



## Notice of Public Hearing

### **SAN MATEO COUNTY PLANNING COMMISSION**

MEETING NO. 1715

Wednesday February 23, 2022

9:00 a.m.

**\* BY VIDEOCONFERENCE\***

<https://smcgov.zoom.us/j/93290691786>

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act (Brown Act) in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. On June 11, 2021, the Governor issued Executive Order N-08-21 extending the suspension of those provisions to September 30, 2021. On September 16, 2021, the Governor signed AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor's Executive Orders addressing Brown Act compliance during shelter-in-place periods. AB 361 allows local governments to continue to conduct virtual meetings as long as there is a gubernatorially-proclaimed public emergency in combination with adopted findings that meeting in person would present risks to health. Thus, pursuant to AB 361, the public meetings of the Planning Commission will continue to be conducted exclusively via Zoom as long as it is found that conducting in-person meetings would present an imminent risk to the health and safety of attendees.

#### **\*PUBLIC PARTICIPATION:**

##### **Written Comments:**

Members of the public may provide written comments by email to [planning\\_commission@smcgov.org](mailto:planning_commission@smcgov.org), and should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda or is on the consent agenda.

The length of the emailed comment should commensurate with the 5 minutes customarily allowed for verbal comments, which is approximately 300-400 words. To ensure your comment is received and read to the Commission for the appropriate agenda item, please submit your no later than 5:00 p.m. the day before the meeting. The County will make every effort to read emails received after that time but cannot guarantee such emails will read into the record. Any emails received after the deadline which are not read into the record will be provided to the Commission after the meeting and become part of the administrative record.

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Janneth Lujan, Planning Commission Secretary, by 10:00 a.m. on the day before the meeting at [jlujan@smcgov.org](mailto:jlujan@smcgov.org). Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

**\*SPOKEN COMMENTS:**

Spoken public comments will be accepted during the meeting through Zoom. **Please read the following instructions carefully:**

The February 23, 2022 Planning Commission meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/93290691786> meeting ID is 932 9069 1786. The February 23, 2022 Planning Commission meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). Enter the meeting ID:932 9069 1786

1. then press #. (Find your local number: <https://smcgov.zoom.us/u/admSDqceDg>).
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up to date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the Planning Commission Chair or Planning Commission Secretary calls for the item on which you wish to speak, click on "raise hand." The Secretary will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
5. When called, please limit your remarks to the time limit allotted.

**CORRESPONDENCE TO THE COMMISSION:**

Planning Commission  
455 County Center, 2nd Floor  
Redwood City, CA 94063  
Email: [planning\\_commission@smcgov.org](mailto:planning_commission@smcgov.org)

Janneth Lujan  
Planning Commission Secretary  
Email: [jlujan@smcgov.org](mailto:jlujan@smcgov.org)

**MATERIALS PRESENTED FOR THE HEARING:**

Applicants and members of the public are encouraged to submit materials to the Planning Commission. All materials (including but not limited to models and pictures) submitted on any item on the agenda are considered part of the administrative record for that item and must be retained by the Commission Secretary until such time as all administrative appeals are exhausted and the time for legal challenge to a decision on the item has passed. If you wish to retain the original of an item, a legible copy must be left with the Commission Secretary. The original or a computer-generated copy of a photograph must be submitted.

**DECISIONS AND APPEALS PROCESS:**

Decisions made by the Planning Commission are appealable to the Board of Supervisors when an appeal is provided by law or regulation. The appeal fee is \$616.35 which covers additional public noticing. Appeals must be filed no later than ten (10) business days following the hearing. These can be sent via email to [planning\\_commission@smcgov.org](mailto:planning_commission@smcgov.org) or at the San Mateo County Planning Counter located at 455 County Center, 2nd Floor, Redwood City. **The appeal date for this meeting is March 9, 2022.**

**AGENDAS AND STAFF REPORTS ONLINE:**

To view the agenda, please visit our website at <https://planning.smcgov.org/planning-commission>, the staff report and maps will be available on our website one week prior to meeting. For further information on any item listed below, please contact the Project Planner indicated.

**NEXT MEETING:** The next Planning Commission meeting will be on March 9, 2022.

## **Pledge of Allegiance**

**Roll Call:** Commissioners: Gupta, Hansson, Ramirez, Ketcham  
Staff: Monowitz, Fox, Montes

**Oral Communications** to allow the public to address the Commission on any matter not on the agenda. If your subject is not on the agenda, the Chair will recognize you at this time. **Speakers are customarily limited to 5 minutes.** Please follow the instructions explained above regarding the spoken public comments process.

## **CONSENT AGENDA**

9:00 a.m.

1. **Planning Commission meeting minutes for January 26, 2022 and February 9, 2022.**
2. **Resolution to Make Findings that, as a Result of the Continuing Covid-19 Pandemic State of Emergency Declared by Governor Newsom, Meeting in Person for Meetings of the Planning Commission Would Present Imminent Risks to the Health or Safety of Attendees**

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END OF CONSENT AGENDA

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## **REGULAR AGENDA**

9:00 a.m.

3. **Owner: Kathleen Ferenz**  
**Applicant: Kerry Burke**  
File Number: PLN2021-00231  
Location: P3501 Higgins Canyon Road, Rural Midcoast (District 3)  
Assessor's Parcel No: 066-140-120

An After-the-Fact Coastal Development Permit to fully legalize a replacement domestic well at 3501 Higgins Canyon Road in the unincorporated Rural Midcoast area of San Mateo County. No grading or tree removal is proposed. The project is not appealable to the California Coastal Commission. The application was deemed complete on November 12, 2021. Please direct questions to Project Planner Glen Jia at [gjia@smcgov.org](mailto:gjia@smcgov.org).

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4. **Owner: Katrien Masschelein and Alexander Lee-Rodgers**  
**Applicant: Daniel Spiegel**  
File Number: PLN2021-00029  
Location: 434 Summit Drive, Emerald Lake Hills  
Assessor's Parcel No: 057-143-100 (District 3)

Consideration of a Design Review Permit, a Non-Conforming Use Permit, and a Grading Permit, to allow construction of a new 2,644 sq. ft. two-story, single-family residence with an attached two-car garage on a non-conforming 6,205 sq. ft. parcel, at 434 Summit Drive in the County unincorporated Emerald Lake Hills area. A Non-Conforming Use Permit is required to allow lot coverage of 28.25% where 25% is the maximum, floor area of 2,644 sq. ft. where 2,400 sq. ft. is the maximum, and a combined side yard setback of approximately 16 feet where 20 feet is the minimum, in the Residential Hillside (RH) Zoning District. The project involves 305 cubic yards of earthwork and the removal of four (4) significant trees. The existing single-family residence and detached garage would be demolished. The application was deemed complete on December 28, 2021. Please direct questions to Project Planner Erica Adams at [eadams@smcgov.org](mailto:eadams@smcgov.org).

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5. **Correspondence and Other Matter**
6. **Consideration of Study Session for Next Meeting**
7. **Director's Report**
8. **Commissioner Updates and Questions**
9. **Adjournment**

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