

**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

DATE: January 28, 2026

TO: Planning Commission

FROM: Planning Staff

SUBJECT: Consideration of an ordinance repealing and replacing Chapter 8.256 (non-coastal) and Chapter 28.1 (coastal) of the County Ordinance Code (Zoning Regulations), and adopting related zoning text amendments for various zoning districts for consistency with the new ordinance. The new ordinance will regulate development within Design Review zoning districts in the unincorporated areas of San Mateo County.

County File Number: PLN2025-00232 (San Mateo County)

PROPOSAL

The overarching goals of the Design Review (DR) Ordinance Update Project (Project) are to:

1. Revise the current DR Zoning District design standards such that they are objective in order to 1) further streamline design review and 2) replace subjective standards, which cannot be enforced per State law for State-streamlined housing project types (such as Accessory Dwelling Units (ADUs), and SB 9 and SB 35 projects), to ensure that new projects remain compatible with the surrounding neighborhoods; and
2. Establish a ministerial design review process in areas outside of the Coastal Zone, thereby eliminating the Bayside Design Review Committee (BDRC) and the Emerald Lake Hills Design Review Officer (DRO) hearing and associated DRO requirements for areas outside of the Coastal Zone.

In the Midcoast, the Coastside Design Review Committee (CDRC) would continue its discretionary design review of projects that are not subject to State streamlining. (Note that, to date, qualifying ADUs are the only housing type subject to mandatory ministerial review in the Coastal Zone)

County Design Review Districts

The County’s Design Review zoning districts include the Midcoast in the Coastal Zone, and Emerald Lake Hills/Oak Knoll Manor, Devonshire, and Palomar Park outside of the Coastal Zone; Design Review Committees administer the regulations in these areas. The Design Review zoning districts also include areas where design review is conducted at a staff level, including San Gregorio, Pescadero, and the Rural Midcoast in the Coastal Zone, and Planned Colma outside of the Coastal Zone. Maps showing DR zoning districts are included as Attachment C.

State Laws Limiting Application of Subjective Design Review Standards

In 2016, the State legislature enacted legislation to streamline permitting of ADUs, including limiting application of design review standards to objective standards. In 2019, the legislature declared a State housing shortage crisis and enacted additional legislation limiting application of design review standards to objective standards for other State-streamlined housing types including projects under Senate Bill 35 (which allows by-right production of new housing with at least 10% affordable units in municipalities that have not met their Regional Housing Need Allocation) and SB 9 (which allows up to four dwelling units on urban, single-family residential parcels), among others. Both SB 9 and SB 35 are effective in the unincorporated areas of the County that are outside of the Coastal Zone and have very limited applicability in the Coastal Zone.

Adoption of the ordinance will enable the County to apply design review standards to ADUs and other State-streamlined housing types that have been largely approved without design standards since the adoption of State laws described above. Compliance with the updated ordinance increase compatibility with the surrounding neighborhoods while still facilitating streamlined processing and approval. State law generally requires ministerial review of these qualifying housing projects, effectively prohibiting public comment periods, potential hearings, and appeals associated with discretionary review procedures.

RECOMMENDATION

That the Planning Commission recommend that the Board of Supervisors:

1. Determine that the project is exempt pursuant to the California Environmental Quality Act, under Guidelines Section 15061(b)(3), the “common sense exemption”;
2. Adopt an ordinance repealing and replacing Chapter 8.256 (non-coastal) and Chapter 28.1 (coastal) of the County Ordinance Code (Zoning Regulations), and adopting related zoning text amendments for various zoning districts for consistency with the new ordinance.

3. Adopt a resolution directing staff to submit the ordinance to the Coastal Commission.
4. Adopt a resolution amending the Planning and Building Department's Planning Services Fee Schedule to revise design review related fees.

BACKGROUND

Report Prepared By: Camille Leung, Senior Planner

Applicant: San Mateo County Planning and Building Department

Location: Unincorporated County areas

Existing Zoning: The following zoning districts are combined with the Design Review zoning district:

1. Outside of the Coastal Zone: Residential Hillside (RH); R-1/S-71 (Devonshire); R-1/S-91 (Palomar Park); R-1/S-101 (Palomar Park); R-1/S-102 (Devonshire); and Planned Colma (PC Colma). The project does not include proposed text amendments to these zoning districts.
2. Inside the Coastal Zone: R-1 (S-10; S-7; S-13; S-17; S-94; S-105), R-3, R-3-A, RM-CZ, W, C-1, CCR, COSC, EG, M-1, MH, P, PAD, and PUD. The project includes proposed text amendments to the S-17, S-94, and S-105 zoning districts.

Chronology:

<u>Date</u>	<u>Action</u>
Summer 2025	- County's release of draft design standards for review and presentation of draft design standards to Bayside Design Review Committee (BDRC) and Coastside Design Review Committee (CDRC). The BDRC reviewed the standards at their September and October 2025 public meetings. The CDRC reviewed the standards at their August, September, and October 2025 public meetings.
October 22, 2025	- Staff presented to the Midcoast Community Council (MCC), with discussion focused on standards regulating exterior lighting.
January 28, 2026	- Planning Commission public hearing.
March 24, 2026	- Board of Supervisors public hearing (tentative date).

DISCUSSION

A. COMPLIANCE WITH COUNTY GENERAL PLAN

Through various policies such as those listed below, the General Plan encourages the establishment and maintenance of design review districts within Coastal and non-Coastal areas of the unincorporated County:

1. Policy 4.33 (*Rural Design Review District*): Regulate the site planning of all development in rural areas by using a consolidated set of design standards.
2. Policy 4.38 (*Urban Design Review District*): Develop design review regulations which incorporate guidelines on managing design problems found in predominantly urban areas.

B. COMPLIANCE WITH THE LOCAL COASTAL PROGRAM (LCP)

Through various policies, as listed below followed by a discussion of the Project's compliance, the LCP encourages the establishment and maintenance of design review districts within Coastal areas of the unincorporated County. Full discussion included in Attachment B.

1. LCP Policy 8.13 (*Special Design Guidelines for Coastal Communities*)
 - a. Montara-Moss Beach-El Granada-Miramar
 - (1) *Design structures that fit the topography of the site and do not require extensive cutting, grading, or filling for construction.* The Project includes objective standards to minimize alteration of natural topography and grading (see Section H of the standards table of Attachment D3).
 - (2) *Employ the use of natural materials and colors that blend with the vegetative cover of the site.* The Project includes objective standards to require the use of materials that are compatible with the surrounding natural and built environment (see Section K of the standards table of Attachment D3).
 - (3) *Use pitched roofs that are surfaced with non-reflective materials except for the employment of solar energy devices. The limited use of flat roofs may be allowed if necessary to reduce view impacts or to accommodate varying architectural styles that are compatible with the character of the surrounding area.* The Project includes objective standards to prohibit the use of reflective finishes for roofing and further allows for flat roofs in

the Midcoast to accommodate contemporary architectural styles (see Section F of the standards table of Attachment D3).

- (4) *Design structures that are in scale with the character of their setting and blend rather than dominate or distract from the overall view of the urbanscape.* The Project includes objective standards to regulate the scale of development such that it is compatible with surrounding development (see Sections B and C of the standards table of Attachment D3).
- (5) *To the extent feasible, design development to minimize the blocking of views to or along the ocean shoreline from Highway 1 and other public viewpoints between Highway 1 and the sea. Public viewpoints include coastal roads, roadside rests and vista points, recreation areas, trails, coastal accessways, and beaches. This provision shall not apply in areas west of Denniston Creek zoned either Coastside Commercial Recreation or Waterfront.* The Project includes standards for protecting ocean views from public viewing points, specifically Standard A.3 of Attachment D3.

2. Policy 8.32 (Regulation of Scenic Corridors in Urban Areas)

- a. *Apply the regulations of the Design Review (DR) Zoning Ordinance.*
- b. *Apply the design criteria of the Community Design Manual.*
- c. *Apply specific design guidelines for Montara, Moss Beach, El Granada, Princeton-by-the-Sea, Miramar, San Gregorio, and Pescadero as set forth in Urban Design Policies of the LCP.*

The Project maintains and improves the objectivity of specific design guidelines for Montara, Moss Beach, El Granada, Princeton-by-the-Sea, Miramar, San Gregorio, and Pescadero as set forth in Urban Design Policies of the LCP.

3. Policy 9.18.b (Regulation of Development on 30% or Steeper Slopes)

Employ the siting and grading criteria of the Design Review Zoning Ordinance and the Community Design Manual for Development on Slopes 30% or Greater. The Project includes objective standards to minimize alteration of natural topography and grading, including on slopes 30% or greater (see Section H of the standards table of Attachment D3).

C. SUMMARY OF DESIGN REVIEW ORDINANCE UPDATES

1. *The Project proposes revisions to create a ministerial design review process outside of the Coastal Zone, establish an exception process, and establish fees for these processes.*

Currently, in Design Review districts outside of the Coastal Zone, a discretionary Design Review permit is required for new houses, additions over 500 sq. ft., and major design changes to existing homes. Obtaining a Design Review permit for such projects requires public notice to property owners within 300 feet of a project site, a public hearing, an appeal process, and adds substantial cost (approximately \$5,200-\$7,700) and time (approximately four to eight months) to the permitting process.

In these areas, the ordinance would streamline design review permits by establishing a ministerial staff-level design review process, thereby eliminating the Bayside Design Review Committee and the Emerald Lake Hills Design Review Officer (DRO) hearing and associated DRO role for these non-coastal areas. The proposed ministerial design review process would not require a separate application, permit, or public notice, and would not be appealable (unless it is combined with a discretionary permit). Review for compliance would be completed by staff, using a checklist, either before or during the building permit process for projects that do not require discretionary Planning permits, or during Planning’s review of an associated discretionary permit (such as grading or use permits).

<i>Table 1: Review Process by Project Type in Non-Coastal Zone</i>		
	<i>Current Ordinance</i>	<i>Updated Ordinance</i>
<i>State-streamlined housing (e.g., SB 9, SB 35, ADUs)</i>	<i>Ministerial review with application of limited existing objective standards for SB 9 projects; no objective standards for other housing types</i>	<i>Ministerial review with objective standards</i>
<i>Non-State-streamlined housing (SFDs, Additions)</i>	<i>Discretionary review with objective and subjective standards</i>	<i>Ministerial review with objective standards</i>

<i>Table 2: Review Process by Project Type in Coastal Zone</i>		
	<i>Current Ordinance</i>	<i>Updated Ordinance</i>
<i>State-streamlined housing (e.g., ADUs)</i>	<i>Ministerial review with no objective standards applied</i>	<i>Ministerial review with objective standards</i>
<i>Non-State-streamlined housing (SFDs, Additions)</i>	<i>Discretionary review with objective and subjective standards</i>	<i>Discretionary review with objective standards</i>

The Project also proposes new processes to allow for minor exceptions (subject to approval by the Director, when a project is in substantial conformance with the design review standards) and major exceptions to the standards through a use permit process.

In the Midcoast, discretionary design review of non-State-streamlined housing by the CDRC will continue, albeit with clearer, objective standards, as the ordinance would provide a process for approval of minor exceptions by the CDRC and approval of major exceptions by the Planning Commission.

Table 3: Review/Permit types and Decision-maker

<i>Review/Permit</i>	<i>Decision-maker</i>
<i>Over-the-Counter DR Exemption (DRX)</i>	<i>Staff/Design Review Administrator (DRA)</i>
<i>Formal DRX</i>	<i>Staff/DRA</i>
<i>Ministerial Review (residential and commercial)</i>	<i>Staff/DRA</i>
<i>Discretionary DR (hearing level; Coastal Zone only)</i>	<i>CDRC</i>
<i>Discretionary staff-level DR</i>	<i>Staff/DRA</i>
<i>Minor Exception</i>	<i>CDRC; DRA for ministerial permits</i>
<i>Major Exception</i>	<i>Planning Commission</i>

New fees, associated with new processes created by the ordinance, would be established by Board resolution. These fees are compatible with existing permit fees with similar processes and work products (See Attachment H for Draft Fee Study and Draft Resolution for Board of Supervisors review).

Ministerial Design Review Fee for New Single Family Residential Construction: \$861

Ministerial Design Review Fee for New Commercial/Multiple Family Residential Construction: \$861

Ministerial Design Review Fee for Single Family Residential Alteration, Addition, and Detached/Attached ADUs: \$646

Minor Design Review Exception: \$861 (added to review fee)

Major Design Review Exception: \$4,079 (added to review fee)

2. *The Project proposes revisions to Design Review Standards to clarify and make standards objective, consolidate related standards from other regulations, and delete unnecessary or duplicative requirements.*

State law defines objective standards as those that “involve no personal or subjective judgement by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant and public official prior to submittal.” Government Code Section 65913.4(a)(5). Design standards are “objective” if they are measurable, verifiable, and knowable to all parties prior to project submittal. To this end, the Project proposes to replace subjective language with objective criteria, with examples as described in Attachment F.

Existing standards that could not be made objective would be deleted. For example, standards pertaining to blocking views from private properties and maintaining privacy of private properties used a standard that allowed a “reasonable amount” of impact, which is not possible to quantify. A standard that would prohibit blocking any private views or infringing on any privacy would be objective, but would, in many instances, likely prevent property owners from developing their property in a manner protected by the constitution. Subjective terms like a “reasonable” amount of impact and “reasonable” development are in contrast to characteristics such as project size and proximity to neighboring property, which can be objectively measured. Accordingly, the ordinance proposes to delete standards that cannot be made objective, such as those pertaining to view and privacy protection, but adds these as recommendations for applicants to consider in designing their project.

The Project also consolidates design standards from the Community Design Manual with the standards of the ordinance. The ordinance also makes changes that reflect staff experience; some standards have not been consistently enforced or have been largely ignored, due to community and staff priorities. In the Midcoast, this includes standards such as those limiting flat roofs and location of high activity areas next to neighboring low activity areas, among others.

The Project also deletes existing design standards that are now addressed by other regulations, such as those pertaining to tree protection (regulated by the Protected Tree Ordinance), water efficient landscaping (regulated by the Water Efficient Landscape Ordinance), and fire-rated exterior materials (regulated by the Fire Code).

The Project aims to clarify the language of existing objective standards and make new or revised standards as easy to understand, apply, and enforce, as possible. To this end, the Project separates the standards for the Midcoast from the more general “guiding principles,” placing the standards in a table. The Project also applies the explanation of design principles and a glossary currently pertaining to the Midcoast to all DR areas and updates

the regulations to better reflect current processes for design review exemptions, including over-the-counter and formal exemption processes.

3. *The Project makes other updates to address CDRC feedback and public concerns.*
 - a. *Require story poles for larger projects while simultaneously increasing the size threshold for projects exempt from CDRC review from 150 sq. ft. to 500 sq. ft.,*

The Project incorporates existing County story pole policy into the ordinance, making the policy enforceable rather than advisory. For smaller projects (e.g., residences and additions smaller than 800 sq. ft.) the ordinance would require projects to demonstrate scale through digital renderings, and require story poles for larger projects. As the story pole requirement would add process and costs for projects, the CDRC suggested a simultaneous increase of the size threshold for projects exempt from CDRC review from 150 sq. ft. to 500 sq. ft. This would allow smaller projects (e.g., additions, garages) which under current regulations would be reviewed by the CDRC, to go through a staff-level ministerial formal exemption, thereby streamlining review for such projects.

- b. *Strengthen exterior lighting standards.*

In response to public comments collected over time and at the Midcoast Community Council on October 22, 2025, the Project also adds to current exterior light standards including requiring all exterior lighting to use warm, yellow light tones with a color rating of 2200 Kelvin (k) or lower, and to prohibit lighting around the perimeter of a site except where it is controlled by motion sensor which extinguishes the light no later than 10 minutes after activation. A member of the public suggested a new lighting ordinance, such as the City of Brisbane's light ordinance. Staff responded that the concerns could be addressed more readily by strengthening current lighting standards of the DR regulations.

- c. *Imposes design review standards on small projects that do not require other County permits (e.g., exterior painting, lighting).*

Currently, Section 8.256.030 (Requirement for Design Review and Approval) applies design review requirements "to all new exterior construction which requires a building permit, grading or land clearing that requires a grading permit, or tree cutting that requires a tree cutting permit, unless the activity is determined to be exempt in accordance with Section 8.256.040." In order to apply the standards to smaller projects, such as paint color and exterior lighting changes,

where no other County permit is required but which are of concern to the community, the revised ordinance applies design review to all exterior *alterations*, regardless of whether a County permit is required. This change gives the County legal authority to enforce DR standards for such alterations made to a property which do not comply. Such enforcement actions would be at the County's discretion and based on the level and priority of the violation.

d. *Establish consistent height measurement standards.*

The Project also proposes to establish a consistent height measurement method for residential and commercial projects in the Midcoast, which currently varies and allows for more height in commercial districts due to an average grade-to-average roofline measurement method. This change is proposed in response to comments from the public and MCC.

D. RELATED ZONING TEXT AMENDMENTS

In addition to replacing the Design Review chapter of the Zoning Regulations, the Project includes text amendments to the Zoning Regulations, specifically language in the S-17, S-94, and S-105 zoning districts allowing for compliance with daylight plane or façade articulation. All proposed changes to the County Zoning Regulations are described in Attachment D1.

E. ENVIRONMENTAL REVIEW

In accordance with California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3), adoption of the ordinance is covered by the "common sense exemption" in that CEQA applies only to projects which have the potential to cause a significant effect on the environment. Here, it can be seen with certainty that adoption of an ordinance providing objective design standards would not cause a physical change in the environment and therefore would not have a significant effect on the environment. State law mandates ministerial review for certain project types, and this ordinance would improve the County's ability to address design considerations as part of that ministerial process. Discretionary projects would continue to be subject to CEQA review at the time of proposal. Objective design standards do not change allowable uses or permitted residential densities.

F. AGENCIES CONSULTED

Coastside Design Review Committee
Bayside Design Review Committee
Midcoast Community Council
County Attorney's Office

ATTACHMENTS

- A. Recommendation
- B. Analysis of Compliance with the Local Coastal Program
- C. Maps of Design Review Zoning Districts
 - 1. Outside of the Coastal Zone
 - 2. Inside Coastal Zone
- D. Draft Ordinance
 - 1. Draft Ordinance Repealing and Replacing Chapter 8.256 (non-coastal) and Chapter 28.1 (coastal) of the San Mateo County Ordinance Code (Zoning Regulations) regulating DR Districts of the County
 - 2. Draft Design Review (DR) Zoning District Text Amendment (except Design Review Standards table)
 - 3. Draft General Design Recommendations and Design Review Standards table
- E. Draft Resolution directing staff to submit the ordinance to the California Coastal Commission
- F. Examples of Replacement of Subjective Language with Objective Language
- G. Letter from CDRC, dated December 12, 2024
- H. New Fees:
 - 1. Draft Fee Study
 - 2. Draft Resolution amending the Planning and Building Department's Planning Services Fee Schedule to add Design Review fees for Ministerial Review and Exceptions

County of San Mateo
Planning and Building Department

RECOMMENDATION

Permit or Project File Number: PLN2025-00232 Hearing Date: January 28, 2026

Prepared By: Camille Leung, Project Planner For Adoption By: Board of Supervisors

RECOMMENDED ACTION

That the Planning Commission recommend that the Board of Supervisors:

1. Determine that the project is exempt pursuant to the California Environmental Quality Act, under Guidelines Section 15061(b)(3), the “common sense exemption”;
2. Adopt an ordinance repealing and replacing Chapter 8.256 (non-coastal) and Chapter 28.1 (coastal) of the County Ordinance Code (Zoning Regulations), and adopting related zoning text amendments for various zoning districts for consistency with the new ordinance.
3. Adopt a resolution directing staff to submit the ordinance to the Coastal Commission.
4. Adopt a resolution amending the Planning and Building Department’s Planning Services Fee Schedule to revise design review related fees.



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT B

ATTACHMENT B

FULL DISCUSSION OF COMPLIANCE WITH THE LOCAL COASTAL PROGRAM (LCP)

Through various policies, as listed below followed by a discussion of project compliance, the LCP encourages the establishment and maintenance of design review districts within Coastal areas of the unincorporated County:

- LCP Policy 8.12 (General Regulations)

a. Apply the Design Review (DR) Zoning District to urban areas of the Coastal Zone

(1) For one- and two-family developments in the Midcoast, apply the design standards contained in Section 6565.20.

(2) For all other development, apply the design standards contained in Section 6565.17 and the design criteria set forth in the Community Design Manual.

The County's adoption of the updated ordinance will consolidate the standards for residential and non-residential projects (see Sections M and N of the standards table of Attachment D3) and revise them such that they are objective.

b. Locate and design new development and landscaping so that ocean views are not blocked from public viewing points such as public roads and publicly-owned lands.

The updated standards include standards for protecting ocean views from public viewing points, specifically Standard A.3.

- LCP Policy 8.13 (Special Design Guidelines for Coastal Communities)

a. Montara-Moss Beach-El Granada-Miramar

(1) Design structures that fit the topography of the site and do not require extensive cutting, grading, or filling for construction. The Project includes objective standards to minimize alteration of natural topography and grading (see Section H of the standards table of Attachment D3).

(2) Employ the use of natural materials and colors that blend with the vegetative cover of the site. The Project includes objective standards to require the use of materials that are compatible with surrounding natural and built environment (see Section K of the standards table of Attachment D3).

(3) Use pitched roofs that are surfaced with non-reflective materials except for the employment of solar energy devices. The limited use of flat roofs may be allowed if necessary to reduce view impacts or to accommodate varying architectural styles that are compatible with the character of the surrounding area. The Project includes objective standards to prohibit the use of reflective finishes for roofing and further allows for flat roofs in the Midcoast than the current standards to accommodate contemporary architectural styles which have been popular (see Section F of the standards table of Attachment D3).

(4) Design structures that are in scale with the character of their setting and blend rather than dominate or distract from the overall view of the urban landscape. The Project includes objective standards to regulate the scale of development such that it is compatible with surrounding development (see Sections B and C of the standards table of Attachment D3).

(5) To the extent feasible, design development to minimize the blocking of views to or along the ocean shoreline from Highway 1 and other public viewpoints between Highway 1 and the sea. Public viewpoints include coastal roads, roadside rests and vista points, recreation areas, trails, coastal accessways, and beaches. This provision shall not apply in areas west of Denniston Creek zoned either Coastside Commercial

Recreation or Waterfront. The Project includes standards for protecting ocean views from public viewing points, specifically Standard A.3.

