriate water supply. If the project is supplied by a permitted Water System, EHS will require confirmation of adequate quantity and quality from the Water System regulator. If you will be relying on an existing domestic supply well, EHS may require a pump test and water quality testing of the well. If you will rely on a NEW domestic supply well or conversion of an existing well from irrigation to domestic use, the well must be drilled and tested for quantity and quality, under permit from EHS. However, assuming your project is within the Coastal Zone and subject to the LCP, permitting and drilling of a new well or conversion of an existing well can only be initiated AFTER the Planning Application has been approved, as the Planning Permit will constitute the CDP required for the well drilling permit.

- [Water Well Application Form and Checklist](#)
- Fees: [Environmental Health Service Fees \(Land Use\)](#) or (650) 372-6200

Sewage Disposal: In review of the Planning Application, EHS must evaluate your project for adequate sewage disposal capacity. Unless your project will be served by a sanitary sewer system, you will be required to install or connect to an appropriately sized onsite wastewater treatment system (OWTS; septic system). In that case, your planning application must include a conceptual OWTS design based on soil percolation tests permitted through EHS. If this has not already been completed, you will be notified of this requirement within the 30-day review period. You may perform the percolation testing while your FLH Planning permit is being processed by the Planning Department.

- [Septic Application Form and Checklist](#)
- Fees: [Environmental Health Service Fees \(Land Use\)](#) or (650) 372-6200

After all reviewing agencies have approved or conditionally approved your proposal, the Planning Department will prepare and process any required environmental documents to ensure your project complies with the California Environmental Quality Act (CEQA). In some instances, projects may be exempt from CEQA. This determination depends on your project scope and location of development (e.g., sensitive habitats, hazards, scenic highways, cumulative impacts, etc.). If your project is not exempt, the Planning Department will prepare an environmental document (may take 2 months). Once this is completed, the Planning Department will then prepare staff report(s) and schedule your project for the required public hearing(s).

PERMIT STEPS AND PROCESSING DETAILS | PLANNING

Noticing and Hearings: Since your project may require multiple public hearings, the Planning Department will prepare staff reports and mail the required public hearing notice prior to each scheduled public hearing date. The first public hearing will be before the Agricultural Advisory Committee for a recommendation on your project (approve or deny). Following their recommendation, the Planning Department will prepare the next staff report and schedule your project for the next public hearing before the Planning Commission (if your project requires a Planned Agricultural District Permit) or the Zoning Hearing Officer (if your project requires a Use Permit). The permit decision (approve, deny) will be made by the Planning Commission or Zoning Hearing Officer. Following the public hearing, you will receive by mail a letter of the decision within 10 days of the decision.

Appeals: FLH permits are appealable permits and, therefore, the permit decision by the Planning Commission or Zoning Hearing Officer to approve or deny the project may be appealed to the next decision maker (the hierarchy is Zoning Hearing Officer → Planning Commission → Board of Supervisors → California Coastal Commission (for appeals)). Appeals must be filed on or before the tenth working day following the decision. If your project is appealed, the Planning Department must prepare another staff report and schedule the subsequent hearing. Once your project is approved and all appeals resolved, you may then submit an application for the required building permit.

PERMIT STEPS AND PROCESSING DETAILS | BUILDING

Step 3 | Building Permit - *Application Requirements:* Once you have received your Planning permit decision letter, review it for any conditions of approval that must be included in your building permit application and plans. The building permit application includes the following:

- Informational Document: [Building Plan Requirements](#)
- [Building Permit Application Form](#)
- Development plans as outlined in the [Building Plan Requirements](#) and including a complete on-site wastewater treatment system design, if applicable
- [C3 C6 Development Review Checklist](#) (stormwater)
- Fees: Building Department fees are waived; other department fees may be required.

**Did you know that you can track the status of your permit application online?
Visit the [Online Permit Center](#) to track your Planning and Building permits as they are reviewed.**

Step 3 | Building Permit - Processing Your Permit: Once your application is submitted to the Building Department, Building will route your plans to the applicable agencies for review (Building plan check, Planning, Environmental Health Services, Public Works, and Fire Authority). Within 30 calendar days, agencies may request additional information, require redesign, or may approve your plans as it relates to their agency requirements. All revised plans or documents requested by these agencies must be submitted to the Building Department for routing.

Once all agencies have approved your plans and all applicable fees have been paid, your building permit may then be issued.

DEVELOPMENT CONSIDERATIONS

Carbon Monoxide/Smoke Detectors. Carbon monoxide detectors and smoke detectors are recommended for all units, and may be required for your project.

Employee Housing Permit. If proposing housing for 5 or more farm laborers, during building permit processing, you must apply for an Employee Housing Permit with Environmental Health Services.

Erosion and Sediment Control and/or Tree Protection. You may be required to install erosion and sediment control and/or tree protection prior to beginning construction particularly if you are building during the wet season (October 1 - April 30). If this is the case, the Building Department will issue the erosion control/tree protection plan prior to issuing the building permit for construction. Once the erosion/tree measures are in place and pass Building Department inspection, you will then be issued the building permit and may begin construction.

Floodplain Development. Check [FEMA's flood maps](#) to determine if your proposed project is or may be in a floodplain. If your proposed project is in a floodplain, development will be very challenging, and may be impossible.

Mobilehomes. If modification of a mobilehome is proposed as part of a FLH project, the permitting agency is the [California Department of Housing and Community Development](#). If an addition to or relocation of a mobilehome is being proposed, the County of San Mateo Planning and Building Department is the permitting agency.

Recreational Vehicles/Trailers. Recreational vehicles and trailers may not be used for FLH.

Sprinklers. New modular State-certified units are not required to be sprinklered. A conversion of existing housing to FLH, if it does not increase the number of dwelling units, may not need to be sprinklered. All others must be sprinklered.

OTHER CONSIDERATIONS

FLH Permit Validity and Permit Renewal

- FLH permits for 4 or fewer laborers are valid for 3 to 5 years (upon recommendation of the Agricultural Advisory Committee).
- FLH permits for 5 or more laborers are valid for 10 years.
- FLH permits with EHS must be renewed annually.

Six months prior to the expiration date of your FLH permit, you must submit for renewal. It is the responsibility of the landowner to submit for renewal although the Planning Department will send you a reminder in the mail. The documents described in *Step 2 | Planning Permit Application*, above, are required for renewal.

Amending your FLH Permit(s)

If you propose to enlarge or significantly alter your FLH operation or unit(s), you will be required to notify the Planning and Building Department prior to the modifications. Prepare a proposed scope of work for the Department to review (this may include a written document and/or plans). Based on the information you provide, the Department will determine if your proposal is a minor or major FLH permit amendment. Minor permit amendments may be considered by the Community Development Director without a public hearing. Major permit amendments will require additional document submittal (documents outlined in *Step 2 | Planning Permit Application*) and may require review by the Agricultural Advisory Committee and Planning Commission at a public hearing(s). Permit amendments may also require additional review and permits from other agencies (e.g., Fire Authority, Public Works, Building Department, EHS).

Terminating your Permit(s)

It is the responsibility of the landowner to notify the Planning Department when terminating the FLH use/structures. The landowner will need to submit a plan, as described in *Step 2 | Planning Permit Application*, identifying the owner's intent to either remove the FLH units and associated infrastructure or otherwise convert such improvements as allowed under the zoning district for the property. Building Department and Environmental Health Services review and permits will be required.

