
Story Poles

7 messages

Camille Leung <cleung@smcgov.org>

Wed, Nov 6, 2019 at 10:48 AM

To: Beverly <bnrgarrity@comcast.net>, Bruce Chan <bacla@sbcglobal.net>, Katie Kostiuk <katie@fatpenstudios.com>, Chris Johnson <chrisjohnson_mcc@yahoo.com>, Doug Machado <dougrmachado@gmail.com>, Linda Montalto-Patterson <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>

Cc: Dennis Aguirre <daguirre@smcgov.org>, Ruemel Panglao <rpanglao@smcgov.org>, Lisa Aozasa <laozasa@smcgov.org>

Hi CDRC,

There has been a lot of discussion recently regarding story poles. The main question that has come up with the CDRC is: Should projects that have not had the story poles constructed 10 days prior to the hearing be heard by the CDRC or agendized at all?

We consulted Lisa Aozasa, Deputy Director, on the Story Pole policy. She re-iterated that the policy is just a policy and is not regulation. Part of the confusion may be that the policy requires story poles to be constructed 10 days prior to hearing. I will be revising the story pole policy to require poles but to encourage the 10-day prior to hearing deadline.

Lisa states that it will be at the discretion of the CDRC, in light of public input, whether they believe they have enough information to review a project. For example, if the story poles are constructed accurately but have only been up for 8 days, the CDRC has the discretion to find that the poles are adequate and make a decision.

If the CDRC finds that it does not have enough information (such as the poles were only partially constructed and neighbors do not have a feel for the bulk of the project), they can continue the review of the project to a future meeting date until the necessary information is provided.

While the public relies on the poles for noticing, noticing requirements are regulatory and a separate requirement.

Hope this helps. I will be sending out a revised Story Pole policy next week.

Thanks!

BEVERLY GARRITY <bnrgarrity@comcast.net>

Wed, Nov 6, 2019 at 11:02 AM

Reply-To: BEVERLY GARRITY <bnrgarrity@comcast.net>

To: Camille Leung <cleung@smcgov.org>, Bruce Chan <bacla@sbcglobal.net>, Katie Kostiuk <katie@fatpenstudios.com>, Chris Johnson <chrisjohnson_mcc@yahoo.com>, Doug Machado <dougrmachado@gmail.com>, Linda Montalto-Patterson <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>

Cc: Dennis Aguirre <daguirre@smcgov.org>, Ruemel Panglao <rpanglao@smcgov.org>, Lisa Aozasa <laozasa@smcgov.org>, bnrgrarity@comcast.net

Thank you Camille. I am not clear on the meaning of : " to encourage the 10-day prior to hearing deadline". Please clarify.

Otherwise your email is consistent with CDRC practices for at least 3 years. The decision to not hear an applicant because of the lack or insufficiency of story poles is often driven by the volume of number of public outcry in the neighborhood.

This seems to also be another issue of County enforcement: Would it be possible for County to inform the CDRC Rep, 10 days in advance, or before the applicant is on the schedule, as to whether the story poles have been installed?...in the case of a CDRC refusal to hear the applicant without the story poles...to avoid wasting the applicant's time and money when they show up at CDRC, expecting to be heard.

It might help to view this process as a 'system', instead of a linear time-line.

Tks
beverly
[Quoted text hidden]

Camille Leung <cleung@smcgov.org> Wed, Nov 6, 2019 at 1:00 PM
To: BEVERLY GARRITY <bnrgarrity@comcast.net>, Bruce Chan <bacla@sbcglobal.net>, Katie Kostiuik <katie@fatpenstudios.com>, Chris Johnson <chrisjohnson_mcc@yahoo.com>, Doug Machado <dougrmachado@gmail.com>, Linda Montalto-Patterson <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>
Cc: Dennis Aguirre <daguirre@smcgov.org>, Ruemel Panglao <rpanglao@smcgov.org>, Lisa Aozasa <laozasa@smcgov.org>

Hi Beverly,

While story poles are required to be constructed (unless a rendering is permitted in lieu of story poles by staff), the deadline of "10 days before a hearing" is not a hard requirement but is strongly encouraged. The CDRC has discretion of whether they have enough information to hear a project if the poles are adequate but up for less than 10 days.

Applicants have notified staff when story poles simply aren't going to be put up at all and we have simply not agendaized those items.

The items on the Agenda are those that will have story poles installed for some amount of time. It will be up to the CDRC to determine if the poles are adequate or not. Its an extra layer of work for staff to confirm when the story poles have been installed (10-days or not) and we (County staff and CDRC) will be focusing less on the 10 day deadline and more on adequacy of poles in providing information (height, bulk, light impacts, view impacts) necessary for CDRC decision.

Hope this clarifies things

Thanks

From: BEVERLY GARRITY [mailto:bnrgarrity@comcast.net]
Sent: Wednesday, November 06, 2019 11:02 AM
To: Camille Leung <cleung@smcgov.org>; Bruce Chan <bacla@sbcglobal.net>; Katie Kostiuik <katie@fatpenstudios.com>; Chris Johnson <chrisjohnson_mcc@yahoo.com>; Doug Machado <dougrmachado@gmail.com>; Linda Montalto-Patterson <linda@hastingshouseweddings.com>; Mark Stegmaier <mark@sierrawestbuilders.com>
Cc: Dennis Aguirre <daguirre@smcgov.org>; Ruemel Panglao <rpanglao@smcgov.org>; Lisa Aozasa <laozasa@smcgov.org>; bnrgarrity@comcast.net
Subject: Re: Story Poles

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

[Quoted text hidden]

Chris Johnson <chrisjohnson_mcc@yahoo.com> Wed, Nov 6, 2019 at 1:18 PM
To: Camille Leung <cleung@smcgov.org>
Cc: BEVERLY GARRITY <bnrgarrity@comcast.net>, Bruce Chan <bacla@sbcglobal.net>, Katie Kostiuik <katie@fatpenstudios.com>, Doug Machado <dougrmachado@gmail.com>, Linda Montalto-Patterson <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>, Dennis Aguirre <DAguirre@smcgov.org>, Ruemel Panglao <rpanglao@smcgov.org>, Lisa Aozasa <LAozasa@smcgov.org>

Hi Camille,

Are community reps at liberty to reach out to neighbors who have complained to get more information or discuss their concerns in order to determine before the day of the meeting whether we will hear the project or not?

Thanks and cheers,

Chris

Sent from my iPhone

On Nov 6, 2019, at 1:00 PM, Camille Leung <cleung@smcgov.org> wrote:

[Quoted text hidden]

Katie Kostiuik <katie@fatpenstudios.com> Wed, Nov 6, 2019 at 1:30 PM
To: BEVERLY GARRITY <bnrgarrity@comcast.net>
Cc: Camille Leung <cleung@smcgov.org>, Bruce Chan <bacla@sbcglobal.net>, Chris Johnson <chrisjohnson_mcc@yahoo.com>, Doug Machado <dougrmachado@gmail.com>, Linda Montalto-Patterson <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>, Dennis Aguirre <daguirre@smcgov.org>, Ruemel Panglao <rpanglao@smcgov.org>, Lisa Aozasa <laozasa@smcgov.org>, Beverly Garrity <bnrgarrity@comcast.net>

Hi Camille,

Thanks for the update about the changes you are working on. What exactly are you proposing to change in the policy? I may never understand the difference between a policy and a regulation as far as how they are enforced differently. Seems like it's either a requirement or it's not, especially if a policy says they are required. That said, it sounds like you are proposing for it to be REQUIRED. Does that mean it would be a regulation and no longer would be a policy? And that the 10 day timeframe is the part that is not a hard requirement?

My big concern overall is that every applicant should be held to the same requirements. Since the CDRC's stance on this is that we will not approve a project that does not have the rendering posted on site or the story poles installed, our frustration has been that it wastes a lot of time for everyone involved. Since the agendas go out in advance of the encouraged story pole timeframe, we either end up sitting there for an hour or we review and provide design comments, understanding that the project will be continued without the story poles.