(6) In areas east of Denniston Creek zoned Coastside Commercial Recreation, the height of development may not exceed 28 feet from the natural or finished grade, whichever is lower. This requirement is included in the CCR zoning (see below) and does not need to be repeated in the DR standards:

CCR Zoning District Section 6269.3 Building Height Limit. The maximum building height is thirty-six (36) feet, except when a lower limit is imposed in accordance with this Chapter, and except in areas east of Denniston Creek, where the maximum building height shall be twenty-eight (28) feet from the natural or finished grade, whichever is lower. Height is measured from finished grade to the highest point of the roof.

b. Princeton-by-the-Sea

(1) Commercial Development: Design buildings which reflect the nautical character of the harbor setting, are of wood or shingle siding, employ natural or sea colors, and use pitched roofs.

(2) Industrial Development: Employ architectural detailing, subdued colors, textured building materials, and landscaping to add visual interest and soften the harsh lines of standard or stock building forms normally used in industrial districts.

The Project includes objective standards to reflect these requirements, specifically Standards D.3 and K.5.

c. San Gregorio

Encourage new buildings to incorporate traditional design features found in the San Gregorio House and other houses in the community, i.e., clean and simple lines, steep roof slopes, placement of windows and doors at regular intervals, doors and windows of equal proportions, and wood construction. Require remodeling of existing buildings to

retain and respect their traditional architectural features, if any. The Project includes objective standards to reflect these requirements, specifically Standard D.4.

d. Pescadero

Encourage new buildings to incorporate architectural design features found in the historic buildings of the community (see inventory listing), i.e., clean and simple lines, precise detailing, steep roof slopes, symmetrical relationship of windows and doors, wood construction, white paint, etc. Require remodeling of existing buildings to retain and respect their traditional architectural features, if any. The Project includes objective standards to reflect these requirements, specifically Standard D.5.

- Policy 8.32 (Regulation of Scenic Corridors in Urban Areas)

a. Apply the regulations of the Design Review (DR) Zoning Ordinance.

b. Apply the design criteria of the Community Design Manual.

c. Apply specific design guidelines for Montara, Moss Beach, El Granada, Princeton-by-the-Sea, Miramar, San Gregorio, and Pescadero as set forth in Urban Design Policies of the LCP.

The Project maintains and improves the objectivity of specific design guidelines for Montara, Moss Beach, El Granada, Princeton-by-the-Sea, Miramar, San Gregorio, and Pescadero as set forth in Urban Design Policies of the LCP.

- Policy 9.18.b (Regulation of Development on 30% or Steeper Slopes)

Employ the siting and grading criteria of the Design Review Zoning Ordinance and the Community Design Manual for Development on Slopes 30% or Greater. The Project includes objective standards to minimize alteration of natural topography and grading, including on slopes 30% or greater (see Section H of the standards table of Attachment D3).











COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

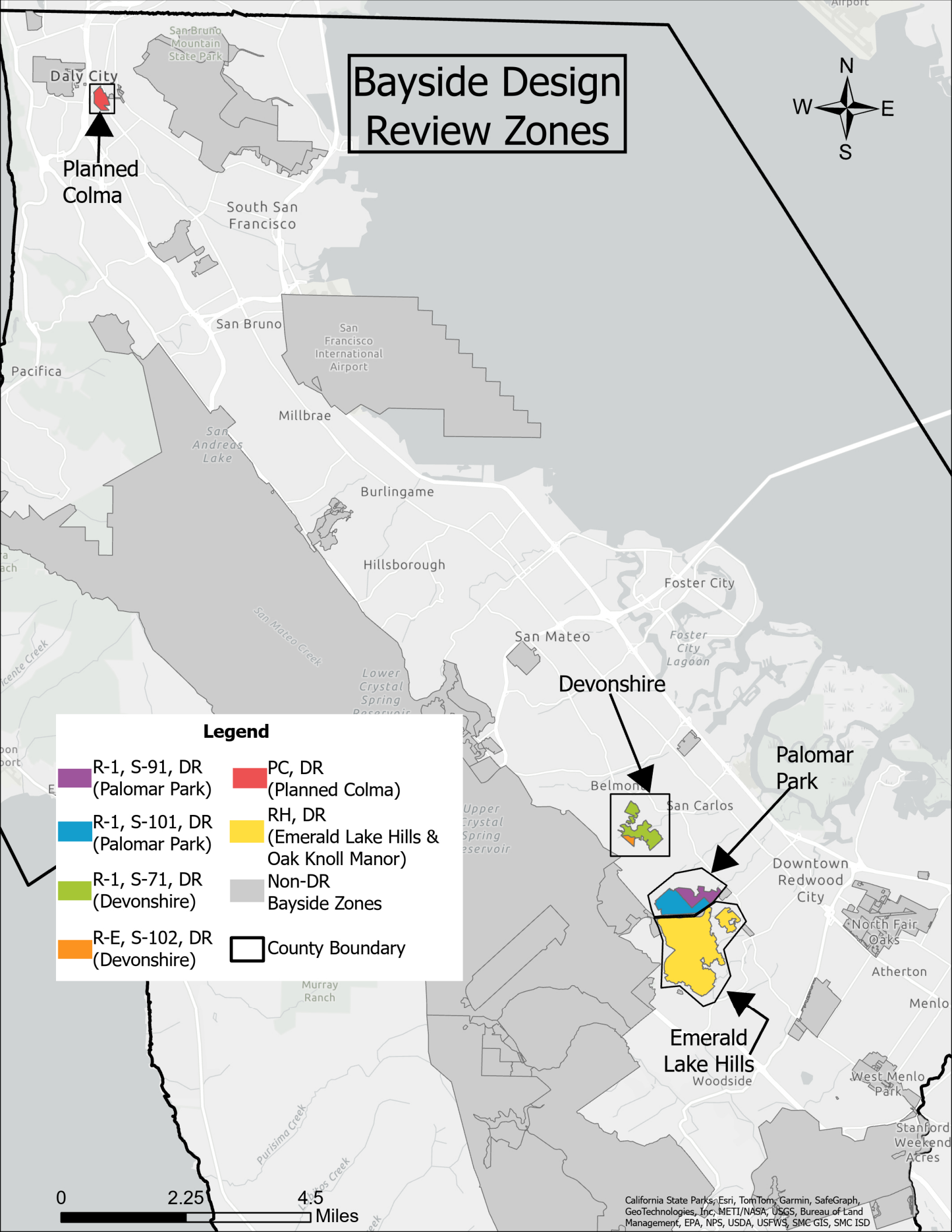
ATTACHMENT C1

Bayside Design Review Zones



Legend

 R-1, S-91, DR (Palomar Park)	 PC, DR (Planned Colma)
 R-1, S-101, DR (Palomar Park)	 RH, DR (Emerald Lake Hills & Oak Knoll Manor)
 R-1, S-71, DR (Devonshire)	 Non-DR Bayside Zones
 R-E, S-102, DR (Devonshire)	 County Boundary





COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT C2

Design Review Zones of the Coastside



0 2 4 Miles



El Granada

Legend

	Midcoast Project Area		R-1, S-10, DR, CD
Coastal DR Zones			R-1, S-105, DR, GH, CD
	C-1, S-3, DR, CD		R-1, S-13, DR, CD
	C-1, S-7, DR, CD		R-1, S-17, AO, DR, CD
	CCR, DR, CD		R-1, S-17, DR, CD
	CCR, DR, GH, CD		R-1, S-17, DR, CD, NIAE
	COSC, DR, CD		R-1, S-17, DR, GH, CD
	EG, DR		R-1, S-7, DR, CD
	M-1, AO, DR, CD		R-1, S-94, DR, CD
	M-1, DR, CD		R-3, S-3, DR, CD
	MH, DR, CD		R-3-A, S-5, DR, CD
	P, DR		RM-CZ, AO, DR, CD
	PAD, DR, CD		RM-CZ, DR, CD
	PAD, DR, GH, CD		RM-CZ, DR, GH, CD
	PUD-120, DR, CD		W, AO, DR, CD
	PUD-121, DR, CD		W, DR, CD
			Non-DR Coastal Zones

San Gregorio
(R-1/S-10, C-1/S-7)

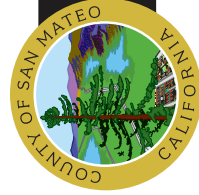
Pescadero
(R-1/S-7 & S-10
C-1/S-7)

El Granada and Midcoast Inset Map

HMB
Airport

California State Parks, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS, California State Parks, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDA, USFWS

California State Parks, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS, California State Parks, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDA, USFWS



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT 8%

ORDINANCE NO. [REDACTED]
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,
STATE OF CALIFORNIA

* * * * *

**AN ORDINANCE REPEALING AND REPLACING
CHAPTER 8.256 (NON-COASTAL) AND CHAPTER 28.1 (COASTAL)
OF THE SAN MATEO COUNTY ORDINANCE CODE (ZONING REGULATIONS)
REGULATING DESIGN REVIEW (DR) DISTRICTS
AND RELATED CONFORMING ZONING TEXT AMENDMENTS**

The Board of Supervisors of the County of San Mateo, State of California,
ORDAINS as follows

SECTION 1. Findings. The Board of Supervisors of the County of San Mateo (“County”) hereby finds and declares as follows:

WHEREAS, in 1976, the County adopted an ordinance establishing Design Review (DR) Districts, now codified as Chapter 8.256 of the County Ordinance Code in areas outside of the Coastal Zone and Section 6565 of the County Zoning Regulations in areas inside of the Coastal Zone (collectively referred to as “Design Review District regulations”); and

WHEREAS, the County’s Design Review District regulations, including standards for design, have been amended on multiple occasions since adoption; and

WHEREAS, the County’s Design Review District regulations apply to the unincorporated areas of Emerald Lake Hills and Oak Knoll Manor, Devonshire, Palomar

Park, Midcoast, and other unincorporated areas of the County designated as a Design Review District; and

WHEREAS, the current design review standards include many standards that are subjective, making such standards difficult to apply consistently and efficiently; and

WHEREAS, in 2019 the State legislature declared a State housing shortage crisis and enacted legislation streamlining municipal permitting of Accessory Dwelling Units (ADUs) including limiting application of design review standards to objective standards; and

WHEREAS, the State legislature subsequently enacted other legislation streamlining municipal permitting of other housing types, similarly limiting application of design review standards to objective standards; and

WHEREAS, the proposed amendments to the County Ordinance Code and Zoning Regulations would update standards for design to objective standards that can be applied in compliance with State law; and

WHEREAS, the proposed amendments to the County Ordinance Code and Zoning Regulations would simplify the design review process by consolidating standards, clarifying confusing standards, and allowing for more design flexibility to reflect contemporary styles; and

WHEREAS, in 2025, the County’s Bayside and Coastside Design Review committees reviewed and provided feedback to Planning staff regarding the updated standards for design over several public meetings; and

WHEREAS, the Board of Supervisors has determined that adoption of the ordinance repealing and replacing the Design Review District regulations, and making conforming changes to other portions of the Ordinance Code and Zoning Regulations is exempt from the California Environmental Quality Act (CEQA), per CEQA Guidelines Section 15061(b)(3), the “common sense exemption,” in that CEQA applies only to projects which have the potential to cause a significant effect on the environment, and adoption of objective design standards would not cause a physical change in the environment and therefore would not have a significant effect on the environment; and

WHEREAS, the County Planning Commission conducted a duly noticed public hearing on January 28, 2026, received public comment, and recommended that the Board of Supervisors adopt the ordinance with the updated Design Review District regulations; and

WHEREAS, the ordinance is consistent with the County’s Local Coastal Program as described in the Board memorandum accompanying this ordinance; and

WHEREAS, the ordinance constitutes an amendment to the Local Coastal Program and therefore must be reviewed and certified by the California Coastal Commission prior to taking effect in the coastal zone; and

WHEREAS, on adoption by the Board of Supervisors, the ordinance will be submitted to the California Coastal Commission for review and certification; and

WHEREAS, the ordinance will ensure that the County's regulations are consistent with State law, easier to interpret and implement, and facilitate streamlined permitting of housing projects.

NOW, THEREFORE, the Board of Supervisors of the County of San Mateo, State of California, ordains as follows:

* * * * *

SECTION 2. Chapter 8.256 (non-coastal) and Chapter 28.1 (coastal) of the San Mateo County Ordinance Code (Zoning Regulations) are hereby repealed and replaced in their entirety by a new Chapter 8.256 to be numbered and entitled to read as follows: [INSERT DR ZONING DISTRICT TEXT (Attachment D2) FINAL DRAFT]

SECTION 3. Related Zoning Text Amendments. In addition to adding a new chapter of the Zoning Regulations pertaining to Design Review (DR) Districts, the ordinance includes zoning text amendments to Sections 6300.2 (S-17 Combining District), 6300.9.11 (S-94 Combining District), and 6300.14 (S-105 Combining District), of Chapter 20 of the Zoning Regulations, to update design review requirements. Those sections of the Zoning Regulations are amended as indicated below in underline (additions) and ~~strike through~~ (deletions):

SECTION 6300.2. REGULATIONS FOR “S-17” COMBINING DISTRICT (MIDCOAST).

9. ~~Daylight Plane or Façade Articulation.~~ New residential development shall conform to ~~either the daylight plane or façade articulation options requirements~~ described in this section, ~~as determined by the project applicant.~~

SECTION 6300.9.11.100. REGULATIONS FOR “S-94” COMBINING DISTRICT (MIDCOAST).

~~SECTION 6300.9.11.100. DAYLIGHT PLANE OR FAÇADE ARTICULATION.~~ New residential development shall conform to ~~either the daylight plane or façade articulation options requirements~~ described in this section, ~~as determined by the project applicant.~~

1. ~~Daylight Plane Option.~~ The daylight plane shall be established on two opposite house sides, i.e., either from the front and rear setback lines, or from the side setback lines, as determined by the project applicant ~~and approved by the Design Review Committee.~~

The daylight plane shall be measured from the setback line at natural grade, upward a vertical distance of 20 feet, and then inward at an angle of 45° until the maximum building height is reached.

Cornices, canopies, eaves, roof overhangs, chimneys, fire escapes, stairways; landing places; uncovered porches, and similar architectural features may extend into the daylight plane at the front, side, or rear yard, to the extent allowed by Zoning Regulations Section 6406.

Chimneys, pipes, mechanical equipment, antennae, and similar equipment may extend into the daylight plane up to a maximum of 36 feet as required for safety or efficient operation. Dormers, gables and other architectural features located in the center 60% of the house may extend into the angled portion of the daylight plane, ~~subject to Design Review Committee approval,~~ provided that: (a) The combined length on any building side does not exceed 40% of the length of that building side, and the height of such features does not exceed 24 feet. (b) The combined length on any building side does not exceed 30% of the length of that building side, and the height of such features does not exceed 28 feet.

~~2. Facade Articulation Option~~

~~Facade articulation shall be provided on all building sides, and is subject to approval by the Design Review Committee. Facade articulation is intended to break up the appearance of shear walls through the placement of projecting or recessing architectural details, including decks, bays, windows, balconies, porches, overhangs, and cantilevered features. In order to approve proposed facade articulation, the Design Review Committee must find that: (1) all building facades are well articulated and proportioned, and (2) each building wall is broken up so as not to appear shear, blank, looming or massive to neighboring properties.~~

SECTION 6300.14.90. REGULATIONS FOR “S-105” COMBINING DISTRICT (MIDCOAST).

~~SECTION 6300.14.90. DAYLIGHT PLANE OR FAÇADE ARTICULATION. New residential development shall conform to either the daylight plane or facade articulation options requirements described in this section, as determined by the project applicant.~~

~~4. Daylight Plane Option~~

~~The daylight plane shall be established on two opposite house sides, i.e., either from the front and rear setback lines, or from the side setback lines, as determined by the project applicant and approved by the Design Review Committee.~~

~~The daylight plane shall be measured from the setback line at natural grade, upward a vertical distance of 20 feet, and then inward at an angle of 45° until the maximum building height is reached.~~

~~Cornices, canopies, eaves, roof overhangs, chimneys, fire escapes, stairways; landing places; uncovered porches, and similar architectural features may extend into the daylight plane at the front, side, or rear yard, to the extent allowed by Zoning Regulations Section 6406.~~

~~Chimneys, pipes, mechanical equipment, antennae, and similar equipment may extend into the daylight plane up to a maximum of 36 feet as required for safety or efficient operation. Dormers, gables and other architectural features located in the center 60% of the house may extend into the angled portion of the daylight plane, subject to Design Review Committee approval, provided that: (a) The combined length on any building side does not exceed 40% of the length of that building side, and the height of such features does not exceed 24 feet. (b) The combined length on any building side does not exceed 30% of the length of that building side, and the height of such features does not exceed 28 feet.~~

~~2. Facade Articulation Option~~

~~Facade articulation shall be provided on all building sides, and is subject to approval by the Design Review Committee. Facade articulation is intended to break up the appearance of shear walls through the placement of projecting or recessing architectural details, including decks, bays, windows, balconies, porches, overhangs, and cantilevered features. In order to approve proposed facade articulation, the Design Review Committee must find that: (1) all building facades are well articulated and proportioned, and (2) each building wall is broken up so as not to appear shear, blank, looming or massive to neighboring properties.~~

SECTION 4. California Environmental Quality Act. In accordance with California

Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3), adoption of the ordinance is covered by the “common sense exemption” in that CEQA applies only to projects which have the potential to cause a significant effect on the environment. It can be seen with certainty that the adoption of an ordinance providing objective design standard would not cause a physical change in the environment and therefore would not have a significant effect on the environment.

SECTION 5. Severability. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, it shall not affect the remaining portions of this Ordinance.

SECTION 6. Publication. The Clerk shall publish this ordinance in accordance with applicable law.

SECTION 7. Effective Date. This ordinance shall be effective thirty (30) days from the passage date thereof, except in the County's Coastal Zone, where it shall be effective immediately upon certification by the California Coastal Commission.

DRAFT



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT D2

DRAFT

CHAPTER 8.256. "DR" DISTRICTS **(DESIGN REVIEW DISTRICTS)**

VERSION DATE: 1/14/26

SECTIONS:

- 8.256.010. ESTABLISHMENT AND PURPOSE, AND LEGISLATIVE INTENT OF DESIGN REVIEW DISTRICT
- 8.256.020. ESTABLISHMENT OF DESIGN REVIEW COMMITTEE, DESIGN REVIEW
- 8.256.030. ADMINISTRATOR AND DESIGN REVIEW OFFICER
REQUIREMENT FOR DESIGN REVIEW AND APPROVAL
- 8.256.040. EXEMPTIONS
- 8.256.041. APPLICATIONS SUBJECT TO MINISTERIAL REVIEW
- 8.256.045. APPLICATIONS SUBJECT TO DISCRETIONARY REVIEW
- 8.256.050. ~~PRE-DESIGN CONFERENCE~~
- 8.256.060. ~~APPLICATION REQUIREMENTS~~
- 8.256.070. ~~ACTION ON APPLICATION FOR DESIGN REVIEW~~
- 8.256.080. ~~PUBLIC HEARING AND COMMENT~~
- 8.256.090. ~~NOTICE~~
- 8.256.100. ~~FINDINGS~~
- 8.256.110. ~~APPEALS~~
- 8.256.120. ~~AMENDMENT~~
- 8.256.130. ~~EXPIRATION~~
- 8.256.140. INSPECTION AND OCCUPANCY, AND MAINTENANCE
- 8.256.141. BUILDING HEIGHT MEASUREMENT IN URBAN MIDCOAST DR DISTRICTS
- 8.256.142. GENERAL PRINCIPLES GUIDING APPLICATION OF DESIGN STANDARDS
- 8.256.170. GENERAL DESIGN RECOMMENDATIONS
- 8.256.180. DESIGN REVIEW STANDARDS APPLICATION TABLE
- 8.256.150.. ~~STANDARDS FOR DESIGN IN EMERALD LAKE HILLS AND OAK KNOLL~~
- 8.256.160. ~~MANOR (AREAS ZONED RH/DR) AND DEVONSHIRE~~
~~STANDARDS FOR DESIGN IN PALOMAR PARK~~
- 8.256.170. ~~STANDARDS FOR DESIGN IN OTHER AREAS~~
- 8.256.190. STANDARDS FOR DESIGN IN PLANNED COLMA DISTRICT
- 8.256.200. STANDARDS FOR DESIGN FOR ONE-FAMILY AND TWO-FAMILY
RESIDENTIAL DEVELOPMENT IN THE MIDCOAST (EL GRANADA,
MIRAMAR, MOSS BEACH, MONTARA)
- 8.256.210. STANDARDS FOR THE PROTECTION OF TREES AND VEGETATION
- 8.256.220. DROUGHT
- 8.256.230.6 VIOLATIONS
- 565-23.
- 8.256.255. GLOSSARY

8.256.010. ESTABLISHMENT AND, PURPOSE, AND LEGISLATIVE INTENT OF DESIGN REVIEW DISTRICT.

- A. In any district which is combined with the "DR" District, the regulations of this Chapter shall apply, except as qualified by Section ~~6565.1.~~ 8.256.010.B.
- B. On parcels zoned Neighborhood Business District (C-1), Resource Management-Coastal Zone (RM-CZ), or Planned Agricultural District (PAD) located in the Midcoast LCP Update Project Area, as shown on the map that is a part of this Chapter, the regulations of this Chapter shall apply only to residential development. If any portion of a structure is used for residential purposes, the entire structure is subject to Design Review.
- C. In addition to the regulations set forth in Chapter ~~8.44427, Section 6550~~ et seq., proceedings ~~for the determination of an area for to~~ determine whether the application of these regulations should be extended to additional geographic areas may also be initiated by a petition of the majority of the property owners in a given area. Upon receipt of such a petition, the Planning Director of Planning and Building shall set a date of hearing thereof, and give a notice as set forth in ~~Section 6554~~ Chapter 8.444 of the San Mateo County Ordinance Code.
- D. In establishing the Design Review District, the Board of Supervisors hereby determines that:
1. Many communities, neighborhoods and areas in this County have ~~deteriorated through poor~~ benefitted from the consistent application of planning, ~~neglect of proper design standards, and which require~~ the erection of buildings and structures ~~that unrelate to the sites,~~ are compatible with the character of the neighborhood, and sensitive to the natural environment, especially in ~~older undeveloped or partially developed platted areas, existing and proposed communities, clustered developments and areas with unique environmental and/or resource value.~~
 2. These conditions promote disharmony, ~~reduce property values, and impair benefit the~~ public health, comfort, convenience, happiness and welfare.
 3. ~~The lack of appropriate guidelines and criteria for the design of new buildings and structures contributes to these conditions.~~
 4. It is necessary and desirable to ~~alleviate these conditions by providing~~ appropriate guidelines and criteria for the maintenance and enhancement of ~~property values,~~ the visual character of especially fragile communities, the natural environmental resources, and the public health, safety, comfort, convenience, happiness and welfare of the citizens of the County.
 5. The review procedures of this Chapter ~~will are intended to more~~

effectively preserve and enhance the property values, the visual character of especially ~~fragile-unique~~ communities, the natural environmental resources, and the public health, safety, comfort, convenience, happiness, and welfare of the citizens of the County.