Multiple Unit Plan (Master Plan)

Your FLH permit may include one unit or multiple units. If you are proposing multiple units, you may apply for a FLH permit for the approval of the multiple units to be constructed in phases. Application requirements for this option are the same as for single units, however, plans must indicate which units and infrastructure will be constructed during each phase. Phased construction may require the issuance of multiple other agency permits (e.g., Building permits). You must keep your FLH permit valid and renewed to take advantage of the phased approach.

Other Concurrent Development

If you are applying for Planning permits for other related development on your property in addition to a FLH permit, Planning will process the related development permit and the separate FLH permit concurrently. Since the FLH permit must be renewed, it will be processed under a separate permit number.

RESOURCES AND DOCUMENTS

San Mateo County Agriculture Update Newsletter

<http://www.sanmateorcd.org/project/ag-ombudsman/>

Planning Department Information and Application Forms

Farm Labor Housing Policy

<https://planning.smcgov.org/documents/farm-labor-housing-policy>

Farm Labor Housing Guidelines

<https://planning.smcgov.org/farm-labor-housing-permit>

Planning Permit Application Form and Checklist

<https://planning.smcgov.org/documents/planning-permit-application-form>

Application for Farm Labor Housing

<https://planning.smcgov.org/documents/farm-labor-housing-application>

Coastal Development Permit Form

<https://planning.smcgov.org/documents/coastal-development-permit-application-companion-page>

Planned Agricultural District Form

<https://planning.smcgov.org/documents/planned-agricultural-district-permit-application-companion-page>

Use Permit Form

<https://planning.smcgov.org/documents/application-use-permit-0>

Grading Permit Application

<https://planning.smcgov.org/documents/grading-permit-application-companion-page>

Environmental Information Disclosure Form

<https://planning.smcgov.org/documents/environmental-information-disclosure-form>

C3 C6 Development Review Checklist (Stormwater)

<https://planning.smcgov.org/documents/c3-and-c6-development-review-checklist>

San Mateo County Zoning Regulations

<https://planning.smcgov.org/zoning-regulations>

Erosion and Sediment Control

<https://planning.smcgov.org/erosion-and-sediment-control>

San Mateo County Local Coastal Program

<https://planning.smcgov.org/documents/local-coastal-program>

Environmental Health Information and Application Forms

Wells and OWTS Information and Applications

<https://www.smchealth.org/landuse>

Water Well Application and Septic Application Forms and Checklists

<https://www.smchealth.org/landuse>

Federal Emergency Management Agency (FEMA)

FEMA Map Service Center

<https://msc.fema.gov/portal/>

Agency	Responsibility	Address	Email	Telephone	Website
Agricultural Ombudsman	Landowner/County coordination		adria@sanmateorcd.org (Adria Arko)	(650) 712-7765 x105	www.smcagombudsman.com
San Mateo County Planning Department	Zoning permits	455 County Center, 2nd Fl. Redwood City, CA 94063	plngbldg@smcgov.org (General Query)	(650) 363-1825	planning.smcgov.org
San Mateo County Planning Satellite Office (HMB)	Agricultural Zoning Information	785 Main Street, Suite C Half Moon Bay, CA 94019			
San Mateo County Building Department	Building permits	455 County Center, 2nd Fl. Redwood City, CA 94063	plngbldg@smcgov.org (General Query)	(650) 599-7311	planning.smcgov.org
San Mateo County Environmental Health Division	Wells and septic systems	2000 Alameda de las Pulgas San Mateo, CA 94403	Wells and septic: egdiaz@smcgov.org (Edgardo Diaz) Employee Housing Permit: hgodinez@smcgov.org (Helen Godinez)	(650) 372-6200	https://www.smchealth.org/water-protection-land-use
San Mateo County Building Department Drainage Section	Grading and drainage	555 County Center, 5th Fl., Redwood City, CA 94063	drainage@smcgov.org (Melody Eldridge)		https://planning.smcgov.org/documents/surface-water-drainage-review
San Mateo County Fire (CalFire)	Fire access, hydrants, sprinklers, etc.	455 Counter Center, 2nd, Fl. Redwood City, CA 94063	smcfdfiremarshal@fire.ca.gov (Fire Chief)	(650) 363-1841	http://www.cfsfire.org/
California Water Service (Bear Gulch)	Water lines, flow rates, connections (within district)	3525 Alameda de las Pulgas Suite A Menlo Park, CA 94025	infoBG@calwater.com (Services)	(650) 561-9709	https://www.calwater.com/
Coastside Fire Protection District	Fire access, hydrants, sprinklers, etc.	1191 Main Street, Half Moon Bay, CA 94019	gary.silva@fire.ca.gov (Gary Silva, Fire Marshal)	(650) 726-5213	https://www.coastsidefire.org/office-of-the-fire-marshal
Coastside County Water District	Water lines, flow rates, connections (within district)	766 Main Street Half Moon Bay, CA 94019	customerservice@coastsidewater.org (Services)	(650) 726-4405	http://www.coastsidewater.org/
California Coastal Commission (North Central Coast District)	General State Coastal Act information	455 Market Street, Suite 300 San Francisco, CA 94105	NorthCentralCoast@coastal.ca.gov (Coastal Program Analyst)	(415) 904-5200	https://www.coastal.ca.gov/



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

10

San Mateo County Agritourism Guidelines Review: Discussion Notes for the August 8, 2022 Agricultural Advisory Committee Meeting

Note: Existing Agritourism Guidelines available in your green binder or online [here](#).

Length/Frequency of Agritourism Uses: 45 consecutive day events twice per year

- **Per current Agritourism guidelines:**
 - Allow temporary agritourism uses and facilities on all agricultural lands, but *limit them in scale, location, and time*. Require staff level review to confirm temporary uses are consistent with these guidelines.
 - Uses that occur for more than 45 consecutive days or more than two (2) times per year require a Planned Agricultural District Permit, or a Resource Management Permit, a Coastal Development Permit, and review by the Agricultural Advisory Committee.
- **Subcommittee Discussion Questions:**
 - *Is this secondary to agriculture on site? Is it limited in scale, location & time?*
 - *Does the amount of people onsite constitute an impact? To traffic, soils, neighbors? Is the impact limited in duration or is there a cumulative impact?*
 - *Would this trigger a PAD or LCP permit?*
 - *If the days are non-consecutive, would this constitute year-round use?*
 - *Would changing this conflict with existing PAD regulations?*
- **Notes on Subcommittee Recommendations:**
 - **Event Type:** agritourism events are currently limited by the length and frequency of the event to 45 consecutive days twice per year, originally designed around the Pumpkin and Xmas Tree seasons.
 - **Frequency:** we discussed allowing one 90 consecutive day event per year, 12 non-consecutive events not to exceed 7 days, or keeping the two 45 consecutive day events per year.
 - **Attendees:** not discussed, current guidelines do not limit or qualify agritourism events based on number of attendees/participants.