If we are working on updates/changes to the story pole policy, these are my thoughts/recommendations to improve the process and clarity:

1. Make the story pole installation timeframe a requirement, not a recommendation.
2. Make the timeframe a day or two ahead of the agenda being publicized. Require that photos of the installation be emailed to the assigned Planner to save county resources, but still be able to confirm before a project is agendized. If the poles are certified as mentioned in the next recommendation, then the certification would be used instead of the photos to demonstrate that the poles are installed.
3. I feel there should be some way that the story pole accuracy is confirmed, since they are totally useless if they do not accurately represent a project. In relation to this, I have attached the Hillsborough story pole requirements as a good example that demonstrates an 8.5 x 11 document for review by Planning that is also then certified within 5 days of the ADRB meeting. It is also an excellent example of standardized requirements for the story poles. Obviously this example being adopted in some way would require more vetting by Planning and possibly the BOS, PC and/or CC. Please let me know your thoughts on this.

Best,
Katie

Katie Kostiuk
FAT PEN STUDIOS, Inc.
Architecture | Interior Design
650-918-7117

[Quoted text hidden]

 **Story Pole Requirements_201404011357455503.pdf**
138K

Camille Leung <cleung@smcgov.org>

Wed, Nov 6, 2019 at 4:39 PM

To: Chris Johnson <chrisjohnson_mcc@yahoo.com>

Cc: BEVERLY GARRITY <bngarrity@comcast.net>, Bruce Chan <bacla@sbcglobal.net>, Katie Kostiuk <katie@fatpenstudios.com>, Doug Machado <dougrmachado@gmail.com>, Linda Montalto-Patterson <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>, Dennis Aguirre <daguirre@smcgov.org>, Ruemel Panglao <rpanglao@smcgov.org>, Lisa Aozasa <laozasa@smcgov.org>

Hi Chris,

I would recommend that we follow the usual process where the interested party sends their concerns in writing to the project planner, Ruemel, and Dennis. We can then forward the correspondence to the voting rep and Architects and read their concerns at the meeting.

The heart of the Brown Act is to make sure these discussions are public and that everyone has a chance to participate in the conversation.

Thanks

[Quoted text hidden]

BEVERLY GARRITY <bnergarrity@comcast.net>

Thu, Nov 7, 2019 at 11:04 AM

Reply-To: BEVERLY GARRITY <bnergarrity@comcast.net>

To: Katie Kostiuk <katie@fatpenstudios.com>

Cc: Camille Leung <cleung@smcgov.org>, Bruce Chan <bacla@sbcglobal.net>, Chris Johnson <chrisjohnson_mcc@yahoo.com>, Doug Machado <dougrmachado@gmail.com>, Linda Montalto-Patterson <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>, Dennis Aguirre <daguirre@smcgov.org>, Ruemel Panglao <rpanglao@smcgov.org>, Lisa Aozasa <laozasa@smcgov.org>

Thank you Katie. I agree with your suggestions.

beverly

[Quoted text hidden]

Story Pole Policies for review

9 messages

Katie Kostiuk <katie@fatpenstudios.com>

Fri, Jan 17, 2020 at 4:46 PM

To: "mcc, chrisjohnson" <chrisjohnson_mcc@yahoo.com>, Bruce Chan <bacla@sbcglobal.net>, Beverly Garrity <bnrgarrity@comcast.net>, "Machado, Doug" <dougrmachado@gmail.com>, "Patterson, Linda" <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>, Cynthia Foti <cfoti@cfotiinteriors.com>

Cc: Ruemel Panglao <rpanglao@smcgov.org>, Camille Leung <cleung@smcgov.org>

Hello CDRC,

Hopefully I have captured everyone in this email, since our roster has been changing a lot recently. As discussed at our meeting on January 9th, I am providing links to several different story pole policies with other municipalities for our review as we discuss what we think is valuable to capture in a new story pole REQUIREMENT.

Please do not reply to discuss, as we will have the discussion at the February 13th CDRC meeting. Please take some time to review the policies, paying particular attention to what triggers the requirement, if a story pole plan is required, the allowable tolerance for installation, and whether or not the story poles need to be certified (licensed surveyor or just certified by the installer).

1. Town of Hillsborough, CA: <https://www.hillsborough.net/DocumentCenter/View/604/Story-Pole-Requirements?bidId=>
2. City of Malibu, CA: https://www.malibucity.org/DocumentCenter/View/4578/LCP_MMC-Story-Pole-Policy?bidId=
3. <https://www.santabarbaraca.gov/civicax/filebank/blobload.aspx?BlobID=17550> (scroll down past the first two pages)
4. City of Monterey, CA: <https://monterey.org/Portals/0/Policies-Procedures/Planning/HowToApply/Story-Poles.pdf>
5. Town of Los Altos Hills, CA: <http://www.losaltoshills.ca.gov/DocumentCenter/View/178/Story-Poles-PDF>

I will keep looking for more, but wanted to send this so you can get started reading the different policies.

Best,
Katie

Katie Kostiuk
FAT PEN STUDIOS, Inc.
Architecture | Interior Design
[650-918-7117](tel:650-918-7117)

BEVERLY GARRITY <bnrgarrity@comcast.net>

Sun, Jan 19, 2020 at 2:37 PM

Reply-To: BEVERLY GARRITY <bnrgarrity@comcast.net>

To: Katie Kostiuk <katie@fatpenstudios.com>, "mcc, chrisjohnson" <chrisjohnson_mcc@yahoo.com>, Bruce Chan <bacla@sbcglobal.net>, "Machado, Doug" <dougrmachado@gmail.com>, "Patterson, Linda" <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>, Cynthia Foti <cfoti@cfotiinteriors.com>

Cc: Ruemel Panglao <rpanglao@smcgov.org>, Camille Leung <cleung@smcgov.org>

Thank you Katie. This information will definitely ad to our discussion. ~beverly

[Quoted text hidden]

Camille Leung <cleung@smcgov.org>

Tue, Feb 11, 2020 at 12:10 PM

To: Katie Kostiuk <katie@fatpenstudios.com>

Cc: BEVERLY GARRITY <bnrgarrity@comcast.net>

Hi Katie,

FYI, Ruemel is making copies and will bring this to the meeting Thursday.

Thanks

From: Katie Kostiuik [mailto:katie@fatpenstudios.com]

Sent: Friday, January 17, 2020 4:47 PM

To: mcc, chrisjohnson <chrisjohnson_mcc@yahoo.com>; Bruce Chan <bacla@sbcglobal.net>; Beverly Garrity <bnrgarrity@comcast.net>; Machado, Doug <dougrmachado@gmail.com>; Patterson, Linda <linda@hastingshouseweddings.com>; Mark Stegmaier <mark@sierrawestbuilders.com>; Cynthia Foti <cfoti@cfotiinteriors.com>

Cc: Ruemel Panglao <rpanglao@smcgov.org>; Camille Leung <cleung@smcgov.org>

Subject: Story Pole Policies for review

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

[Quoted text hidden]

Camille Leung <cleung@smcgov.org>

Thu, Mar 26, 2020 at 4:58 PM

To: Katie Kostiuik <katie@fatpenstudios.com>, "mcc, chrisjohnson" <chrisjohnson_mcc@yahoo.com>, Bruce Chan <bacla@sbcglobal.net>, BEVERLY GARRITY <bnrgarrity@comcast.net>, "Machado, Doug" <dougrmachado@gmail.com>, "Patterson, Linda" <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>, Cynthia Foti <cfoti@cfotiinteriors.com>

Cc: Ruemel Panglao <rpanglao@smcgov.org>

Hi CDRC,

Please find the revised Current Story Pole Policy attached, as approved by the CDRC at the March 12, 2020 meeting.

As a reminder, the CDRC will discuss its desires for a Future Story Pole regulation at the 4/9/20 meeting. Please see links to programs at other cities provided in an email from Katie below.

Thanks!

