



Planning & Building Department Coastside Design Review Committee

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Notice of Public Hearing

COASTSIDE DESIGN REVIEW COMMITTEE AGENDA

Thursday, October 8, 2020
12:30 p.m.

**** BY VIDEOCONFERENCE ONLY ****

Virtual
Meeting

Special
Time

Pursuant to the Shelter in Place Orders issued by the San Mateo County Health Officer and the Governor, the Governor's Executive Order N-29-20, and the CDC's social distancing guidelines which discourage large public gatherings, the regular meeting location of the Coastside Design Review Committee is no longer open for public meetings.

PUBLIC PARTICIPATION:

Written Comments:

Written public comments may be emailed to the Coastside Design Review Officer at rpanglao@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 October 8, 2020 Coastside Design Review Committee meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/99450282077>. The meeting ID is: 994 5028 2077. The October 8, 2020 Coastside Design Review Committee meeting may also be accessed via telephone by dialing (669) 900-6833 (Local). Enter the meeting ID: 994 5028 2077, 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 DRO 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:

Ruemel Panglao, Design Review Officer	Camille Leung, Senior Planner
Phone: 650/363-4582	Phone: 650/363-1826
Facsimile: 650/363-4849	Facsimile: 650/363-4849
Email: rpanglao@smcgov.org	Email: cleung@smcgov.org

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 www.planning.smcgov.org/design-review 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. 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 November 12, 2020.

AGENDA

12:30 p.m.

Roll Call**Chairperson's Report**

12:45 p.m.

Discussion of CDRC efforts related to 1) Design Review Regulation Update and 2) How to Engage the County on the Potential Expansion of CDRC Purview to Non-Residential Projects, including projects in Commercial zoning districts

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.***

REGULAR AGENDA**MIRAMAR**

1:45 p.m.

1. **Owner/Applicant:** Jake and Zara Bursalyn
File No.: PLN2020-00248
Location: 331 4th Avenue, Miramar
Assessor's Parcel No.: 048-043-090

Consideration of a Coastside Design Review recommendation for a structural remodel and 475 sq. ft. addition to an existing storm-damaged, non-conforming, 1,563 sq. ft. single-family residence, where the enlargement would extend the right-side setback of 5'-3" where 10' is the minimum side yard setback, on a 5,009 sq. ft. legal parcel, associated with a Coastal Development Permit, Non-Conforming Use Permit and Off-Street Parking Exception. No grading or tree removal have been proposed. The CDRC will not render a decision but will make a recommendation regarding the project's compliance with Design Review Standards. The Planning Commission hearing will be scheduled after October 8, 2020. The CDP is not appealable to the California Coastal Commission. Application Deemed Complete on: September 14, 2020. Project Planner: Bryan Albini (balbini@smcgov.org).

MONTARA

2:45 p.m.

2. **Owner:** Andrews Wilbur D II Trust
Applicant: Moshe Porter
File No.: PLN2020-00145
Location: 538 5th Street, Montara
Assessor's Parcel No.: 036-067-290

Consideration of a Design Review recommendation to construct a new 1,164 sq. ft., two-story single-family residence, detached 501 sq. ft. carport, and cap an existing well, on a legal undeveloped 4,989 sq. ft. parcel (legality confirmed via Certificate of Compliance/Type B PLN2018-00369). The project is associated with a staff-level Grading Permit and Coastal Development Permit for 390 cubic yards of cut with no trees proposed for removal. The CDRC will not render a decision but will make a recommendation regarding the project's compliance with design review standards. Staff will render a decision on the Grading Permit and CDP after October 8, 2020. This project is not appealable to the CA Coastal Commission. Application Deemed Complete on: September 4, 2020. Project Planner: Laura Richstone (lrichstone@smcgov.org).

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3. **Adjournment**