E. The purposes of this Chapter are to:

1. ~~To recognize the interdependence of land values and aesthetics and to~~ Provide a method by which the County may encourage builders to develop land so that its value and attractiveness will endure.
2. ~~To e~~Encourage development of private property in harmony with the desired and established character of the community or area in conformance with an adopted set of community design principles as well as the County General Plan, the Local Coastal Program (where applicable), and other pPrecise pPlans.
3. ~~To e~~Encourage residential development that has individual character, while also ensuring that it is complementary with neighboring houses, the neighborhood character of each community, and the surrounding natural setting.
4. ~~To avoid and prevent community deterioration and to encourage the~~ pPreservation and enhancement of property values and the visual character of communities and natural resources.
5. ~~To~~ Improve the general standards of orderly and stable development in the County through review of the design of individual buildings, structures and their setting.
6. ~~To~~ Improve and augment the regulations now included in ordinances related to planning, building and health in order to promote development which is in the best interest to the public health, safety and welfare of the County.
7. ~~To e~~Establish standards and policies that will promote, preserve, and enhance building design, proper site development, and other environmental characteristics in designated communities and areas ~~where previous planning and zoning controls have been found inadequate for these purposes and the economic and physical stability is threatened by new development.~~
8. Establish clear and objective standards that are easy to understand and consistently implement and enforce.

It is not the purpose of this Chapter that regulation of design should be so rigidly interpreted that individual initiative is precluded in the design of any particular building or substantial additional expense is incurred. It is the intent of this Chapter that any regulation exercised shall be that necessary to achieve the

overall objectives of this Chapter.

~~F. Furthermore, it is the intent of this Board that, prior to the review of any application under the procedures set forth in this Chapter, a set of specific design review standards shall be developed for the communities in which the regulations of this Chapter apply. The design review standards shall be developed in accordance with procedures that will insure opportunity for the citizens of such communities to present their view. The design review standards so developed shall be incorporated as part of these regulations and shall be supplemental to the Community Design Manual approved and adopted by the Board of Supervisors as policy for the application of this Chapter.~~

F. The legislative intent of this Chapter is to:

1. Establish design standards that implement relevant policies of the County General Plan and the Local Coastal Program (LCP). The design standards are separate from, but intended to complement, other County ordinances including the Zoning Regulations.
2. Identify that it shall be the responsibility of the applicant and home designer to comply with both the Design Standards and the Zoning Regulations development standards (e.g., height limit, maximum floor area, setbacks and maximum parcel coverage). The emphasis for design review will be on a home's appearance, not on its actual size or height. As such, compliance with design standards will be achieved by requiring design techniques consistent with zoning development standards and, where applicable, LCP policies, that make homes appear smaller, lower or less massive compatible with the unique design characteristics of the community it is located within.
3. Address the relationship of Design Review Standards to other relevant County ordinances and regulations, which include, but are not limited to: (1) the Building Regulations, which establish construction requirements including structural, mechanical, electrical, and plumbing requirements; (2) Department of Public Works standards for driveways, curb cuts and other work in the public right-of-way; (3) the Protected Tree Ordinance, which establish criteria for tree removal; and (4) the Grading Ordinance, which establishes standards for conducting grading activity. Where conflicts exist between the provisions of this Chapter and the policies of the LCP, the policies of the LCP shall control.
4. Ensure that this Chapter will be enforced in a manner that is consistent with State law.

8.256.020. ESTABLISHMENT OF DESIGN REVIEW COMMITTEE, DESIGN REVIEW ADMINISTRATOR AND DESIGN REVIEW OFFICER.

- A. There is hereby established a Coastside Design Review Committee consisting of three members to be appointed by the Board of Supervisors.
1. Appointments shall be for three-year terms, except that the initial members shall be appointed to a one-year, a two-year and a three-year term so that subsequently one appointment shall expire each year. The Board of Supervisors may adjust the terms of any appointment to assure such overlap in terms occurs.
 2. Members shall be residents of San Mateo County. Two members shall be licensed architects or landscape architects. The third member shall be a resident of the unincorporated community in which the project being reviewed is located, ~~as listed in Section 6565.7.2. For communities where an advisory council has been established by the Board of Supervisors, the advisory council shall make a recommendation on resident third member candidates prior to appointment by the Board of Supervisors. The terms of the residents designated to serve on the Design Review Committee shall be three years.~~ If the member from the unincorporated community in which the project being reviewed is located is not available, the nearest residing member of the CDRC to the project location may act on the project.
 3. Two members present shall constitute a quorum and two votes shall be required for action.
 4. The Board of Supervisors will appoint alternates for each member with the same terms and qualifications.
 5. The Coastside Design Review Committee shall adopt rules for the conduct of its business and a conflict of interest code.
 6. Members shall be paid ~~\$10050.00~~ per meeting not to exceed ~~\$20050.00~~ per month.
- B. The Director of Planning and Building is the Design Review Administrator and may appoint in writing ~~an assistant(s)~~ to act as Design Review Officer(s), who may exercise all of the powers of the Design Review Administrator.

8.256.030. REQUIREMENT FOR DESIGN REVIEW AND APPROVAL. This Chapter shall apply in any district which is combined with the "DR" District, and shall apply to all new exterior alteration or construction ~~which requires a building permit, grading or land clearing that requires a grading permit, or tree cutting that requires a tree cutting permit, unless the activity is determined to be exempt in accordance with Section 6565.4 below.~~ All applicable activities shall be reviewed for conformance with this Chapter. No such applicable activity shall commence unless the design of the project has been approved.

8.256.040. EXEMPTIONS. The Design Review Administrator (DRA) may exempt activities which otherwise require a ministerial or discretionary design review process ~~from the requirements of~~ as allowed in this Chapter. ~~when s~~Such activities shall be

listed and described in exemption guidance prepared by, in the judgment of the DRA, Exempt projects shall be those that are determined to be minor in nature and will not have an adverse effect on compliance with design standards or guideline or zoning regulations applicable to the property or structure in question.

A. Over-the-Counter Exemptions: Such minor activities, as listed and described in exemption guidance prepared by the DRA, may be exempted by staff;

B. Formal Exemption: Projects exempt from Design Review subject to a formal exemption application process: All new construction that is 500 square feet or less and complies with setbacks, except that construction must be under 16 feet in height in the Midcoast, which are not eligible for an over-the-counter exemption.

C. Applications for a Formal Exemption

1. Applications for a formal exemption shall be filed in the manner prescribed by the DRA and shall be accompanied by a fee set by resolution of the Board of Supervisors.
2. A notice of pending application for formal exemption under this Section shall be on a form provided by the County and conspicuously posted by the applicant at eye level at the front of the property nearest the street. Public notice shall be provided at least ten calendar days prior to a decision on an exemption.
3. Such notices shall be on forms provided by the County.
4. The DRA shall consider any public comments received during the comment period prior to a decision on a formal exemption.
5. Exemptions shall be documented by the DRA, whose decision of exemptions shall be final.

8.256.041 APPLICATIONS SUBJECT TO MINISTERIAL REVIEW

A. Applicable Areas: Review for projects in the following areas shall be taken following a ministerial process:

1. Emerald Lake Hills and Oak Knoll Manor (areas zoned RH/DR only)
2. Palomar Park
3. Devonshire

B. Process:

1. No separate permit shall be required.
2. Applicant shall complete a Planning Permit Application form. If a building permit is required for the project, completion of the building permit application

form is sufficient.

3. The burden shall be on the property owner, project designer and permit applicant to demonstrate that the design of the project conforms to the standards and guidelines for design review applicable to the location of the project.
4. The applicant shall provide plans and specifications that accurately reflect the entire exterior appearance of the proposal and associated site work. The DRA may require additional information as determined to be necessary for evaluation of the development plans for compliance with applicable design standards.
5. The DRA's ministerial decision regarding compliance with design standards is not subject to public review and is not appealable.

8.256.045 APPLICATIONS SUBJECT TO DISCRETIONARY REVIEW
SECTION 6565.7. ACTION ON APPLICATION FOR DESIGN REVIEW PERMIT.

A. Applicable Areas: Action on an application for a Design Review Permit for projects in the following areas shall be discretionary and by the specified decision maker:

1. Review or action on an application for a Design Review Permit shall be taken by the Coastside Design Review Committee, following the discretionary procedure outlined in this Section, for projects located in the Midcoast on parcels in the Midcoast LCP Update Project Area. This section applies to (residential development only), i.e., single-family or multiple-family residential construction, including residential/commercial mixed-use development) on parcels in the Midcoast LCP Update Project Area, as shown on the map that is part of this Chapter.

In all other areas within the Design Review District in the Coastal Zone, and for projects with no residential component in the Midcoast LCP Update Project Area, discretionary review or action on an application for a Design Review permit shall be taken by the Design Review Administrator.

2. When the project in question requires another permit or approval, such as (but not limited to) a use permit, variance or subdivision, to be acted upon by the Director of Planning and Building, Zoning Hearing Officer, Planning Commission or Board of Supervisors, then the action of the Coastside Design Review Committee or Design Review Administrator shall be in the form of a recommendation to the decision-maker on the other permit(s), who shall act upon the application for design review only after receiving and considering such recommendation. In such cases, the decision-maker may refer any revisions to the design of the project back to the Coastside Design Review Committee or Design Review Administrator for further recommendation prior to taking action on the project.

3. The Coastside Design Review Committee or Design Review Administrator may refer any matter directly to the Planning Commission when, in their opinion, such action will be in the public interest.

~~Action on an application for Design Review shall be to: (a) approve the application and plans as submitted, (b) approve them with modifications,, or (c) disapprove the application and plans.~~

B. Pre-Design Conference. Prior to beginning design of a project in the Design Review District subject to Section 8.256.045 and submitting an application for Design Review, the project ~~designer and owner, or their designer or other designee,~~ shall request and shall participate in a pre-design conference with the Design Review Administrator. During the pre-design conference, ~~the Design Review Administrator staff shall provide the designer and owner with written copies of the~~ identify zoning regulations and design review standards and guidelines applicable to the property and project in question, shall review the applicable design review process, same with the designer and owner and shall answer any associated questions concerning appropriate design of the project. The intent of the pre-design conference is to assure that the designer and owner are aware of the design standards and ~~expectations of the County requirements and processes~~ prior to commencing design of a projectsubmittal of a permit application.

C. Application Requirements. Applications for a Design Review Permit shall be submitted on forms supplied as specified by the Design Review Administrator who shall prescribe the format and scope of all applications and establish filing deadlines subject to any provisions of State law or County ordinances or policies.

The application for a Design Review Permit shall contain or be accompanied by materials as listed and specified in an application submittal checklist as supplied by the Design Review Administrator, including but not limited to the following information :- ~~(Plans and specifications submitted with an application for design review shall accurately reflect the entire exterior appearance of the proposal and associated site work, but should be preliminary rather than construction drawings, as they may be subject to revision in whole or in part during the design review process.)~~

1. ~~Location map showing the building site, adjacent lots and streets. Indicate if adjacent lots are developed or vacant.~~

B.2. Site plan, at a minimum scale of 1 inch = 20 feet, clearly showing:

1. ~~Property lines.~~
2. ~~Size of parcel.~~
3. ~~Existing and proposed ground contours.~~
4. ~~All existing trees and those to be removed and their size.~~
5. ~~Easements and utility lines.~~
6. ~~Percentage of lot coverage.~~

- ~~7. Dimensions of setbacks.~~
- ~~8. All existing and proposed improvements, including buildings, structures, decks, paving, fences, signs, etc.~~
- ~~9. Where applicable, proposed septic leach field lines.~~

~~C.3. Building elevations, including color of materials or finish, at a minimum scale of 1/4 inch = 1 foot, clearly showing:~~

- ~~10. All exterior walls.~~
 - ~~11. Natural grade in relation to all exterior walls.~~
 - ~~12. Building heights of all elevations.~~
 - ~~13. Roof equipment, trash enclosures, fences, signs, exterior lights, and other structures or fixtures.~~
 - ~~14. Type of roof and exterior materials to be used.~~
 - ~~15. Color of materials or finish.~~
- ~~a. Floor Plans~~
 - ~~b. Roof Plan~~
 - ~~c. Tree Plan showing proposed tree removals and required replacement trees.~~
 - ~~d. A stamped boundary survey as required by County policy~~
 - ~~e. Exterior Lighting~~
 - ~~f. Landscape plans for new homes (not ADUs). All submitted landscape plans shall follow minimum standards set by the Planning Director available at the offices of the San Mateo County Planning Division.~~
 - ~~g. Project data table showing calculations necessary to demonstrate compliance with applicable development standards of the applicable zoning district.~~
 - ~~h. A written explanation of how and why the design of the project conforms to the standards and guidelines for design review applicable to the location of the project.~~
 - ~~i. Floor area ratio as specified in the Residential Hillside (RH) zoning~~

district regulations (Emerald Lake Hills and Oak Knoll Manor only).

- j. ~~Building floor area as specified in the S-70, S-90, and S-100 zoning district regulations (Palomar Park and Devonshire).~~

- h. Plans showing All-proposed grading (cut and fill) and the total amount of grading in cubic yards. (Emerald Lake Hills and Oak Knoll Manor only). Any additional information as determined by the Design Review Administrator necessary for evaluation of the development plans.

- i. Demonstration of Scale (Applications subject to Section 8.256.045 (Discretionary Review) for consideration by the Coastside Design Review Committee)
 - 1. Applicant shall visually demonstrate project scale using story poles at the project site.
 - 2. For smaller scale projects, as defined below, alternative methods to demonstrate scale (such as digital imaging simulations, virtual or augmented reality simulations, and/or other visual techniques) may be used. Small scale projects include:
 - a. New buildings and additions that are 800 sq. ft. or less in size, which meet criteria below:
 - i. Meets setback requirements;
 - ii. Less than 16 feet in height; or Ground-floor additions; or Second or third-story additions that do not alter the roofline of an existing structure;
 - b. Projects that are not visible from public streets or neighboring residences within 50 feet, based on staff determination.
 - 3. Story poles shall be constructed according to the following specifications:
 - a. Story poles shall be placed at all outside building corners and along the highest roof ridgeline. The elevation of the lowest finished floor and highest ridge shall be visibly marked on the pole. In order to identify the building envelope and the ridgeline, netting shall 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 netting used shall be orange snow fencing material, or comparable netting, measuring at least 24 inches in width.
 - b. The story pole material shall be constructed of 2"x4" lumber or other sturdy material and should be properly braced and supported to protect the health, safety, and general welfare of the public. Story poles shall be independently supported, whenever possible.

- c. The applicant shall affix a tape measure to the vertical pole supporting the highest point of the project. The tape measure shall be installed upside down so that the maximum height of the project is displayed at the bottom of the pole. Story poles shall not require survey or certification.
- 4. The applicant is not required to modify story poles to reflect changes to the design of the project as a result of the CDRC public hearing(s).
- 5. Story poles shall remain in place for at least one CDRC hearing and may be removed prior to a decision on the project. Prior to removal of the story poles, the applicant shall take photos of all sides of the story poles and shall send photos to the DRO and project planner. Story poles shall be removed no later than seven days following a CDRC decision or recommendation on the application.
- j. Fees as set by resolution of the Board of Supervisors.

The Design Review Administrator may require additional information as necessary for evaluation of the development plans.

8.256.070. ACTION ON APPLICATION FOR DESIGN REVIEW.

- A. ~~Review or action on an application for Design Review shall be taken by the Design Review Committee for projects located in the following communities:~~
 - a. ~~Emerald Lake Hills and Oak Knoll Manor (areas zoned RH/DR only).~~
 - b. ~~Palomar Park.~~
 - c. ~~Devonshire.~~
 - d. ~~Midcoast (residential development only), i.e., single-family or multiple-family residential construction, including residential/commercial mixed-use development on parcels in the Midcoast LCP Update Project Area, as shown on the map that is part of this Chapter.~~

~~In all other areas within the Design Review District, review or action shall be by the Design Review Administrator.~~

- B. ~~When the project in question requires another permit or approval, such as (but not limited to) a use permit, variance or subdivision, to be acted upon by the Zoning Hearing Officer, Planning Commission or Board of Supervisors, then the action of the Design Review Committee or Design Review Administrator shall be in the form of a recommendation to the decision-maker on the other permit(s), who shall act upon the application for design review only after receiving and considering such recommendation. In such cases, the decision-maker may refer any revisions to the design of the project back to~~

~~the Design Review Committee or Design Review Administrator for further recommendation prior to taking action on the project.~~

~~C. The Design Review Committee or Design Review Administrator may refer any matter directly to the Planning Commission when, in their opinion, such action will be in the public interest.~~

~~D. Action on an application for Design Review shall be to: (a) approve the application and plans as submitted, (b) approve them with modifications, or (c) disapprove the application and plans.~~

D. Public Hearing and Comment.

~~When action or recommendation on an application for Design Review is to be by the Design Review Committee~~

1. Applicants shall complete the demonstration of scale requirements and post the required notice at least 10 calendar days prior to the scheduled Coastside Design Review Committee hearing date, unless the Coastside Design Review Committee finds a shorter duration is acceptable.
2. ~~–t~~ The Coastside Design Review Committee shall first hold a public hearing to receive comments on the project. Such hearings shall be sufficiently structured to assure that the comments of any interested person are considered and recorded prior to action, but shall be conducted in a manner which encourages the free and informal exchange of ideas between the owner, project designer, and the Coastside Design Review Committee.
3. ~~When action or recommendation is to be by the Design Review Administrator, the Administrator shall consider any comments received from any interested party prior to action and shall consult with the project designer or owner prior to taking any action or making any recommendation other than approval as submitted.~~

8.256.090. E. Notice.

1. Public notice of each application for Design Review shall be provided at least 10 calendar days prior to any of the following:
 - a. Public hearing and action by the Coastside Design Review Committee on a Design Review Permit application.
 - b. Public hearing and recommendation by the Coastside Design Review Committee to another decision-maker on a Design Review Permit application.
 - c. Action by the Design Review Administrator on a Design Review Permit application.

2. Notice ~~required by Section 8.256.090.A6565.8.1, above,~~ shall be provided by written mailed notice to:
 - a. The owner of the property which is the subject of the application.
 - ~~b. The project applicant as listed on the application. The project designer as listed on the application.~~
 - c. All owners of property, as shown on the last equalized assessment roll, within ~~three hundred (300) feet~~ (or the notification area required for any other permit required for the project, whichever is greater) of the exterior limits of the subject property and any adjoining property owned by the same owner for which the application is proposed.
- ~~1. Any person who has requested notice of all Design Review applications within that community within the preceding year.~~
3. A notice of a pending application for building or grading permits for which require design review under this Chapter and tree cutting permits shall be conspicuously posted at eye level at the front of the property nearest the street in a manner outlined in paragraph 1, above of this section. Such notices shall be on forms provided by the County. Public notice shall be provided at least 10 calendar days prior to a decision.
4. Written notice of the findings and the decision on an application for Design Review shall be mailed to the applicant by first-class mail at the address set forth in the application and to any other person who has filed a written request therefore with the Design Review Administrator.

8.256.100. F. Findings and Decision.

1. The burden shall be on the property owner, project designer and permit applicant to demonstrate that the design of the project conforms to the standards and guidelines for design review applicable to the location of the project.
2. Action on an application for Design Review shall be to: (a) approve the application and plans as submitted, (b) approve them with modifications, (c) continue review of the application to allow the applicant to address concerns, as specified by the Coastside Design Review Committee at a hearing pursuant to Section 8.256.045.D, or (c) disapprove the application and plans.
3. In acting on an application for Design Review, the Coastside Design Review Committee, the Design Review Administrator or other decision-maker on the application shall make written findings stating how and why the project does or does not conform to the standards and guidelines for design review applicable to the location of the project.
4. In making such findings, the decision-maker shall apply the following principles:

- a. Regulation of design should not be so rigidly enforced that individual initiative is precluded in the design of any particular building or substantial additional expense incurred. The regulation exercised should be that necessary to achieve the overall objectives as set forth in Section 8.256.0106565.1.4.
- b. Appropriate design is based upon the suitability of a building for its purposes, upon the appropriate use of sound materials and upon the principles of harmony and proportion in the elements of the building.
- c. Appropriate design is not based on economic factors alone.

8.256.110. G. Appeals.

1. ~~Discretionary D~~decisions on Design Review, made by the Coastside Design Review Committee, the Design Review Administrator or the Zoning Hearing Officer may be appealed to the Planning Commission within ~~ten (10)~~ working days only by aggrieved persons. Notice of the public hearing shall be provided as specified in Section 8.256.045.D6565.9. The Planning Commission shall review and consider points of appeal for each Design Review application. The decision of the Planning Commission may be appealed to the Board of Supervisors following the same procedures as for appeals to the Planning Commission.
2. For purposes of this section, "aggrieved person" means any person who, in person or through a representative, appeared at a public hearing or by other appropriate means prior to action on an application for Design Review informed the County of ~~his or her~~ their concerns about an application for such permit or who for good cause was unable to do either, and who objects to the action taken on such permit and wishes to appeal such action to a higher authority.

8.256.120. H. Amendment.

1. Subsequent to the ~~granting completion of a D~~design Review approval pursuant to ~~this Chapter~~ Sections 8.256.041 and 8.256.045, the Design Review Administrator may approve amendments to the approved plans which, in the judgment of the Design Review Administrator, are minor in nature, without the public notice, hearing or appeal otherwise required or authorized by this Chapter. Such approval shall be in writing. Other amendments shall be processed as for new applications.
2. Minor amendments may include, but are not limited to: interior modifications; relocations of doors and windows; adjustments in roof pitch or design; minor relocations of walls, fences or signs; and other adjustments in design, all only to the extent that they will not, in the judgment of the Design Review Administrator, have an adverse effect on compliance with design standards or guidelines or zoning regulations applicable to the project.