From: Katie Kostiuik <katie@fatpenstudios.com>

Sent: Friday, January 17, 2020 4:46 PM

To: mcc, chrisjohnson <chrisjohnson_mcc@yahoo.com>; Bruce Chan <bacla@sbcglobal.net>; Beverly Garrity <bnrgarrity@comcast.net>; Machado, Doug <dougrmachado@gmail.com>; Patterson, Linda <linda@hastingshouseweddings.com>; Mark Stegmaier <mark@sierrawestbuilders.com>; Cynthia Foti <cfoti@cfotiinteriors.com>

Cc: Ruemel Panglao <rpanglao@smcgov.org>; Camille Leung <cleung@smcgov.org>

Subject: Story Pole Policies for review

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

[Quoted text hidden]

 **Story Pole Maj Mod Revised_CDRC March 2020.pdf**
113K

Camille Leung <cleung@smcgov.org>

Mon, May 11, 2020 at 4:24 PM

To: Katie Kostiuik <katie@fatpenstudios.com>, "mcc, chrisjohnson" <chrisjohnson_mcc@yahoo.com>, Bruce Chan <bacla@sbcglobal.net>, BEVERLY GARRITY <bnrgarrity@comcast.net>, "Machado, Doug" <dougrmachado@gmail.com>, "Patterson, Linda" <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>, Cynthia Foti <cfoti@cfotiinteriors.com>

Cc: Ruemel Panglao <rpanglao@smcgov.org>

Hi CDRC,

After further discussion with County Counsel, Management Staff has revised the Demonstration of Project Scale policy (previously the "story poles" policy) to be more in line with current legal authority. Please see attached. These policies will need to be in place unless and until more specific story pole regulation is draft and adopted.

I will discuss this in further detail at Thursday's meeting.

Thank you!

From: Camille Leung <cleung@smcgov.org>

Sent: Thursday, March 26, 2020 4:58 PM

To: Katie Kostiuik <katie@fatpenstudios.com>; mcc, chrisjohnson <chrisjohnson_mcc@yahoo.com>; Bruce Chan <bacla@sbcglobal.net>; BEVERLY GARRITY <bnrgarrity@comcast.net>; Machado, Doug <dougrmachado@gmail.com>; Patterson, Linda <linda@hastingshouseweddings.com>; Mark Stegmaier <mark@sierrawestbuilders.com>; Cynthia Foti <cfoti@cfotiinteriors.com>

Cc: Ruemel Panglao <rpanglao@smcgov.org>

Subject: Re: Story Pole Policies for review

[Quoted text hidden]

 **Story Pole Maj Mod Revised_May 2020_FINAL.pdf**
224K

Camille Leung <cleung@smcgov.org>

Thu, May 28, 2020 at 3:12 PM

To: Katie Kostiuik <katie@fatpenstudios.com>, "mcc, chrisjohnson" <chrisjohnson_mcc@yahoo.com>, Bruce Chan <bacla@sbcglobal.net>, BEVERLY GARRITY <bnrgarrity@comcast.net>, "Machado, Doug" <dougrmachado@gmail.com>, "Patterson, Linda" <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>, Cynthia Foti <cfoti@cfotiinteriors.com>

Cc: Ruemel Panglao <rpanglao@smcgov.org>

Hi CDRC,

Thanks for your comments at the last CDRC meeting on this memo. Your comments have been incorporated and reviewed and finalized by Management Staff. Please see attached for your records. This will be posted online as well.

Thanks

From: Camille Leung <cleung@smcgov.org>

Sent: Monday, May 11, 2020 4:24 PM

[Quoted text hidden]

[Quoted text hidden]

 **Project Scale Demonstration_Maj Mod_May 2020_FINAL_CDRC.pdf**
217K

Katie Kostiuk <katie@fatpenstudios.com>

Mon, Jun 1, 2020 at 12:28 PM

To: Camille Leung <cleung@smcgov.org>

Cc: "mcc, chrisjohnson" <chrisjohnson_mcc@yahoo.com>, Bruce Chan <bacla@sbcglobal.net>, BEVERLY GARRITY <bnrgarrity@comcast.net>, "Machado, Doug" <dougrmachado@gmail.com>, "Patterson, Linda" <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>, Cynthia Foti <cfoti@cfotiinteriors.com>, Ruemel Panglao <rpanglao@smcgov.org>

Hi Camille,

Thanks for sending an updated draft for all of us to review.

Just a quick reminder to everyone that we are hoping to go over specific priorities for our recommended new story pole ordinance (rather than policy - county to confirm if that's the correct language for it to be an enforceable requirement) at the next CDRC hearing. Please give some thought to outline what you would recommend so we can get a draft of scope together for review by the County. Here are some specific points to consider that we have gone over in previous meetings:

- What would trigger the requirement?
 - One story residential addition over a certain square footage?
 - All two-story and new construction residential projects?
 - Are we able to apply this new ordinance to non-residential projects, regardless of whether our purview gets expanded?
- Story Pole plan:
 - Something prepared and reviewed/approved by Planning prior to installation? This would relate directly to the sequencing point, below.
 - Graphic standards that relate to the required story pole materials.
- Height verification - We have discussed having a measuring tape or something equivalent attached to the vertical poles rather than certification by a surveyor. Additional thoughts or recommendations?
- Material specification - we can review language used in other ordinances, but avoiding noisy flags that cause litter should be mentioned.
- Sequencing / installation timing - let's discuss how best to get the installations up and photos sent to Planning before their item is agendized. This would avoid the enforcement from falling on CDRC at the time of hearing and wasting everyone's time and resources.
- Removal - how long do they stay up? Appeals period, no changes required for continuance, etc? Changes to the design height / massing should be considered as we develop this section.
- Alternative measures - rendering in lieu of story poles for specific exemptions such as terrain or vegetation making it impractical? Any other alternatives to consider?
- Rendering standards - specify where the view(s) should be shown from and how it is posted at the site. What size, material and location for the board to be placed?

I hope that helps, and look forward to discussing with all of you on June 11th.

Best,
Katie

Katie Kostiuk
FAT PEN STUDIOS, Inc.
Architecture | Interior Design
[650-918-7117](tel:650-918-7117)

[Quoted text hidden]

Katie Kostiuk <katie@fatpenstudios.com>

Thu, Jun 11, 2020 at 3:02 PM

To: Camille Leung <cleung@smcgov.org>

Cc: "mcc, chrisjohnson" <chrisjohnson_mcc@yahoo.com>, Bruce Chan <bacla@sbcglobal.net>, BEVERLY GARRITY <bnrgarrity@comcast.net>, "Machado, Doug" <dougrmachado@gmail.com>, "Patterson, Linda" <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>, Cynthia Foti <cfoti@cfotiinteriors.com>, Ruemel Panglao <rpanglao@smcgov.org>

Notes, below:

- **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.
- **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.

Katie Kostiuk
FAT PEN STUDIOS, Inc.
Architecture | Interior Design
650-918-7117

On Mon, Jun 1, 2020 at 12:28 PM Katie Kostiuk <katie@fatpenstudios.com> wrote:

Hi Camille,

Thanks for sending an updated draft for all of us to review.

Just a quick reminder to everyone that we are hoping to go over specific priorities for our recommended new story pole ordinance (rather than policy - county to confirm if that's the correct language for it to be an enforceable requirement) at the next CDRC hearing. Please give some thought to outline what you would recommend so we can get a draft of scope together for review by the County. Here are some specific points to consider that we have gone over in previous meetings:

- What would trigger the requirement?
 - One story residential addition over a certain square footage?
 - All two-story and new construction residential projects? **Yes**

[Quoted text hidden]

Katie Kostiuk <katie@fatpenstudios.com>

Thu, Jul 9, 2020 at 2:48 PM

To: Camille Leung <cleung@smcgov.org>

Cc: "mcc, chrisjohnson" <chrisjohnson_mcc@yahoo.com>, Bruce Chan <bacla@sbcglobal.net>, BEVERLY GARRITY <bnrgarrity@comcast.net>, "Machado, Doug" <dougrmachado@gmail.com>, "Patterson, Linda" <linda@hastingshouseweddings.com>, Mark Stegmaier <mark@sierrawestbuilders.com>, Cynthia Foti <cfoti@cfotiinteriors.com>, Ruemel Panglao <rpanglao@smcgov.org>, Rebecca Katkin <rkatkin@gmail.com>

Updated notes per the 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.

