



## Planning & Building Department Coastside Design Review Committee

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### Notice of Public Hearing

#### COASTSIDE DESIGN REVIEW COMMITTEE AGENDA

Thursday, December 8, 2022  
1:30 p.m.

\*\*\*\* BY VIDEOCONFERENCE ONLY \*\*\*\*

Virtual  
Meeting

On September 16, 2021, the Governor signed AB 361, which amended certain provisions of the Ralph M. Brown Act (Brown Act) in order to allow for local legislative bodies to conduct their meetings remotely via telephonically or by other electronic means under specified circumstances. Thus, pursuant to Government Code section 54953(e), the Coastside Design Review Committee meeting will be conducted via remote conferencing.

#### **PUBLIC PARTICIPATION:**

##### Written Comments:

Written public comments may be emailed to the Coastside Design Review Officer at [bjia@smcgov.org](mailto:bjia@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 five minutes customarily allowed for verbal comments, which is approximately 250-300 words. If your emailed comment is received at least 24 hours prior to the meeting, it will be made publicly available on the Coastside Design Review Committee website along with the agenda. To ensure your comment is received and read to the CDRC for the appropriate agenda item, please submit your email no less than 30 minutes prior to the meeting time. The County cannot guarantee that emails received less than 30 minutes before the meeting will be read during the meeting, but such emails will still be included in the administrative record of the meeting and will be provided to the CDRC after the meeting.

##### Spoken Comments:

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

1. The December 8, 2022 Coastside Design Review Committee meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/94078157972> The meeting ID is: 940 7815 7972. The December 8, 2022 Coastside Design Review meeting may also be accessed via telephone by dialing (669) 444-9171 (Local). Enter the meeting ID: 940 7815 7972, then press #.
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 functionality may be disabled in older browsers including Internet Explorer.
3. You will 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 Design Review Officer calls for the item on which you wish to speak, click on "raise hand." The Design Review Officer 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.

Audio recordings of previous Design Review meetings are available to the public upon request for a fee.

Coastside Design Review Committee meetings are accessible to people with disabilities. Individuals who need 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 the Design Review Officer at least five (5) working days before the meeting at the contact information provided below. 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.

**CORRESPONDENCE TO THE COASTSIDE DESIGN REVIEW STAFF:**

Glen Jia, Design Review Officer  
Phone: 650/363-1803  
Facsimile: 650/363-4849  
Email: [bjia@smcgov.org](mailto:bjia@smcgov.org)

Camille Leung, Senior Planner  
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**MATERIALS PRESENTED FOR THE HEARING:**

Applicants and members of the public are encouraged to submit materials to staff via email but must do so no less than 30 minutes in advance of a hearing. All materials (including but not limited to models, pictures, videos, etc.) presented by any person speaking on any item on the agenda are considered part of the administrative record for that item, and must be retained by the Design Review Officer until such time as all administrative appeals are exhausted and the time for legal challenge to a decision on the item has passed. If you wish to retain the original of an item, a legible copy must be forwarded to the Design Review Officer. A computer-generated copy of a photograph must be submitted.

**DECISIONS AND APPEALS PROCESS:**

The Coastsides Design Review Committee will make a decision when design review is the only application being considered, or make a recommendation to a different decision maker when additional planning applications are associated with the project (e.g., use permit, grading permit, etc.). Decision rulings for a project are appealable to the Planning Commission. Appeals must be filed no later than ten (10) business days following the decision at the San Mateo County Planning Counter (address listed above). If the Planning Counter is still closed during the appeal period due to the COVID-19 emergency, please complete the applicable forms and forward them to the project planner. They will coordinate with you regarding the payment of the appeal fee at that time. Appeal application forms are available online. The appeal fee is \$616.35 which covers additional public noticing.

**REVIEW OF AGENDAS AND MEETING MATERIALS:**

To view the agenda, maps, and plans for all items on this agenda, please visit our website at <https://www.smcgov.org/planning/event/coastside-design-review-hearing-december-8-2022> and find the webpage for the meeting date. To subscribe to the Coastsides Design Review Committee agenda mailing list, please send a blank email to: [sanmateocounty@service.govdelivery.com](mailto:sanmateocounty@service.govdelivery.com). To request hard copies of the meeting materials, including plans, please contact the Design Review Officer and allow 5-7 business days for mail delivery.

**NEXT MEETING:**

The next Coastsides Design Review Committee (CDRC) meeting will be on January 12, 2023.

**AGENDA**

1:30 p.m.

**Roll Call**

**Resolution to Make Findings that, as a Result of the Continuing Covid-19 Pandemic State of Emergency Declared by Governor Newsom, Meeting in Person for Meetings of the Coastside Design Review Committee would Present Imminent Risks to the Health or Safety of Attendees**

**Chairperson's Report**

2:00 p.m.

**Discussion of Previously Established Goals for Design Review Regulation Update (Focus on Landscaping Standards)**

**Oral Communications** to allow the public to address the Coastside Design Review Committee on any matter not on the agenda. If your subject is not on the agenda, the Coastside Design Review Committee will recognize you at this time. ***Speakers are customarily limited to five minutes.***

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**MIRAMAR**

2:30 p.m.

1. **Owner/Applicant:** Paul McGregor  
**File No.:** PLN2021-00101  
**Location:** Alto Avenue, Miramar  
**Assessor's Parcel No.:** 048-065-060

Consideration of a Design Review recommendation to allow the construction of a new two-story, 1,590 sq. ft. single-family residence with an attached 418 sq. ft. garage and 800 sq. ft. Accessory Dwelling Unit (ADU), on a legal 4,800 sq. ft. parcel (Certificate of Compliance, PLN2016-00476), associated with a Coastal Development Permit (CDP) and Non-conforming Use Permit (UP). A

UP is required to allow development on a less than 5,000 sq. ft. parcel, where 10,000 sq. ft. is the minimum lot size in the S-94 combining district. The project involves minor grading for the residence, an approximately 73 feet road extension of Alto Avenue, and no tree removal. The CDRC will not render a decision but will make recommendation regarding the project's compliance with design review standards. The ADU is a ministerial project that does not require review by the CDRC. This project was scheduled for continued consideration from the August 11, 2022 meeting. A hearing before the Planning Commission on the DR, CDP, and UP will take place after December 8, 2022. The project is not appealable to the California Coastal Commission. Application deemed complete: November 2, 2022. Project Planner: Camille Leung ([cleung@smcgov.org](mailto:cleung@smcgov.org))

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**2. Adjournment**

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