8.256.130. I. Expiration.

1. Design approvals granted pursuant to Section 8.256.045 ~~this Chapter~~ shall expire five ~~(5)~~ years from the date of the final approval of a Design Review Permit if all other permits required for the project have not been obtained and construction begun.
2. Upon written request of the property owner, and for good cause, the Design Review Administrator may extend the expiration date ~~period~~ for design approvals one year at a time.

J. Exceptions.

1. Minor Exceptions:

For discretionary permits, the Coastside Design Review Committee may approve a minor design exception from the standards in Section 8.256.180 upon finding that an application is in substantial conformance with the design review standards.

For ministerial design approvals, a minor design exception from the standards in Sections 8.256.180 may be granted by the DRA upon making the following findings:

That the exception 1) is necessary for compliance with the site planning and design requirements; 2) will not jeopardize public safety; 3) is in substantial conformance with the design review standards; 4) will be compatible with the neighborhood surrounding the parcel, and 5) will not be detrimental to the public welfare.

The DRA may require modifications to the proposal, including design, location, materials, colors, and landscaping requirements. The DRA's decision on an exception authorized by this Section shall not require a public hearing. The DRA's decision may be appealed to the Planning Commission, as specified in Section 8.256.045.

2. Major Exceptions: The Planning Commission, at a public hearing, may grant a use permit to grant an exception from any provision in this Chapter which is not a minor design exception, subject to the findings listed in Section 8.256.045.J.1.

8.256.140. INSPECTION, AND OCCUPANCY, AND MAINTENANCE. Before a certificate of occupancy, building permit final approval, or final approval is issued, the completed building project must be inspected for compliance with the approved plans decision on the Design Review application. Building design (including size, shape, height) shall be maintained as approved. Approved landscaping shall be maintained in healthy condition for the life of the project. Trees and plants that have died shall be replaced.

8.256.141. BUILDING HEIGHT MEASUREMENT IN URBAN MIDCOAST DR DISTRICTS

In urban areas of the Midcoast subject to Design Review, building height shall be measured as the vertical distance from any point on the natural or existing grade to the topmost point of the building immediately above.

8.256.142. GENERAL PRINCIPLES GUIDING APPLICATION OF DESIGN STANDARDS

8.256.142. GENERAL PRINCIPLES GUIDING APPLICATION OF DESIGN STANDARDS SECTION 6565.20. STANDARDS FOR DESIGN FOR ONE-FAMILY AND TWO-FAMILY RESIDENTIAL DEVELOPMENT IN THE MIDCOAST (EL GRANADA, MIRAMAR, MOSS BEACH, MONTARA).

A. BACKGROUND

1. Application

~~The following design standards shall apply to all one-family (single-family) and two-family (duplex) development in all areas zoned "Design Review" (DR) within the urban Midcoast (El Granada, Miramar, Moss Beach, and Montara). Where used in this document, the terms "house," "home" and "single-family" shall also refer to two-family or duplex residential development.~~

This section is intended to provide a detailed discussion of principles for applying applicable standards for a project as outlined in this Chapter, where not all principles are applicable to development in all design review areas.

Where used in this document, the terms "house," "home" and "single-family" shall also refer to two-family or duplex residential development.

2. Setting

~~The Midcoast has a unique character that makes it a desirable place to live. Although it is only a few miles from the more heavily urbanized Bayside, the Midcoast has a coastal, semi-rural, small town, diverse character that residents value and want to preserve. It is a collection of five distinct communities (Montara, Moss Beach, El Granada, Princeton and Miramar), each with individual neighborhoods differing in architecture, size, scale and character. The individuality of each community is vital to the overall character of the Midcoast. Residents and visitors alike also enjoy the area's many natural amenities, including the beaches and bluffs, creeks and streams, hillsides and mountains.~~

3. Purpose/Legislative Intent

The purposes of the Design Review Districts Chapter (Chapter 28.1) are contained in Section 6565.1.D. Consistent with Section 6565.1.D, the purpose of the Midcoast design standards is to encourage new single-family homes and additions that have their own individual character, while ensuring that they are complementary with neighboring houses, the neighborhood character of each Midcoast community, and the surrounding natural setting.

The ~~Midcoast~~ design standards are intended for use by homeowners, builders, architects and designers, by neighbors, and by community groups in their consideration of new single-family homes and additions to existing homes. The Design Review Administrator, the Coastside Design Review Committee, the Planning Commission and the Board of Supervisors will also use these standards in their review of projects, as set forth in this ChapterSection 6565.7.

~~Each design topic in Sections 6565.20(C) through (G) is divided into two sections: (a) a discussion with illustrations section, and (b) a design standards section. The discussion and illustrations provided here are section is intended to explain the reasons for the standards and to provide further clarification of the standards' objectives. Illustrations represent examples of how standards may be applied to a design style and are not intended to restrict the range of potential design styles. The design standards section states the regulatory standards. Only the design standards section has the force of law and constitutes the regulatory criteria by which project will be reviewed.~~

~~Consistent with Section 6565.1.0, the design standards are not intended to preclude individual initiative in the design of any particular project, nor to require that substantial additional expense be incurred. There are a variety of creative ways in which a dwelling can be designed to comply with the standards, but still retain its own individual identity. By thoughtful application of the standards and balancing of the design objectives embodied in the standards, an architect or designer can achieve compliance with these design standards and reduce a project's potential to cause conflict, avoiding costly delays caused by subsequent project revisions.~~

When the term "to the extent feasible" is used, it shall mean that if a house building can be designed to comply with that standard, without conflicting with other applicable design and zoning requirements, the house building shall comply with the standard. If a building cannot be designed to comply with the standard, it shall be designed to substantially comply.

4. Relationship to Other County Regulations

In the Midcoast LCP Land Use Area, the design standards are intended to implement the County General Plan and the Local Coastal Program (LCP). The design standards are separate from, but intended to complement, other required County ordinances including the Zoning Regulations which establish development standards for single family and two family residential development.

Consistent with Section 6565.10, it shall be the responsibility of the applicant and home designer to comply with both the Design Standards and

the Zoning Regulations development standards (e.g., height limit, maximum floor area, setbacks and maximum parcel coverage). The emphasis for design review will be on a home's appearance, not on its actual size or height. As such, compliance with design standards will be achieved by requiring design techniques consistent with zoning development standards and, where applicable, LCP policies, that make homes appear smaller, lower or less massive; house size or height reductions will not be required unless otherwise required by LCP policies.

Other relevant County ordinances include, but are not limited to: (1) the Building Regulations, which establish construction requirements including structural, mechanical, electrical, and plumbing requirements; (2) Department of Public Works standards for driveways, curb cuts and other work in the public right-of-way; (3) the Heritage and Significant Protected Tree Ordinance, which establish criteria for tree removal; and (4) the Grading Ordinance, which establishes standards for conducting grading activity.

Where conflicts exist between the provisions of this section and the policies of the LCP, the policies of the LCP shall control.

SECTION 6565.20(B). N-B. NEIGHBORHOOD DEFINITION AND NEIGHBORHOOD CHARACTER

1. Neighborhood Definition



Figure 1 - Neighborhood

Definition: A neighborhood is defined as the area within 300 feet of an existing or proposed house. Certain factors may be present which would further define or alter the limit of a neighborhood, making it larger or smaller, including, but not limited to, the following:

- a. Significant changes in topography;
- b. Changes in land use such as from residential to commercial;
- c. Proximity to designated open space or urban/rural boundary;
- d. Changes in the land subdivision pattern;
- e. A wide street or natural feature such as a riparian corridor;
- f. Noticeable changes in building type, such as from one-story to two-story homes;
- g. Visibility from off-site vantage points in the vicinity of the project.

2. Neighborhood Context

Discussion: What is a neighborhood? One of the first steps in designing a new home or an addition to an existing home is to understand the neighborhood in which the home is located. A neighborhood generally has two components: (1) the immediate context, or how a house relates to adjacent houses and natural features, and (2) the neighborhood context, or how a house relates to the visual character and scale of other houses and natural features in the vicinity.

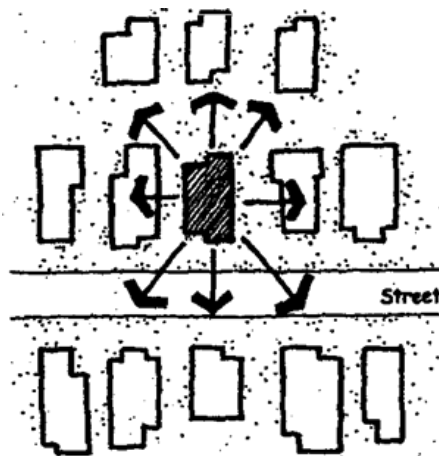


Figure 2 - Neighborhood Context

Neighborhood Limits

Discussion: The process of defining a neighborhood begins by defining the immediate area surrounding a house as within 300 feet. Then, other factors may be considered that would further influence the limit of a neighborhood, making it larger or smaller, such as noticeable changes in topography, or proximity to open space or the urban/rural boundary.

Definition: A neighborhood is defined as the area within 300 feet of an existing or proposed house. Certain factors may be present which would further define or alter the limit of a neighborhood, making it larger or smaller, including, but not limited to, the following:

1. Significant changes in topography;
2. Changes in land use such as from residential to commercial;
3. Proximity to designated open space or urban/rural boundary;
4. Changes in the land subdivision pattern;
5. A wide street or natural feature such as a riparian corridor;
6. Noticeable changes in building type, such as from one-story to two-story homes;
7. Visibility from off-site vantage points in the vicinity of the project.

3. Neighborhood Character

Discussion: What is neighborhood character? Neighborhood character is the combination of qualities or features within a neighborhood that distinguishes it from another neighborhood. For the purposes of these design standards, the key qualities or features of single-family residential neighborhoods include the appearance of the homes (e.g., architectural style and elements), the collective appearance of the homes (e.g., pattern, scale, size), and the appearance of natural features (e.g., natural vegetation, landforms).

How does a house contribute to the visual character of a neighborhood? The architectural elements of a house such as its shape, the arrangement of its doors and windows, its roof style, and its architectural style all contribute to the appearance of the house, which in turn contributes to the collective appearance or character of the neighborhood. Some of the most common architectural elements that contribute to the character of an individual house and the collective character of the neighborhood are listed below:

- a. How houses are sited on their lots;
- b. How houses blend with surrounding scenic and natural environments;
- c. Architectural style, including how house styles compare, contrast or complement each other;

- d. Scale, or the appearance or proportion of a house relative to others, including the number of stories;
- e. Arrangement/placement/massing of major building forms;
- f. Parking and garage patterns;
- g. Location of entries;
- h. Roof forms;
- i. Exterior materials and colors;
- j. Window type and placement;
- k. Landscaping;
- l. Older buildings or features having historic character.

~~Definition: Neighborhood character is defined as the combination of qualities or features within a neighborhood that distinguishes it from another neighborhood. The key qualities or features of single-family residential neighborhoods include the appearance of the homes (e.g., architectural style and elements), the collective appearance of the homes (e.g., pattern, scale, size) and the appearance of natural features (e.g., natural vegetation, landforms).~~

SECTION 6565.20(C). C. SITE PLANNING AND STRUCTURE PLACEMENT.

One of the key elements that define the visual character of an individual house and the neighborhood is how it is located or placed on its site. A single building out of context with its site or neighboring houses can appear disruptive.

1. Integrate Structures with the Natural Setting

New houses, additions and accessory structures should be located, designed and constructed to retain and blend with the natural vegetation and natural landforms of the site, and should be complementary to adjacent neighborhood structures.

a. Trees and Vegetation

Discussion: When siting a new home or an addition on a parcel, the goal should be to disturb as little vegetation as possible, with priority placed on retaining healthy, native species and those trees that are ~~heritage or significant~~ protected trees by definition. Fire prevention

measures, such as defensible space requirements, should also be considered. Refer to County fire hazard prevention requirements.

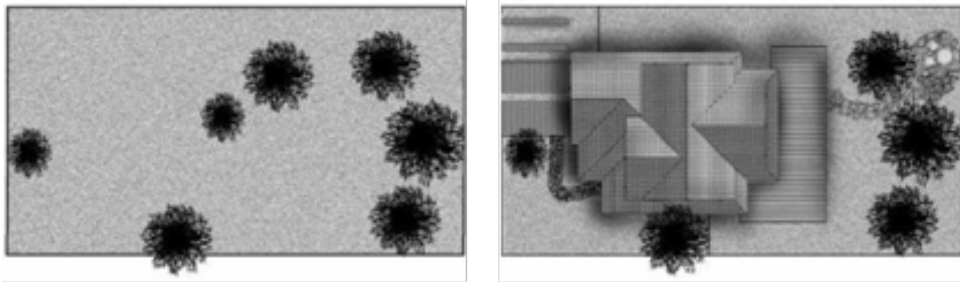


Figure 3 - On left: Undeveloped site; On right: Sensitive site development to retain vegetation and other natural features

b. Grading

Discussion: As defined in the County Grading Ordinance, grading is any excavating, filling, or placement of earth materials or a combination of these activities. Excavation (or cutting) is the mechanical removal of earth material, while filling is the deposit of earth or waste material placed by artificial means. The following design standards are intended to regulate the aesthetic aspects of grading; the technical aspects of grading are regulated by the County Grading Ordinance. In the interest of retaining as much of the natural character of the site as possible, an effort should be made to place structures so that grading activity and the area disturbed by grading is limited; however, on sloping sites and where a basement is proposed, it is recognized that a certain amount of excavation may be necessary so that the end result is a house that blends into the site.

Do This



Not This



Figure 4 – On left: Structure is designed to blend with the natural contours and feature on the site. Only grading necessary for construction was used. On right: Structure is not suited to the terrain. Extensive grading was used to create building pad, and to terrace site beyond the immediate vicinity of the structure.

c. Streams and Other Drainage Features

Discussion: ~~The~~ Some areas of the Midcoast communities are crossed by a number of streams. In the Midcoast, as well as in Emerald Lake Hills, Devonshire, and Palomar Park ~~addition~~, many less developed drainage features including swales, gullies and ditches cross the area. In the Coastal Zone, if there is a stream or other drainage feature on or adjacent to your property, you should consult the Local Coastal Program Sensitive Habitats Component for policies related to sensitive habitats, riparian corridors and wetlands to determine if these policies apply.

All streams and natural drainage features should be avoided when deciding where structures should be placed to protect them from erosion, siltation and polluted runoff. Man-made drainage features may be covered or relocated in order to conform with the design standards of this section, provided that: (1) sensitive habitats are not disturbed and (2) alterations are done pursuant to a drainage plan prepared by a registered civil engineer and reviewed and approved by the Planning and Building Division.

Builders should also take advantage of the opportunity to improve local storm drainage systems and protect streams and drainage features from erosion, siltation, and polluted runoff by improving water retention and movement on site, prohibiting runoff onto neighboring properties, and preventing overloading of local stormwater systems. Please refer to Chapter 8.256.180(Section 6565.20(E)) for guidelines regarding landscaping and paved areas that should be used to enhance project appearance and stormwater pollution control. Please also refer to the County's Drainage Manual for specific requirements. ~~Stormwater Pollution Prevention program publications, available at the Planning Counter, for further information and innovative ideas on this topic.~~

Do This



Not This



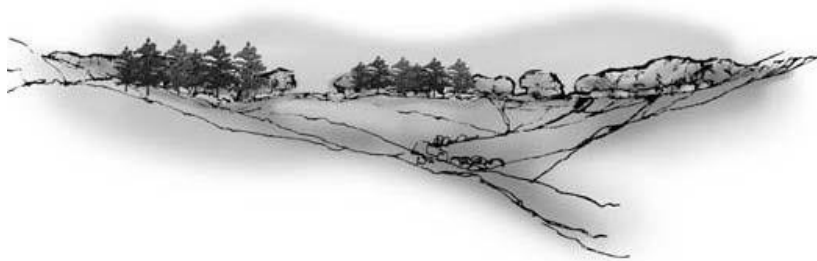
Figure 5 – On left: Structure is setback to avoid alteration of natural drainage feature. On right: Structure is too close to natural drainage feature.

d. Ridgelines, Skylines and View Corridors

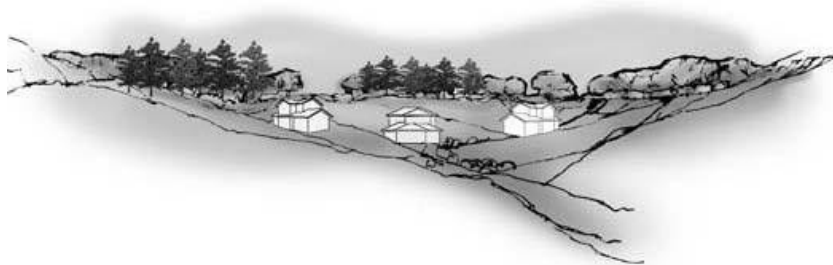
Discussion: The varied terrain of the Midcoast of hillside design review communities offers scenic views of both the ocean, in the case of the Midcoast, and the hills, that should be protected.

The County's General Plan and the LCP Visual Resources Component contains policies protecting ridgelines and skylines. As defined by LCP Policy 8.7, Ridgelines are the tops of hills or hillocks normally viewed against a background of other hills. A skyline is the line where sky and land masses meet. The Cabrillo Highway Scenic Corridor offers perhaps the most significant public views in the Midcoast; however, other public views should be considered as well. Both private and public views should be considered. A public view is a range of vision from a public road or other public facility, such as the significant public views in the Midcoast from the Cabrillo Highway Scenic Corridor (see Planning GIS Map). It is important to note that, for areas in the Coastal Zone, the LCP may require the maximum building height for structures located on a ridgeline or skyline to be lower than the maximum allowed by the Zoning Regulations.

Existing



Do This



Not This



Figure 6 - In middle: Structures blend with existing landforms and vegetation. On bottom: Ridgeline silhouette has been destroyed through the removal of vegetative masses and natural landforms.

e. Relationship to Open Spaces

Discussion: In some areas of Montara in the Midcoast, the neighborhood's proximity to designated open space is one of the factors which defines the neighborhood character, and special attention should be paid to those transition or buffer areas where residential and open space land uses meet.

2. Complement Other Structures in the Neighborhood

Most home building ~~in the Midcoast~~ takes place on "infill" lots - vacant parcels next to developed lots with existing homes. As such, careful attention must be paid to the placement, orientation and design of new homes and additions to ensure that they are complementary to other homes in the neighborhood.

a. Privacy

Discussion: Privacy is one of the keys to a property owner's enjoyment of their property and their quality of life. The placement of a new home or an addition, and/or the location of windows on a new home or an addition, can have a significant impact on privacy, both for the neighbors and for the occupants of the new home. Decks and balconies can provide outdoor living space and add architectural interest to a home. However, they must be carefully designed to avoid substantially affecting neighbors' privacy. It is particularly important to consider the impact the placement of a new structure ~~and/or~~, exterior lighting, and/or outdoor deck and patio areas may have on privacy when setbacks are the minimum allowed by the Zoning Regulations. This may involve modifying a proposed floor plan or proposing other architectural solutions or landscaping to enhance privacy. To reduce the potential for future privacy conflicts, a project designer should also consider the probable location and intensity of

development that is likely to occur on parcels in the vicinity of the proposed project.

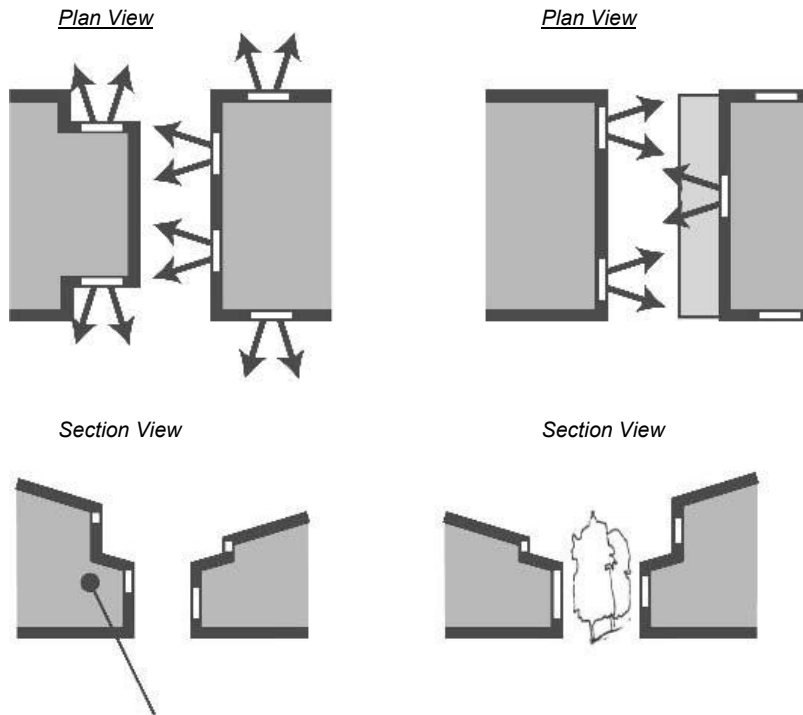


Figure 7 - On top: Windows are arranged and offset from neighbors to maximize privacy. On bottom: High windows and clerestory windows allow light inside with minimal privacy impacts. Landscaping or obscure glass can also reduce privacy impacts. Note: When using landscaping to create privacy also consider the potential view impacts that could occur from mature trees.

b. Views

Discussion: Homes in the hillside areas of the Midcoast enjoy a variety of views. Some are views of the ocean, others are of the hills, and others are vistas through the neighborhood. Views add value and enjoyment to a property; however, private views are not protected by existing regulations. Due to the configuration and size of some parcels and their topography, there may be no way to build without affecting someone else's view. However, when designing a new home or an addition, an effort should be made to minimize the effect on views from neighboring houses. Possible methods to minimize view block- age include: locating living space where it would have less view impact, increasing the setback of second stories, lowering roof plate heights, and choosing roof forms that minimize mass. To reduce the potential for future view

conflicts, a project designer is encouraged to also consider the probable location and intensity of development that is likely to occur on parcels in the vicinity of the proposed project.

