

MCC Planning and Zoning Committee Referral Review Procedure

- 1) County Planning will send a referral of all coastal building and development applications to the MidCoast Community Council Planning & Zoning Committee (MCC P&Z.) Referral package should be complete, or contain notice of when further materials might be expected. Package should include:
 - a) Main Referral Form
 - b) Location map from Zoning Map book
 - c) Full size (or large enough to be legible) plans showing site plan, elevations and floor plans. Should include information on lot coverage and floor area. A reduced copy of the plans should be included for the committee to copy for meeting distribution if necessary.
 - d) Copies of all pertinent applications: Planning Permit, Use, Variance, CDP/CDX, Design Review, Environmental information, etc.
 - e) Copies of pertinent reports and studies required for the application: hydrological, geotechnical, biological, traffic, etc.
- 2) Upon receipt, Chair (or designee) reviews package, sends planner email or fax acknowledging referral & noting any other needed materials, and schedules for next regular MCC P&Z meeting. Regular committee meetings are the 1st and 3rd Wednesday of each month.
- 3) Chair assigns referral to committee member for pre-review. This would entail:
 - a) a review of the plans, checking for the usual issues of zoning compliance, setbacks, lot coverage, FAR (if applicable), heights, etc.,
 - b) checking on water and sewer status as listed,
 - c) a site visit to compare submitted documents to "what's on the ground",
 - d) a review of plans under general an specific design review guidelines, and
 - e) talking to the planner/owner/applicant/architect/builder/whoever if necessary to get answers to questions.
- 4) County Planner will notify applicant of when P&Z will review their application and discuss with them if they need to attend and what/who they might bring along (scale models, architects, etc.). County planners will provide the phone number of the P&Z chair to the applicants if they wish to discuss their project and presentation beforehand.
- 5) Reviewing committee member will present the project at the regular meeting, along with any information, comments or recommendations that may have been developed. All applications will be reviewed in public meeting, along with any formulation of comments and recommendations.
- 6) After review at the P&Z meeting, the chair will write up comments and any recommendations and forward

to the planner. If issues or questions are not resolved, the item may be continued to a future meeting of the P&Z committee. Recommendations may include referral to the regular MidCoast Community Council for review and action.

7) County planners will forward any changes or notices of further action on the permit, including (but not limited to) any hearing staff reports, conditions of approval, and granting of building permits. Significant changes may warrant re-review by the committee. Application will stay in active file status until final approval has been granted or denied, and appeal periods have passed.

8) The County will maintain an accessible database of active permits, possibly on the County website, which can be used to track application progress and status.

P&Z: adopted 1/19/00

MCC: adopted 1/22/00

Sent to County Planning Mgmt: 1/24/00

[mcc p&z main page](#)

Cover letter to County for MCC P&Z Permit Review procedures:

January 24, 2000

To: Mr. Jim Eggemeyer
Supervising Senior Planner
San Mateo County Planning and Building Division
455 County Center, 2nd Floor PLN 122
Redwood City, CA 94063
650/363-1930 FAX: 650/363-4849

Dear Mr. Eggemeyer;

The MidCoast Community Council Planning & Zoning Committee has been to working to formulate a procedure for reviewing application referrals. Our goals have been to develop processes that would facilitate the County's review of building applications while conducting our local review efficiently and fairly.

The following procedure was approved by the Planning & Zoning Committee on January 19, 2000, and approved by the full Council at its administrative retreat on January 22, 2000, for submission to County planning management. It formalizes the process that has developed over the past year, clarifies our requirements for review materials, provides adequate notification and encourages participation to the applicant and interested parties, establishes communication guidelines between the Committee and County planning, and produces local review comments back to the County in a timely manner.

I hope this gives us a good starting point for further discussion on these procedures. I feel these basic steps will adequately address the review of the majority of the proposals for coastal building permits. More

complex projects, that develop their materials over a longer period of time (properties requiring geotechnical or biological studies, for instance) may be reviewed in phases to keep the process moving along.

I look forward to discussing this proposal with you further. I can be reached at the numbers listed below; please feel free to contact me as necessary. Thank you for your attention to this matter.

Sincerely,

Chuck Kozak
Chair, MCC Planning and Zoning Committee
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[mcc p&z main page](#)