Best,
Katie

Katie Kostiuk
FAT PEN STUDIOS, Inc.
Architecture | Interior Design
[650-918-7117](tel:650-918-7117)

[Quoted text hidden]



County of San Mateo

Planning & Building Department

455 County Center, 2nd Floor
Redwood City, California 94063
650/363-4161 Fax: 650/363-4849

Mail Drop PLN122
plngbldg@co.sanmateo.ca.us
www.co.sanmateo.ca.us/planning

COASTSIDE DESIGN REVIEW

- **DEMONSTRATION OF PROJECT SCALE;**
- **MAJOR/MINOR MODIFICATIONS; and**
- **HEIGHT ADJUSTMENTS DURING CONSTRUCTION**

Revised: May 28, 2020

The following applies to projects submitted for consideration by the CDRC, in all areas zoned "Design Review" (DR) within the urban Midcoast communities of El Granada, Miramar, Moss Beach and Montara:

Policy 1: Demonstration of Project Scale (Pre-Approval)

Failure to demonstrate that the proposed project meets the design standards set forth in the Zoning Regulations, including project scale, may result in denial of a project. An applicant has the discretion to choose their preferred method to demonstrate that the standards are satisfied.

The construction of story poles, including netting, is the standard way to demonstrate compliance with design review standards related to project scale. If story poles are not constructed, other visual methods may be used to demonstrate project scale, such as the use of digital imaging simulations, computer modeling, and/or other visual techniques. In using these other methods, the following standards apply:

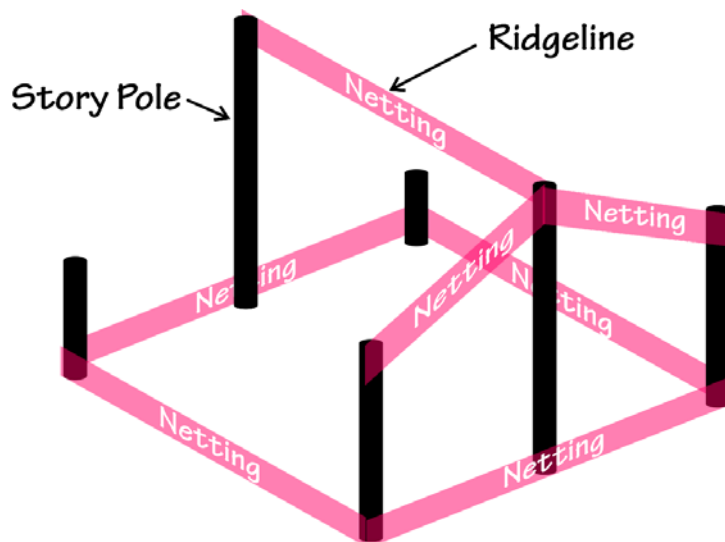
- Images should be displayed "to scale" in poster format at the project site, at least ten days prior to the scheduled hearing date. The poster shall be durable (wind- and weather-proofed as necessary) and securely posted at the site.
- Images should represent all sides of the project along with immediately adjacent structures.
- Images posted at the site do not have to be modified to reflect changes to the design of the project that are required by the CDRC for continued review of the project.
- Images posted at the site should be clearly visible from the public right-of-way and remain in place until expiration of the appeal period, with removal to be completed

POLICIES ON DEMONSTRATION OF PROJECT SCALE, MAJOR/MINOR MODIFICATIONS, & HEIGHT ADJUSTMENTS DURING CONSTRUCTION

within one week thereafter. For projects requiring a CDRC recommendation, images posted may be removed after a recommendation has been made.

Standards for Story Poles:

- Applicants should complete the installation of story poles at least ten days prior to the scheduled hearing date.
- Story poles should be placed at all outside building corners and along the highest roof ridgeline. The lowest finished floor and highest ridge should be visibly marked on the pole. In order to identify the building envelope and the ridgeline, netting should be extended on grade, from one corner pole to the other and atop one pole to another along the direction of the ridgeline, respectively.
- The story pole material should be constructed of 2"x4" lumber or other sturdy material and should be properly braced and supported to ensure the health, safety and general welfare of the public. Story poles should be independently supported; however, when the poles are supported by jointly-owned fences or off-site improvements, owner permission is encouraged. The netting should be orange snow fencing material, or anything comparable, measuring at least twenty-four (24) inches in width.
- Story poles do not have to be modified to reflect changes to the design of the project made as a result of the CDRC public hearings.
- For a project requiring a CDRC decision, the story poles should remain in place until expiration of the appeal period, with removal to be completed within one week thereafter. For projects requiring a CDRC recommendation, story poles may be removed after a recommendation has been made.



POLICIES ON DEMONSTRATION OF PROJECT SCALE, MAJOR/MINOR MODIFICATIONS, & HEIGHT ADJUSTMENTS DURING CONSTRUCTION

Major/Minor Modifications (Post-Approval)

After project approval, minor modifications to project design may be approved by the Design Review Officer if they are consistent with the intent of and are in substantial conformance with the approval. Alternatively, based on the policies below, the Design Review Officer may refer consideration of major modifications to the project to the Coastside Design Review Committee.

Policy 2: The following are deemed major modifications to approved projects that require review by the CDRC for approval:

- a) Modification that conflicts with a specific condition of approval added by the CDRC.
- b) Modification that involves an increase from the approved finished floor height by at least three (3) inches.
- c) Modification to an approved roof pitch greater than 1:12.
- d) Modification that involves an increase by more than three (3) inches from the approved building envelope.
- e) Significant changes to the approved design or color scheme.
- f) Significant changes or reductions in approved landscaping.
- g) Significant increases in grading.

Policy 3: Any changes to accommodate the deviations in the floor height should be adjusted within the building prior to consideration of any roof height adjustments.

Chair Report

County of San Mateo

Coastside Design Review Committee

13FEB2020

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.

Beverly R Garrity, Chair/MontaraRep
Bruce Chan, Vice Chair/LandscapeArchitect
Katie Kostiuk, Architect
Christopher Johnson, ElGranadaRep
Cynthia Foti, MiramarRep
vacant, MossBeachRep
vacant, PrincetonRep

Mark Stegmaier, AltMontaraRep

vacant, AltArchitect
Doug Machado, AltElGranadaRep
Linda Montalto-Patterson, AltMiramarRep
vacant, AltMossBeachRep
vacant, AltPrincetonRep

CHAIR REPORTS

January Chair Report has been approved with changes.

STORY POLES

CDRC prefers for story poles to be a *"requirement"*: specifics to be discussed at future meetings. March Agenda to reflect:

Story Pole Discussion

Current Policy - review modified current draft **policy doc** for changes and approval.

Future Direction - create new doc as a proposed **requirement**. See links sent by Katie for other Story Pole docs.

Katie researched the cost of story pole builds = \$2,000 to install, \$1,000 per visit by surveyor to certify. Mark suggests using measuring tape fixed to pole from FG to Ridge, instead of Surveyor Certification cost and effort.

DESIGN STANDARDS. UPDATE

Beverly & Lisa Ketcham provided input at the 12Feb2020 MCC meeting to Items

4.a.Re-Zoning and Subdivision Text Amendments of the LCP for Certain Agricultural Lands (PLN 2019-00258) and

4.b. Cypress Point - PUD-140/CD and LCP Amendment (PLN2018-0264)

requesting for MCC to add that the CDRC recommends that building height comply with a Max Building Ht (28FT) as measured from natural grade to the topmost point of the building immediately above (instead of average finished grade to average roofline as allowed in the zoning district), in MCC's response to each of these items.

Item to be added for 12March2020 CDRC meeting to discuss formal or informal CDRC participation in MCC's effort to review all discretionary SMC Planning Permits within the unincorporated MidCoast Area.

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 second rescheduled date of 06Feb2020 to a future date in March.

- **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 Standards

CDRC POSTIONS

Welcome to Cynthia Foti, our new Miramar Rep
See vacancies above.

