



COUNTY OF SAN MATEO
PLANNING AND BUILDING

455 County Center, 2nd Floor | Mail Drop PLN 122
Redwood City, CA 94063
(650) 363-4161
planning.smcgov.org

July 24, 2026

SENT VIA EMAIL

Richard Liaw, Representative
Ocean Moon Corporation
405 El Camino Real, Unit 253
Menlo Park, CA 94025

SUBJECT: SB 330 / SB8 Applications
100 Shamrock Road ("Shamrock Ranch"), Unincorporated Pacifica
APNs 023-741-010 and 023-741-020; County File No. PLN2026-00232

Dear Richard:

Thank you for the opportunity to review your SB330/SB8 Major Subdivision, Planned Agricultural Development, and Coastal Development Permit applications, submitted on June 26, 2026, for a proposed 350-unit residential development, including a major subdivision, with a mix of single-family residences, townhomes, duets, and condominiums.

Staff has determined all applications to be **incomplete** and requests the following outstanding items to be addressed before completeness review can continue:

1. Application and Agency Review Fees –
 - a. Submit payment of the Major Subdivision application and review fees as detailed in revised invoice#466183 emailed July 16, 2026 (invoice is also attached to this letter). Payment instructions were provided by staff during their July 3, 2026 transmittal of the original invoice that was revised due to staff's identification of a fee calculation error.
 - b. Staff calculated fees for the additionally submitted Planned Agricultural Development and Coastal Development Permit applications and has included these fees on invoice#466442 (see comment #2c below)
2. Additional Required Applications – Based on the submittal items, staff has determined the following additional permits are required:
 - a. Grading Permit – see <https://www.smcgov.org/planning/grading-and-land-clearing-permits> for more information regarding application forms and required submittal items

- b. Resource Management Permit – see <https://www.smcgov.org/planning/resource-management-permit> for more information regarding application forms and required submittal items
 - c. Re-Zoning Permit – see <https://www.smcgov.org/planning/rezoning-planned-unit-development-permit> for more information regarding application forms and required submittal items
 - d. See attached invoice#466442 for the applicable fees associated with the above-mentioned additionally required permits for this project.
3. Geotechnical Report – Provide report that contemplates the project proposal. Also provide any associated reports and recommendations as necessary from the project geotechnical consultant regarding the project proposal. Both subject parcels are in County identified landscape and liquefaction zones.
4. Sewer Service “Will Serve Letter” - Provide written confirmation from City of Pacifica, either on their letterhead or from their official email addresses, that there is sufficient sewage disposal connections and/or capacity, for the project.
5. Environmental Impact Report Deposit - Project will require the creation and processing of an environmental impact report, which requires payment of an initial \$10,090 deposit to the County. This deposit amount has also been included in Invoice#466442.
6. Landscape Plans – Provide landscape plan that include the following information within the plan set:
- a. Landscape Design Plan
 - b. Irrigation Design Plan
 - c. WELO Worksheet
 - d. Planting Schedule
 - e. Fence and Retaining Wall details and sections
 - f. Tree protection plan as recommended by the project arborist
 - g. Project arborist’s report (can be a separate document or within the plan set)
 - h. See [County's WELO webpage](#) for additional information
7. Updated Civil Plans – Provide updated civil plans that include the following information:
- a. Grading Plan
 - i. Include cut and fill quantity tables
 - b. Utility Plan
 - c. Drainage / Stormwater Plan
 - i. Include C3C6 Development Review Checklist as separate document or within plan set
 - d. Erosion/Sediment Control Plan
 - e. Site Distance Study by Civil Engineer

- f. Driveway/Access Road Profile
 - i. Please note turnarounds may be required by County Fire ; profiles should be designed in contemplation of this requirement
 - g. Access Plans for portions of project that are greater than 150 ft. from a public road
8. Updated Architectural Plans – plans should be updated to include the following information:
 - a. Plan scale – staff identified several sheets, particularly elevation sheets, that did not include a scale
 - b. Enlarge details, elevations, etc. – staff identified several sheets of the submitted plan set where hard to read details, elevations, etc. were provided on pages where sufficient blank space remaining on the sheet to enlarge items.
9. Current Title Report – Provide a title report that dated no later than two months from this letter's date.

Conclusion

As part of your resubmittal, please follow these instructions:

- Include one transmittal memos that clearly indicates responses to each comment provided and indicate what submittal items are provided in the response
- All revisions to plans must include revision clouds and revision triangles
- All electronic files must be in PDF format and reduced in size as much as possible
- All electronic files must use a naming convention that is clearly identifiable
 - Example : “PLN2026-01234__Response to Comments Letter_Cycle1”
- All resubmittals should be directly emailed to me as attachment or fileshare link

Thank you again for the opportunity to review this application.

Regards,

Dylan Parker

Dylan Parker, AICP
Planner III

Attachments: Invoices #466442 and #466183



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Invoice

Invoice #: 466442
Date: 7/24/2026
Applicant: RICHARD LIAW
Applicant Address: 405 EL CAMINO REAL #253, MENLO PARK, CA 94025-0000
Project Address:
Project Parcel #: 023741010
Owner: VOSKES DANA DENMAN TR
Owner Address: 18477 CRYSTAL ST, GRASS VALLEY, CA 95949-8727

Case Number	Description	Amount Due
PLN2026-00232	CDP - Public Hearing	\$4,530.75
	CEQA - EIR Processing	\$9,796.00
	Grading Permit	\$5,093.25
	Resource Management District-Dev	\$2,827.25
	Rev Proc-No Prev ESS	
	Rezoning	\$15,549.00
additional drainage fees	Manual Fee	\$9,405.00
	Planned Agricultural District Permit	\$7,347.00
5% legal counsel surcharge	Manual Fee	\$2,727.41
4% tech surcharge	Manual Fee	\$2,181.93
2% document storage surcharge	Manual Fee	\$1,090.96
Invoice Total:		\$60,548.55
Balance Due:		\$245,958.84



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Case Number	Description	Amount Due
PLN2026-00232	Major Subdivision	\$165,844.00
drainage review fees	Manual Fee	\$495.00
	Department of Public Works - Review	\$400.00
	County Fire Review - Multi Family	\$374.00
	IT Surcharge	\$6,653.56
	Legal Counsel Surcharge	\$8,316.95
2% document storage surcharge	Manual Fee	\$3,326.78
Invoice Total:		\$185,410.29
Balance Due:		\$185,410.29