Do this



Not This

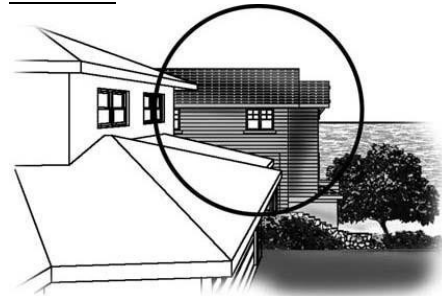


Figure 8 – on left: second story stepped back from the front and sides minimizes view blockage from neighboring homes. On right: a More massive second-story creates greater view blockage.

SECTION 6565.20(D). E-D. ELEMENTS OF DESIGN.

One of the greatest challenges of residential construction in the ~~Midcoast~~ is the building of a contemporary home that is compatible with surrounding, older homes of varying styles built during previous eras when the construction of smaller homes, and sometimes homes of lower quality, was more typical. The architectural elements of a house can affect its apparent mass, architectural character, and the visual quality of the neighborhood. Every effort should be made, by following these guidelines, to place new structures so that they blend with those existing nearby and to achieve a higher quality of design and construction.

Elements of design explored further in this section include: (1) building mass, shape, and scale; (2) architectural styles and facades; (3) roof design; and (4) exterior materials and colors.

1. **Building Mass, Shape and Scale**

The apparent mass of a building is determined by the actual size of the building, and whether or not the building shapes and facades are simple or broken into more varied forms. With regard to actual size, new homes and additions must meet the building floor area standard set by the Zoning Regulations. However, even a home that complies with this standard may appear massive or bulky, if the building shape and/or facade is too simple. Simple forms ~~often~~ may appear more massive and larger, while houses with more variety in their forms could appear less massive and often more interesting. Simple forms may be appropriate in a modernist architectural design. Likewise, long, blank walls may appear more massive than walls with spaces and corners that create shadows and architectural interest. Finally, a house should appear to be proportional, or in “scale,” with other buildings in the neighborhood. The following standards encourage building designs

that reduce apparent mass and increase compatibility with the neighborhood.

a. Relationship to Existing Topography

Discussion: Many existing lots in the Midcoast are on steep slopes, and in many cases, the topography of a site is its key natural characteristic. New homes and major additions should be designed so that the structure will follow the existing contours of the land. A building's appearance of bulk can be reduced by shaping the building forms so that they harmonize rather than contrast with the existing topography.

While projects proposing the use of either manufactured homes or stock building plans are not prohibited, such projects may encounter difficulty in conforming to the existing topography and to other design standards.

~~Applicants for such projects should be prepared to the standards of this section.~~

Do this



Not This



Figure 9 - Building forms step down with the existing grade and there is no unused under-floor space

b. Neighborhood Scale

Discussion: "Scale" refers to a relative level or degree, or a proportion or relationship between two things. Neighborhood scale refers to the appearance of a home in relation to other homes in the neighborhood; is it properly related in size, height or other characteristics (shape, level of detail or articulation, etc.) to other homes in the neighborhood? Or is it out of proportion to other homes? As mentioned previously, whether or not a house appears proportional to adjacent homes is determined by the size and height of the house and whether or not the building shapes and facades are simple or broken into more varied forms. For example, large homes generally look less massive if they have more varied, rather than simple building forms. As such, even homes of different sizes can be in scale with one another if they share other architectural characteristics including building shape, simplicity or complexity of building form, and architectural styles and details. Where adjacent homes are not built to conform to these design standards

(e.g., they have little articulation and appear out of proportion, boxy or massive), project designers are encouraged to avoid repeating such mistakes in an effort to be in scale with the neighborhood.

Do This



Not This

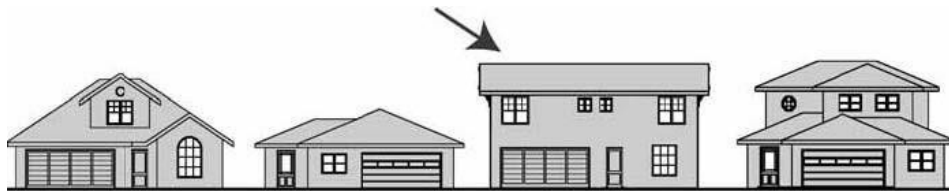


Figure 10 - On top: This house appears out of scale because its form is too simple. On bottom: The revised design become compatible with its neighbors by stepping back the second story and providing variation in the roof and building forms.

c. **Second Stories**

Most homes built today are two-story homes, and a common way to increase the size of existing homes is to add a second story. This presents a challenge, when the parcel being built on is surrounded primarily by one- story homes, or where a new two-story home or second-story addition has the potential to impact the privacy and views of existing homes. The following sections describe how two-story homes and second-story additions can be designed to be compatible with, and have minimal impact on, existing homes.

(1) **Second-Story Location**

Discussion: Since a second-story over a portion of a house will visually emphasize that area of the home, placing the second-story over just one portion of the home can make it appear unbalanced. Placing the second story over the entire first story can make the home appear boxy. Locating the second story toward the center of the first story and away from property lines results in a more balanced, less boxy appearance and increases light into neighboring properties.



Figure 11 - These second stories held toward the center of the property allow greater sunlight into neighboring properties and help protect view and privacy.

Do This



Not This



Not This

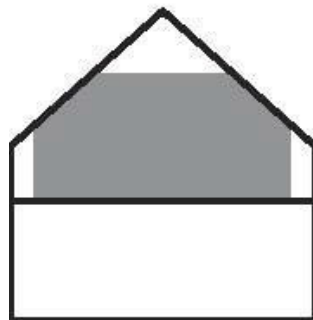


Figure 12 – On left: This second story addition centered over the lower floor away from property lines appears less boxy

(2) Lowering the Eave Line

Discussion: One way to make a two-story home more compatible with its single-story neighbors is to lower the eave line of the second-story roof. Lowering the eave line also ties the two stories of a house together. Setting second-stories back into the area of rooflines is often a solution for meeting Daylight Plane requirements, and it generally will lower the apparent height of the home. Lowering the eave line of the second-story roof can also reduce the apparent building mass, which may result in the scale of the building being more compatible with its neighborhood.

Do This



Not This

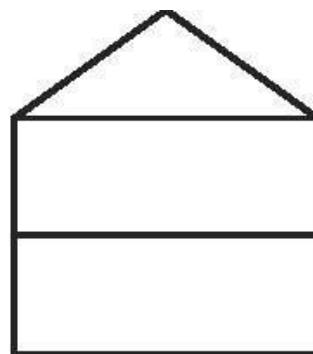


Figure 13 - On left: Second floor rooms in attic space allow; On right: Full height second story results in tall walls and a more massive appearance to the move.

Do This

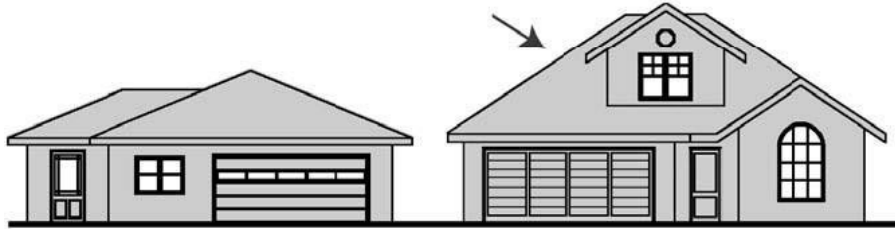


Figure 14 - Second floor stepped back from property line and held within the roofline of the main portion of the home.

Not This

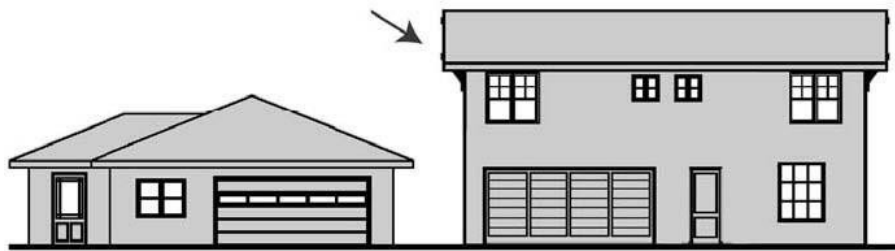


Figure 15 - Avoid creating tall two story exterior walls that are less compatible with single story neighbors.

d. **Daylight Plane/Facade Articulation**

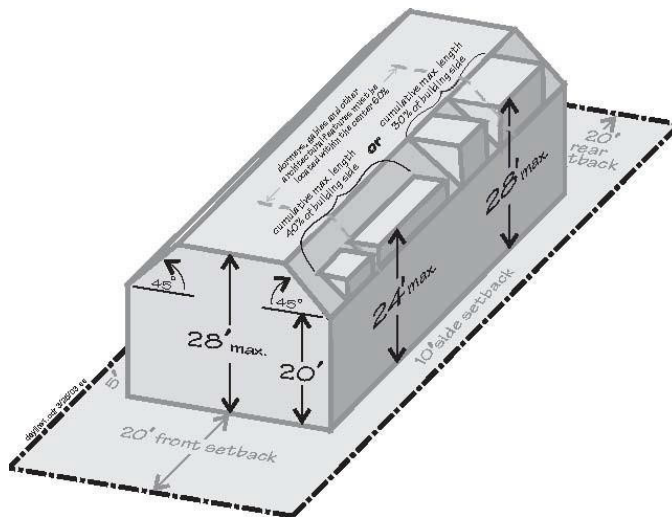


Figure 16

Discussion: The Daylight Plane/Facade Articulation requirements contained in the County Zoning Regulations are included below as a starting point for designing a two-story home or a second story addition. For more detail regarding facade articulation, please refer to Section 2, Architectural Styles and Facades.

Cornices, canopies, eaves, roof overhangs, chimneys, fire escapes, stairways; landing places; uncovered porches, and similar architectural features may extend into the daylight plane at the front, side, or rear yard, to the extent allowed by Zoning Regulations Chapter 8.340 (Section 6406).

Chimneys, pipes, mechanical equipment, antennae, and similar equipment may extend into the daylight plane up to a maximum of 36 feet as required for safety or efficient operation.

Dormers, gables and other architectural features located in the center 60% of the house may extend into the angled portion of the daylight plane, ~~subject to Design Review Committee approval~~, provided that:

(1) The combined length on any building side does not exceed 40% of the length of that total building side, and the height of such features does not exceed 24 feet.

(2) The combined length on any building side does not exceed 30% of the length of that building side, and the height of such features does not exceed 28 feet.

i. ~~Facade Articulation Option – Facade articulation shall be provided on all building sides, and is subject to approval by the Design Review Committee. Facade articulation is intended to break up the appearance of shear walls through the placement of projecting or recessing architectural details, including decks, bays, windows, balconies, porches, overhangs, and cantilevered features.~~

ii. ~~In order to approve proposed facade articulation, the Design Review Committee must find that: (a) all building facades are well articulated and proportioned, and (b) each building wall is broken up so as not to appear shear, blank, looming or massive to neighboring properties.~~

e. Wall and Facade Articulation

Discussion: Building wall gaps that articulate the walls of the house create shadows and contribute to the architectural character of the home. These changes to the form of a building can have a great effect on the apparent building mass. Longer flat walls generally appear more massive and less interesting. Adding steps and breaks to long or tall walls will reduce apparent mass and add visual interest. Likewise, changes in building materials or colors and ~~appropriate~~ architectural

details can help break up long or tall walls and keep a house from appearing massive or boxy.

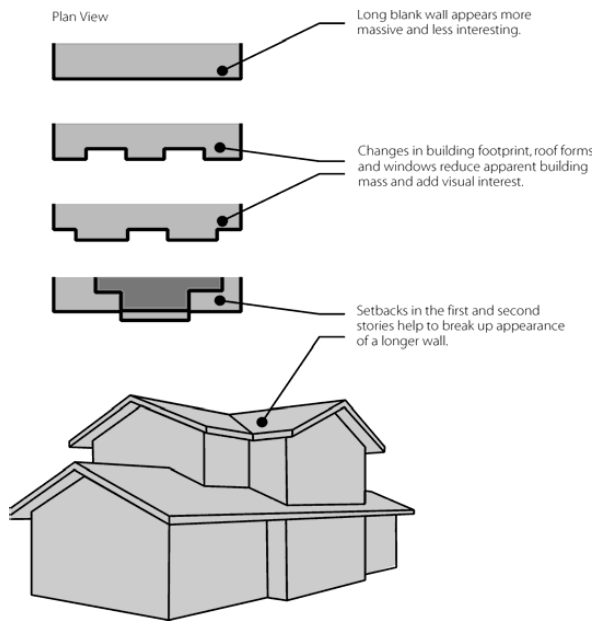


Figure 17

2. Architectural Styles and Features

Many architectural features can affect whether or not a house appears to be compatible with its neighborhood, including building bulk and height, which are discussed in the previous sections. Other important elements in defining compatibility include architectural style and architectural details, such as window, door, and garage patterns and types.

a. Architectural Style

Discussion: When designing a new home or an addition, architectural style should be evaluated by considering what building elements define the architectural style of the house (e.g., building shape, roof design, exterior materials, window size and type, etc.), what defining elements are common to other houses in the neighborhood, and what elements characterize the natural setting (e.g., vegetation, landforms, etc.).

There are many different architectural styles present throughout the [Emerald Lake Hills, Devonshire, Palomar Park, Midcoast, and other communities within Design Review Areas](#). In some neighborhoods, the architectural style is more defined than in others and on some houses it is more apparent than on others. Designing a home and choosing a style that is complementary to adjacent homes

can be challenging when the homes are of many different styles, have no defined architectural style or do not conform to these Design Standards (e.g., they have architectural details that are inconsistent or out of proportion for the style). In that case, a project designer should strive for a style that at least is not jarring or disruptive in appearance when compared to adjacent homes, and foster compatibility through other elements of design such as similar building shapes, exterior materials or colors, window/door styles, and roof massing and design. In the Midcoast, while no particular architectural style is prohibited, a style that reflects the Midcoast's coastal, semi-rural, diverse, small-town character (e.g., coastal craftsman) will more readily be found to be complementary to the neighborhood. Finally, consideration should also be given to the natural setting, and a complementary style chosen depending on whether the site is, for example, steeply sloped, heavily wooded, or more open in character.

b. Openings

Discussion: Windows and doors are often the most visually distinctive features on a house. They are a link between private and public space and can provide a sense of security for both. They also can establish an architectural rhythm and affect the apparent mass of the house. There may be a proportion to the openings - vertical or horizontal - that is common to the house or the neighborhood. Dominant window/door materials or style - such as an arched shape or divided windows - should also be considered.

Do This



Not This



Figure 18 – On left: Style and materials of new second-story windows match and appear compatible with the original first-story of the house. On right: These new second-story windows are of different shape and proportions and material (metal vs. original wood)

c. Entries

Discussion: Front walkways, front doors and windows, and front porches that face the street make for safer neighborhoods by keeping “eyes on the street” and create a human-scaled appearance to a building. The design and prominence of entries in the neighborhood should also be considered.

Do This



Not This



Figure 19 – on left: Scale of entry is compatible with other features of the house. On right: Entry is out of scale and has a commercial appearance.

d. **Garages and Carports**

Discussion: The location, size, position and appearance of a garage can have a great effect on the appearance of a home and should be designed with care. While in most cases it is preferable to emphasize the front entrance of a home, rather than the garage, a prominent garage may be unavoidable, particularly on steeply sloping lots. In some neighborhoods, there may be an established pattern in the size, position or appearance of garages. Examples of patterns that meet the design standards are garages with single rather than double garage doors, or garages facing away from or set back from the street. If there is no established pattern, greater flexibility in design and appearance of garages should be considered.

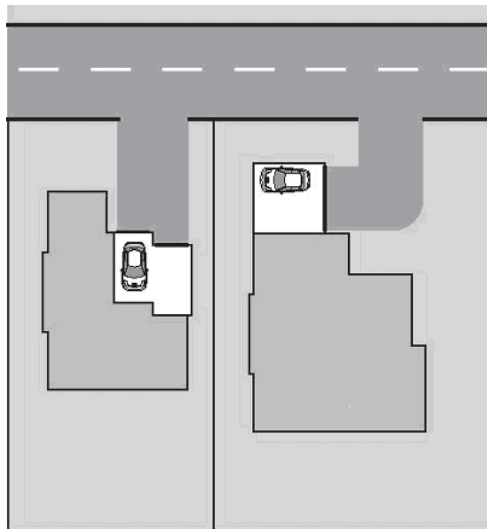


Figure - 20 Plan View; Garages appear less prominent when facing away from or set back from the street.



Figure 21 - When a prominent garage is unavoidable, choose decorative garage doors that are consistent with the home's architectural style.

3. Roof Design

Roof shape and type can be the most obvious elements in defining the appearance of a house and a neighborhood. When designing a new home or an addition, it is important to consider the massing of roof forms and neighborhood roof patterns and compatibility.

a. Massing and Design of Roof Forms

Discussion: The mass of a roof and how it is articulated into different shapes contributes to the character of a house. Most houses with sloped roofs, and many with flat roofs, have a primary roof form and smaller secondary and minor forms that contribute to the overall style of the house. Evaluate the massing of the roof form and determine how it will benefit the appearance of the house and be compatible with the neighborhood.

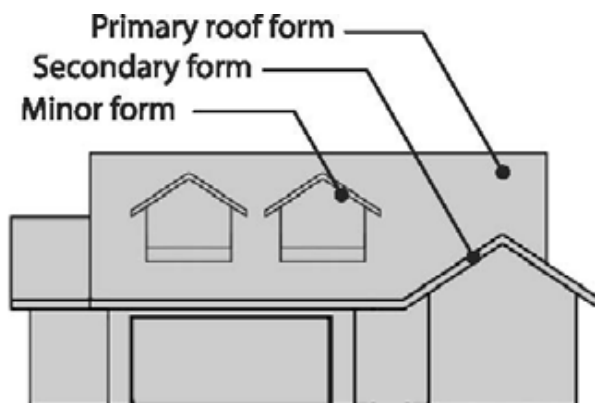


Figure 22 - Roof Form Hierarchy



Figure 23 - These two-story houses all display roof forms compatible with their architectural style and compatible with neighboring roof forms.

b. Design Compatibility

Discussion: Some neighborhoods have roof patterns that are distinctive and repeatable from home to home. Other neighborhoods have greater variety or less distinctive roof forms, and greater deviations from neighboring roof forms could appear acceptable. Roof patterns are created through the roof slope, materials and massing of roofs. Evaluate the pattern of roofs in the neighborhood.

4. Exterior Materials and Colors

Discussion: Exterior materials and colors should complement the style of the house and that of the neighborhood, and blend with surrounding natural features when viewed from a distance. These standards are not intended to interfere with individual initiative, but rather to encourage compatibility within neighborhoods and with the natural setting. When selecting materials and colors, consider the type and character of materials and colors, number of different materials and colors, the quality of materials, and how ornamentation is applied. While no building material or color is prohibited as a matter of policy, as with other design elements, the neighborhood context provides direction for the choice of materials and colors. Use of complementary materials and colors will help a house appear compatible with its neighbors and blend with its natural setting including surrounding vegetation and landforms. Darker rather than lighter exterior colors may be used to reduce the apparent mass of a home.

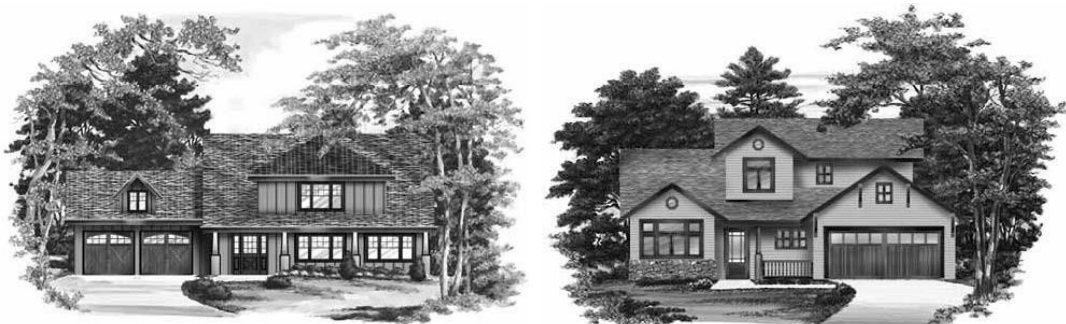


Figure 24 - The exterior materials and appropriate ornamentation of these houses complement the natural setting.

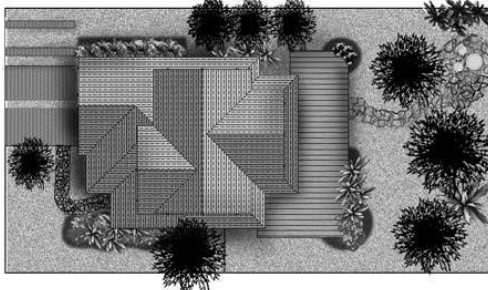
E5. LANDSCAPING, PAVED AREAS, AND FENCES, LIGHTING AND NOISE.

While the appearance of new residential structures is of primary importance, ancillary development on a residential site can also have a significant visual impact, and should be designed carefully to complement a new or remodeled home and to prevent adverse impacts to neighboring properties. The following section provides guidance and standards for landscaping, paved areas, fencing, and lighting and noise.

1. Landscaping

Discussion: Landscaping should complement and enhance the design of the home and overall site, while harmonizing with the overall landscape character of the neighborhood. New landscaping should also harmonize with existing trees and vegetation remaining on site. Landscaping should not be used in place of other more permanent architectural solutions, but should be used to accent or enhance architectural features. When developing a landscape plan, consideration should be given to water availability and the function of the landscaping - to provide shade or screening, or to protect privacy - and location and species should be selected accordingly. ~~For more detailed landscape plan requirements and specifications, please see the County's Minimum Standards for Landscape Plans.~~

Do This



Not This

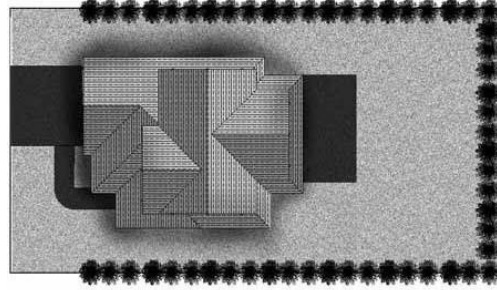
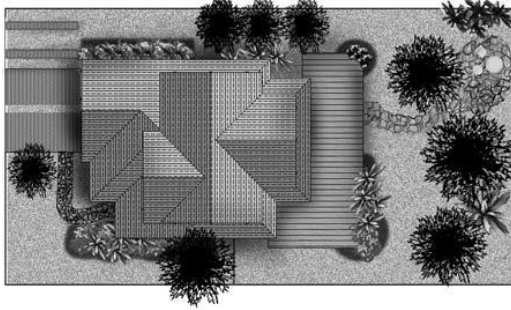


Figure 25 - On left: New landscaping harmonizes with existing trees and natural character of the neighborhood. On right: Landscaping does not present a natural appearance. Allow linear patterns if presented within an overall modern design concept

2. Paved Hardscape Areas

Discussion: Environmentally sensitive planning and design of ~~paved or~~ hardscape areas (e.g., paving, pavers, impervious/pervious concrete) on site will produce a more natural appearance and prevent stormwater pollution by reducing the volume of surface runoff, increasing infiltration, and preventing pollutants from entering the creeks and ocean. Please refer to the County's Drainage Manual ~~Stormwater Pollution Prevention program publications, available at the Planning Counter,~~ for further information and ~~innovative ideas~~ on this topic.