Length/Frequency of Agritourism Uses: 12 Farm Dinners per year

- **Per current Agritourism guidelines:**
 - *From D. Agritourism Guidelines; 1. Agritourism Uses and Activities that Require a Permit; 5. Commercial Dining Events (pg 5-6):*
 - Commercial food service to groups with issuance of an Environmental Health permit and fire review occurring on an infrequent basis shall be allowed without the need of a PAD permit unless otherwise required.*

- *For purposes of this section, infrequent is defined as no more than twelve (12) meal servings per calendar year.
 - All other commercial food services not meeting the standards above may occur with the issuance of a PAD permit.
 - Commercial dining events cannot occur simultaneously with any temporary or seasonal agritourism event.
- **Subcommittee Discussion Questions:**
 - *As an alternative to unlimited, do we want to recommend something like: up to ____ (24) per year (doubling current amount), not to exceed ____ (4) farm dinner events per month?*
 - *How could the Planning Dept verify and check what will be served at farm dinners to ensure local ingredients? Could this potentially create additional layers of oversight when the desire is to have no permit/oversight?*
 - *Do we want to add an attendee cap to help guide future ag-tourism activities? Or do we want to leave it undefined? What is the benefit to having a defined or undefined number of attendees in the guidelines?*
- **Notes on Subcommittee Recommendations:**
 - **Event Type:** Interested in creating a preference for farm dinner events that feature what is produced on the farm hosting the dinner/ locally sourced food; note related language from the county’s Farm Stand Guidelines reads, “main part of main course is from San Mateo County;” explored requiring that a “majority of dishes served will feature products from San Mateo County” as part of a goal to promote local agriculture, where violations would be addressed via complaints.
 - **Frequency:** currently capped at 12 per year; we discussed preference for unlimited amount of farm dinners, however Agritourism Guidelines require limits in ‘scale, location, and time’; further discussion explored 24-30 farm dinners per year with no more than 8 per month, or 48 farm dinners per year, which would allow 2 farm dinners per weekend for 6 months.
 - **Attendees:** no current cap on attendees in existing guidelines, but Planning Dept does consider number of attendees when reviewing ag-tourism permits; we discussed capping attendees at up to 200 or in alignment with public safety guidelines, allowing “what the property can reasonably accommodate,” and leaving the attendees regulations as is.
 - **Facilities:** discussed that agritourism events should take place in existing structures on the property that do not require new development/construction, and that cooking facilities need to either be existing commercial kitchens or temporary structures.

January 28, 2021 AAC Subcommittee Meeting Notes

Definitions/Input from County

- **Agritourism:** The act of visiting a working farm/ranch or agricultural operation for the purpose of enjoyment, education or active involvement in the activities of the farm/ranch or agricultural operation that adds to the economic viability of the agricultural operation
 - *Note: Agritourism uses must be “secondary and supplemental to existing agricultural uses of the land”*
- County processes permits based on the impact of the activity on land/community, and not whether the event is commercial or non-commercial, etc.
- Educational farm tours currently fall under grey area of ag-tourism guidelines: “Other recreational/educational activities subject to review and approval of the Community Development Director”

Input from Ag Ombudsman

- Strongly in favor of revisiting guidelines to better reflect evolution of agritourism activities (that do not require significant impact/development)
- Types of agtourism activities people have expressed interest in (that aren't already covered in the existing guidelines): Educational tours, food trucks serving prepared food grown on farm, farm stays, semi-regular events like student tours/yoga classes, U-picks, CSA membership days, volunteer work days (planting/harvesting), peer-to-peer farmer/rancher demos/workshops, and environmental education events
- Additional Notes: temporary events are limited to 45 days twice per year; farm dinners and other non-agricultural commercial events are limited to 12 per year, with more requiring a full PAD permit (costing roughly \$7000); U-picks don't need permits (but county still needs parking/ops plan); CSA membership days with no extra charge is a primary agricultural activity; and the type of environmental education activity determines the required permit type
- Discussed idea to conduct a short survey (5 questions) about agritourism guidelines to gather qualitative/quantitative data on what ag community wants re: agritourism updates

References/Resources:

- [SMC Agritourism Guidelines](#) (website/downloadable file)
- [UCANR's California Agritourism](#) (website)
- [Food Tourism Book](#) (downloadable file)
- [Temporary Events](#) (downloadable file)

Discussion Points

- All suggested changes need to be based in existing wording of Agritourism Guidelines, with consideration for bigger changes that could trigger an LCP amendment - need to keep suggestions narrow, grounded & concise

- Recommendations need to be as SPECIFIC as possible, with clear metrics regarding # of participants, # of events per year/days, traffic load/impact, parking needs, etc.

Subcommittee Member Suggestions

- General recommendation to consult with those who wrote those regs, Supervisor Don Horsley & Farm Bureau Manager Jess Brown for clarification on current ag-tourism regs
- Interest in adding language to agritourism guidelines about: encouraging/pre-approving non-commercial, education focused events
- Suggestion to specify: "standard farm tours are simply marketing for the agricultural business and/or agricultural product sold, not ag tourism or ancillary ag activities."
- Recommendation that the following event types NOT require special permit, and DO require notification to county of with proposed dates/#'s expected guests/traffic load, perhaps capped at 12 annually: Walkabout tours/farm open house days (where no special construction/development on the land is required); volunteer days to help with harvest, planting, maintenance; educational workshops/presentations or activity circles; farm stands or retail shop sales of on-farm or locally made food products (including Adria's note about food trucks being parked close by featuring produce from farm); pick your own days; and CSA pick up activities
- Recommendation that one-off events using existing buildings not on prime soil and food is catered from off-site sources (limit 12 annually; notify county of # guests/traffic load but no permit): Farm to table dinners; independent group or community meetings; special occasion social events such as weddings, private celebrations; retreats requiring overnight stays and food service
 - If food is catered by the host farm, then some form of permit and inspection of the kitchen facilities should be required for health purposes.
- Recommendation that the following activities be allowed WITHOUT PERMIT whether paid or free: Farm Tours; All ag and food related educational activities, programs, workshops, trainings, gatherings including meals. (up to 200 people?); All environmental, open space and nature related educational activities, programs, workshops, hikes, nature walks, nature studies, tours, gatherings including meals. (up to 200 people?); Farm food and meals using local produce & meat; Year round local produce & meat sales similar to farm stands and farmer's markets; Sales of ag, environmental, ranching, nature supplies, etc. such as how to books, seeds, beekeeping equipment, birdhouses, chicken supplies, feed, planters, mushroom growing kits, native plants, flower growing kits etc.
- Recommendation that the following activities be allowed WITH PERMIT whether paid or free: Ag Tourism that includes non-ag or non-environmental/nature/open space activities such as train rides, bouncy houses, train rides etc; The currently allowed two 45-day permit periods per year may be spread over the entire year such as only on weekends, Tuesday/Thursday, every Sunday, one week per month etc.
 - Questions: Should ag/ranch/open space production be required on the property for any or all of the activities above? Should any of these activities be included in the definition of ag/ranch/open space?

