



Planning & Building Department Emerald Lake Hills Design Review Officer

Erica D. Adams

County Office Building
455 County Center
Redwood City, California 94063
650/363-1825

Notice of Public Hearing

EMERALD LAKE HILLS DESIGN REVIEW OFFICER AGENDA

Tuesday, August 5, 2025
2:00 p.m.
Room 201, Second Floor
455 County Center, Redwood City

In-person
Meeting
Only

Emerald Lake Hills Design Review Officer (ELH DRO) meetings are in-person meetings that are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) 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 Design Review Officer to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

Public Participation

All parties wishing to speak will have an opportunity to do so after filling out a speaker's form and handing it to the Design Review Officer. Time limits may be set by the Design Review Officer as necessary in order to accommodate all speakers. Audio recordings of previous Design Review meetings are available to the public upon request for a fee.

AGENDA

Oral Communications to allow the public to address the Design Review Officer, on any matter not on the agenda. If your subject is not on the agenda, the Review Officer, will recognize you at this time. ***Speakers are customarily limited to five minutes.*** A speaker's slip is required.

REGULAR AGENDA

2:00 p.m.

- Owner:** Victoria & Jess Reid Trust
Applicant: Alex Tzang
File No.: PLN2025-00140
Location: 215 Sylvan Way, Emerald Lake Hills
APN: 057-082-550

Consideration of a Design Review (DR) Permit to allow the construction of a 153 sf. addition, new 553 sq. ft., front deck, and exterior remodel. The project involves new siding, no removal of protected trees, and minor grading. Deemed Complete: July 14, 2025.

3. Adjournment

Correspondence to the Emerald Lake Hills Review Officer

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Planning and Building Department

455 County Center, 2nd Floor, Redwood City

Phone: 650/363-1825

Website: <https://www.smcgov.org/planning>**Materials Presented for the Hearing**

Applicants and members of the public are encouraged to submit materials to staff in advance of a hearing electronically via email. 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.

Decisions and Appeals Process

The Emerald Lake Hills Design Review Officer 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). Appeal application forms are available online and at the Planning Counter. The appeal fee is \$1,962 which covers additional public noticing.

Agendas

To view the agenda and maps for all items on this agenda, please visit our website at <https://www.smcgov.org/planning>. To subscribe to the Emerald Lake Hills Design Review Officer agenda mailing list, please send a blank email to: sanmateocounty@service.govdelivery.com.

Copies of the plans to be considered by the Emerald Lake Hills Design Review Officer are on file in the Planning Department and may be reviewed by the public. For further information on any item listed below, please contact the Design Review Officer.

Next Meeting

The next Emerald Lake Hills Design Review Officer meeting will be on **September 2, 2025**.

Agenda item published in the San Mateo County Times on July 26, 2025.