



## Notice of Public Hearing

---

**BAYSIDE DESIGN REVIEW COMMITTEE AGENDA**  
**September 3, 2025**  
**3:00 PM**  
**Room 101, First Floor**  
**455 County Center, Redwood City**

Bayside Design Review Committee 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**

- 1. PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. ORAL COMMUNICATIONS** to allow the public to address the Bayside Design Review Committee on any matter not on the agenda. If your subject is not on the agenda, the Bayside Design Review Committee will recognize you at this time. ***Speakers are customarily limited to five minutes.*** A speaker's slip is required.

---

### **REGULAR AGENDA**

**3:00 pm**

- 4. Project:** County's Design Review (DR) Ordinance Update (PLN2025-00232)  
**Applicant:** County of San Mateo  
**Location:** Design Review Districts of Unincorporated San Mateo County  
**Project Planner:** Camille Leung, Senior Planner, cleung@smcgov.org

Staff will present a Draft Updated Design Review Standards Table with the goal of collecting BDRC and public feedback, for inclusion into the Draft Updated Design Review Ordinance. The purpose of the update is to provide objective design review standards that will be applicable to design review districts of the Bayside and Coastside, for application to ministerial projects, such as Accessory Dwelling Units (ADUs), and discretionary projects in the Coastal Zone. The Draft Updated Design Review Ordinance will be reviewed at Planning Commission and Board of Supervisors hearings (dates to be determined).

## 5. ADJOURNMENT

### Correspondence to the Bayside Design Review Officer (DRO)

Erica Adams, Design Review Officer  
Phone: 650-363-1828  
Email: [eadams@smcgov.org](mailto:eadams@smcgov.org)

Jonathan Bruns, Alternate Design Review Officer  
Phone: 650-485-6372  
Email: [jbruns@smcgov.org](mailto:jbruns@smcgov.org)

### Materials presented for the hearing

Applicants and members of the public are encouraged to submit materials to staff 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 left with the Design Review Officer. The original or a computer-generated copy of a photograph must be submitted. Five (5) copies of written material should be provided for the Design Review Committee, staff and interested parties.

### Decisions & Appeals Process

The Bayside Design Review Committee 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: 455 County Center, 2nd Floor, Redwood City, Phone: 650-363-1825. Appeal application forms are available online and at the Planning Counter. The appeal fee is \$1,962 which includes 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/bayside-design-review-committee>. To subscribe to the Bayside Design Review Committee agenda mailing list, please send a blank email to: [sanmateocounty@service.govdelivery.com](mailto:sanmateocounty@service.govdelivery.com).

Copies of the plans to be considered by the Bayside Design Review Committee 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 Bayside Design Review Committee meeting will be on Wednesday, **October 1, 2025**