

Chairperson's Report

To CDRC Members
FM Beverly R Garrity, CDRC Chairperson
CC Jo LaClair, Planning Services Manager
Camille Leung, Sr Planner, Planning & Building, County of San Mateo
Dennis Aguirre, Design Review Officer, Planning & Building, County of San Mateo
Kimberly Smith, Design Review Officer, Planning & Building County of San Mateo
RE 10March2016
Meetings RE CDRC s Role and Process (Highlights Only – Please refer to the audio tape for details)

GENERAL

ChairReports have been posted online. Click on “regular reports” on the first paragraph:
<http://planning.smcgov.org/coastside-design-review-committee>

Forecasting Project Load per Meeting - Camille Leung, Sr Planner

Projects are deemed complete/incomplete a month after the application submittal, which is also approximately a month before the next meeting. Therefore, **at the beginning of the prior meeting, during Chairperson Reports/Points of Discussion SMC will** provide the CDRC with an update of how many projects have been deemed complete and will be considered at the next meeting. This can be added as a regular item on the Agenda. However, this “update” may not represent the entire list of projects to be considered at the next meeting, as projects may be added to the agenda as they become complete. Often times, we are only sure of the complete list of projects to be reviewed when the Agenda is released (as things may still be coming in for several projects). In the past, CDRC review of some projects have been delayed due to a back log of projects that have not yet been reviewed by staff. Now that Kimberly is on board and going through the backlogged projects, we may have more projects that are ready to go and may need to call for a longer meeting or a special meeting in the near future, when we haven't needed this in the past. We will try to give CDRC advance notice if this is necessary, but so far it appears that we can accommodate review of these projects with the current meeting schedule.

TRAINING /PROCEDURAL INFO

The Training Manual will include:

1. SMC Power Point – Camille Leung, Sr Plnr
2. CDRC Procedural Doc - CDRC
3. SMC Pre-Application Pkg – Dennis Aguirre, DRO
4. Design Review Standards – SMC
5. Community Design Manual – SMC
6. County of San Mateo Boards & Commissions <http://bnc.smcgov.org/resources>
7. Boards & Commissions Handbook <http://bnc.smcgov.org/resources>
8. Roster – Kimberly Smith, DRO
9. _____
10. _____
11. _____

Chris Johnson's Final Draft of the ProceduralDoc, attached.

Chairperson's Report

Kris Liang, Vice Chair has taken responsibility for handling Term Limits Notification, CDRC online member info; and tracking projects going from CDRC Design Review to SMC Planning Commission and/or before the SMC Board of Supervisors.

Should CDRC subcommittee members attend Planning Commission (PC) or BoardOfSupervisor(BOS) meetings to serve as resource or testify where projects the CDRC has reviewed are before decision makers ? Per Camille Leung, Sr Planner: The CDRC can participate in PC and BOS meetings if it feels is necessary to fully convey its recommendations. This may be in a written format or in person at a hearing in which the CDRC's message can be coordinated through the Chair. CDRC members will be notified of a CDR project going to PC or BOS with the appeal package.....(timing?)

CDRC Bylaws

Beverly Garrity is working with SMC Counsel, Tim Fox to draft another version of the CDRC ByLaws.

CDRC Members' Term Start and End Dates, Notification, and Re-Appointment

Kris Liang, Vice Chair, CDRC sent a letter to Ron Madson, CDRC Rep El Granada notifying him of his 31Mar2016 term and tenure expiration. Kris also sent a letter to Chris Johnson, CDRC Alt Rep El Granada asking if he is interested in transitioning from the Alt Rep to the Rep position. Chris Johnson has submitted his application for the El Granada Rep position.

Recruitment was opened 17DEC2015 and will close 29APR2016 for the following CDRC positions:

1 Alt Architects (recruit ElGranada retired architect KimDaly), 1 Rep, Princeton (Annette to apply), 1 Alt Rep Princeton, 1 Alt Rep Montara, 1 Alt Rep Miramar.

NOTIFICATION FOR MEETINGS: Continued Projects, Special Project, and CDRC Roles&Process Meetings

'Continued' Projects', where the Applicant has requested to reschedule to a future meeting:

For consideration at the next month's CDRC Meeting, the Applicant will have one week plus one day (equals two Fridays from the initial DesignReviewMtg) to complete all revisions which address CDRC's comments to the county. If that deadline is missed, the project will be reviewed again at the CDRC Meeting 2 months after.

Special Applicant Projects, 2 week notification.

Internal Workshops, 24 hour notification

WEBSITE/COMMUNICATIONS

A request was made to SMC to provide CDRC with an assessment of Planning staff's ability to post archived information and materials from prior meetings and link this data to the GIS. Camille Leung, Sr Planner has provided the following response: The Department has a contract with Accela to be able to map cases to parcels in GIS, using visualization software. Heather estimates that this should be up and running by April/May 2016. This will show which cases are in an area, provides a link to citizen access (online permit center) which provides case info (status, etc.) and links to Documents scanned to Accela. Currently, archived project information is not in Accela, but provided online under the CDRC meeting date. Web archives can be searched by project using Google and the PLN Case Number. So, while Accela will show which cases are assigned to parcels in a particular area, project documents for past projects are stored online. Uploading documents for past projects into Accela (thereby linking it to GIS) would involve considerable staff time and cost, but uploading documents for new projects into Accela going forward can be considered.

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ACTION ITEMS:

1. **Discuss** CDRC SubCommittees documentation . Re-start Landscape SubCommittee effort .
2. **Discuss** CDRC Reps to write up Findings (for Decision, Recommendation, or Continuance) at the end/ or within 24 hours of each Project Review. Online delivery via email attachment can be made to Dennis Aguirre, DRO
3. **Discuss** list of Docs to be included in the CDRC Training Manual

ON HOLD:

COASTSIDE LANDSCAPE /HORTICULTURE EXPERTISE -

See the online County link to [WaterEfficiencyLandscapeOrdinance \(WELO\)](#) for the new CA state regulations regarding water conservation and how it impacts landscape design criteria.

Input is being solicited from Barbara Kossy , Chairperson SMC Weed Management Committee, who is also soliciting input from her colleagues, Linda Montalto-Patterson, and Camille Leung. SMC Planning hopes this effort will result in a draft of a comprehensive list of invasive & non invasive plants specific to the Coastsides; and a draft of a new section for CDRC section 6565.20(F).

Discussion:

The Planning Commission is sensitive to mass&bulk and including only native species (i.e., pittissporum is not native, though it is drought tolerant). The references for applicants listed currently in 6565.20, pg 25 include: **California Native Plant Society ***, California Invasive Plant Council, “noxious weeds” – State of California or U.S. Federal Government. (***preferred** source by SMC, Dennis.) Dennis noted re: 6565.20F, CDRC Design Criteria: “all landscaping shall be drought-tolerant, and either native or non-invasive plant species.”