PLANNING INSPECTION REQUESTS

Regarding project on Magellan, currently under construction, check on outdoor building lighting – seems to be excessive – expressed concern about light fixtures currently being installed.

Action - County has sent an email with the approved plans showing the lighting.

Status - Not yet corrected.

Response - County Planning will not sign off on Final Inspection until lighting is corrected.

FUTURE MEETINGS

Next CDRC meeting March 12, 2020.

Demonstration of Scale (i.e. Story Pole Draft Ordinance)

2 messages

Katie Kostiuk <katie@fatpenstudios.com>

Mon, Sep 14, 2020 at 12:17 PM

To: Lisa Ketcham <lisa.ketcham@comcast.net>, Beverly Garrity <bnrgarrity@comcast.net>

Hi Lisa,

Thanks for your valuable input at the CDRC meeting on Thursday. We welcome MCC and Planning Commission input on the changes we are working to make to improve the process of review for projects in the Midcoast.

I have attached the draft outline that we have refined and plan to send to County Staff to incorporate into the new Demonstration of Scale Public Outreach effort they are starting. I have made some small suggested markups since we just learned that County Staff has decided to make this an immediate priority (yay!). We would love your feedback as I write the cover letter that will accompany this outline. Do you think we should also email this to the MCC, or perhaps just reach out to discuss another opportunity for public outreach about this topic? Not sure how/if we should continue to be involved beyond this draft outline if the County will be doing public outreach now. Thoughts?

I look forward to hearing from you!

Best,
Katie

Katie Kostiuk
FAT PEN STUDIOS, Inc.
Architecture | Interior Design
650-918-7117

 **CDRC.StoryPoles.DemOfScale.pdf**
786K

Lisa Ketcham <lisa.ketcham@comcast.net>

Mon, Sep 14, 2020 at 7:38 PM

To: Katie Kostiuk <katie@fatpenstudios.com>

Cc: Beverly Garrity <bnrgarrity@comcast.net>

Hi Katie and Beverly,

I should have paid closer attention to your agendas last spring to realize what was going on. I just saw the words story poles and thought it was some simple tweaking. That said, the public is handicapped since CDRC meeting pages provide no minutes, video, or supporting documents other than project plans. There is no notation added to indicate that projects on the agenda were approved, denied, or continued. There were no supporting documents re story poles (old & new policy). I learned about the policy change on Nextdoor in August — https://nextdoor.com/news_feed/?post=158120273&comment=447128350

Thanks for sharing your outline & purposes section. It should be easy and quite helpful if you just cc the email/attachments to the MCC and the Planning Commission:

MidcoastCommunityCouncil@gmail.com

Planning-Commission@smcgov.org

(Always blind copy me when sending to the PC so I can be sure the secretary forwards it to the Commissioners (that does not always happen). No need to worry about that with MCC, since that goes directly to each Councilmember.)

I have made MCC and PC aware of the issue now, and receipt of your correspondence may trigger further discussion. It was helpful for me in bringing it up at the PC that Birgitta Bower had written the PC which provided an opening to discuss the correspondence on an item not on the agenda. None of the other Commissioners had any idea what had occurred, and it helped that in addition to me, Commissioner Santacruz expressed dismay that this requirement had just quietly gone away. I pointed out that tying the update to the C-1 or DR update would take too long, that both have been dormant for a year with no indication when they might start up (don't hold your breath, or give much weight to the dates on the

Long-Term Planning Work Plan). For whatever reason, getting this out in the open at a Planning Commission meeting motivated Steve to give or change the direction to staff. Keeping the MCC informed on what CDRC is doing is helpful to them and provides them with the opportunity to weigh in with support, or at least lets the County know that MCC is informed.

Things you can do as CDRC members:

Keep asking for status updates on these long-term planning projects.

Ask to have more info provided on CDRC website to help the public be aware of what you're doing (see comments above).

Encourage Chris to give updates on CDRC at MCC meetings. He often attends their meetings and is their rep on the Quarry Park pump track committee. He could report during Public Comment about the change in story pole policy — no need to devote time to an agenda item and presentation. That puts the news out there, on the video, and in the minutes — better late than never.

Best of luck,
Lisa

[Quoted text hidden]

[Quoted text hidden]

<CDRC.StoryPoles.DemOfScale.pdf>

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.~~

CDRC requests this draft be an option to review with the Public for feedback during public outreach effort for the new Demonstration of Scale discussion.

Outline of recommended changes for Story Pole Ordinance as Demonstration of Scale for Projects:

Purpose:

Story poles provide a critical three-dimensional preview of planned development. They are used to depict the elevations and silhouette of a proposed structure or an addition to an existing building, and they convey the height, bulk, scale, and massing of a project, in context. Story poles are intended to aid neighbors, staff personnel, and members of the decision-making bodies in their evaluation of a project application by providing an idea of how the finished project will affect the project site, adjacent properties, and the neighborhood in general, specifically with regard to possible impacts to views and privacy.

- **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.

Story Pole Purpose Statement

1 message

Chris Johnson <chrisjohnson_mcc@yahoo.com>

Wed, Sep 9, 2020 at 1:56 PM

Reply-To: Chris Johnson <chrisjohnson_mcc@yahoo.com>

To: Ruemel Panglao <rpanglao@smcgov.org>, Katie Kostiuk <katie@fatpenstudios.com>, rebecca katkin <rebecca@katkinarchitecture.com>, Mark Stegmaier <mark@sierrawestbuilders.com>, Doug Machado <dougrmachado@gmail.com>, Linda Montalto-Patterson <linda@hastingshouseweddings.com>, BEVERLY GARRITY <bnergarrity@comcast.net>

Cc: Camille Leung <cleung@smcgov.org>

Good afternoon, CDRC,

Following is a proposed story pole purpose statement for our discussion tomorrow.

Story poles provide a critical three-dimensional preview of planned development. They are used to depict the elevations and silhouette of a proposed structure or an addition to an existing building, and they convey the height, bulk, scale, and massing of a project, in context. Story poles are intended to aid neighbors, staff personnel, and members of the decision-making bodies in their evaluation of a project application by providing an idea of how the finished project will affect the project site, adjacent properties, and the neighborhood in general, specifically with regard to possible impacts to views and privacy.

Cheers,

Chris

Chris Johnson

El Granada Community Representative
San Mateo County CDRC

On Monday, September 7, 2020, 11:37:35 AM PDT, BEVERLY GARRITY <bnergarrity@comcast.net> wrote:

Hello CDRC

Please see the attached August Chair Report for your review and discussion at the Sept 10th CDRC meeting.

Best
beverly r garrity
Chair, CDRC

On 09/01/2020 2:17 PM Ruemel Panglao <rpanglao@smcgov.org> wrote:

Hello CDRC,

The agenda and plans for the 9/10 CDRC meeting can be found here: https://planning.smcgov.org/sites/planning.smcgov.org/files/events/091020%20CDRC%20Agenda_FINAL.pdf. We have one project item in Montara. This email will serve as the routing of the plans.

The meeting has been scheduled for a start time of 12:30PM. Please remember that there will be continued discussion on story poles. In addition, County Counsel and long range planning will be joining us for a discussion on coastside ADU regulations.

Thanks!

Ruemel

Katie Kostiuk
620 Avenue Portola #522
El Granada, CA 94018
October 6, 2020

Ruemel Panglao
San Mateo County Planning Department
455 County Center
Redwood City, CA 94063

Re: Demonstration of Scale

Dear Ruemel Panglao:

As you are aware, the CDRC, MCC, Planning Commission and members of public have come to realize that the story pole policy being applied to projects in our purview is not a requirement as was previously understood. We have dedicated time at the beginning of several meetings to discuss this concern, and to have open discussion about creating an ordinance that clearly states the requirements for demonstration of scale.

We have consistently heard from members of the public that lack of story poles hinders their ability to visualize the impact of a proposed project's massing, scale, and impact to views and privacy in the context of the neighborhood. The Coastside Design Review Committee has spent many meetings discussing elements we find critical in order to demonstrate this information when the CDRC and members of the public review a proposed design. We do not feel that renderings are an appropriate demonstration of scale unless story poles are not feasible, as there is no way to accurately confirm the scale of a perspective rendering in relation to the neighboring properties.

