



## Planning & Building Department Emerald Lake Hills Design Review Officer

Erica Adams

County Office Building  
455 County Center  
Redwood City, California 94063  
650/363-1825

### Notice of Public Hearing

#### EMERALD LAKE HILLS DESIGN REVIEW OFFICER AGENDA

Tuesday, May 5, 2020  
2:00 p.m.

Remote Access: Please visit <https://planning.smcgov.org/events/emerald-lake-hills-design-review-hearing-may-5-2020>

7 days prior to the meeting for further instructions on how to participate

\*Remote Meeting

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, which was expanded and extended on 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, the regular meeting location will not be open to the public for the May 5, 2020 meeting of the Emerald Hills Design Review (EDR). Instead, members of the public may participate via Zoom at the time of the meeting and/or provide written comments by email to Erica Adams at the email address provided below prior to the meeting. Emailed comments 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. To ensure your comment is received and read to the EDR for the appropriate agenda item, please submit your email no less than 30 minutes prior to the meeting time. The County will make every effort to read emails received after that time but cannot guarantee such emails will read into the record. Any emails received less than 30 minutes prior to the meeting time which are not read into the record will be provided to the EDR after the meeting.

Emerald Lake Hills Design Review Officer 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 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 Design Review Officer to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

#### **SPEAKING AT THE PUBLIC HEARING:**

All parties wishing to speak will have an opportunity to do so after filling out a speaker's form and handing it to the Design Review Officer. Time limits may be set by the Design Review Officer as necessary in order to accommodate all speakers. Audio recordings of previous Design Review meetings are available to the public upon request for a fee.

#### **CORRESPONDENCE TO THE BAYSIDE DESIGN REVIEW OFFICER:**

Erica Adams, Planner

Phone: 650/363-1828

Facsimile: 650/363-4849

Email: [eadams@smcgov.org](mailto:eadams@smcgov.org)

Planning Counter

455 County Center, 2nd Floor, Redwood City

Phone: 650/363-1825

Website: <https://planning.smcgov.org/design-review>

#### **MATERIALS PRESENTED FOR THE HEARING:**

Applicants and members of the public are encouraged to submit materials to staff 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 Emerald Lake Hills Design Review 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). Appeal application forms are available online. 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 Design Review Officer. They will coordinate with you regarding the payment of the appeal fee at that time. The appeal fee is \$616.35 which covers additional public noticing.

**AGENDAS ONLINE:**

To view the agenda and maps for all items on this agenda, please visit our website at: <https://planning.smcgov.org/design-review> and find the webpage for the meeting date.

To subscribe to the Emerald Lake Hills Design Review Officer 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. On file in the Planning Department and may be reviewed by the public. For further information on any item listed below, please contact the Design Review Officer.

**NEXT MEETING:**

The next Emerald Lake Hills Design Review Officer meeting will be on June 2, 2020

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**AGENDA**

**Oral Communications** to allow the public to address the Design Review Officer, on any matter not on the agenda. If your subject is not on the agenda, the Review Officer, will recognize you at this time. ***Speakers are customarily limited to five minutes.*** A speaker's slip is required.

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**REGULAR AGENDA**

**2:00 p.m.**

1. **Owner:** Tom Zachystal  
**Applicant:** Jose Mantica  
**File No.:** PLN2020-00064  
Location: 720 Vista Dr., Redwood City  
Assessor's Parcel No's.: 057-231-220

Design Review Permit to change the exterior of an existing two-story single-family residence, including exterior style change to modern style, new windows, new garage facade, new front entry, and change from a pitched to a flat roof in a small area at the rear of the residence. No change to the footprint of the existing residence and drainage fixtures.

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2. **Adjournment**
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