

**County of San Mateo  
Coastside Design Review Committee**

*The Coastside Design Review Committee (CDRC) is appointed by the Board of Supervisors to ensure that new development is compatible with the physical setting of the site and the visual character of the communities of Montara, Moss Beach, El Granada, Miramar and Princeton.*

Katie Kostiuk, Architect

Rebecca Katkin, Architect

Beverly R Garrity, Chair/MontaraRep

Christopher Johnson, ElGranadaRep

vacant, MiramarRep

vacant, MossBeachRep

vacant, PrincetonRep

vacant, AltArchitect

Mark Stegmaier, AltMontaraRep

Doug Machado, AltElGranadaRep

Linda Montalto-Patterson, AltMiramarRep

vacant, AltMossBeachRep

vacant, AltPrincetonRep

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**STORY POLES (see updated doc attached)**

Current Story Pole Policy has been modified to a Policy to Demonstrate Project Scale using Story Poles or other options. Until further notice, CDRC will use the May 28, 2020 doc until the new Story Pole Ordinance is adopted. CDRC cannot require Story Poles as a Policy, though could require Story Poles if adopted as an Ordinance.

Future Direction - CDRC prefers for story poles to be a "requirement". A Draft Story Pole Ordinance is in process. See 7/9/2020 doc attached from Katie Kostiuk which follows CDRC discussions. **CDRC to write a letter to the County requesting this Ordinance be processed by County Staff as an Urgency Ordinance. Process including draft, public process, CEQA, etc to be clarified by County staff. Chris Johnson to write up a "Purpose" section.**

**DESIGN STANDARDS. UPDATE**

C-1/Midcoast package has been passed to County staff. Ruemel Panglao is assigned to the Project, **and is in the process of drafting a C-1/Midcoast Work Plan.**

Noted:

May 2020: County has added C-1/Midcoast to the County 2020-2021 Long Range Work Plan.

Request for method of measuring Building Ht was raised re: LCP Ordinance for MidPen Project PUD in Moss Beach at Jan 8th & 22nd Planning Commission Mtgs, subsequently approved at the 10 June 2020 Planning Commission Mtg. Planning Commission approved: PUD description to include - Building Ht to be measured from Finished Grade (vs. the lower of Finished or Original Grade), not to exceed 28 FT.

See Staff Report :

[https://planning.smcgov.org/sites/planning.smcgov.org/files/events/Cypress%20Pt%20SR%206.10.20%20PC.docx\\_revised.pdf](https://planning.smcgov.org/sites/planning.smcgov.org/files/events/Cypress%20Pt%20SR%206.10.20%20PC.docx_revised.pdf)

Discussion re: formal or informal CDRC participation in MCC's effort to review all discretionary SMC Planning Permits within the unincorporated MidCoast Area: It was suggested that this be MCC driven...If MCC thinks a particular project has challenges, MCC can reach out to CDRC for comment. Currently, CDRC members can participate as members of the public. CDRC can pursue this further to find out which MCC members track projects, and what the MCC criteria is for evaluating their level of participation.

## CDRC POSTIONS

See vacancies top of page 1.

Two applicants have applied for Princeton.

Duties of the Vice Chair have been split amongst Camille, Ruemel, and Beverly. Camille to maintain the CDRC membership roster and contact list, and send out term notification letters. Ruemel to forward to Beverly (who in turn will forward to CDRC members) notice of CDRC reviewed projects going before the Board of Supervisors, Planning Commission, and the Zoning Hearing Office.

## PLANNING INSPECTION REQUESTS

County to verify a tree removal permit and CDX for 606 Balboa El Gr where the entire lot has been cleared of trees and a perimeter fence erected.

## CHAIR REPORTS

July Chair Report has been approved.

## NEXT CDRC MEETING Sept 10, 2020, via ZOOM

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### HISTORICAL: RECORD RE DESIGN REVIEW UPDATES:

The meeting with Don Horsley, Steve Monowitz, Joe LaClair, Camille Leung, Katie Kostiuk, Beverly Garrity to discuss Questions/Goals/Next Steps (see below) that emerged from the Nov 4 meeting Katie Kostiuk & Beverly Garrity had with Don Horsley & Brae Hunter to be rescheduled from its third rescheduled date in April2020 to a future date (TBD).

- **Questions:**

- *What is the process to add the one clarifying sentence on how building height is measured in the Midcoast to the three zoning ordinances where it is lacking (S-3 overlay, PAD, RM/CZ)?*
- *To better understand the resources required and timeline: What are the Planning Department processes for the Design standards updates and the C-1/Midcoast ordinance effort?*
- *What are the qualifications for which Planning management would like CDRC Architects to demonstrate?*
- *What does County planning envision for the public engagement effort toward creating a C-1/ Midcoast ordinance?*

- **Goals:**

- Expedite C-1 building height measurement in Midcoast change.
- Support from County Planning to focus on C-1/Midcoast ordinance prior to the Design Standards Updates.
- Add C-1/Midcoast ordinance to County long range planning schedule.

- **Next Steps:**

- Meeting with Don Horsley, Joe LaClaire, Steve Monowitz , Camille Leung, Beverly Garrity and Katie Kostiuk to discuss these questions & goals, and to review the progress drafts for the following:
    - C-1/Midcoast Purpose
    - C-1/Midcoast Permitted Uses
    - C-1/Midcoast Development Standards
    - C-1/Midcoast Performance StandardsUpdated notes per the meeting, below:
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**STORY POLES: Updated (7/9/2020) notes per CDRC meeting, below:**

**CDRC requests county resources focus on urgency ordinance based on this outline, rather than continuing to revise "temporary" changes to the current policy.**

- **Factors triggering story pole requirement:**
  - All new construction triggers story poles (i.e. one and two story etc)
  - Single story additions: Square footage of addition - currently considering 25% of percentage of (E) square footage (TBD)
  - Second story additions, regardless of square footage
- **Story Pole Plan:**
  - Graphic standards that relate to the required story pole materials with legend (see example from Town of Hillsborough)
  - Spot Elevation and height in feet above natural grade for each point where poles are located to be shown on the plan.
  - Part of the list of requirements for application to be deemed complete by Planning in order to be scheduled for CDRC review.
- **Material Specification:** Prohibit the use of PVC pipes for structure and prohibit flags for netting. Use 24" orange netting.
- **Height verification:**
  - County to possibly provide a standardized, durable tape measure to add to poles? Something that will not litter the neighborhood and will stand up to the elements.
  - Photos of installation to be provided to Planning showing heights on poles and overall installation pics.
  - Project does not get scheduled to be seen by CDRC until this is approved.
- **Exemptions:**
  - Topography or vegetation makes installation impractical or unsafe.
- **Alternative for exemptions:**
  - Rendering(s) in lieu of story poles:
    - Rendering view(s) would be from street level and include houses on all sides of the project.
    - Diagrammatic site plan showing where perspective views are taken from and where they are facing. This would be approved by Planning prior to renderings being provided.
    - Streetscape elevation(s) to scale.
    - Part of the list of requirements for application to be deemed complete by Planning in order to be scheduled for CDRC review.
- **Sequencing of installation and removal:**
  - Installation timing in relation to project being agendized. Projects that have not installed story poles will be automatically continued. Discuss whether late or inadequate installations would be reviewed and continued automatically.
  - Removal - same terms as current policy, but continued projects may be required to modify story poles at the CDRC's discretion if the massing will be changing significantly.