Every project that comes before our committee is at risk of being inaccurately portrayed while being reviewed, and we are relieved to hear that this concern has been echoed by the MCC and Planning Commission. We appreciate the County responding to these concerns by making this an immediate priority. As public outreach begins and information is being gathered, we would like the attached outline to be incorporated as an option for the public to evaluate and provide feedback.

This Story Pole Ordinance is a draft outline of what our committee has agreed would best assist us and the members of the public in reviewing projects, and we have done ample research to ensure that this recommendation is fair to all applicants. We have also given attention to avoid creating additional expense by addressing which projects trigger the Ordinance, what the Ordinance requires, and how it is verified. The finer details have not been outlined, as we value input from the members of the public and the County to bring the draft to a more complete Ordinance that reflects the community's voice and values.

We are excited to collaborate on creating an Ordinance that provides our Committee and the community with the tools we need to review the impact of a proposed project accurately in the context of the neighborhood. Should you have any questions about this draft or want to discuss ideas on how best to get feedback from the community, we would be more than happy to coordinate a time.

Respectfully submitted,

A handwritten signature in blue ink that reads "K. Kostiuk". The signature is fluid and cursive, with the first letter of each name being capitalized and prominent.

Katie Kostiuk
Architect, CDRC Architect At-Large
katie@fatpenstudios.com
650-918-7117

Attached: Draft Story Pole Ordinance Outline

STORY POLES: Updated (7/9/2020) notes per CDRC meeting, below:

CDRC requests this draft be an option to review with the Public for feedback during the public outreach effort for the new Demonstration of Scale Ordinance.

Purpose

Story poles provide a critical three-dimensional preview of planned development. They are used to depict the elevations and silhouette of a proposed structure or an addition to an existing building, and they convey the height, bulk, scale, and massing of a project in context. Story poles are intended to aid neighbors, staff personnel, and members of the decision-making bodies in their evaluation of a project application by providing an idea of how the finished project will effect the project site, adjacent properties, and the neighborhood in general, specifically with regard to possible impacts to views and privacy.

- **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.

CDRC December 2019 Chair minutes - DRAFT

3 messages

Bruce Chan <bacla@sbcglobal.net> Mon, Jan 6, 2020 at 3:58 PM
To: Camille Leung <cleung@smcgov.org>, Mark Stegmaier <mark@sierrawestbuilders.com>, Chris Johnson <chrisjohnson_mcc@yahoo.com>, Bruce Chan <bacla@sbcglobal.net>, Katie Kostiuk <katie@fatpenstudios.com>, Linda Montalto-Patterson <linda@hastingshouseweddings.com>, Doug Machado <dougmachado@gmail.com>
Cc: Ruemel Panglao <rpanglao@smcgov.org>, Dennis Aguirre <daguirre@smcgov.org>, Kanoa Kelley <kkelley@smcgov.org>, Kelsey Lang <klang@smcgov.org>

All:

I hope you all enjoyed a pleasant holiday. Please find attached the chair minutes from December. Your comments are invited, and the minutes will be amended for approval/ discussion at this Thursday's regular meeting.

Thank you.

Bruce Chan
Vice Chair CDRC

 **Chair Report 12-12-19v2.docx**
95K

Camille Leung <cleung@smcgov.org> Tue, Jan 7, 2020 at 12:21 PM
To: Bruce Chan <bacla@sbcglobal.net>, Mark Stegmaier <mark@sierrawestbuilders.com>, Chris Johnson <chrisjohnson_mcc@yahoo.com>, Katie Kostiuk <katie@fatpenstudios.com>, Linda Montalto-Patterson <linda@hastingshouseweddings.com>, Doug Machado <dougmachado@gmail.com>, Cynthia Foti <cfoti@cfotiinteriors.com>
Cc: Ruemel Panglao <rpanglao@smcgov.org>

Hi Bruce,

Please see my edits attached. This can be discussed at the meeting as necessary.

We didn't put the story pole discussion on the Agenda this time. Should we table the discussion to next month?

Also, if we are adding on the Agenda a vote regarding acceptance/approval of the minutes, we will need to add it as an action on the top of the Agenda.

Thanks

-----Original Message-----

From: Bruce Chan [mailto:bacla@sbcglobal.net]
Sent: Monday, January 06, 2020 3:59 PM
To: Camille Leung <cleung@smcgov.org>; Mark Stegmaier <mark@sierrawestbuilders.com>; Chris Johnson <chrisjohnson_mcc@yahoo.com>; Bruce Chan <bacla@sbcglobal.net>; Katie Kostiuk <katie@fatpenstudios.com>; Linda Montalto-Patterson <linda@hastingshouseweddings.com>; Doug Machado <dougmachado@gmail.com>
Cc: Ruemel Panglao <rpanglao@smcgov.org>; Dennis Aguirre <daguirre@smcgov.org>; Kanoa Kelley <kkelley@smcgov.org>; Kelsey Lang <klang@smcgov.org>
Subject: CDRC December 2019 Chair minutes - DRAFT

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

[Quoted text hidden]

Camille Leung <cleung@smcgov.org>

Tue, Jan 7, 2020 at 12:34 PM

To: Bruce Chan <bacla@sbcglobal.net>, Mark Stegmaier <mark@sierrawestbuilders.com>, Chris Johnson <chrisjohnson_mcc@yahoo.com>, Katie Kostiuk <katie@fatpenstudios.com>, Linda Montalto-Patterson <linda@hastingshouseweddings.com>, Doug Machado <dougrmachado@gmail.com>, Cynthia Foti <cfoti@cfotiinteriors.com>, BEVERLY GARRITY <bnrgarrity@comcast.net>
Cc: Ruemel Panglao <rpanglao@smcgov.org>

Hi CDRC,

I'm including Beverly in this email chain as well. Additional edits on Chairperson's report should be sent to Bruce directly or made at the meeting, not to the full group.

Regarding the motion at the hearing to approve minutes, I checked with the PC Secretary and she advised that the motion would be "to Accept with edits by Camille (or member/staff) or Accept as submitted (if there are no edits)".

Thanks

-----Original Message-----

From: Camille Leung

Sent: Tuesday, January 07, 2020 12:22 PM

To: 'Bruce Chan' <bacla@sbcglobal.net>; Mark Stegmaier <mark@sierrawestbuilders.com>; Chris Johnson <chrisjohnson_mcc@yahoo.com>; Katie Kostiuk <katie@fatpenstudios.com>; Linda Montalto-Patterson <linda@hastingshouseweddings.com>; Doug Machado <dougrmachado@gmail.com>; 'Cynthia Foti' <cfoti@cfotiinteriors.com>

Cc: Ruemel Panglao <rpanglao@smcgov.org>

Subject: RE: CDRC December 2019 Chair minutes - DRAFT

Hi Bruce,

Please see my edits attached. This can be discussed at the meeting as necessary.

We didn't put the story pole discussion on the Agenda this time. Should we table the discussion to next month?

Also, if we are adding on the Agenda a vote regarding acceptance/approval of the minutes, we will need to add it as an action on the top of the Agenda.

Thanks

-----Original Message-----

From: Bruce Chan [mailto:bacla@sbcglobal.net]

Sent: Monday, January 06, 2020 3:59 PM

To: Camille Leung <cleung@smcgov.org>; Mark Stegmaier <mark@sierrawestbuilders.com>; Chris Johnson <chrisjohnson_mcc@yahoo.com>; Bruce Chan <bacla@sbcglobal.net>; Katie Kostiuk <katie@fatpenstudios.com>; Linda Montalto-Patterson <linda@hastingshouseweddings.com>; Doug Machado <dougrmachado@gmail.com>

Cc: Ruemel Panglao <rpanglao@smcgov.org>; Dennis Aguirre <daguirre@smcgov.org>; Kanoa Kelley <kkelley@smcgov.org>; Kelsey Lang <klang@smcgov.org>

Subject: CDRC December 2019 Chair minutes - DRAFT

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

[Quoted text hidden]

New Business:

BG recommends Chair Report be reviewed in advance of upcoming meeting, a week in advance. Chair Report should be reviewed by Committee and approved by vote, then posted on the website.

