



## Planning & Building Department Coastside Design Review Committee

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## Notice of Public Hearing

### COASTSIDE DESIGN REVIEW COMMITTEE AGENDA

Granada Community Services District Office Meeting Room  
504 Avenue Alhambra, Third Floor, El Granada

Thursday, May 14, 2026  
1:30 p.m.

<https://smcgov.zoom.us/j/85725924265>

### **\*\*\*IN-PERSON WITH REMOTE PUBLIC PARTICIPATION AVAILABLE\*\*\***

This meeting of the Coastside Design Review Committee (CDRC) will be held in the Granada Community Services District Office Meeting Room, 504 Avenue Alhambra, third floor, El Granada. Members of the public will be able to participate in the meeting, either in-person or remotely. Please refer to the instructions at the end of the agenda.

#### **Public Participation:**

The CDRC meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/85725924265>. The webinar ID is: 857 2592 4265. The meeting may also be accessed via telephone by dialing +1 669-900-6833 (Local). Enter the webinar ID and then press #. Members of the public can also attend this meeting in person at the Granada Community Services District Office Meeting Room, 504 Avenue Alhambra, third floor, El Granada.

\*Written public comments may be emailed to [ltopete@smcgov.org](mailto:ltopete@smcgov.org), and such written comments should indicate the specific agenda item on which you are commenting.

\*Each spoken public comment shall be limited to 3 minutes.

\*Spoken public comments will be accepted during the meeting in-person or remotely through Zoom at the option of the speaker. Public comments in-person will be taken first, followed by speakers on Zoom.

**\*Please see instructions for written and public comments at the end of this agenda.**

#### **ADA Requests:**

Individuals who require special assistance or a disability related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting, should contact the Coastside Design Review Officer as early as possible, but no later than 10:00 a.m. on the day before the meeting, at [ltopete@smcgov.org](mailto:ltopete@smcgov.org). Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

**AGENDA**  
**1:30 p.m.**

**ROLL CALL**

**CHAIRPERSON'S REPORT**

**PUBLIC COMMENT**

*This item is reserved for persons wishing to address the Committee on any matter not on the agenda. If your subject is not on the agenda, the Coastside Design Review Committee will recognize you at this time. **Speakers are customarily limited to three minutes.***

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**MOSS BEACH**  
**1:45 p.m.**

1. **Owner:** Donacin Dunklin  
**Applicant:** Michael Bugler, Hawk Design  
**File No.:** PLN2025-00129  
**Location:** 440 Lancaster Boulevard, Moss Beach  
**Assessor's Parcel No.:** 037-171-730

Consideration of a Design Review (DR) Permit recommendation to construct a proposed 647 sq. ft. second-story addition and a new 576 sq. ft. attached second-story Accessory Dwelling Unit (ADU) onto an existing 1,925 sq. ft. single-story residence with an attached two-car garage on a 5,500 sq. ft. developed parcel, associated with a hearing-level Coastal Development Permit (CDP). The project involves minor grading and no tree removal. Review of the ADU is ministerial and does not require review by the CDRC. The CDRC will not render a final decision but will provide a recommendation regarding the project's compliance with the design review standards. The Planning Commission will render a final decision on the DR Permit and CDP at a later date. The project is appealable to the California Coastal Commission. Application Deemed Complete: April 6, 2026. Project Planner: Dylan Parker ([jparker1@smcgov.org](mailto:jparker1@smcgov.org)).

**2:15 p.m.**

2. **Owner:** Laurence Flath  
**Applicant:** Tim Pond  
**File No.:** PLN2025-00344  
**Location:** 2205 Carlos Street, Moss Beach  
**Assessor's Parcel No.:** 037-092-160

Consideration of a Design Review (DR) Permit recommendation for the demolition of existing decks and stair entry, and the construction of a 321 sq. ft. carport/deck and new stair entry that encroaches into the required front setback of an existing 3,384 sq. ft., two-story residence with an attached two-car garage on a 8,913 sq. ft. developed parcel, associated with a staff-level Home Improvement Exception (HIE) and a staff-level Coastal Development Permit Exemption (CDX). The project involves minor grading and no tree removal. The CDRC will not render a final decision but will provide a recommendation regarding the project's compliance with the design review standards. Planning staff will render a final decision on the DR Permit, HIE, and CDX after May 14, 2026. The project is not appealable to the California Coastal Commission. Application Deemed Complete: April 7, 2026. Project Planner: Dylan Parker ([jparker1@smcgov.org](mailto:jparker1@smcgov.org)).