Do This



Not This

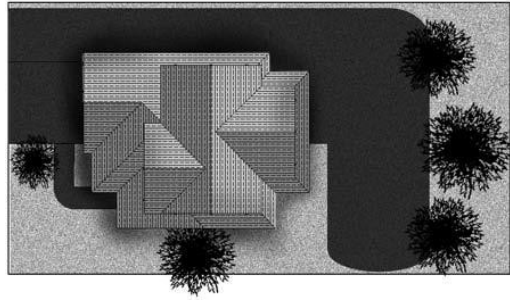


Figure 26 - On left: Amount of hardscape and size of driveways, walkways and parking areas minimized; alternatives to asphalt and concrete used. On right: Hardscape covers most of lot

3. Fencing

Discussion: Site fencing should complement and enhance the design of the home, while harmonizing with the overall character of the neighborhood. Fencing should be considered and designed as an integrated part of the project, not left as an afterthought when the project is completed. Fences and walls shall comply with the height limits specified in Chapter 8.332 (Section 6412) of the Zoning Regulations.



Figure 27 - Fence designs enhance the homes' architectural style.

4. Lighting

Discussion: ~~The location and style of exterior and interior lighting chosen for a single-family home can have a significant impact on the home's design.~~ Lighting standards are necessary in order to protect the night sky from unnecessary light pollution and to minimize impact to surrounding homes and the natural environment. It can also affect adjacent neighbors, or depending on topography, more distant views from scenic corridors. An appropriate lighting plan will complement the home's design and provide adequate light and security for the subject site. At the same time, the plan should prevent direct light and glare from extending in any direction, including upward, beyond the boundaries of the site. In general, low-level lighting directed toward the ground is preferred.

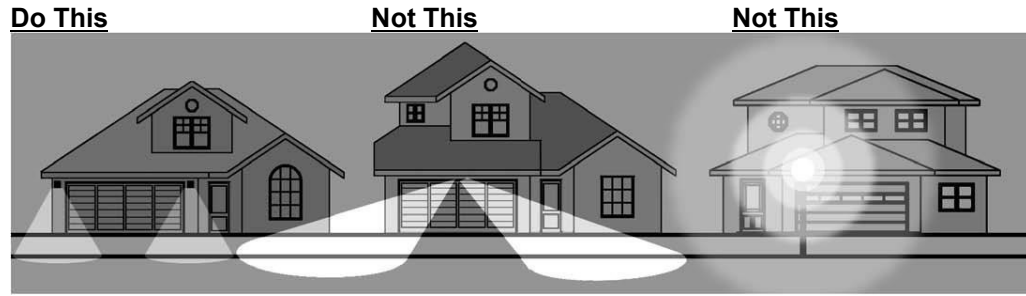


Figure 28 - On left: Low-level light is directed toward the ground. In middle: Lighting is high intensity and is not confined to the site. On right: Light and glare extend in all directions, including up.

F. UTILITIES AND ANCILLARY STRUCTURES. Utilities and ancillary structures are a necessary, but often unsightly, component of residential construction. Consideration should be given to minimizing the visual impact of such facilities. Property owners and project designers are encouraged to coordinate building, utility and ancillary structure placement at the start of a project, so that all zoning, environmental health and design standards can be met.

SECTION 8.256.170 GENERAL DESIGN RECOMMENDATIONS

SEE ATTACHMENT D3

SECTION 8.256.180 DESIGN REVIEW STANDARDS APPLICATION TABLE

SEE ATTACHMENT D3

DRAFT

8.256.150. STANDARDS FOR DESIGN IN EMERALD LAKE HILLS AND OAK KNOLL MANOR (AREAS ZONED RH/DR) AND DEVONSHIRE. The following design standards shall apply within Emerald Lake Hills and Oak Knoll Manor (areas zoned RH/DR only) and within Devonshire.

A. Site Planning

As much as possible, site new buildings on a parcel in locations that:

- a. ~~Minimize tree removal;~~
- b. ~~Minimize alteration of the natural topography;~~
- c. ~~Respect the privacy of neighboring houses and outdoor living areas;~~
- d. ~~Minimize the blockage of sunlight on neighboring buildings; and~~
- e. ~~Minimize alteration of streams and natural drainage channels.~~

B. Architectural Styles

~~Design new buildings that are architecturally compatible with existing buildings by requiring them to reflect and emulate, as much as possible, the predominant architectural styles and the natural surroundings of the immediate area (e.g., bungalow, craftsman, ranch). Avoid revivalist historical styles.~~

C. Building Shapes and Bulk

~~Design buildings with shapes that respect and conform to the natural topography of the site by requiring them to step up or down hillsides in the same direction as the natural grade. Control the bulk of buildings on hillsides by requiring them to be terraced up or down the hill at a uniform height.~~

D. Unenclosed Spaces

~~As much as possible, avoid the creation of unattractive, useless space beneath buildings by prohibiting buildings that are predominantly built on stilts.~~

E. Facades

Design well-articulated and proportioned facades by:

- a. ~~Avoiding the dominance of garages at street level;~~
- b. ~~Considering the placement and appearance of garages and the width of garage doors;~~
- c. ~~Prohibiting massive blank walls by creating aesthetic and proportioned~~

patterns of windows and shadows; and

- d. — Relating the size, location, and scale of windows and doors to adjacent buildings.

F. — Roofs

Design buildings using primarily pitched roofs. Design buildings with roofs that reflect the predominant architectural styles of the immediate area.

G. — Materials and Colors

Make varying architectural styles compatible by using similar materials and colors which blend with the natural setting and the immediate area. Avoid the use of building materials and colors which are highly reflective and contrasting by requiring them to blend and harmonize with the natural woodland environment and vegetation of the area.

- a. — Use colors such as warm grays, beiges, natural woods, and muted greens. Prohibit the use of cool grays, blues, pinks, yellows, and white.
- b. — Encourage the use of building materials that are compatible with the predominant architectural styles of the immediate area. In areas where bungalow, craftsman, and ranch architectural styles are predominant, use real wood and stone building materials such as board and batten, wall shingles, fire-resistant roof shingles, flagstone, and rock. Avoid such materials as simulated stone and T-111 plywood. Ensure that all roof materials have Class "C" or better fire resistive ratings.

H. — Utilities

Install all new service lines underground.

I. — Signs

Control the use of signs so that their number, location, size, design, lighting, materials, and colors harmonize with their surroundings and are compatible with the architectural style of the building.

J. — Paved Areas

As much as possible, keep the amount of visible paved areas (e.g., driveways, walkways, etc.) to a minimum.

8.256.160. STANDARDS FOR DESIGN IN PALOMAR PARK. The following design standards shall apply within Palomar Park.

1. — Site Planning

As much as possible, site new buildings on a parcel in locations that:

1. Minimize tree removal;
2. Minimize alteration of the natural topography;
3. Respect the privacy of neighboring houses and outdoor living areas;
4. Minimize the blockage of sunlight on neighboring buildings; and
5. Minimize alteration of streams and natural drainage channels.

6. Architectural Styles

Design new buildings that are architecturally compatible with existing buildings by requiring them to reflect and emulate, as much as possible, the predominant architectural styles and the natural surroundings of the immediate area. Avoid revivalist historical styles.

1.

2. Building Shapes and Bulk

Design buildings with shapes that respect and conform to the natural topography of the site by requiring them to step up or down hillsides in the same direction as the natural grade.

Control the bulk of buildings on hillsides by requiring them to be terraced up or down the hill at a uniform height.

3. Unenclosed Spaces

As much as possible, avoid the creation of unattractive, useless space beneath buildings by prohibiting buildings that are predominantly built on stilts.

4. Facades

Design well-articulated and proportioned facades by:

1. Avoiding the dominance of garages at street level;
2. Considering the placement and appearance of garages and the width of garage doors;
3. Prohibiting massive blank walls by creating aesthetic and proportioned patterns of windows and shadows; and
4. Relating the size, location, and scale of windows and doors to adjacent buildings.

5. Roofs

Design buildings using primarily pitched roofs. Design buildings with roofs that reflect the predominant architectural styles of the immediate area.

6. Materials and Colors

Make varying architectural styles compatible by using similar materials and colors which blend with the natural setting and the immediate area. Avoid the use of building materials and colors which are highly reflective and contrasting by requiring them to blend and harmonize with the natural woodland environment and vegetation of the area.

a. Use colors such as warm grays, beiges, natural woods, and muted greens.

b.

1. Encourage the use of building materials that are compatible with the predominant architectural styles of the immediate area. In areas where bungalow, craftsman, and ranch architectural styles are predominant, use real wood and stone building materials such as board and batten, wall shingles, fire resistant roof shingles, flagstone, and rock. Ensure that all roof materials have Class "C" or better fire resistive ratings.

7. Utilities

Install all new service lines underground.

8. Signs

Control the use of signs so that their number, location, size, design, lighting, materials, and colors harmonize with their surroundings and are compatible with the architectural style of the building.

9. Lighting

Exterior lighting should be subdued and indirect, and glaring fixtures should be avoided.

10. Retaining Walls

Retaining walls should be surfaced, painted, landscaped or otherwise treated to blend with their surroundings.

11. Paved Areas

As much as possible, keep the amount of visible paved areas (e.g., driveways, walkways, etc.) to a minimum.

8.256.170. STANDARDS FOR DESIGN IN OTHER AREAS. The following design standards shall apply in other areas zoned Design Review.

- A. ~~Proposed structures are designed and situated so as to retain and blend with the natural vegetation and landforms of the site and to ensure adequate space for light and air to itself and adjacent properties.~~
- B. ~~Where grading is necessary for the construction of structures and paved areas, it blends with adjacent landforms through the use of contour grading rather than harsh cutting or terracing of the site and does not create problems of drainage or erosion on its site or adjacent property.~~
- C. ~~Streams and other natural drainage systems are not altered so as to affect their character and thereby causing problems of drainage, erosion or flooding.~~
- D. ~~Structures are located outside flood zones, drainage channels and other areas subject to inundation.~~
- E. ~~Trees and other vegetative land cover are removed only where necessary for the construction of structures or paved areas in order to reduce erosion and impacts on natural drainage channels, and maintain surface runoff at acceptable levels.~~
- F. ~~A smooth transition is maintained between development and adjacent open areas through the use of natural landscaping and plant materials which are native or appropriate to the area.~~
- G. ~~Views are protected by the height and location of structures and through the selective pruning or removal of trees and vegetative matter at the end of view corridors.~~
- H. ~~Construction on ridgelines blends with the existing silhouette by maintaining natural vegetative masses and landforms and does not extend above the height of the forest or tree canopy.~~
- I. ~~Structures are set back from the edge of bluffs and cliffs to protect views from scenic areas below.~~
- J. ~~Public views to and along the shoreline from public roads and other public lands are protected."and~~
- A. ~~Varying architectural styles are made compatible through the use of similar materials and colors which blend with the natural setting and surrounding neighborhoods.~~
- K. ~~The design of the structure is appropriate to the use of the property and is in harmony with the shape, size and scale of adjacent building in the community.~~
- B. ~~Overhead utility lines are placed underground where appropriate to reduce the visual impact in open and scenic areas.~~

- ~~L. The number, location, size, design, lighting, materials, and use of colors in signs are compatible with the architectural style of the structure they identify and harmonize with their surroundings.~~
- ~~M. Paved areas are integrated into the site, relate to their structure, and are landscaped to reduce visual impact from residential areas and from roadways.~~

8.256.190. STANDARDS FOR DESIGN IN PLANNED COLMA DISTRICT.

The following design standards shall apply to all land designated High Density Residential, Medium High Density Residential and Neighborhood Commercial (Residential Above) within the Planned Colma (PC) Zoning District (with the exception of emergency shelters, which are exempt from discretionary design review in the High Density and Medium High Density Residential areas):

A. Relationship to BART Station Area Specific Plan

The provisions of this section implement the BART Station Area Specific Plan. The BART Station Area Specific Plan provides further guidance in complying with the requirements of this section. The Specific Plan shall be used in conjunction with this section to design and evaluate development proposals.

B. Definitions for PC Colma

For the purposes of this subsection, the following terms are defined:

Courtyard Apartment Building. A multiple-story building containing multiple-family dwellings with shared entrances off a central courtyard.

Duplex. A building containing two-family dwellings with individual entrances.

Flat. A multiple-story building containing two-family or multiple-family dwellings with each dwelling on a separate floor.

Kiss-N-Ride Area. Designated curbside areas for passenger drop-off and pick-up.

Podium Apartment Building. A multiple-story building containing multiple-family dwellings with shared entrances over subsurface or ground floor parking.

Single-Family Home. A building containing a one-family dwelling.

Single-Loaded Apartment. Apartment unit configured to run the entire depth of a building from front to back.

Single-Story Commercial Building. A building containing commercial uses within one story.

Small Apartment Building. A multiple-story building containing multiple-family dwellings with shared entrances.

Townhouse. A multiple-story building containing one-family dwellings with each unit side-by-side and individual entrances.

C. General Residential Design Guidelines

The following guidelines shall apply to all building types.

1. Building Orientation

Require:

- a. Building entrances on streets, pedestrian ways, kiss-n-ride areas, central courtyards and parks and plazas rather than the interior of blocks or parking lots.
- b. Buildings to be placed along the frontage of the BART bus turnaround and kiss-n-ride area.

Encourage: Single-loaded apartments along the BART bus turnaround with service areas facing the BART area and active spaces facing an interior courtyard.

Prohibit: Street-facing facades consisting of a blank wall or an unbroken series of garage doors, or lined with off-street uncovered parking spaces.

2. Building Form

Require:

- a. Buildings to follow the natural topography by terracing up slopes.
- b. Variations in floor level, facades, roof patterns, architectural details, and finishes of large buildings to create the appearance of several smaller buildings.

Encourage:

- a. Unobstructed views along east-west street corridors, from the Planned Colma (PC) District to San Bruno Mountain and from surrounding areas to the area.
- b. Vertical, rather than horizontal, building forms.

3. Facades

Encourage:

- a. Grand entries, such as porches.
- b. Corner entries.
- c. Landmark features, such as towers, at corners of large buildings.
- d. Porches, patios, bays, solariums, and balconies.
- e. Vertical, rather than square or horizontal, windows.
- f. Casement or divided windows with individual panes of glass.
- g. High quality wooden windows and door frames.
- h. Windows and doors to be recessed one to three inches from the front facade.

Prohibit: Exterior stairs to upper floor units on street facing facades and the front half of side facades.

4. Roofs

Require: Mechanical equipment to be screened with parapets or the roof form.

Encourage:

- a. Roofs that are integral to the structure of the building and the design of the facade, rather than ornamental.
- b. Gable roofs.

Prohibit:

- a. Mansard roofs.
- b. Buildings covered entirely by a flat roof.

5. Materials

Encourage:

- a. Identical building materials on all sides of a building.
- b. Smooth-finish stucco.
- c. Horizontal wood siding.

- d. Light tints and bright accents, rather than earth tones.

Prohibit: Walls entirely of glass, reflective glass, textured stucco, and scored plywood.

6. Walls, Fences and Landscaping

Require: Trees to be planted every 30 feet in the setback along the frontage of the BART bus turnaround and kiss-n-ride area.

Encourage:

- a. Low walls or fences of light-colored stucco, concrete, masonry, or wood along front property lines.
- b. Low hedges along front property lines.

D. Specific Residential Design Guidelines

In addition to the General Design Guidelines, the following guidelines shall apply to specific residential building types.

1. Podium Apartments

Require:

- a. Street entries placed every 50 to 60 feet.
- b. Porches, patios, bays, solariums, and balconies overlooking streets to be placed every 25 to 30 feet.
- c. Where necessary, second floor residential bays to be placed a minimum of 3 feet above retail awnings.
- d. A minimum 20-foot by 20-foot open courtyard area on the podium above parking.
- e. A tree survey for development in the eucalyptus grove north of D Street and east of the Colma BART Station.

Encourage:

- a. One entrance to serve no more than 16 units.
- b. Courtyards to contain shared facilities and paths, surrounded by porches, patios, and entry porticos.
- c. Courtyard landscaping to provide both common and private open space.
- d. Steps to connect courtyards to the street.

- e. Ground-level open space where possible.
- f. Roof decks integrated into overall building design, with wind screens and landscaping.
- g. Preservation of existing eucalyptus trees.
- h. Openings between parking levels and podium courtyards for sunlight and ventilation.

2. Podium Apartments, Small Apartment Buildings and Courtyard Apartments

Encourage:

- a. Porches, patios, solariums, and balconies to be a minimum of 6 feet deep and 50 square feet in size.
- b. Porches and patios to be accessible directly from the street or courtyard.
- c. Second floor residential bays to be placed a minimum of 3 feet above retail awnings.

Prohibit: Open railings on balconies.

3. Small Apartment Buildings and Courtyard Apartments

Require:

- a. Street entries placed every 25 to 30 feet.
- b. A minimum 20-foot by 20-foot open space area as a combination parking and open space area.

Encourage:

- a. One entrance to serve no more than 16 units.
- b. Pavement patterns and material to emphasize the combined pedestrian and auto use of parking and open space areas.
- c. Hard-surface playgrounds in parking and open space areas.

4. Duplexes, Flats and Townhouses

Require: Street entries placed every 25 to 30 feet.

Encourage:

- a. One entrance for every one to two units.
- b. Street-facing porches.
- c. Porches to be a minimum of 6 feet deep and 50 square feet in size.
- d. Porch support columns and roofs to appear integral to the structure of the building and the design of the facade, rather than ornamental.

E. Commercial Design Guidelines

The following guidelines shall apply to all commercial uses.

1. Building Orientation

Require: Buildings to face streets, pedestrian ways, kiss-n-ride areas, and parks and plazas rather than the interior of blocks or parking lots.

Encourage: Benches and small tables along ground floor retail frontages outside the public right-of-way.

Prohibit: Street-facing facades to consist of a blank wall.

2. Building Form

Require: Variations in floor level, facades, roof patterns, architectural details, and finishes of large buildings to create the appearance of several smaller buildings.

Encourage:

- a. Unobstructed views along east-west street corridors, from the Planned Colma (PC) District to San Bruno Mountain and from surrounding areas to the area.
- b. Vertical, rather than horizontal, building forms.

3. Facades

Require:

- a. Storefront floor to ceiling height of 12 feet.
- b. Street entries to ground floor retail shops placed every 25 to 30 feet.
- c. The design of residential entries to be clearly distinct from retail entries.

- d. Display windows of clear glass.
- e. Display windows to begin no higher than 30 inches above finished sidewalk grade.
- f. No more than 6 feet of blank, non-window, wall space in every 25 feet of storefront.

Encourage:

- a. Corner entries.
- b. Separate awnings for each shop, hanging 9 to 12 feet above the sidewalk.
- c. Columns or other vertical definition placed at least every 25 to 30 feet, alternating with entries.
- d. Storefront entries to be accented by 3- to 4-foot recesses for door swing space and associated display bays.

4. Roofs

Require: Mechanical equipment to be screened with parapets or the roof form.

Encourage:

- a. Roofs that are integral to the structure of the building and the design of the facade, rather than ornamental.
- b. Gable roofs.

Prohibit:

- a. Mansard roofs.
- b. Buildings covered entirely by a flat roof.

5. Materials

Encourage:

- a. Identical building materials on all sides of a building.
- b. Light tints and bright accents, rather than earth tones.

Prohibit: Glass curtain walls, reflective glass, textured stucco, and scored plywood.

This section shall be applied to any district which is combined with the “DR” District, except that in PC Colma, the definitions found in Section 8.256.190 shall supercede any conflicting definition(s) in this section.

1. **Arch** – A curved structural member typically spanning an opening such as a door, window or arcade.
2. **Ancillary** – Subordinate.
3. **Attic** – The area formed between the ceiling joists and rafters.
4. **Balcony** – A platform or deck projecting from the wall of a building above ground level, usually enclosed by a railing.
5. **Basement** – A level of a structure that is built either entirely below grade level (full basement) or partially below grade (daylight basement).
6. **Bench Mark** – A reference point used by surveyors to establish grades and construction heights.
7. **Breezeway** – A covered walkway with open sides between two different parts of a structure.
8. **Cantilever** – Projected construction, a structural member or beam that is supported at only one end.
9. **Compatible** – Capable of existing together in harmony.
10. **Complementary** – Producing effects in concert different from those produced separately; completing.
11. **Corbel** – A projection from a wall, sometimes supporting a load and sometimes for decorative effect.
12. **Cornice** – The exterior detail at the meeting of a wall and a roof overhang; a decorative molding at the intersection of a wall and a ceiling.
13. **Crawl Space** – The area between the floor joists and the ground, usually a space that is not tall enough to stand in; also referred to as under-floor area.
14. **Dormer** – A structure protruding through the plane of a sloping roof, usually with a window and its own smaller roof.
15. **Entry** – The ingress/egress features and associated decorative elements that frame the main entrance area of a residence, including front door(s), roof(s), porch, stairs, lighting, and ornamentation/architectural elements (such as columns).

