

Environmental Services Agency



Planning and Building Division

County of San Mateo

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June 16, 1998

Laura Stein  
Mid-Coast Community Council  
P.O. Box 246  
El Granada, CA 94018


Dear Laura:

**SUBJECT: Clarification of Coastside Design Review Referrals**

With Joe Sordi's departure and Jeff Merz's assumption of coastside design review activities, we feel this to be an opportune time to clarify some apparent miscommunication regarding the Planning Division's processing of design review applications. Please keep in mind that this discussion applies only to staff-level design review applications on the coastside which have no other planning permit attached to them. Any other proposal with a different or additional permit attached (coastal permit, use permit, variance, resource management, planned agricultural development, grading permit, subdivision, etc.) have been, and continue to be formally referred to the Mid-Coast Community Council.

The process for staff-level design review projects has always been a more cursory and expeditious review than the typical review for other types of permits. Please refer to the attached Design Review regulations which limit staff review time to 15 days for these projects. Referrals to the Mid-Coast Community Council began for the first time this past spring, and only for new homes proposed to exceed the 28 foot height limit. This was due to the relatively tolerant height limit in sections of Miramar (height limit of 36 feet in areas zoned R-1/S-9), and the recent increase in building activity in this part of the coast. These referrals have been informal. Further, since applicants are allowed to apply for design review and a building permit at the same time, there has been a shortage in the number of blueprint plans available to refer (three sets must stay in the Building Division). In the recent past, staff has been sending a photocopy of these plans for your review which were generally poor in quality. We will now begin sending a formal review sheet and require the applicant to supply staff with an extra set of plans for those projects referred to the Mid-Coast Community Council.

**Fax Transmission**

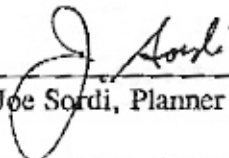
	San Mateo County Planning & Building Division
To	Laura Stein
Dept	
Fax#	726-3920
From	Joe Sordi
Notes	MAILED
HARD COPY TO FOLLOW No. pages 2	
Fax#	415/363-4849
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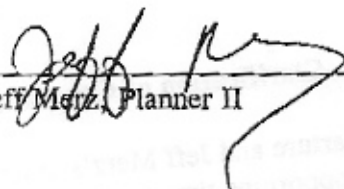
Sara Stein  
June 16, 1998  
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Please be aware that the time constraints to act on design review applications are still present. Staff typically takes action within two to four weeks after a design review application is submitted (the 15-day review limit can be exceeded only in the event that the applicant agrees to such an extension). The general adherence to these time limits are also needed in order for staff to keep pace with the volume of permits processed in the Planning Division. It is imperative that any comments on referred plans and materials are received promptly. Verbal or faxed comments/questions would be fine.

Please feel free to call Joe (through Friday, June 19, 1998) or Jeff Merz if you have any questions regarding this process.

Sincerely,

  
\_\_\_\_\_  
Joe Sordi, Planner II

  
\_\_\_\_\_  
Jeff Merz, Planner II

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Attachment

cc: Jim Eggemeyer, Senior Planner