**EL GRANADA**  
**2:45 p.m.**

- 3. Owner:** Mina Farr  
**Applicant:** Tim Pond  
**File No.:** PLN2025-00305  
Location: 987 The Alameda, El Granada  
Assessor's Parcel No.: 047-285-380

Consideration of a Design Review (DR) Permit to construct a 340 sq. ft. lower-level addition and a 548 sq. ft. main-level addition onto an existing 3,263 sq. ft., two-story residence with an attached two-car garage on a 12,000 sq. ft. developed parcel. The project involves minor grading and no tree removal. In conjunction with the requested DR Permit, staff recommends that the CDRC determine the project to be categorically exempt from environmental review pursuant to CEQA Guidelines Section 15301(e) (Class 1, Existing Facilities), which allows for additions to existing structures where the increase in floor area does not exceed 50 percent of the existing structure. The project is not appealable to the California Coastal Commission. Application Deemed Complete: April 7, 2026. Project Planner: Dylan Parker ([jparker1@smcgov.org](mailto:jparker1@smcgov.org)).

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**4. ADJOURNMENT**

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**ADDITIONAL INFORMATION**

**Correspondence to CDRC Staff**

Luis Topete, Design Review Officer  
Phone: 650/383-4683  
Email: [ltopete@smcgov.org](mailto:ltopete@smcgov.org)

Camille Leung, Senior Planner  
Phone: 650/363-1826  
Email: [cleung@smcgov.org](mailto:cleung@smcgov.org)

**Materials Presented for the Hearing**

Applicants and members of the public are encouraged to submit materials to staff via email, but must do so no less than 30 minutes in advance of a hearing. All materials (including, but not limited to, models, pictures, videos, etc.) presented by any person speaking on any item on the agenda are considered part of the administrative record for that item and must be retained by the Design Review Officer until such time as all administrative appeals are exhausted and the time for legal challenge to a decision on the item has passed. If you wish to retain the original of an item, a legible copy must be forwarded to the Design Review Officer. An electronic copy of a photograph must be submitted.

**Public Records**

Public records that relate to any item on the open session agenda for a regular Coastside Design Review Committee (CDRC) meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the CDRC.

**Decisions & Appeals Process**

The Coastside Design Review Committee will make a decision when design review is the only application being considered, or make a recommendation to a different decision maker when additional planning applications are associated with the project (e.g., use permit, grading permit, etc.). Decisions made by the Coastside Design Review Committee are appealable to the Planning Commission when an appeal is provided by law or regulation. As of January 1, 2025, the appeal fee is \$1,962 which includes additional public noticing and applicable surcharges. Appeals must be filed no later than ten (10) working days following the date the

Letter of Decision is issued. Appeals can be sent via email to [ltopete@smcgov.org](mailto:ltopete@smcgov.org) or to the San Mateo County Planning Counter located at 455 County Center, 2nd Floor, Redwood City. The full amount of the appeal fee must be presented to the County within the time provided for an appeal to be timely. **Matters on the agenda for which the Coastside Design Review Committee will make a decision (not a recommendation) are anticipated to result in a Letter of Decision dated the Monday after the hearing date with a corresponding appeal period starting from the decision letter date.** Interested parties should request a copy of the Letter of Decision to ensure timeliness of their appeal. You may submit your request to [ltopete@smcgov.org](mailto:ltopete@smcgov.org).

### **Agendas & Meeting Materials**

To view the agenda, plans, and supporting documents for all items on this agenda, please visit our website at: <https://www.smcgov.org/planning/coastside-design-review-committee> and find the webpage for the meeting date. To subscribe to the CDRC agenda mailing list, please send a blank email to: [sanmateocounty@service.govdelivery.com](mailto:sanmateocounty@service.govdelivery.com). To request hard copies of the meeting materials, including plans, please contact the Design Review Officer.

### **Zoom**

For any questions or concerns regarding Zoom, including troubleshooting, privacy, or security settings, please contact Zoom directly. See instructions below for public comments on Zoom.

### **Next Meeting**

The next CDRC meeting will be on **June 11, 2026**.

### **\*INSTRUCTION FOR PUBLIC COMMENTS DURING MEETINGS**

#### **Spoken Comments**

If you wish to speak to the CDRC, please fill out a speaker's slip. If you have anything that you wish distributed to the CDRC and included in the official record, please provide it to the Coastside Design Review Officer who will distribute the information to the CDRC members and staff.

#### **Remote Public Participation Option**

1. When the Committee calls for the item on which you wish to speak, click on "raise hand" or \*9 if calling in by phone. The Design Review Officer will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
2. When called, please limit your remarks to the time limit allotted.

#### **Written Comments**

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to the Coastside Design Review Officer at [ltopete@smcgov.org](mailto:ltopete@smcgov.org).
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received by 5:00 p.m. on the day before the meeting, it will be provided to the Members of the CDRC and made publicly available on the agenda website under the specific item to which your comment pertains. If emailed comments are received after 5:00 p.m. on the day before the meeting, the Coastside Design Review Officer will make every effort to either (i) provide such emailed comments to the CDRC and make such emails publicly available on the agenda website prior to the meeting, or (ii) read such emails during the meeting. Whether such emailed comments are forwarded and posted, or are read during the meeting, they will still be included in the administrative record.

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