16. **Easement** – An area of land, usually deed restricted, that in most cases cannot be built upon because it provides access to a structure or to utilities such as power, water, or sewer lines.
17. **Eave** – The part of the roof that overhangs or projects from the wall of a building.
18. **Elevation** – A drawing that views a building from any of its sides; a vertical height above a reference point such as above sea level.
19. **Excavation** – The mechanical removal of earth material ~~(County Ordinance Code Section 8601.24)~~.
20. **Façade** – The face or front of a building.
21. **Fill** – A deposit of earth or waste material placed by artificial means ~~(County Ordinance Code Section 8601.25)~~.
22. **Floor Plan** – A drawing that shows the layout of a building, including the size, dimensions, and arrangement of the rooms.
23. **French Door** – Two doors, composed of small panes of glass set within rectangularly arrayed muntins, mounted within the two individual frames. Usually such doors open onto an outside terrace or porch.
24. **Grade** – The vertical location of the ground surface ~~(County Ordinance Code Section 8601.27)~~.
- a. **Existing Grade** – The grade prior to or at the time of house construction/ enlargement, providing that any prior grading on the site was approved by the County or occurred before 1960 when the County began regulating grading activities.
 - b. **Finished Grade** – The final grade of the site that conforms to the approved plan ~~(County Ordinance Code Section 8601.29)~~.
25. **Grading** – Any excavating, filling or placement of earth materials or combination thereof ~~(County Ordinance Code Section 8601.31)~~.
26. **Half-Timber** – A frame construction method where spaces between wood members are filled with masonry.
27. **Hardscape** – Includes any hard surface, including permeable or impermeable surfaces, including but not limited to asphalt, concrete, pavers, and decomposed granite.
28. **Mullion** – A horizontal or vertical divider between sections of a window.

29. **Neighborhood** – The area surrounding a project site ~~existing or proposed home as described in Section 6565.20(B).~~
30. **Neighborhood Character** – The combination of qualities or features within a neighborhood that distinguishes it from other neighborhoods ~~(see Section 6565.20(B)).~~
31. **Obscure Glass** – Glass that is not transparent.
32. **Ornamentation** – That which decorates or adorns; embellishment.
33. **Parapet** – A portion of wall that extends above the edge of the roof.
34. **Perspective** – A type of drawing that gives a 3D view of a building or space using specific viewpoints and vanishing points.
35. **Pitch** – The slope of a roof or other plane, often expressed as inches of rise per foot of run, minimum 1:12 slope.
36. **Private View** – A range of vision from private property.
37. **Public View** – A range of vision from a public road or other public facility (see General Plan Policy 4.10).
38. **Rafters** – The sloping roof-frame members, typically wooden, that extend from the ridge to the eaves and establish the pitch of the roof. In Craftsman and Bungalow style buildings, the ends of these, called “rafter tails,” are often left exposed rather than boxed in by a soffit.
39. **Ridgeline** – The tops of hills or hillocks normally viewed against a background of other hills (see LCP Policy 8.7).
40. **Rendering** – An artistic process applied to drawings to add realism.
41. **Rooftop Deck** – A platform incorporated into or forming the roof of a lower story, typically accessed from within an upper story.
42. **Roof Styles:**
- a. **Flat** – A roof with a minimal roof pitch, usually about 1/8” per 12”.
 - b. **Gable** – A type of roof with two sloping surfaces that intersect at the ridge of the structure.
 - c. **Gambrel** – A type of roof formed with two planes on each side. The lower pitch is steeper than the upper portion of the roof.

- d. **Hip** – A roof shape with four sloping sides that intersect to form a pyramidal or elongated pyramidal shape.
 - e. **Mansard** – A four-sided, steep-sloped roof.
 - f. **Shed** – A roof with a single pitch.
43. **Sash** – Window framework that may be fixed or moveable.
44. **Scale** – A relative level or degree, or a proportion or relation between two things (~~see Section 6565.20(D)~~). Also, an instrument bearing ordered marks at fixed intervals used as a reference standard on measurement.
45. **Section (Cross Section)** – A type of drawing that cuts vertically through a building to show the interior and construction of a building.
46. **Sensitive Habitat** – (See LCP Policy 7.1.)
47. **Siding** – The narrow horizontal or vertical wooden boards that form the outer face of the walls in a traditional wood-frame building. Horizontal wooden siding types include shiplap and clapboard/weatherboard, while board-and-batten is the primary type of vertical siding. Shingles, whether of wood or composite material, are another siding type.
48. **Skyline** – The line where sky and land masses meet (see LCP Policy 8.7).
49. **Site Plan** – A drawing that shows the layout of a site including the topography, vegetation, surface water, etc., on a site.
50. **Split-Level** – A house that has two levels, one about a half a level above or below the other.
51. **Story** – A space in a building between the surface of any floor including a basement floor and the surface of the floor or roof next above but not including any attic or under-floor area (~~Zoning Regulations Section 6102.73~~). Typically, a story is a major section of a house that sits directly above or below other floors, while a “floor level” may be at a greater or lower height than other floors, but does not sit directly above or below them.
52. **Stucco** – A material, usually composed of cement, sand, and lime, applied to exterior walls to form a hard, uniform covering that may be either smooth or textured.
53. **Trim** – A piece of material which finishes the edge of a surface or opening. It is usually made of a different material or color from the adjacent surface.

54. **Vaulted** – An inclined ceiling area.

55. **Veneer** – A thin outer covering or non-load bearing masonry face material.

56. **Window Types:**

- a. **Bay** – A rectangular, curved or polygonal window extending beyond the main wall of the building.
- b. **Casement** – A window that is hinged on the side and opens in or out.
- c. **Clerestory** – A window or group of windows which are placed above the normal window height.
- d. **Double Hung** – A type of window in which the upper and lower halves slide past each other to provide an opening at the top or bottom of the window.
- e. **Glider/Slider** – A window with two overlapping sashes that slide horizontally in tracks.
- f. **Fanlight** – A window, often semicircular, over a door, with radiating muntins suggesting a fan.
- g. **Louver(ed)** – A window with horizontal slats to allow for ventilation.
- h. **Transom** – Horizontal window opening above a door or another window.

SECTION 6565.20(H). SECOND UNITS. ~~The development of second dwelling units in single-family residential neighborhoods is an efficient and effective way to increase affordable rental housing options. However, it is important that second units be designed and constructed to be compatible with surrounding homes, and so that they do not detract from the single-family character of the area.~~

Standards: ~~The following design standards shall apply in addition to the design standards in this section (6565.20) and the standards for second dwelling units contained in Chapter 22.5 of the County Zoning Regulations:~~

- a. ~~Required parking spaces for second dwelling units shall be in a location that can conveniently be used by occupants of the unit and to avoid a “parking lot” appearance.~~
- b. ~~Due to the increased density, second units shall be designed to avoid substantially affecting the privacy of neighboring properties. The privacy standards contained in Section 6565.20(C) shall also apply to second units.~~

SECTION 6565.21. STANDARDS FOR THE PROTECTION OF TREES AND VEGE-

TATION. ~~The following standards shall apply in all areas zoned DR. In Emerald Lake Hills, Oak Knoll Manor, Palomar Park and Devonshire, the following standards shall apply to trees 6 inches or more in diameter or 19 inches or more in circumference (measured at 4 1/2 feet above the ground), while in all other areas the following standards shall apply to trees 12 inches or more in diameter or 38 inches or more in circumference (measured at 4 1/2 feet above ground).~~

A. ~~Prohibit the removal of a tree unless:~~

- ~~1. There is no alternative building site for a house, driveway, or accessory structure, or~~
- ~~2. Except for any property in the Coastal Zone, tree removal is necessary: (a) to utilize the property in a manner which is of greater public value than any environmental degradation caused by the action, or (b) to allow reasonable economic or other enjoyment of the property, or~~
- ~~3. A tree: (a) is diseased, (b) could adversely affect the general health and safety, (c) could cause substantial damage, (d) is a public nuisance, (e) is in danger of falling, (f) is too closely located to existing or proposed structures, (g) acts as a host for a plant which is parasitic to another species of tree which is in danger of being infested or exterminated by the parasite, or (h) is a substantial fire hazard.~~

~~The Planning Director or other reviewing body for the project shall have the authority to request a written report substantiating the removal of any tree in accordance with this subparagraph.~~

B. ~~The replacement of lost trees when required shall be in a manner prescribed by the Design Review Committee or Design Review Administrator, as is applicable, but shall not exceed the following specifications:~~

- ~~1. For each loss of a significant indigenous tree, there shall be a replacement with three (3) or more trees of the same species using at least five (5) gallon size stock.~~
- ~~2. For each loss of a significant exotic tree, there shall be a replacement with three (3) or more trees from a list maintained by the Planning Director. Substitutes for trees listed by the Planning Director may be considered but only when good reason and data are provided which show that the substitute tree can survive and flourish in the regional climatic conditions.~~
- ~~3. Replacement trees for trees removed shall require a surety deposit for both performance (installation of tree, staking, and providing an irrigation system) and maintenance. Maintenance shall be required for no less than two (2) and no more than five (5) years.~~
- ~~4. Loss of any particular replacement prior to the termination of the maintenance period shall require the landowner at his/her expense to~~

~~replace the lost tree or trees. Under such circumstances, the maintenance period will be automatically extended for a period of two (2) additional years.~~

- ~~5. Release of either the performance or maintenance surety shall only be allowed upon the satisfactory installation or maintenance and upon inspection by the County.~~
 - ~~6. Where a tree or trees have been removed on undeveloped lands and no existing water system is available on the parcel, the replacement tree or trees, if required to be installed, shall be of sufficient size that watering need not be done by automatic means. Under such circumstances, water can be imported by tank or some other suitable method which would ensure tree survival in accordance with subparagraphs (4) and (5), above.~~
 - ~~7. Postponing the planting of replacement trees can be done if approved by the Design Review Administrator.~~
- ~~C. Plant additional drought-tolerant trees from a list maintained by the Planning Director and shrubs as may be required for screening to minimize and soften the appearance and impact of development on the street, adjacent homes, and the community. Substitutes for trees listed by the Planning Director may be considered but only when good reason and data are provided which show that the substitute tree can survive and flourish in the regional climatic conditions.~~
- ~~D. On parcels with no or few trees, plant additional indigenous or other drought-tolerant trees and shrubs as may be required. All trees shall be at least five (5) gallon size stock unless otherwise required by the Design Review Committee or Design Review Administrator, as is applicable.~~
- ~~E. Protect all existing significant and heritage trees (as defined in Parts Two and Three of Division VIII of the San Mateo County Ordinance Code) from damage during construction activities including grading. Additional protective measures shall be required for landscaping around significant or heritage trees. The following criteria are to be followed unless topography, proximity of proposed structures, or other valid reason determined by the Design Review Committee or Design Review Administrator, as is applicable, are found to restrict construction so much that protecting any particular significant or heritage tree is not practicable and would mandate less restrictive measures. Any exception to the below listed criteria shall be determined in advance by a licensed landscape architect and best management practices in lieu shall be presented to the decision maker for review and approval:~~
- ~~1. Compaction of soils within the dripline of the tree is to be avoided. Only very limited use of heavy equipment within the dripline shall be allowed and should be brought to the attention of the Design Review Administrator prior to such incursion.~~

- ~~2. Grading in the vicinity of any indigenous significant or heritage oak, bay or madrone tree shall be done with detailed plans provided in advance by a licensed landscape architect. Under no circumstances will fill or excavation at the base of any significant or heritage oak, bay or madrone tree exceed four (4) inches from existing grade.~~
- ~~3. Additional protective measures such as fencing shall be required to prevent damage to the trunks and root systems of trees during grading and construction.~~
- ~~4. Trimming of low lying limbs of indigenous trees should be avoided by rerouting construction equipment or by bracing or guying such limbs out of the way of construction equipment. Any such work to shift limbs shall be done under the strict supervision of a licensed landscape architect or arborist.~~
- ~~5. The transplanting of significant sized or heritage trees is not considered practicable and is to be avoided.~~
- ~~6. Existing significant or heritage trees shall be protected from damage by construction equipment and during felling operations while trees are being removed. Any damage to such a tree shall require the immediate attention of a licensed landscape architect or arborist to determine the extent of the damage and to determine if replacement trees will be required in accordance with the provisions of subparagraph B, above, of this section. In order to assist construction crews in protecting existing trees, a licensed landscape architect or arborist will fence off the trees in advance of any construction work in order to meet the intent of this section. Any such required fencing shall be removed when all construction work has been terminated.~~
- ~~7. Existing significant or heritage trees shall be protected from improper landscape management practices. A program shall be developed by a licensed landscape architect or arborist intended to provide the landowner with guidelines for the care, maintenance and protection of any existing significant and heritage trees.~~

~~SECTION 6565.22. DROUGHT.~~ ~~In the event that a declared drought and a water rationing program is instituted by the San Mateo County Board of Supervisors or by the purveyor or other provider of water in a water district, any landscaping required by this Chapter shall be held in abeyance until such time as the water rationing program is terminated and the drought is found to be over. Under such unusual circumstances, the Design Review Committee shall have the applicant enter into an agreement to postpone all landscaping activity for the duration of the declared water emergency and rationing program. Such postponement will terminate when the emergency is declared over and the water rationing program ended at which time the landowner shall install the approved landscape plan.~~

~~**SECTION 6565.23. VIOLATIONS.** Any tree cut, removed, trimmed, or otherwise seriously damaged in violation of this Chapter shall be considered a violation of the provisions of either Part Two (Heritage Tree Ordinance) or Three (Significant Tree Ordinance) of Division VIII of the San Mateo County Ordinance Code, whichever is applicable.~~

DRAFT



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT D3

DRAFT

COUNTY OF SAN MATEO DESIGN REVIEW STANDARDS

Dated 1/14/26; To be applied in Design Review (DR) Zoning Districts, upon adoption of Draft Design Review Ordinance Update

SECTION 8.256.180 GENERAL DESIGN RECOMMENDATIONS

In addition to the requirements listed in Section 8.256.180, project proponents are encouraged to consider the following recommendations:

1. Consider neighbor view blockage from primary windows, as defined in Section 8.256.250.
2. Consider neighbor privacy (as experienced from their primary windows and main outdoor areas), as defined in Section 8.256.250, when constructing new windows and outdoor areas (patios, decks, and balconies).
3. Consider the architectural style of the main entry as a method of "way-finding", but other methods of way-finding are acceptable (e.g., pathways, porches, lighting, landscaping).
4. When feasible, face garages away from or set back from the street. (See *Figure 28 in Section 8.256.141*)
5. Design buildings to allow for passive heating and cooling, which conserves operational mechanical system and energy needs by using a building's design and natural elements like sun, wind, and insulation to regulate its temperature. Key strategies include orienting the house to capture winter sun and block summer sun, using high-performance insulation, ensuring an airtight envelope, and employing features like strategic window and living space placement on the south and west sides, thermal mass, and natural ventilation.
6. Use of entry towers or singular protruding entry features, with roof/ceiling heights that are more than half of the height of the second floor, are discouraged. (See *Figure 27*)
7. When a prominent garage is unavoidable, use decorative garage door(s) with careful selection of door style, window design, material, color, type (single or double door) to be consistent with architectural style of the house. When feasible, conform to the existing pattern in the size, position, or appearance of the garages in the neighborhood, provided that the pattern conforms with the Design Standards. (See *Figure 29*)
8. Landscaping along retaining walls is encouraged using planted areas along the bottom and top of the walls to reduce their apparent height and blend with their natural surroundings.
9. Any new landscaping shall give remaining trees adequate space and light.

SECTION 8.256.180 DESIGN REVIEW STANDARDS

The following design review standards apply to Accessory Dwelling Units (ADUs), Emerald Lake Hills/Oak Knoll (ELH), Palomar Park (PP), Devonshire (DEV), Midcoast, other DR areas in the Coastal Zone, and shall be applied to projects in a manner as specified below:

1. For figures, see Section 8.256.141.
2. When the terms “to the extent feasible” or “when feasible” are used, it shall mean that if a project can be designed to comply with that standard, without conflicting with other applicable design and zoning requirements, the project shall comply with the standard. If a project cannot be designed to comply with the standard and other applicable regulations, it shall be designed to substantially comply.
2. ADUs: This section applies to new ADU construction (detached and attached ADUs) in all design review districts and supplements requirements in Chapters 22.5 and 22.5.1. This section does not apply to existing buildings that will be converted to an ADU where existing walls will remain or to any ADUs outside of design review districts.
3. All Other DR Areas (Coastal Zone): Standards as marked with an “X” in table below apply to: 1) non-residential zoning districts or non-residential development located in the Midcoast Project Area and 2) areas in the Coastal Zone outside of the Midcoast Project Area.
4. Design review standards are listed on the left in the table below, along with community areas for application of each standard in columns to the right. Standards apply to all areas of a specific Design Review district area as marked with an “X” in table, but shall only apply to a smaller area within that area if such a notation, in parenthesis, has been added.
5. Design review exterior light standards do not apply to sites under active, permitted construction and other short-term lighting (e.g., holiday lighting, holiday tree and pumpkin lots, decorative string lighting); low-intensity landscape lighting which is directed downward and no greater than three hundred (300) lumens per fixture or low-intensity landscape lighting which is dynamic lighting and no more than one hundred (100) lumens per fixture; lighting required by building or fire codes (e.g., internally illuminated signage); emergency notification lighting (e.g., fire alarm notification appliances); lighting used for public infrastructure (e.g., street lighting); and lighting that illuminates a United States or California flag and the flagpole to which the flag is affixed, provided these luminaires shall be shielded as necessary so that the light source is not visible from the property line.
6. Design review standards do not apply to projects and project elements specifically approved under County permit, for which design details were approved and the project built to substantially comply with the permit, as determined by the Director of Planning and Building.
7. Applicability of County Regulations: In addition to the requirements listed in the table below, project proponents shall design projects to comply with other regulations, not limited to the applicable zoning (including but not limited to daylight plane requirements), building, and fire codes, preservation of protected trees in accordance with Chapter 8.400 of the County Ordinance Code, protection of sensitive habitat and minimization of hazard per the County’s General Plan and Local Coastal Program, and applicable fire codes in Wildland Urban Interface (WUI) zones.

DESIGN REVIEW STANDARDS & APPLICATION TABLE

No.	STANDARD	ADUs	<u>Emerald Lake Hills/Oak Knoll (ELH), Palomar Park (PP), Devonshire (DEV)</u>	<u>MidCoast</u>	<u>All Other DR Areas (Coastal Zone)</u>
A	<u>Building Siting</u>				
1	For lots wider than 75 feet in area of proposed development, single story and low eave design shall be used in the transition area between the development and any adjoining areas designated for agriculture, recreation, or open space. The transition area for side-abutting development is defined as within 15 feet from both sides of a shared lot line. The building eave facing the shared lot line shall be no higher than 12 feet or, when the adjoining open space area contains buildings within 15 feet of the shared lot line, the eave shall be no higher than 10% higher than the height of the adjoining building(s). <i>(For low eave design, see Figures 11-15).</i>	X <i>(Montara Only)</i>		X <i>(Montara Only)</i>	X
2	Structures are set back from the edge of bluffs and cliffs a distance equal to the maximum proposed height of the building or located-in areas of the property that are not visible, as viewed from scenic areas below.	X <i>(Coastal zone only)</i>		X <i>(Source: CDM; other areas)</i>	X
3	Locate and design new development and landscaping so that ocean views are not blocked from public viewing points such as public roads and publicly-owned lands.	X <i>(Coastal zone only)</i>		X <i>(LCP 8.12.b)</i>	X <i>(LCP 8.12.b)</i>
4	Development shall only be placed on or above a ridgeline if there is no other developable building site on the parcel. If placed above a ridgeline, building height shall be limited to 15 feet above the ridgeline. Please refer to LCP Policy 8.7 for development on skyline and ridgelines.	X <i>(Coastal zone only)</i>		X	X
4	Streams, creeks, and other natural drainage systems shall not be altered (e.g., re-directed, channeled) including removal of native, non-invasive vegetation on creek banks. Culverts and bridges over streams may be allowed if necessary to provide access and found not to significantly impact sensitive habitat. <i>(See Figure 5)</i>	X	X	X	X

DESIGN REVIEW STANDARDS & APPLICATION TABLE

No.	STANDARD	ADUs	<u>Emerald Lake Hills/Oak Knoll (ELH), Palomar Park (PP), Devonshire (DEV)</u>	<u>MidCoast</u>	<u>All Other DR Areas (Coastal Zone)</u>
	Blue Highlight = Added to standards for area				
B	<u>Compatibility with Surrounding Buildings</u>				
1	The design of new buildings shall incorporate building and/or roof forms, colors, and/or materials of neighborhood buildings and the surrounding natural environment. (See Figure 24)	X	X	X	X (Rural area only)
2	An addition to an existing structure shall use building and/or roof forms, and color and/or materials, to be compatible with the existing structure.	X	X	X	X
C	<u>Building Shapes and Bulk</u>				
1	For lots with a 15% slope or steeper in the area of proposed development, for those portion(s) of the primary building above the existing grade, design buildings with shapes that step up or down hillsides in the same direction as the natural grade. (See Figures 4 and 9).		X	X	X
2	Prohibit buildings with an extension built out over a slope supported on stilts higher than 10 feet.		X	X	
D	<u>Building Articulation</u>				
1	Wall and Facade Articulation: Require Wall and/or Facade Articulation for walls over 20 feet in length (with the exception of garage walls and walls facing only the interior of the parcel). One articulation detail is required for every 20 feet of the wall length for each story. This standard only applies to new construction; existing walls to remain are exempt. (See Figures 17 and 18)	X	X (Source: ELH; PP DR standards)	X	
1a	Wall Articulation: Step or off-set extending to grade, with a minimum depth of 5 inches. (See Figures 17 and 18)	X	X (Source: ELH; PP DR standards)	X	
1b	Façade Articulation: Architectural detail (decks, bays, windows, balconies, trellis feature), ornamentation, or change in building materials or colors.	X	X (Source: ELH; PP DR standards)	X	
2	Prohibit designs where upper-story walls overhang or cantilever out over lower-story walls by more than 5 feet. Larger wall overhangs and/or cantilevers may be utilized in	X (Coastal Zone Only)		X	