Agritourism Conversation Notes from 01/11/21 AAC Meeting

- Educational farm tours fall under grey area of ag-tourism guidelines – ‘subject to review and approval of the Community Development Director’
 - No desire to create extra bureaucratic approval process for farm tours from farmers or organizers, especially for a free/educational event like Tour de Fleur
 - Standard farm tours are marketing for core agriculture activities, not ag-tourism
- Interest in adding language to Ag-tourism guidelines about encouraging/pre-approving non-commercial, education focused events
- County processes permits based on the impact of the activity on land/community, and not whether event is commercial or non-commercial
- From Adria, SMC Ag Ombudsman:
 - Narrow list of activities in the ag-tourism guidelines, and gets different answers from county on interpretations – confusion about how education events are misinterpreted in policy
 - Seeking clarity that is more open/allowing for education activities
 - Long history of inviting people onto farms and ranches both for public and for peer education among ag community – critical for our farms that need secondary income
 - Guidelines don’t reflect where ag-tourism guidelines are going in California and what direction local community wants to take it in (ie CSA pickups on farms)
 - Strongly in favor of revisiting guidelines that better reflect what is currently happening and more focused on the opportunities that exist (that don’t require significant impact/development)
- ACC to provide specific recommendations to county about how to improve ag-tourism guidelines, will form subcommittee

NOTE: Need established thresholds for farm tours/educational tours

Notes from Adria Arko, SMC Ag Ombudsman:

Agritourism – The act of visiting a working farm/ranch or agricultural operation for the purpose of **enjoyment, education or active involvement in the activities of the farm/ranch or agricultural operation** that adds to the economic viability of the agricultural operation.
County: secondary to the agricultural uses of the land.

Types of Ag Tourism that people have expressed interest in:

Farm-to-table dinners

Educational tours

On-off events, like harvest events, fairs, weddings, meetings, retreats
Food truck parked near farm stand showcasing food grown on farm
Farm stays (CA has regulations for this type of activity)
Semi-regular events, like tours/classes for school children, yoga classes
Café
Store
U-pick
CSA membership day
Volunteer event helping to plant, harvest, etc.
Farmer-farmer demo/learning event

Comments from County regarding Ag Tourism:

Farm to table events are akin to weddings, so are exempt from AAC but these types of events are limited to 12 per year. After that, they require a full PAD, which is ~\$7000
Events that don't require permits may require operations plans be submitted to planning.
There is a difference between commercial and not commercial events and public and private events - makes no difference for ag tourism guidelines
U Pick don't need permits. Planning doesn't care unless you are building structure. Planning still wants to know about parking, operations plan.
Depends on the type of environmental education activities that determines whether a permit is required.
Inviting CSA members with no charge does not need a permit (they are within your network, so its not a public event).
Events temporary are 45 days to allow for set up, event and take down. Designed around pumpkin festival.

Resources:

<https://ucanr.edu/sites/agritourism/>

Attachments:

1. Food Tourism Book:

<https://drive.google.com/file/d/18d8uEfiIwSsHoZMj0WQrQtWJUPEBh7hG/view?usp=sharing>

2. Temporary Events:

<https://drive.google.com/file/d/1cYGSrUvEufxpjGH9JhzicnBNB7fCvJQm/view?usp=sharing>

Notes from Natalie Sare, AAC Member:

Thank you Lauren for providing your meeting notes and sharing. In that where it says "*Standard farm tours are marketing for core agriculture activities, not ag-tourism.*" I would like to expand on that. While I

think we are thinking the same thing, I believe it was expressed at the meeting, and I believe it to be, that farm tours are simply marketing the agriculture product that the farmer sells. While the growing of the crop is in a fact the core ag activity, as you wrote, I think we should write it more specifically. Selling and marketing of the agricultural crop/product that one grows is not an agriculture "activity" but instead it is simply the farmer's crop and/or ag business and ALL *activities* are all ancillary to that. While we are on the Right track-In my opinion we have to take it a step further separate "activities" from the agricultural product and business very specifically to avoid confusion.

B.J. stated at the meeting - currently and historically we do not need a permit to run our ag business and grow and sell our crop (other then the typical business licenses, pesticide regs if applicable, zoning laws and other regs we adhere to). Bringing the public in to see our product is simply marketing our ag-business and it is important that we keep it that way.

So I would like to propose we write that "*standard farm tours are simply marketing for the agricultural business and/or agricultural product sold, not ag tourism or ancillary ag activities.*"

To add to this: There are many farms that do not partake in agri-tourism; farms that sell wholesale, farms that live in too rural an area to make it worthwhile to do so, farmers who dont make enough money to invest in agri-tourism, and farms that simply do not want to join the barrage of bouncy houses and other carnival stuff. Yet they need to be able to market their product and having people come into the farm to see it is often the best form of marketing as well as the least expensive and as such needs to be allowed just as other businesses are allowed to bring people in to see their product being made, without restriction or regulation. While I understand the product itself is regulated- this basic form of marketing one's product or ag-business should not be regulated in this way as the AAC committee felt at the last meeting. That would absolutely have an unnecessarily adverse effect on agricultural sales and viability in this county going forward.

Bringing people into one's ag business and showing them crop production is the most accessible form of marketing, agriculture and all businesses, have and restricting that would be detrimental to:

A) Ag- business in this county. As many farmers dont have the means to advertise in the traditional sense, especially those just starting out.

B) Ag education. As we have learned from past meetings, it is extremely important that we continue to show children what agriculture is, especially those that would otherwise not have access. The best way to do this is to help current farmers show their product to others.

C) The chamber of Commerce and others who depend on agri-tourism for their fundraisers as was discussed at the last meeting.

D) To the public. The agri-tourism guidelines call for two 45 day periods. Crop production is a year round endeavor that implements different things at different stages of the growth of the product. As such we need to be able to share with the public as much as we can about agriculture. Only being allowed to show them the crop at a couple 45 day snippets denies the public access to learning about the crop correctly, and completely falsifies what we are showing.

What we should do:

*For any clarification on current ag-tourism regs we should consult with those who wrote those regs. We are fortunate in that Peter Marchi is on our committee and he was one of the people who wrote the current regs we use along with Tiera Pena from the county and former committee members.

*Listen to our Supervisors, as Don Horsely reportedly stated that he agrees that bringing people into the farms and agri-businesses is a form of marketing the product and/or ag-business and should continue to not be a part of the agri-tourism regulations.

*Look at what Farm Bureau rep, Jess Brown, stated at the last meeting -that San Mateo County is the most restrictive regarding regs for agriculture.

And use the above in our write up.

Notes from Judee Humburg, AAC Member:

Following are my ideas/suggestions for the meeting tomorrow evening:

From my own experience organizing farm visits/walkabouts, volunteer days, and various workshops for learning about farming practices (sometimes including a picnic lunch/dinner prepared with local/farm produce), I support both Natalie's and BJ's thoughts about these types of events being primarily (a) educational related to agricultural practices or (b) forms of community outreach/marketing for the farms. In many cases, these events create supplemental income for farmers which is important to sustain ag on the coast. As such, I propose no permit be required for these activities but perhaps a notification to the county about dates and #'s of expected guests/traffic load. My assumption is that these events are supplemental to the primary agricultural business on the property.