Story Poles:

CL: Story poles are a policy, not a regulation. Two ways to go: a. CDRC votes to make it a part of Design Standards Update and begin to make this a draft potential new regulation for County's review; ~~Make it a part of Design Standards update.~~ b. Continue the policy method – essentially encouraging applicants to put up story poles. ~~Make it a part of Design Standards update.~~

KK suggests requiring story pole erection for two-story projects only, and ~~S~~story poles to be certified by qualified professional. ~~Confusing!~~ Current language is confusing. In absence of story poles, stipulate to applicant that ~~a~~ additional drawings might be necessary for the CDRC to make findings that rely on story poles.

CJ states that erection of story poles is important for the public. Believes that story poles should not be discretionary/optional. Pressure on CDRC if erection is not a requirement.

MS suggests that public be asked during hearing of the item whether story poles would be critical to their support of the project. Inform applicant that their project could be continued if they do not erect poles.

BC concurs with KK, with the requirement that story poles are required for all new ~~one~~two story structures, and adds that story poles should be required for existing one story projects where an addition ~~that~~ proposes an increase of 20% or more of floor area.

BG makes motion to research story pole/ rendering requirements. Motion carried.

CDRC: Agendize story pole issue for public noticing.

Design Standards Update:

Schedule meeting with Don Horsley; meet with Don, Camille, SM & JL to review progress. Meeting tentatively scheduled for January 10.

Member Positions & Recruiting:

CL: Applicant for Miramar position. LM still serving as alternate until position filled.

Planning Inspection Requests:

Linda Montalto Patterson. Regarding project on Magellan, currently under construction, check on outdoor building lighting – seems to be excessive – expressed concern about light fixtures currently being installed. Were they approved?

Not yet corrected. CL states that she has spoken with applicant, and that fixtures will be verified during final inspection. Driveway paving needs to be verified.


Election of CDRC positions:

Bev Garrity elected as Chair, BC to continue as Vice Chair

Public Comment:

None

Project Task Timeline		2021												2022			
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb		
1	Scope & Organize																
1.1	Prepare detailed work plan & schedule																
1.2	Form internal stakeholder team																
1.3	Develop Strategy for Technical Advisory Group																
1.4	Develop and Implement Outreach Strategy																
1.5	Identify & obtain needed resources																
1.6	Establish & maintain project web page																
2	Research & Consult																
2.1	Internal stakeholder outreach																
2.2	External stakeholder outreach																
2.3	Consult technical advisors																
2.4	Draft Goals, Issues, and Objectives																
3	Evaluate, Research, Proposal Development																
3.1	Ordinance/Policy Evaluation																
4	Broad Public Outreach																
4.1	Collaborate with PCRC and OCA																
4.2	Prepare & present findings & conclusions @ Public Meeting																
5	Develop Recommended Updates																
5.1	Collaborate with County Council																
5.2	Work with other key County departments																
5.3	Consult with external practioners																
5.4	Collaborate with OCA/PCRC																
5.5	Prepare draft of new ordinance																
5.6	Present draft ordinance																
6	Draft New Ordinance																
6.1	Finalize research																
6.2	Prepare complete draft ordinance																
6.3	Consult with staff and Counsel																
6.4	Initiate & conduct CEQA process																
6.5	Present draft ordinance to MCC/PC																
7	Final Draft Ordinance																
7.1	Prepare final draft ordinance																
7.2	Finalize CEQA documentation																
7.3	Prepare adopting ordinance																
7.4	Present all docs to PC & BoS																
8	Implement Adopted New Ordinance																
8.1	Publish & distribute new ordinance																
8.2	Prepare & conduct implementation plan																

m = staff meeting(s)
M = public meeting(s)
 = deliverable



Detailed Work Plan - Midcoast Demonstration of Scale Ordinance Project

Date: January 8, 2021

Prepared by: R. Panglao

Purpose: Develop an update to the Design Review Regulations ordinance chapter of the County's Zoning Regulations that incorporates provisions for the Demonstration of Scale as an application requirement for projects in the unincorporated Midcoast area.

This work plan generally describes the tasks for the completion of an update to the Design Review ordinance in the County's Zoning Regulations that would incorporate the application requirements for methods and criteria of the Demonstration of Scale as part of the review of the County's review of projects in the unincorporated Midcoast area. The project will be undertaken by County staff with input from with internal and external stakeholders. Public Meetings to engage stakeholders will be both combined and separate to allow efficient effective engagement.

Task 1. SCOPE & ORGANIZE

- 1.1 **Prepare a detailed work plan and schedule** that identifies: all project tasks, an initial project schedule to be refined during the engagement process, and the milestones/work products to be developed for each task.
- 1.2 **Form an internal stakeholder team** from among key County Departments, including but not limited to: Office of Community Affairs (OCA), County Counsel, and Planners as needed who are end-users of the ordinance, or otherwise participate in the entitlement process, and can therefore serve as primary resources for the update. Joe LaClair and Camille Leung to review work plan products and provide guidance. In consultation with County Counsel, reconcile goals of ordinance update with state law and existing Design Review regulations. Initiate/amend contract with facilitation consultant for project outreach planning and support.
- 1.3 **Form a technical advisory group**, including but not limited to Building Section staff, contractors, engineers, surveyors, and planners from cities with story pole requirements. Staff will rely on this group for technical expertise needed to complete a draft ordinance and answer any technical questions from external stakeholders and members of the public.
- 1.4 **Develop an outreach strategy for external stakeholders.** In collaboration with the Office of Community Affairs and a facilitation consultant, devise a comprehensive outreach strategy that engages stakeholders with an interest in the project. Include entities having jurisdiction or policy interests within the unincorporated Midcoast area: Midcoast Community Council, CA Coastal Commission, organized groups, e.g., Half Moon Bay Chamber of Commerce, and land development/real estate groups, and selected design and development practitioners. Determine how best to engage with each stakeholder group for input and participation in the project based on their interests or expertise. Establish types of participation and potential meetings for each stakeholder group. The outreach strategy will commence with a stakeholder interest inventory to be conducted by PCRC. Finalize scope and contract for facilitation consultant. Finalize outreach strategy with OCA to secure their involvement.
- 1.5 **Identify and secure the resources needed for the project** including: reference materials, research examples and advice from other jurisdictions, other in-house expertise, and procure,

utilize, or consult as needed. Create current land use maps and map other data relevant to the project (scenic corridors, topography, photographs, etc.).

- 1.6 **Establish and maintain a presence on the “major projects” page of the Planning & Building web site.** Keep the page updated to reflect progress made by revising the narrative and posting the latest PDFs of relevant documents.

Task 1 Milestones/Work Products: Detailed work plan and schedule approved by Community Development Director, to include:

- a. County Stakeholder Team/Individuals, Scheduled meetings as needed
 - Contact list (name, title, address, phone, and email) for all stakeholders
- b. Project Outreach Plan for Technical Advisory Group, External Stakeholders, and Broad Public Outreach
 - Outreach channels for each group:
 - Email, Notice, Web page posting
 - Preliminary goals and objectives
 - Outreach materials
 - Technical Advisory Group
 - Discussion Questions
 - External Stakeholders:
 - For stakeholder interest/engagement inventory
 - Discussion Questions
 - Broad Public Outreach
 - Public interests concerns; Potential Discussion Questions
- c. Data and analysis (maps, other jurisdiction policies/ordinances, written summaries, etc.)
- d. Resource Needs List
- e. Updated website page

Task 1 Target Timeframe for Completion: March 2021

Task 2. TARGETED OUTREACH TO STAKEHOLDERS & TECHNICAL ADVISORS TO INFORM OPTIONS AND APPROACH

Research and analyze data and issues that affect implementation of the Demonstration of Scale goals and objectives. Consult with internal and external stakeholders and experts to identify the range of issues and options associated with Demonstration of Scale implementation. Results will inform a presentation of project goals, objectives, and issues to the Midcoast Community Council and the first major public meeting for both projects (at end of Task 3) to ensure that the project team is addressing all relevant and necessary issues with the appropriate approaches and proper priorities.