DESIGN REVIEW STANDARDS & APPLICATION TABLE

No.	STANDARD	ADUs	<u>Emerald Lake Hills/Oak Knoll (ELH), Palomar Park (PP), Devonshire (DEV)</u>	<u>MidCoast</u>	<u>All Other DR Areas (Coastal Zone)</u>
	Blue Highlight = Added to standards for area				
	a modern architectural design to provide a unified design.				
3	Commercial Development: Incorporate nautical elements into building design, use wood or shingle siding, employ natural or sea colors, and use pitched roofs.			X (Princeton Only; LCP 8.13)	
4	In new buildings, incorporate traditional design feature(s) found in the San Gregorio House and other houses in the community (e.g., clean and simple lines, steep roof slopes, placement of windows and doors at regular intervals, doors and windows of equal proportions, and wood construction). Require remodeling of existing buildings to retain and respect these traditional architectural features, if any.				X San Gregorio Only; LCP 8.13)
5	In new buildings, incorporate architectural design features found in the historic buildings of the community (see inventory listing) (e.g., clean and simple lines, precise detailing, steep roof slopes, symmetrical relationship of windows and doors, wood construction, white paint). Require remodeling of existing buildings to retain these traditional architectural features, if any.				X Pescadero Only; LCP 8.13)
E	<u>Windows, Doors, and Decks</u>				
1	On building sides that do not conform to zoning district setbacks, windows facing residential development shall have a sill height of 6'6" or higher, with the exception of one, minimum size, egress window with opaque glass. This standard only applies to new construction; existing walls to remain are exempt.	X	X (Residential Use Only)	X	
2	No rooftop decks are allowed in the sections of buildings that do not conform to zoning district setbacks and directly adjoin residential development located on the other side of the non-conforming yard.	X	X	X	
F	<u>Roofs</u>				
1	White roofing is prohibited (however, non-white light colors such as pale gray and beige are	X	X (Source: ELH/PP DR	X	X

DESIGN REVIEW STANDARDS & APPLICATION TABLE

No.	STANDARD	ADUs	<u>Emerald Lake Hills/Oak Knoll (ELH), Palomar Park (PP), Devonshire (DEV)</u>	<u>MidCoast</u>	<u>All Other DR Areas (Coastal Zone)</u>
	Blue Highlight = Added to standards for area				
	allowed). Metal roofs are allowed but metallic treatments (silver, copper, untreated galvanized steel) are prohibited.		standards)		
2	Design buildings using primarily pitched roofs where more than 50% of the whole roof area is pitched, unless the existing main house to remain has a flat roof.	X (ELH/P P/DEV Only)	X		
G	<u>Exterior Lighting</u>				
1	All exterior, landscape, and site lighting shall be designed and located so that light is the minimum necessary to support the activity designated for that area, where light bulb is shielded, and light is downward-directed, away from neighbors, and confined to the site. Soffit lighting shall be limited to covered entry areas and outdoor covered patios (limited to a maximum of 1 soffit light for every 5 linear feet of these areas). Flood lights are not allowed. (See Figure 28)	X	X (Source: PP DR standards)	X	X
2	For areas visible from and within 50 feet from scenic corridors, limit the number of exterior light fixtures to the minimum required by Building Code.	X		X	X
3	All exterior lighting shall use warm, yellow light tones with a color rating of 2200 Kelvin (k) or lower.	X		X	X
4	Lighting around the perimeter of a site is prohibited, except where it is controlled by motion sensor which extinguishes the light no later than ten (10) minutes after activation.	X	X	X	X
H	<u>Grading and Hardscape</u>				
1	When an existing on-site driveway can be used to access the site of an ADU, an ADU shall utilize the existing driveway (making alterations as needed) for vehicular access.	X			
2	Prohibit raised building pads of more than 8 inches" above the low side of the existing grade, unless required for technical or engineering reasons identified by a registered civil engineer, licensed architect or geotechnical consultant.	X (ADUs over 500 sf)	X (Source: ELH/PP DR standards)	X	X

DESIGN REVIEW STANDARDS & APPLICATION TABLE

<u>No.</u>	<u>STANDARD</u> <i>Blue Highlight = Added to standards for area</i>	<u>ADUs</u>	<u>Emerald Lake Hills/Oak Knoll (ELH), Palomar Park (PP), Devonshire (DEV)</u>	<u>MidCoast</u>	<u>All Other DR Areas (Coastal Zone)</u>
3	For single-family residential lots where the front half of the lot slopes upward an average of 15% or more from the street, do not place more than 50% of the height of the garage below existing grade, unless necessary to meet maximum slope and driveway elevation requirements of the Department of Public Works or applicable fire district, in order to minimize project grading for garage and driveways and alteration to the natural topography.	X	X	X	
4	On sloped single-family residential sites with an average of 20% or more, no more than 50% of the exterior areas (excluding buildings) may be excavated to provide for a flat terrain for accessory areas, including but not limited to patios, pools, and walkways (excludes driveways).	X	X (Source: ELH/PP DR standards)	X	
5	For single-family residential lots, limit the amount of hardscape areas (excludes xeriscaping) in front yard for non-driveway, non-walkways areas (e.g. uncovered patios, non-required uncovered parking areas, outdoor storage areas), to a maximum of 50% of exterior areas (excluding buildings) of the property, unless hardscape areas will be screened by landscaping to reduce visual impact from residential areas and from roadways.	X	X (Source: PP DR standards)	X	X
I	<u>Utilities and Ancillary Structures</u>				
1	Utilities: Install all new service lines underground for the segment extending from the nearest existing distribution point/pole to the new residence or new detached ADU. Applies to residential major remodel/addition where electrical panel will be replaced.	X	X	X	X (Scenic Corridor Only)
2	When located in areas that are visible from a street or neighboring property, new wells, storage tanks, exterior trash and storage areas, irrigation backflow prevention devices, transformers, air conditioning units, heat pumps, generators, and other ancillary structures shall be screened from view.	X	X	X	

DESIGN REVIEW STANDARDS & APPLICATION TABLE

<u>No.</u>	<u>STANDARD</u>	<u>ADUs</u>	<u>Emerald Lake Hills/Oak Knoll (ELH), Palomar Park (PP), Devonshire (DEV)</u>	<u>MidCoast</u>	<u>All Other DR Areas (Coastal Zone)</u>
	<i>Blue Highlight = Added to standards for area</i>				
J	<u>Garages and Carports</u>				
1	A new garage/carport to serve an ADU shall count towards floor area of the property and must not exceed 250 s.f.	X			
K	<u>Exterior Colors and Materials</u>				
1	For the main body color of a building, use colors such as warm grays, beiges, natural woods, and muted greens. Use of color(s) with a Light Reflectance Value (LRV) of 50% or higher as the main body color of the house is prohibited.	X (ELH, PP, DEV only)	X		X
2	Prohibit reflective materials, with the exception of architectural copper trim details (roof gutters, downspouts, etc).	X (ELH, PP, DEV only)	X	X	X (A)
3	On all building sides, use primarily natural-appearing building materials, such as wood (or wood-like), stone, board and batten, wall siding or shingles, fire-resistant roof shingles, flagstone, and rock. Stucco may only be used as a secondary material. This standard only applies to new construction; existing walls to remain are exempt.	X (Detached ADUs only; in ELH, DEV, PP only)	X		
4	Use of T-111 plywood is prohibited.	X	X	X	X
5	Industrial Development: Employ natural or sea colors, textured building materials, and landscaping to add visual interest and soften the harsh lines of standard or stock building forms normally used in industrial districts.			X (Princeton Only; LCP 8.13)	
L	<u>Landscaping and Fences/Walls</u>				
1	Chainlink fences are prohibited in residential areas.	X	X	X	X
2	If CMU or cement block retaining walls are used, walls shall be textured, surfaced, painted, landscaped or otherwise treated to blend with their surroundings.	X	X (Source: PP DR standards)	X	X
3	All landscaping shall be drought-tolerant, native, and non-invasive. No plant species listed as problematic and/or invasive by the California Native Plant Society, the California Invasive		X	X	X

DESIGN REVIEW STANDARDS & APPLICATION TABLE

No.	STANDARD	ADUs	<u>Emerald Lake Hills/Oak Knoll (ELH), Palomar Park (PP), Devonshire (DEV)</u>	<u>MidCoast</u>	<u>All Other DR Areas (Coastal Zone)</u>
	Blue Highlight = Added to standards for area				
	Plant Council, or by the State of California shall be planted. No plant species listed as a “noxious weed” by the State of California or the U.S. Federal Government shall be planted. Landscaping plan shall comply with Water Efficiency Landscape Ordinance.				
4	All new SFDs require landscaping (new or retention of existing) in the street fronting yards		X	X	
M	Multiple Lot Development				
	<i>Multiple contiguous or nearby (within the same block) projects developed concurrently by one owner, applicant, developer, or builder, shall comply with the above standards applicable for residential development for the project area as well as the following additional standards:</i>				
1	Do not use the same, or same but reversed, building elevations and/or floor plans located directly across the street from each other or on adjacent parcels.		X	X	
2	Vary design style, exterior detail, rooflines, finish materials, and landscaping so that appearance is not repetitive.		X	X	
N	Signs and Parking Lots				
1	Paved areas such as parking lots, driveways, sidewalks, should be secondary to buildings in visual prominence as viewed from the street and landscaped to reduce visual impact.				X (Source: CDM)
2	Parking areas shall be screened from residential areas and from scenic roadways.				X (Source: CDM)
3	On-premise signs should be integrated with the design of the structure and should not extend above the roof line of the structure.				X (Source: CDM)
4	Brightly illuminated, rotating, reflective, blinking, flashing or moving signs, pennants or streamers are prohibited.				X (Source: CDM)

Source notes:
 “CDM” refers to the Community Design Manual



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT E

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * *

**RESOLUTION DIRECTING SUBMITTAL OF THE NEW CHAPTER 28.1
OF THE COUNTY ORDINANCE CODE (ZONING REGULATIONS) REGULATING
DESIGN REVIEW (DR) DISTRICTS, AND RELATED CONFORMING ZONING
TEXT AMENDMENTS, AS AMENDMENTS TO THE COUNTY'S LOCAL
COASTAL PROGRAM, TO THE CALIFORNIA COASTAL COMMISSION
FOR REVIEW AND CERTIFICATION**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, in November 1980, the San Mateo County Local Coastal Program (LCP) was certified by the California Coastal Commission; and

WHEREAS, since its certification, the LCP has been amended at various times, to improve its conformity with the California Coastal Act or respond to local circumstances; and

WHEREAS, amendment of must be certified by the California Coastal Commission as conforming with the California Coastal Act, prior to taking effect in the County's Coastal Zone; and

WHEREAS, the Board of Supervisors has adopted, by ordinance, a new Chapter 28.1 (Section 6565) of the County Zoning Regulations, regulating the Design Review

(DR) District in the County's Coastal Zone, as well as related text amendments to other chapters of the Zoning Regulations to conform to the updated Chapter 28.1; and

WHEREAS, the ordinance constitutes an amendment of the Local Coastal Program; and

WHEREAS, these amendments will not be effective in the County's Coastal Zone until they have been reviewed and certified by the California Coastal Commission; and

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors of the County of San Mateo, State of California, resolves as follows: Planning and Building Department staff are directed to submit the new Chapter 28.1 of the County Zoning Regulations regulating Design Review (DR) Districts, and related conforming zoning text amendments, as amendments to the Local Coastal Program, to the California Coastal Commission for review and certification

* * * * *



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT F

ATTACHMENT F

Examples of Subjective language and Revised standard using Objective Language:

For a requirement to be considered objective, it should include specific criteria (including numeric specifics), such that compliance with any particular standard can be easily determined by the applicant and County staff reviewing a project. To this end, the Design Review Ordinance Update Project replaces occurrences of the following language with objective criteria, with examples as listed:

Examples of Subjective language:	Revised standard using Objective Language:
Subjective verbs: “Minimize”, “maximize”, or “limit”	
<p><i>Examples:</i></p> <p><i>Minimize filling or placement of earth materials.</i></p> <p><i>Allow limited excavation when needed to blend the house into the site.</i></p>	<p><i>Examples:</i></p> <p><i>Prohibit raised building pads of more than 8 inches” above the low side of the existing grade[...]</i></p> <p><i>For single-family residential lots where the front half of the lot slopes upward an average of 15% or more from the street, do not place more than 50% of the height of the garage below existing grade[...]</i></p>
Subjective Adjectives: “Compatible with”, “complementing”, “respecting of”, “blending with”	
<p><i>Example:</i></p> <p><i>Use an architectural style and design elements that complement the predominant style of nearby homes, only when such homes conform with the design standards.</i></p>	<p><i>Example:</i></p> <p><i>The design of new buildings shall incorporate building and/or roof forms, colors, and/or materials of adjacent buildings and natural environment.</i></p>
Subjective Adjectives: “Well-articulated”, “smooth transition”, “adequate”	
<p><i>Design well-articulated and proportioned facades[...]</i></p>	<p><i>Example:</i></p> <p><i>Require Wall and/or Facade Articulation for walls over 20 feet in length (with the exception</i></p>

	<p><i>of garage walls and walls facing only the interior of the parcel). One articulation detail is required for every 20 feet of the wall length for each story.</i></p>
<p>Subjective Qualifiers: "When feasible"</p>	
<p><i>Example:</i></p> <p><i>Locate the primary portion of the second stories toward the center of the first story and away from property lines whenever feasible.</i></p>	<p><i>Example:</i></p> <p><i>In Midcoast, the Project eliminates the option for compliance with Daylight Plane or Façade Articulation to require both.</i></p>



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT G

Date: January 9, 2025

To: Supervisor Ray Mueller
District 3, San Mateo County

From: Coastside Design Review Committee

Re: Demonstration of Project Scale Policy and Story Poles

Background

San Mateo County's Demonstration of Project Scale Policy revised in July 2024 ([link](#)) describes two options for proposed projects to satisfy the policy: 1) the construction of story poles and 2) the use of visual methods such as digital imaging simulations, computer modeling, and other visual techniques. Since the policy has been in place since 2020, most projects have elected to use visual methods to demonstrate project scale. This option has not only resulted in numerous community complaints via written correspondences and in-person speakers but has also yielded incomplete and potentially misleading representation of the projects.

The CDRC had previously recommended in October 2020 to change County policy to require story poles ([link](#), pages 23-26), after much research, including evaluations of similar story pole requirements in other counties and cities. Our current committee members concur with the October 2020 recommendation and, in summary, propose the following changes:

1. **Mandatory Use of Story Poles:**

We request that the County require the use of story poles for all new construction over 500 square feet and for any second or third-story addition that alters the roofline of an existing structure. Story poles are a simple yet effective tool to visually communicate the size and scope of a proposed building or addition, allowing residents and design review boards to better understand the potential impacts on the surrounding area, including issues of privacy, light, and aesthetics.

2. **Exemption from Design Review for Small, Single-Story Buildings:**

We propose that all new construction that is 16 feet in height or under and 500 square feet and under to be exempt from the formal design review process. While still adhering to applicable building codes and safety standards, this would streamline approvals for smaller, less intrusive projects, helping to reduce unnecessary delays for homeowners while maintaining community oversight for larger, more impactful projects.

These changes would not only help clarify the visual and spatial impact of new developments but also foster better communication between developers and the community, enhancing transparency and reducing concerns about potential adverse effects on our neighborhoods.

We believe these updates will help strike a balance between promoting responsible growth and preserving the character of our local communities.

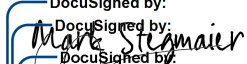
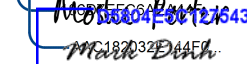

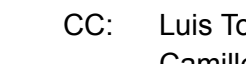
Thank you for your attention to this matter.

Objective changes as follows:

- New construction of 500 square feet or less will be exempt from design review.
- Story poles are to be required for all new construction over 500 sq feet.
- Story poles are to be required for all two-story or greater additions to existing homes that modify the roof-line.
- Single-story additions 16 feet or under are exempt from story poles.
- Story poles shall not require survey or certification.

We expect these changes to be included in the design standard update for public comment and review at a later date and written in alignment with the current story pole specifications.

Respectfully,
Coastside Design Review Committee

DocuSigned by:
 Mark Stegmaier
DocuSigned by:
 April Bingham
DocuSigned by:
 James Bennington
DocuSigned by:
 Moshe Porter
DocuSigned by:
 Mark Dinh
DocuSigned By: Mark Dinh

CC: Luis Topete, Design Review Officer, San Mateo County
Camille Leung, Senior Planner, San Mateo County
Steve Monowitz, Director of Planning and Building, San Mateo County



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT H1

ATTACHMENT H1: Fee Study for New Design Review Fees

Planning and Building Department (Dept.)

January 20, 2025

The design review ordinance provides for a new, ministerial design review process for certain project types, and also creates a new process for review and approval of exceptions to design standards. Accordingly, staff prepared this study to determine the appropriate fees for these services.

Under State law, the County can charge service fees for land development and planning services, provided the fees do not exceed the estimated reasonable costs of providing the services. Gov. Code § 66014. The Department conducted a comprehensive fee study for its fees (the Planning Service Fee Schedule), documenting estimated labor and related costs for each permit type, and the Board adopted the updated Planning Service Fee Schedule on November 19, 2024 (effective January 1, 2025; see Board of Supervisors Resolution Number 080751).

To determine appropriate fees for the new design review services, staff compared the process and work products required for the new services to existing permit processes and associated fees on the adopted Planning Service Fee Schedule. By identifying existing fees for services with comparable levels of staff effort, staff has demonstrated that the proposed fees will not exceed the estimated reasonable cost of providing these services.

In addition, prior to approving an increase in an existing fee or service charge, or adopting a new fee or service charge, the County is required to “make available to the public data indicating the amount of cost, or estimated cost, required to provide the service for which the fee or service charge is levied and the revenue sources anticipated to provide the service, including General Fund revenues.” Gov. Code § 66016. The publication of this fee study fulfills that requirement.

<i>New Review Type</i>	<i>Process and Work Products</i>	<i>Proposed New Fee</i>	<i>Comparable Existing Permit/Process and Adopted Fee</i>
Review Fees			
Ministerial Design Review Fee for New Single Family Residential Construction	Staff-Level; no referral; no noticing; no letter of decision	\$861	<ul style="list-style-type: none">Development Footprint Analysis (DFA): \$861

Ministerial Design Review Fee for New Commercial/Multiple Family Residential Construction	Staff-Level; no referral; no noticing; no letter of decision	\$861	<ul style="list-style-type: none"> Development Footprint Analysis (DFA): \$861
Ministerial Design Review Fee for Single Family Residential Alteration and/or Addition; Detached/Attached ADUs	Staff-Level; no referral; no noticing; no letter of decision	\$646	<ul style="list-style-type: none"> Formal Design Review Exemption: \$646 (Formal Design Review exemption requires less review but requires poster notice)
Exception Fees			
Minor Design Review Exception	Staff-Level; no referral; no noticing; letter of decision	\$861 (added to applicable review fee)	<ul style="list-style-type: none"> Development Footprint Analysis (DFA): \$861
Major Design Review Exception (via Use Permit)	Hearing-Level; no referral; noticing; staff report; letter of decision	\$4,079 (added to applicable review fee)	<ul style="list-style-type: none"> Use Permit (\$6,041)

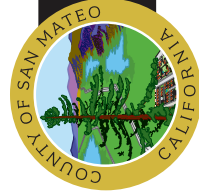
Summary of Design Review Fees

In addition to the new fees listed above, current design review fees will remain in effect. The following is a comprehensive list of the design review fees upon adoption of the proposed ordinance and resolution. The new fees are shown in underline; existing fees are in regular text:

- Formal Design Review Exemption: \$646
- Ministerial Design Review Fee for New Single Family Residential Construction: \$861
- Ministerial Design Review Fee for New Commercial/Multiple Family Residential Construction: \$861
- Ministerial Design Review Fee for Single Family Residential Alteration and/or Addition; Detached/Attached ADU: \$646
- Discretionary Review by Coastside Design Review Committee – New Use: \$6,041
- Discretionary Review by Coastside Design Review Committee – Major Revision or Addition to Existing Use: \$3,770
- Minor Design Review Exception: \$861 (added to applicable review fee)
- Major Design Review Exception: \$4,079 (added to applicable review fee)

Fees are subject to the annual cost adjustment and all other notes on the effective Planning Service Fee Schedule.

DRAFT



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT H2

RESOLUTION NO.

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * *

RESOLUTION AMENDING THE PLANNING AND BUILDING DEPARTMENT PLANNING SERVICE FEE SCHEDULE TO ADD DESIGN REVIEW FEES FOR MINISTERIAL REVIEW AND EXCEPTIONS

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, County Ordinance No. 2193, adopted April 10, 1973, authorizes the setting by resolution of fees for permits and services provided by the Planning and Building Department; and

WHEREAS, Government Code Section 66014 authorizes the County to recover from permit applicants the cost of processing land use applications and providing services, including fees for planning permits, building permits, and related services; and

WHEREAS, on November 19, 2024, the Board of Supervisors adopted Resolution Number 080751 (effective January 1, 2025) adopting the current the Planning Service Fee Schedule for fees for permits and services provided by the Planning and Building Department; and

WHEREAS, the proposed design review ordinance creates new services to be provided by Planning and Building Department staff in connection with design review applications, requiring an amendment to the Planning Service Fee Schedule to include fees for such services; and

WHEREAS, Planning and Building Department staff conducted an analysis of the existing fees charged for similar planning services, and the staff effort required to provide the services, to determine the estimated reasonable costs of providing the new services and this analysis is set forth in a Fee Study, dated [TBD], which this Board has reviewed in connection with this matter; and

WHEREAS, this Board has reviewed the proposed fees, which include a Ministerial Design Review Fee for New Single Family Residential Construction fee of \$861, a Ministerial Design Review Fee for New Commercial/Multiple Family Residential Construction fee of \$861, a Ministerial Design Review Fee for Single Family Residential Alteration and/or Addition and Detached/Attached ADU fee of \$646, a Minor Design Review Exception fee of \$861, and a Major Design Review Exception fee of \$4,079, as well as the basis for their calculation and the justification for the fees as set forth in the Fee Study presented in this matter; and

WHEREAS, the Planning Services Fee Schedule's existing appeal fee of \$1,962 will apply to any appeals filed pursuant to County Ordinance Code Chapter 5.148; and

WHEREAS, the new fees are subject to the annual cost adjustment and all notes on the effective Planning Service Fee Schedule; and

WHEREAS, notice of the proposed fees was provided and data supporting the proposed fees was made available at least 10 days prior to the Board of Supervisors meeting on February 10, 2025, at which meeting public comment was accepted; and

WHEREAS, in adopting the proposed fees the Board of Supervisors finds that (1) the purpose of the proposed fees is to recover staff costs to provide the service; (2) the revenue generated by the fees will be used to cover the costs to the County to perform design review and grant minor and major exceptions; and (3) the fees do not exceed the estimated reasonable cost of providing the service for which the fees are charged.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors hereby amends the Planning Service Fee Schedule as set forth in this resolution and in Attachment **XXX** to the Board memorandum, and directs the Director of Planning and Building or designee to collect the fees shown thereon and to deposit them in the County treasury.

* * * * *