One distinction Adria made in our conversation was whether or not the event required any 'special development' on the land that would in any way limit agricultural activity on prime soil. To adhere to the intentions of the agritourism guidelines, permits should be required in these instances. For supplemental income (and as a form of marketing), I know some farms already host off-site group/corporate meetings and special events like weddings that include some food prep with local farm products but the buildings used are already on the farm on non-prime soil land. In these cases, require an annual permit with up to 12 for the year at a reasonable cost. If on-going 'catering' is part of these event offerings where food is being prepared on site routinely, then there likely needs to be an annual inspection to ensure the kitchen is up to health codes.

SUMMARY:

No special permit required but notification to county of with proposed dates/#'s expected guests/traffic load, perhaps capped at 12 annually:

- walkabout tours/farm open house days (where no special construction/development on the land is required)
- volunteer days to help with harvest, planting, maintenance
- educational workshops/presentations or activity circles
- farm stands or retail shop sales of on-farm or locally made food products (including Adria's note about food trucks being parked close by featuring produce from farm)
- pick your own days
- CSA pick up activities

one-off events that use existing buildings not on prime soil and food is catered from off-site sources (limit 12 annually; notify county of # guests/traffic load but no permit)

- farm to table dinners
- independent group or community meetings
- special occasion social events such as weddings, private celebrations
- retreats requiring overnight stays and food service

If food is catered by the host farm, then some form of permit and inspection of the kitchen facilities should be required for health purposes.

Thanks, Lauren, for compiling!! I hope I've gotten everything from my notes. If not, I'm sure the meeting will surface questions. The most uncertainty for me is related to the # of events, people/event and traffic load — at what point to require a more expensive permit maybe with on-site inspection. I don't feel I have the 'technical' experience to really have an answer.

Just remembered...I forgot to add a suggestion that Adria and I came up when we talked on Monday. She indicated that a survey might be a good idea (maybe using her newsletter list and the email/member lists for the Farm Bureau) to get qualitative and quantitative info on what folks are most interested in (or already involved in) and what their concerns might be. I'm happy to draft something for others' editing as that's what I used to do for a living (customer research for tech product design). Depends on if the subcommittee agrees this would be useful. Adria also indicated that she saw this process as taking awhile to go through the various steps and parties' reviews so that we would have time for a very short survey — I'm thinking no more than 5 questions. Thoughts?

Notes from Bill Cook, AAC Member:

Here are my initial thoughts:

Activities allowed WITHOUT PERMIT whether paid or free:

- Farm Tours
- All ag and food related educational activities, programs, workshops, trainings, gatherings including meals. (up to 200 people?)
- All environmental, open space and nature related educational activities, programs, workshops, hikes, nature walks, nature studies, tours, gatherings including meals. (up to 200 people?)
- Farm food and meals using local produce & meat.
- Year round local produce & meat sales similar to farm stands and farmer's markets
- Sales of ag, environmental, ranching, nature supplies, etc. such as how to books, seeds, beekeeping equipment, birdhouses, chicken supplies, feed, planters, mushroom growing kits, native plants, flower growing kits etc.

Activities allowed WITH PERMIT whether paid or free:

- Ag Tourism that includes non-ag or non-environmental/nature/open space activities such as train rides, bouncy houses, train rides etc.
- The currently allowed two 45-day permit periods per year may be spread over the entire year such as only on weekends, Tuesday/Thursday, every Sunday, one week per month etc.

All appropriate food safety, parking safety and building permits will be enforced.

Questions:

Should ag/ranch/open space production be required on the property for any or all of the activities above? (I am thinking not but wat to hear your thoughts)

Should any of these activities be included in the definition of ag/ranch/open space?

Notes from Peter Marchi, AAC Member:

I, Peter Marchi, support the current Agritourism Guidelines as they Stand with nothing less.

I would like one addition and that is a ninety day nonconsecutive days of agritourism to support the farmer that does not have consecutive people traffic. For example weekends and/or CSA pick-ups on farms et cetera.

Solely farm related events should be permit free such as educational farm tours et cetera.

February 17, 2021 AAC Agritourism Subcommittee Notes

Note: Existing Agritourism Guidelines available [here](#).

- Length/Frequency of Agritourism Uses: 45 consecutive day events twice per year
 - **Per current Agritourism guidelines:**
 - i. Allow temporary agritourism uses and facilities on all agricultural lands, but *limit them in scale, location, and time*. Require staff level review to confirm temporary uses are consistent with these guidelines.
 - ii. Uses that occur for more than 45 consecutive days or more than two (2) times per year require a Planned Agricultural District Permit, or a Resource Management Permit, a Coastal Development Permit, and review by the Agricultural Advisory Committee.
 - **Notes on Subcommittee Recommendations:**
 - i. **Event Type:** agritourism events are limited by the length and frequency of the event to 45 consecutive days twice per year
 - ii. **Frequency:** we discussed allowing one 90 consecutive day event per year; non-consecutive day events were also discussed
 - iii. **Attendees:** not discussed, current guidelines do not limit or qualify agritourism events based on number of attendees/participants
 - **Discussion Questions:**
 - i. *Is this secondary to ag on site? Is it limited in scale, location & time?*
 - ii. *Does the amount of people onsite constitute an impact? To traffic, soils, neighbors? Is the impact limited in duration or is there a cumulative impact?*
 - iii. *Would this trigger a PAD or LCP permit?*
 - iv. *If the days are non-consecutive, would this constitute year round use?*
 - v. *Would changing this conflict with existing PAD regulations?*

Meeting #2 Notes:

- Two 45 consecutive days or 12 non-consecutive events not to exceed 7 days or
 - Something that allows summer weekends?
- What prime agricultural use would require 12 7-day events per year?
 - Harvesting vegetables

- Farm Dinners
 - **Per current Agritourism guidelines:**
 - i. *From D. Agritourism Guidelines; 1. Agritourism Uses and Activities that Require a Permit; 5. Commercial Dining Events (pg 5-6):*
 - ii. Commercial food service to groups with issuance of an Environmental Health permit and fire review occurring on an infrequent basis shall be allowed without the need of a PAD permit unless otherwise required.*

1. *For purposes of this section, infrequent is defined as no more than twelve (12) meal servings per calendar year.
 - iii. All other commercial food services not meeting the standards above may occur with the issuance of a PAD permit.
 - iv. Commercial dining events cannot occur simultaneously with any temporary or seasonal agritourism event.
- **Notes on Subcommittee Recommendations:**
 - i. **Event Type:** Interested in creating a preference for farm dinner events that feature what is produced on the farm hosting the dinner/ locally sourced food
 - ii. **Frequency:** currently capped at 12 per year; we discussed preference for unlimited amount of farm dinners, however Agritourism Guidelines require limits in 'scale, location, and time'
 - iii. **Attendees:** no current cap on attendees in existing guidelines, but Planning Dept does consider number of attendees when reviewing ag-tourism permits; we discussed capping attendees at up to 200 or in alignment with public safety guidelines
 - **Discussion Questions:**
 - i. *How could the Planning Dept verify and check what will be served at farm dinners to ensure this? Could this potentially create additional layers of oversight when the desire is to have no permit/oversight?*
 - ii. *Do we want to add an attendee cap to help guide future ag-tourism activities? Or do we want to leave it undefined? What is the benefit to having a defined or undefined number of attendees in the guidelines?*
 - iii. *As an alternative to unlimited, do we want to recommend something like: up to ____ (24) per year (doubling current amount), not to exceed ____ (4) farm dinner events per month?*

