

PLANNING AND ZONING COMMITTEE  
MIDCOAST COMMUNITY COUNCIL

June 10, 1998

Planning Commission,  
County Government Center  
590 Hamilton Street  
Mail Drop PLN122  
Redwood City, CA 94063

RE: REGULAR AGENDA, ITEM NO. 3:  
DESIGN REVIEW, FILE NO. DSR 98-0029/APN: 048-056-150  
LOCATION: 415 MIRADA ROAD, MIRAMAR

DEAR PLANNING COMMISSIONERS:

I am writing, as the representative of the Planning and Zoning Committee, to express our concern regarding the "miscommunication" that has taken place regarding the processing of this Design Review Application. Our intent is not to "lay blame". We do believe, however, that these types of errors should not affect the Community.

1. Neither the Building Permit nor the Design Review Application has been submitted to the Planning and Zoning Committee.
2. The concerned neighbors contacted the County on 3/18/98 (by fax and voice mail) for information regarding this project. On 4/30/98, they received the Application for Design Review (posted as 3/11/98) – the end of the comment period was 3/23/98.
3. Required Materials not submitted to Neighborhood Group or Planning and Zoning Committee:
  - a. Building Permit Application
  - b. Site Plan Showing:
    - Property Lines
    - Existing and proposed ground contours
    - Easements and utility lines.
    - Existing and proposed buildings.
    - All proposed improvements, including paving, fences, etc.
    - All existing trees and size.
    - Trees to be removed.
  - c. Building Elevations Showing:
    - Type of roof and exterior materials to be used.
    - Color of materials
    - Location of roof equipment, trash enclosure, fences, exterior lights, or other structure or fixtures to be located outside the building.
    - Sign location-showing relationship to architecture of building.

P.O. Box 64  
Moss Beach, CA 94028

- Location map showing the building site, adjacent lots and streets. There is no indication if adjacent lots are developed or vacant. Any additional information as determined by the Design Review Administrator necessary for evaluation of the development plans.
4. Error on application - notes that no trees are to be cut.
  5. "GH" is noted on page 2 of the Staff Report: Existing Zoning: R-1/SDR/GH, yet no mention is made of geological hazards.
  6. On 5/13/98, the appeal was filed. On 5/30/98, the appellants learned of the scheduled hearing for 6/10/98. On 6/3/98 they contacted the planner and requested an extension, feeling the need to have more time to do research. Their request was denied.
  7. Appellant's name and telephone number disclosed by Planning Department to the Applicant. This resulted in daily harassment through telephone calls to the appellant by the applicant.

RECOMMENDATIONS:

- ➔ Appeal fee to be returned to the appellant. Had the Building Permit and DR Application come through the proper channels, an appeal may have not been necessary.
- ➔ Have the applicant, in conjunction with the County, do a thorough analysis of the natural features of the lot, surrounding lots, and the neighborhood. This will allow for a design, which is in harmony with these elements.
- ➔ Insure that all required accompanying material on this project are forwarded to the Planning and Zoning Committee for review.
- ➔ Have the Planning and Building Department create a report that is forwarded to the Planning and Zoning Committee on a monthly basis noting all MidCoast Building Permit Applications in process and their status.
- ➔ Insure that all Permits which are missing required accompanying material, are returned to the applicant for completion, prior to approval.

Sincerely,



Laura Stein  
Chair, Planning and Zoning Committee

Cc: Richard Gordon