



## Planning & Building Department Coastside Design Review Committee

Mark Stegmaier

John Steadman

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### Notice of Public Hearing

#### COASTSIDE DESIGN REVIEW COMMITTEE AGENDA

Thursday, November 9, 2023  
12:30 p.m.

Granada Community Services District Office Meeting Room  
504 Avenue Alhambra, Third Floor, El Granada

Special  
Time

#### **\*\*\*IN-PERSON WITH REMOTE PUBLIC PARTICIPATION AVAILABLE\*\*\***

#### **ADA REQUESTS:**

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 meeting, should contact the Coastside Design Review Officer, as early as possible but no later than 10:00 a.m. on the day before the meeting at [bjia@smcgov.org](mailto:bjia@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.

#### **IN-PERSON MEETING OF THE COASTSIDE DESIGN REVIEW COMMITTEE (CDRC)**

This meeting of the CDRC will be held in-person at 504 Avenue Alhambra, Third Floor, El Granada

#### **PUBLIC PARTICIPATION:**

##### Remote Public Participation Option

1. The November 9, 2023 Coastside Design Review Committee meeting may be accessed remotely by members of the public through Zoom online at: <https://smcgov.zoom.us/j/92468273171>. The meeting ID is: 924 6827 3171. The meeting may also be accessed via telephone by dialing +1 669-900-6833 (Local). Enter the meeting ID: 924 6827 3171 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 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.

##### Written Comments:

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to the Coastside Design Review Officer at [bjia@smcgov.org](mailto:bjia@smcgov.org)
2. Your email 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 or is on the consent agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 250-300 words.

5. If your emailed comment is received by 5:00 p.m. on the day before the meeting, it will be provided to the Members of the Coastside Design Review Committee (CDRC) and made publicly available on the agenda website under the specific item to which your comment pertains. If emailed comments are received after 5:00p.m. on the day before the meeting, the Coastside Design Review Officer will make every effort to either (i) provide such emailed comments to the CDRC and make such emails publicly available on the agenda website prior to the meeting, or (ii) read such emails during the meeting. Whether such emailed comments are forwarded and posted, or are read during the meeting, they will still be included in the administrative record.

**Spoken Comments:**

If you wish to speak to the Coastside Design Review Committee (CDRC) please fill out a speaker's slip. If you have anything that you wish distributed to the CDRC and included in the official record, please hand it to the Coastside Design Review Officer who will distribute the information to the CDRC members and staff.

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

Glen Jia, Design Review Officer

Phone: 628/258-3159

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

Camille Leung, Senior Planner

Phone: 650/363-1826

Email: [cleung@smcgov.org](mailto: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. An electronic copy of a photograph must be submitted.

**ADDITIONAL INFORMATION:**

Public records that relate to any item on the open session agenda for a regular Coastside Design Review Committee (CDRC) meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the CDRC.

**DECISIONS AND APPEALS PROCESS:**

The Coastside 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). The applicable forms may also be sent 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-november-9-2023> and find the webpage for the meeting date. To subscribe to the Coastside 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 Coastside Design Review Committee (CDRC) meeting will be on December 14, 2023.

**AGENDA**  
**12:30 p.m.**

**Roll Call****Chairperson's Report****Appreciation for Beverly Garrity**

**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 three minutes.*

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**MONTARA**  
**1:30 p.m.**

- 1. Owner/Applicant:** Mark Mueckenheim and Silke Aumann  
**File No.:** PLN2022-00265  
Location: Birch Street, Montara  
Assessor's Parcel No.: 036-103-490

Consideration of a Design Review (DR) Permit to allow the construction of a new 2,839 sq. ft., 2-story, single-family residence with an attached 668 sq. ft. two-car garage, on an existing, 6,257 sq. ft. undeveloped parcel (Lot Line Adjustment Record No. 2005-011073). The project involves no tree removal and only minor grading. The project is not appealable to the California Coastal Commission. Application Deemed Complete: September 28, 2023. Project Planner: Glen Jia ([bjia@smcgov.org](mailto:bjia@smcgov.org))

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**2. Adjournment**

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