Meeting #2 Notes:

- Want to create situation where farms could host an event every summer weekend
 - Interest in 24-30 per year but no more than 8 per month, one day event
 - Bill's Suggestion: 48 farm dinners per year, which would allow two farm dinners per weekend for 6 months
- Want to create preference/goal to feature produce grown in SMC
 - Note from Farm Stand language: "main part of main course is from SMC" or "majority of dishes served will feature products from SMC" as part of goal to promote local agriculture
 - To enforce, county would take word of farmer unless there is complaint
 - What if a farmer wants to host an event on a neighbor's property (ie one who may have better facilities?)
- Attendees: "what the property can reasonably accommodate;" leave as is in regs
- Agritourism events should take place in existing structures on the property, and not require new buildings/development/construction
 - Re: commercial kitchens - cooking facilities need to be temporary

- Educational Activities
 - **Per current Agritourism guidelines:**
 - i. Other recreational/educational activities subject to review and approval of the Community Development Director.
 - **Notes on Subcommittee Recommendations:**
 - i. **Event Type:** Interested in adding further definition to what constitutes an 'recreational/educational activity' in existing guidelines, particularly regarding educational activities; we discussed that educational events should be regarding the environment, agriculture, nature, or food
 - ii. **Frequency:** we discussed limiting to 12 annually or having no limit on frequency, and instead limiting amount of participants
 - iii. **Attendees:** we discussed limiting number of attendees instead of limited frequency of events annually
 - **Discussion Questions:**
 - i. *How to define 'educational activity' allowed without an Agritourism Permit? Is this a class, a tour, a workshop, etc? Does it need to be connected to a school or other formal educational group - or just by the curriculum/content of the educational activity?*
 - 1. *Does the educational activity have to be about the farm/ranch that is hosting the event? Does it have to be about the prime agricultural activity taking place at that farm/ranch?*
 - ii. *What thresholds could be recommended for educational activities? Number of attendees and/or frequency of the educational event?*
 - 1. *What thresholds would ensure that educational activities are secondary to the primary agricultural use?*
 - 2. *What is a reasonable threshold that would allow most educational activities without an Agritourism Permit but have limits in place for outliers/unusual events?*

Meeting #2 Notes:

- Educational activities currently under grey area because lack definition
- Is there a distinction between educational activities and farm tours?
- Educational Activities:
 - Seminars, tours, field walks, presentations, classes AND farm tours
 - Open Houses vs Farm Tours
 - About the farm or ranch hosting event, related to ag/ranching activities
 - Alternate approach: about the specific ag/ranch hosting event could be too limiting - about ag/ranching generally
 - Gathering or receiving a benefit from the instruction
 - No age range limitations, open to everybody
- K/Other Recreational/educational activities is currently being used as catch-all by county

- Main purpose of the LCP is to support ag & environment
 - Educational activities allowed on PAD properties on the coast; about agriculture, environment, nature
- Concerns about farms turning into venues in PAD
 - Levels/thresholds for No Permit; Agtourism Permit; PAD Permit
 - i. **No Permit:** about core ag/ranching activity on property; peer-to-peer prof dev workshops, etc; farm tours showcasing that property;
 - 1. No more than 10/20/30/40 people? Per acre? Per what property can reasonably accommodate?
 - 2. When does it become 'intensive use' beyond the core ag activity?
 - ii. **Agtourism Permit:** brings public to property at defined frequency (by single day or consecutive day event)
 - 1. Not more than the property/space can reasonably accommodate
 - a. Amount of people based on what space can handle
 - b. Without making a (negative) impact
 - 2. No more than 40/50 people? Per instructor? Per what property can accommodate?
 - iii. **PAD Permit:** anything beyond agtourism frequency
 - 1. Beyond 50?
 - iv. Alternate Option: no permits required for any educational activity
- Gathering to receive a benefit from instruction about environment, agriculture, nature, or food
 - Relation to PAD activities?
- Threshold Options:
 - What are current thresholds for educational events in the county? Safety guidelines?
 - i. County looks at potential activity; looking at Building Code, Fire Code & planning discretion
 - ii. Does the amount of people onsite constitute an impact? To traffic, soils, neighbors?
 - Limitations on number of attendees?
 - 'Not more than the property can reasonably accommodate'
 - Classes/workshops normally around 30-40
 - What about the existing thresholds in the agritourism guidelines (ie scenic corridor)?
- Farm Tours
 - **Per current Agritourism guidelines:**
 - i. Other recreational/educational activities subject to review and approval of the Community Development Director.
 - **Notes on Subcommittee Recommendations:**
 - i. **Event Type:** we discussed the difference between farm tours as marketing for agriculture vs. farm tours as educational events

- ii. **Frequency:** not discussed
- iii. **Attendees:** not discussed
- o **Discussion Questions**
 - i. *How do we define farm tours? How is this different from an educational activity as discussed above?*
 - ii. *Do we want to add a further distinction here between educational activities? If so, what would the limits be?*
 - 1. *Are these free events or ticketed/at cost to attendees?*
 - 2. *Is a group of 10 or fewer people a farm tour? Would more than 10 people make it an educational event? Would farm tours be for more than 20 people at a time?*

Meeting #2 Notes:

- List of example educational activities
- Is there a benefit to having separate definitions for educational activity vs farm tour?
 - Tour is about that specific farm/ranch and activities taking place there
 - Educational event is beyond that
 - Not defined by commercial activity (fee/ticket)
 - Not limited by day of the week/weekend
- Tours are hard for farmers because it takes time out of the work day; anyway we can streamline for farmer would be a help
 - Example: Allowing several classes at once would help streamline for farmer
- Peer-to-Peer Educational Activities for Farmers/Ranchers
 - **Per current Agritourism guidelines:**
 - i. Other recreational/educational activities subject to review and approval of the Community Development Director.
 - **Notes on Subcommittee Recommendations:**
 - i. **Event Type:** we discussed including this activity under the educational activities; alternatively could be defined as professional development
 - ii. **Frequency:** not discussed
 - iii. **Attendees:** not discussed
 - **Discussion Questions**
 - i. *How do we define peer-to-peer educational activities? How is this different from an educational activity as discussed above?*
 - ii. *Do we want to add a further distinction here between educational activities? If so, what would the limits be?*

Meeting #2 Notes:

- Allowed by right without an agritourism permit
- Example: CCTGA event hosted with up to 80 people
- Same note re: streamlining for farmers; figuring out how to allow multiple presentations at one time; potential limit based on instructor/acreage, not attendees

- U-Pick Farm Activities
 - **Per current Agritourism guidelines:**
 - i. Other recreational/educational activities subject to review and approval of the Community Development Director.
 - **Notes on Subcommittee Recommendations:**
 - i. **Event Type:** we believe this is a core agricultural activity and does not need to be included in the agritourism guidelines
 - ii. **Frequency:** n/a
 - iii. **Attendees:** n/a
 - **Discussion Questions**
 - i. *Do we want to add this to the list of allowed uses without a permit in the Agritourism Guidelines and specify that no ag-tourism permit is required?*

Meeting #2 Notes:

- Allowed by right without an agritourism permit

- Community Supported Agriculture (CSA) Member Activities
 - **Per current Agritourism guidelines:**
 - i. Other recreational/educational activities subject to review and approval of the Community Development Director.
 - **Notes on Subcommittee Recommendations:**
 - i. **Event Type:** we believe that this is a core agricultural activity, but need to further define what constitutes a CSA member activity vs an agritourism activity (ie picking up boxes, volunteer hours, etc.); we discussed limiting to non-ticketed/free events for CSA members
 - ii. **Frequency:** n/a
 - iii. **Attendees:** n/a
 - **Discussion Questions**
 - i. *What is the definition of CSA Member Activities?*
 - 1. *Note: Please see [USDA Community Supported Agriculture resources page for reference.](#)*
 - ii. *Do we want to add this to the list of allowed uses without a permit in the Agritourism Guidelines and specify that no ag-tourism permit is required?*

Meeting #2 Notes:

- Activities covered under CSA membership considered core agriculture; agritourism permit may be required if other types of activities are proposed (ie farm dinners)
 - Perhaps excluding farm dinners?