- 2.1 **Internal Stakeholder Outreach:** Consult with representatives from the participating County departments (from 1.2) to identify issues with implementation and gather ideas for improvements.
- 2.2 **External Stakeholder Outreach:** Facilitation consultant, OCA and the project team, in partnership with the MCC, Home for All Staff in OoS and District 3 staff will formulate and

administer a survey or series of interview questions to identify stakeholder interests. Initial stakeholder contact will explain/summarize the project goals and basic work plan, solicit issues of particular concern, and request/verify the appropriate contact list for the projects. Further research will be conducted to address particular stakeholder issues/concerns as needed. All stakeholders will continue to be engaged throughout the entire public review process. The project webpage may include an opportunity for community input, either through a brief survey to identify issues, or by providing an email address for providing general comments, if feasible. Ensure that stakeholder outreach plan conforms to Coastal Commission regulation requirements for LCP amendments.

- 2.3 **Technical Advisors:** Consult with industry experts (design professionals, engineers, etc.) as needed to inform the project and test the viability of policy ideas.
- 2.4 **Draft Goals, Objectives and Issues** to be addressed and summarize findings from research, outreach and analysis. Develop issue and option statements based upon the results of this research and project goals and objectives.

Task 2 Milestones/Work Products:

- a. Summary of research results and preliminary approaches for resolving issues`
 - Issues and options from Internal Stakeholder Team (gathered at team or individual meetings)
 - Issues and options from External Stakeholders (gathered at group or individual meetings)
 - Meeting notes for project files
- b. Refine Outreach plan as needed, review with Community Development Director
- c. Refine goals and objectives
- d. Identify any additional resources needed
- e. Updated website page

Task 2 Target Timeframe for Completion: May 2021

Task 3. EVALUATE DEMONSTRATION OF SCALE GOALS, USING TASK 2 OUTCOMES, DEVELOP PROPOSED APPROACHES FOR DEMONSTRATION OF SCALE

Using the issues identified from stakeholder outreach and research information and analysis outcomes from Task 2, prepare demonstration of scale alternatives that achieve the policy direction in the Midcoast Design Review standards and that address project issues, goals and objectives. This task will culminate in presentations to the Midcoast Community Council and the first community meeting summarizing issues from Tasks 2 and 3 and recommendations or alternative approaches for addressing them.

- 3.1 **Synthesize Task 2 Research and Policy Evaluation.** Revisit analysis of the past Story Pole and Demonstration of Scale Policies; Evaluate current ordinances (Midcoast Design Review Standards) against issues identified and research conclusions. Summarize practices in other jurisdictions that require demonstration of scale and have workable policies for the demonstration of scale. Use research and analysis, stakeholder input, and Demonstration of Scale goals to formulate demonstration of scale approaches that address development and design standards.

Task 3 Milestones/Work Products:

- a. Formulate demonstration of scale approaches that address development standards and design standards
- b. Refine Outreach plan as needed
- c. Refine goals and objectives
- d. Identify any additional resources needed
- e. Updated website page

Task 3 Target Timeframe for Completion: June 2021

TASK 4. BROAD PUBLIC OUTREACH

- 4.1 **Collaborate with Facilitation Consultant and OCA.** Collaboratively plan and implement presentations to the Midcoast Community Council and a public meeting to discuss the proposed Demonstration of Scale approaches, working with PCRC and OCA.
- 4.2 **Prepare and present findings and preliminary recommendations from Tasks 1-3** at first community meeting, and obtain community input.

Task 4 Milestones/Work Products:

- a. Refine Project Outreach Plan for Broad Public Outreach, as needed for review by Community Development Director
- b. Presentation and other communication materials
 - o Refine goals and objectives
- c. Summary of Meeting Outcomes, and any necessary revisions
- d. Update website materials

Task 4 Target Timeframe for Completion: July 2021

Task 5. DEVELOP RECOMMENDED UPDATES

Working in close consultation with Planning staff, County Counsel and technical advisors, draft amendment language that achieves project goals. A public meeting will provide an opportunity to present the complete draft ordinance update proposal to the community and gather input for needed revisions.

- 5.1 **Collaborate with County Counsel** to identify any state laws that need to be incorporated or considered in amendments to the current ordinance.
- 5.2 **Work with County departments** on related policy and technical issues and processing needs, such as the Building Section to address health and safety issues, Planning staff to establish new procedures, etc.
- 5.3 **Consult with outside technical advisors** as needed to help resolve issues as they arise.
- 5.4 **Collaborate with Facilitation Consultant and OCA.** Collaboratively plan and implement presentations to the Midcoast Community Council and a public meeting to discuss the proposed demonstration of scale approaches, working with PCRC and OCA.
- 5.5 **Prepare draft of new ordinances** by integrating requirements, recommendations, and comments from all stakeholders. Develop a public presentation. Begin documentation of issues and impacts for CEQA analysis.
- 5.6 **Draft Ordinance Presentation.** Conduct public meeting to solicit comments and direction. Transmit revisions to stakeholders for comment. Set meeting with CA Coastal Commission staff.

Task 5 Milestones/Work Products:

- a. Preliminary and Revised Draft Ordinances
- b. Public presentation materials
- c. Planning and implementation of one Public Meeting
- d. Determine with County Counsel appropriate CEQA Analysis
 - o List of potential CEQA issues/mitigations
- e. Meeting Summary

Task 5 Target Timeframe for Completion: September 2021

Task 6. DRAFT NEW ORDINANCE, CEQA DOCUMENT AND MCC RECOMENDATION

- 6.1 **Finalize any necessary research** and analysis and extend a "last call" to external stakeholders for input.
- 6.2 **Prepare a complete draft ordinance** by consulting with Planning, County Counsel, and technical advisors as needed. Incorporate latest community council and stakeholder comments.
- 6.3 **Consult with Staff and Counsel to solicit revisions to proposed ordinance**
- 6.4 **Initiate and conduct CEQA process** (in parallel with public review of draft ordinance). Prepare any necessary environmental documentation. Schedule a public comment period if necessary and provide public notice; circulate documents as needed.
- 6.5 **Present draft ordinance** to Midcoast Community Council and possibly at final public meeting. Present to Planning Commission as a study session at a regular meeting, if necessary.

Task 6 Milestones/Work Products:

- a. Draft Ordinance
- b. Environmental Documentation, if necessary
- c. Planning Commission Staff Report

Task 6 Target Timeframe for Completion: December 2021

Task 7. FINAL DRAFT ORDINANCE TO DECISION MAKERS

Based on feedback from stakeholders and technical advisors, draft final ordinance language, and finalize CEQA documentation. Draft staff report with adopting ordinance and present to Planning Commission and Board of Supervisors for adoption.

- 7.1 **Prepare final draft ordinance** based upon consultation with Planning, County Counsel, and technical advisors as needed. Incorporate latest Planning Commission direction. Finalize format/layout improvements to current ordinance.
- 7.2 **Finalize CEQA documentation** if necessary, Supplemental EIR or Negative Declaration and responses to any comments received during public comment period.
- 7.3 **Prepare adopting ordinance** for BoS.
- 7.4 **Present** final draft subdivision ordinance, CEQA documentation, and adopting ordinance to Planning Commission and Board of Supervisors for adoption at respective public hearings.

Task 7 Milestones/Work Products:

- a. Final Draft Ordinance
- b. Environmental Documentation
- c. Adopting Ordinance
- d. Planning Commission and BoS staff reports

- e. Send Ordinance package to CA Coastal Commission for certification

Task 7 Target Timeframe for Completion: February 2022

Task 8 Implement Adopted New Ordinance – To be completed after certification by the CA Coastal Commission

- 8.1 Publish & distribute new ordinance
- 8.2 Prepare & conduct implementation plan

Milestones/Work Products:

- a. Ordinance published online, print
- b. Training for Staff
- c. Other tasks as needed

Task 8 Target Timeframe for Completion: March 2022