



## Planning & Building Department Emerald Lake Hills Design Review Officer

Erica D. Adams

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Redwood City, California 94063  
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### Notice of Public Hearing

#### EMERALD LAKE HILLS DESIGN REVIEW OFFICER AGENDA

Tuesday, September 1, 2020  
2:00 p.m.

\*\*\*\* BY VIDEOCONFERENCE ONLY \*\*\*\*

Virtual  
Meeting

Pursuant to the Shelter in Place Orders issued by the San Mateo County Health Officer and the Governor, the Governor's Executive Order N-29-20, and the CDC's social distancing guidelines which discourage large public gatherings, the regular meeting location of the Emerald Lake Hills Design Review Officer is no longer open for public meetings.

#### **PUBLIC PARTICIPATION:**

##### Written Comments:

Written public comments may be emailed to the Emerald Lake Hills Design Review Officer (ELH DRO) at eadams@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. The length of the emailed comment should be commensurate with the five minutes customarily allowed for verbal comments, which is approximately 250-300 words. If your emailed comment is received at least 24 hours prior to the meeting, it will be made publicly available on the Emerald Lake Hills Design Review Officer Hearing website along with the agenda. To ensure your comment is received and read to the ELH DRO for the appropriate agenda item, please submit your email no less than 30 minutes prior to the meeting time. The County cannot guarantee that emails received less than 30 minutes before the meeting will be read during the meeting, but such emails will still be included in the administrative record of the meeting and will be provided to the ELH DRO after the meeting.

##### Spoken Comments:

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

1. The September 1, 2020 Emerald Lake Hills Design Review Officer meeting may be accessed through Zoom online at: <https://smcgov.zoom.us/j/99641306803?pwd=THZMNjR0WnlRRWRmM1I3bCtBaUEyZz09>  
The September 1, 2020 Emerald Lake Hills Design Review Officer Meeting may also be accessed via telephone by dialing (669) 900-6833 (Local). Enter the meeting ID: 982 8798 4419 Passcode: 211918.
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 Design Review Officer calls for the item on which you wish to speak, click on "raise hand." The DRO 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.

Audio recordings of previous Design Review meetings are available to the public upon request for a fee.

ELH DRO meetings are accessible to people with disabilities. Individuals who need 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 the Design Review Officer at least five (5) working days before the meeting at the contact information provided below. 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.

**CORRESPONDENCE TO THE EMERALD LAKE HILLS DESIGN REVIEW OFFICER:**

Erica Adams, Design Review Officer

Email: [eadams@smcgov.org](mailto:eadams@smcgov.org)**MATERIALS PRESENTED FOR THE HEARING:**

Applicants and members of the public are encouraged to submit materials to staff via email but must do so no less than 30 minutes in advance of a hearing. All materials (including but not limited to models, pictures, videos, etc.) presented by any person speaking on any item on the agenda are considered part of the administrative record for that item, and must be retained by the Design Review Officer 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 forwarded to the Design Review Officer. A computer-generated copy of a photograph must be submitted.

**DECISIONS AND APPEALS PROCESS:**

The ELH DRO will make a decision when design review is the only application being considered, or make a recommendation to a different decision maker when additional planning applications are associated with the project (e.g., use permit, grading permit, etc.). Decision rulings for a project are appealable to the Planning Commission. Appeals must be filed no later than ten (10) business days following the decision at the San Mateo County Planning Counter (address listed above). If the Planning Counter is still closed during the appeal period due to the COVID-19 emergency, please complete the applicable forms and forward them to the project planner. They will coordinate with you regarding the payment of the appeal fee at that time. Appeal application forms are available online and at the Planning Counter. The appeal fee is \$616.35 which covers additional public noticing.

**REVIEW OF AGENDAS AND MEETING MATERIALS:**

To view the agenda, maps, and plans for all items on this agenda, please visit our website at <https://planning.smcgov.org/emerald-lake-hills-design-review-officer> and find the webpage for the meeting date. To subscribe to the Emerald Lake Hills Design Review Officer agenda mailing list, please send a blank email to: [sanmateocounty@service.govdelivery.com](mailto:sanmateocounty@service.govdelivery.com). To request hard copies of the meeting materials, including plans, please contact the Design Review Officer and allow 5-7 business days for mail delivery.

**NEXT MEETING:**

The next Emerald Lake Hills Design Review Officer meeting will be on October 6, 2020.

**AGENDA****2:00 p.m.****Opening Statement**

**Oral Communications** to allow the public to address the ELH DRO on any matter not on the agenda. If your subject is not on the agenda, the ELH DRO will recognize you at this time. ***Speakers are customarily limited to five minutes.***

**REGULAR AGENDA****2:00 p.m.**

- |                        |                              |
|------------------------|------------------------------|
| 1. <b>Owner:</b>       | <b>Linda Roudebush Trust</b> |
| <b>Applicant:</b>      | <b>Daniel Warren</b>         |
| <b>File No.:</b>       | <b>PLN2020-00139</b>         |
| Location:              | Hillcrest Way, Redwood City  |
| Assessor's Parcel No.: | 068-064-300                  |

Consideration of a Design Review Permit for a new 2,400 sq. ft. single family residence with an attached 2-car garage and an 800 sq. ft. accessory dwelling unit (ADU) on a 7,596 sq. ft. parcel (legality to be confirmed with a Certificate of Compliance Type A (COC Type A)). Eight significant trees are proposed to be removed. The COC Type A and the ADU are ministerial permits that do not require review by the DRO. Deemed Complete: August 10, 2020.

**2. Adjournment**