- Volunteer Service Events
 - **Per current Agritourism guidelines:**

- i. Other recreational/educational activities subject to review and approval of the Community Development Director.
- **Notes on Subcommittee Recommendations:**
 - i. **Event Type:** discussed one-off volunteer day events at farms/ranches, such as planting/harvest days
 - ii. **Frequency:** not discussed
 - iii. **Attendees:** discussed not exceeding public safety guidelines for number of attendees
- **Discussion Questions**
 - i. *How do we define a 'volunteer event' or 'service days' and ensure this activity doesn't bleed into other agritourism activity types?*
 - ii. *What definition would prevent these volunteer events from being abused/stretched to fit other activity types? (ie a volunteer work day rolling into a farm dinner as defined by the existing guidelines)*

Meeting #2 Notes:

- Suggestion that (non-commercial) volunteerism activities generally do not require agritourism permit
 - Examples: barn raising event, work days on open space property, help around a farm/ranch like pulling weeds, etc.
 - Any additional activities associated with volunteering subject to review/approval
- Discussion re: defining 'volunteer service event'
 - Consider impact to the land, could we define volunteer activities as things that improve the property/agricultural operations (don't make negative impact)
 - Discussed commercial vs non-commercial or public vs private
- Food Trucks
 - **Per current Agritourism guidelines:**
 - i. One (1) food vendor, mobile or on-site including mobile prepackaged food/snack bar (Environmental Health permit required) located on all soils.
 - ii. One (1) prepackaged food/snack bar on non-prime soils (may be subject to Environmental Health permit).
 - **Notes on Subcommittee Recommendations:**
 - i. **Event Type:** interested in allowing food trucks that showcase farm product as an allowed activity at agritourism events, specifically discussed food trucks parked near farm stands that feature the food/products grown onsite at that particular farm
 - ii. **Frequency:** was discussed in context of 45 consecutive day events
 - iii. **Attendees:** was discussed in context of 45 consecutive day events
 - **Discussion Questions**

- i. **Note:** San Mateo County has an existing ordinance regulated mobile food, so the Agritourism Guidelines cannot be in conflict with the existing regulations:
 1. SMC Health [Mobile Food Facilities](#)
 2. SMC Code of Ordinances, Title 5 Business Regulations, [Chapter 5.52 Mobile Food Preparation Units](#)
 - a. *Note: limited to thirty (30) minutes in one location during any eight (8) hour period, sales must be located on a County road*
- ii. *What changes to existing guidelines are needed here? Does current wording around one food vendor or one snack bar already meet our needs here?*

Meeting #2 Notes:

- Current wording works as is
- Desire to decouple the food trucks from the agricultural tourism activity - will revisit in context of the farm stand conversation (coming up at future AAC meeting)

SAN MATEO COUNTY AGRITOURISM GUIDELINES

The San Mateo County Planning and Building Department and the San Mateo County Agricultural Advisory Committee's subcommittee on agritourism have developed the following guidelines for the review and establishment of commercial activities on agricultural land. These guidelines seek to provide guidance regarding the application of existing Local Coastal Program (LCP) policies and zoning regulations in a manner that facilitates the establishment of uses that are **secondary** to the agricultural uses of the land, support the economic viability of farming and ranching, and minimize conflicts with agricultural activities on said lands and/or adjacent lands. These guidelines are not intended to obviate the need for compliance with other State or Federal regulations. (Agritourism review procedures are addressed in Part F of this document.)

A. DEFINITIONS

1. **Agritourism** – The act of visiting a working farm/ranch or agricultural operation for the purpose of enjoyment, education or active involvement in the activities of the farm/ranch or agricultural operation that adds to the economic viability of the agricultural operation.
2. **Compatible Use(s)** – A use that, as determined by the Community Development Director of San Mateo County, will not diminish or interfere with existing or potential agricultural productivity, and can be accommodated without adverse impact to the agricultural resources of the site or surrounding area.
3. **Non-Prime Agricultural Land** – Land that is not “prime agricultural land” as defined below. This may include, but is not limited to, land used for grazing or dry farming.
4. **Prime Agricultural Land** – Means any of the following:
 - a. All land that qualifies for rating as Class I or Class II in the Natural Resource Conservation Service (NRCS) Land Use Capability Classifications; or land that qualifies as Class III in the NRCS Land Use Capacity Classifications if producing no less than two hundred dollars (\$200) per acre annual gross income for three of the past five years.
 - b. Land which qualifies for rating 80 through 100 in the Storie Index Rating.
 - c. Land which supports livestock used for the production of food and fiber and which has an annual carrying capacity equivalent to at least one animal unit per acre as defined by the United States Department of Agriculture.

- d. Land planted with fruit- or nut-bearing trees, vines, bushes or crops which have a non-bearing period of less than five years and which will normally return during the commercial bearing period on an annual basis from the production of unprocessed agricultural plant production not less than two hundred dollars (\$200) per acre.
- e. Land which has returned from the production of unprocessed agricultural plant products an annual gross value of not less than two hundred dollars (\$200) per acre annual gross income for three of the past five years.
- f. In all cases, prime land shall have a secure water source adequate to support the agriculture on the premises.

B. COMPATIBILITY DETERMINATIONS

Any activity authorized by these guidelines may be made subject to a Use Permit at the discretion of the Community Development Director.

C. GOALS

- 1. Confirm that agritourism uses are secondary and supplemental to existing agricultural uses of the land.
- 2. Agritourism uses must be compatible with and beneficial to the agricultural uses on the land.
- 3. Allow temporary agritourism uses and facilities on all agricultural lands, but limit them in scale, location and time. Require staff level review to confirm temporary uses are consistent with these guidelines.
- 4. Limit percentage of lands utilized for agritourism.
- 5. Ensure the “Right to Farm” on all lands per Chapter 2.65 of the San Mateo County Ordinance (Administration/Agricultural Awareness).

D. AGRITOURISM GUIDELINES

- 1. **Agritourism Uses and Activities that Require a Permit.** Uses will be reviewed by Planning staff and the Agricultural Advisory Committee to ensure adherence to the guidelines.

Agritourism uses must be found to be compatible with the long-term agricultural uses of the land. Uses that occur for more than 45 consecutive days or more than two (2) times per year require a Planned Agricultural District Permit, or a Resource Management Permit, a Coastal Development Permit, and review by the Agricultural Advisory Committee.

MAINTAIN COMPATIBILITY WITH AGRICULTURE BY LIMITING ATTRACTIONS AND ACTIVITIES TO NO MORE THAN THE FOLLOWING:

- a. One (1) farm animal petting zoo on **non-prime soils**.
- b. One (1) pony ride area located on **non-prime soils** (confined animal permit or exemption required).
- c. One (1) food vendor, mobile or on-site (Environmental Health permit if applicable) located on **non-prime soils**.
- d. One (1) prepackaged food/snack bar on **non-prime soils**.
- e. One (1) haunted house/barn on **non-prime soils**.
- f. One (1) hay maze on **non-prime soils**.
- g. One (1) train and tracks located on **non-prime soils**.
- h. One (1) hayride on all soils.
- i. Train rides on rubberized wheels throughout all soils subject to case-by-case review.
- j. Inflatables* on **non-prime soils** (subject to height limitations set forth in the Planned Agricultural District and Resource Management Regulations) subject to case-by-case review.
- k. Produce stand permitted per Section 6352(5) of the Planned Agricultural District Regulations (Environmental Health permit required).
- l. Other recreational/educational activities subject to review and approval of the Community Development Director.
- m. Days and hours of operation per determination of the Community Development Director.

2. **Performance Standards for Agritourism Uses and Activities that Require a Permit.** Agritourism uses shall be consistent with LCP and zoning standards, including but not limited to the following:

- a. Adequate on-site parking to accommodate the uses must be provided on non-prime soils and designated on the site plan for review by Planning staff.

*Inflatables subject to the standards of the Safe Inflatable Operators Training Organization.

- b. Parking subject to standards of Policy 10.22 (*Parking*) of the LCP.
 - c. Signage subject to standards of Policy 8.21 (*Commercial Signs*) of the LCP.
 - d. On parcels forty (40) acres or more in size, all agritourism elements shall be clustered and shall consume no more than two (2) gross acres (excludes hayrides or trains with rubberized wheels). Parking is excluded from acreage calculation.
 - e. On parcels under forty (40) acres in size, all agritourism elements shall be clustered and shall consume no more than one (1) gross acre (excludes hayrides or trains with rubberized wheels). Parking is excluded from acreage calculation.
 - f. Setbacks subject to regulations pertaining to watercourses and riparian vegetation.
3. **Temporary Seasonal Agritourism Uses and Activities that Do Not Require Permits.** Temporary seasonal visitor serving uses and facilities allowed on all agricultural lands limited in scale, elements and time. Uses will be reviewed by Planning staff and the Agricultural Advisory Committee to ensure adherence to the guidelines.
- a. Does not interfere with agricultural production on or adjacent to the lot.
 - b. Allowed for a maximum of 45 consecutive days per use and limited to no more than two (2) per year.
 - c. Days and hours of operation: Sunday through Saturday from 9:00 a.m. to sunset (no lighting shall be allowed).
 - d. Two (2) inflatables* allowed on all lands (subject to height limits set forth in the Planned Agricultural District and Resource Management Regulations).
 - e. One (1) pony ride area (confined animal permit or exemption required).
 - f. One (1) farm animal petting zoo on all lands.
 - g. One (1) hayride on all lands.
 - h. One (1) train with rubberized wheels on all lands.

*Inflatables subject to the standards of the Safe Inflatable Operators Training Organization.

- i. One (1) food vendor, mobile or on-site including mobile prepackaged food/snack bar (Environmental Health permit required) located on all **soils**.
 - j. One (1) prepackaged food/snack bar on non-prime soils (may be subject to Environmental Health permit).
 - k. Other recreational/educational activities subject to review and approval of the Community Development Director.
4. **Performance Standards for Seasonal Uses and Activities that Do Not Require Permits**
- a. Adequate on-site parking to accommodate the temporary seasonal uses must be provided and designated on the site plan for review by Planning staff.
 - b. Parking subject to standards of Policy 10.22 (*Parking*) of the LCP.
 - c. Signage subject to standards of Policy 8.21 (*Commercial Signs*) of the LCP.
 - d. Meets the current standards for buffers from creeks and/or riparian vegetation.
 - e. On parcels forty (40) acres or more in size, all agritourism elements shall be clustered and shall consume no more than two (2) gross acres (excludes hayrides or trains with rubberized wheels). Parking is excluded from acreage calculation.
 - f. On parcels under forty (40) acres in size, all agritourism elements shall be clustered and shall consume no more than one (1) gross acre (excludes hayrides or trains with rubberized wheels). Parking is excluded from acreage calculation.
 - g. Setbacks subject to regulations pertaining to watercourses and riparian vegetation.
 - h. No land disturbance including import of gravel or fill.
 - i. Produce stand permitted per Section 6352(5) of the Planned Agricultural District Regulations (Environmental Health permit required).
5. **Commercial Dining Events**
- a. Commercial food service to groups with issuance of an Environmental Health permit and fire review occurring on an infrequent basis shall be allowed without the need of a PAD permit unless otherwise required.*

- b. All other commercial food services not meeting the standards above may occur with the issuance of a PAD permit.
- c. Commercial dining events cannot occur simultaneously with any temporary or seasonal agritourism event.

E. OTHER NON-AGRICULTURAL COMMERCIAL EVENTS

Commercial events on PAD lands require review by the Agricultural Advisory Committee to determine whether they constitute an agritourism event.

The following examples are uses when operated as a commercial business that are not considered agritourism and require County permits.

- Weddings.
- Music concerts.
- Paint ball.
- Carnivals.

*For purposes of this section, infrequent is defined as no more than twelve (12) meal servings per calendar year.

F. AGRITOURISM REVIEW PROCEDURES

For seasonal non-permit required event applications, applicants shall submit an application and accompanying materials to the Planning and Building Department two (2) months prior to desired date of event.

For seasonal permit required event applications, applicants shall submit an application and accompanying materials no later than six (6) months prior to desired date of event.

All application submittals are subject to the following:

1. Completion of permit application forms.
2. Submittal of any existing Williamson Contract on said lands.
3. Description of existing agricultural operations and statement of conformance with the goals of the agritourism standards.
4. Site plan showing existing permanent buildings and structures, all agricultural areas, watercourses, riparian areas and wells.
5. Site plan showing all agritourism uses and activities, and existing/proposed parking areas.

6. Statement of operations (days/hours).
7. Number of employees on-site for agritourism purposes.

G. RECOMMENDED FINDINGS

When considering proposals to establish agritourism uses, the Agricultural Advisory Committee and relevant decision makers should determine:

1. That the agritourism use is compatible with the long-term agricultural uses of the land.
2. That the agritourism operation will not adversely affect the health or safety of persons in the area and will not be materially detrimental to the public welfare or injurious to agricultural property.
3. That the agritourism operation is in substantial conformance with the goals set forth in the San Mateo County Agritourism Guidelines. Specifically, that the operation is secondary and supplemental to existing agricultural operation on said land.
4. That the proposed use and activities comply with all relevant provisions of the General Plan, Local Coastal Program, Zoning Regulations, and Williamson Act (where applicable).

TGP:fc/pac/jlh – TGPW0230_WFR.DOCX (9/25/12)