

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

**Exemptions from Bayside Design Review for Districts
with a Design Review Committee**

DATE: September 24, 2015

The Design Review Ordinance allows the Design Review Administrator to exempt items from Design Review that are minor in nature and will not have an adverse effect on compliance with the design standards, or zoning regulations applicable to the property. Exemptions from the Design Review Committee's review do not exempt development from any applicable Design Review standards.

Listed below are guidelines for exempting projects from the formal Design Review process for residential development in *Emerald Lake Hills and Palomar Park and commercial development (C-1/NFO/DR and C-2/NFO/DR) along Middlefield Road in North Fair Oaks*. Please note that these guidelines have no effect on Coastside Design Review procedures. Should you have any questions, please see the Design Review Officer.

I. PROJECTS WHICH MAY BE EXEMPTED BY COUNTER STAFF

- A. The following design review exemptions may be processed over the counter by staff at the time the building permit is processed. No design review application or fee is required.

**EXEMPTED ITEMS
(RESIDENTIAL DEVELOPMENT)**

QUALIFYING CRITERIA

1. Doors/windows

Replacement of doors or windows where size does not change and framing style matches that of surrounding existing doors/windows. (Addition of doors or windows or replacement where doors/windows change in size may be exempt by the Design Review Officer if they match or are compatible with existing doors/windows.)

2. Decks

Uncovered decks equal to or less than 18" are always exempt; uncovered decks made of wood and equal to 24" from existing grade, setbacks maintained (see Zoning Regulations, Section 6406.c).

3.	Detached accessory structures	Prefabricated, less than 100 sq. ft. setbacks and regulations maintained, not visible from the front street.
4.	Hot tubs	Exterior siding made of wood.
5.	In-ground pools, spas	All features must be in-ground or less than 18" above ground, setbacks maintained, follow policy for mechanical equipment structures (see Policy Book, p. 115).
6.	Relocation revisions of minor structures	Relocation of approved plans, follow any applicable policy and regulation.
7.	Remove/replace exterior siding	Replacing original stucco or wood, or replacing stucco with wood.
8.	Re-roofs	Non-reflective colors (see Policy Book, p. 192).
9.	Retaining walls (Wood)	Follow fence height limits within setbacks (see Zoning Regulation, Section 6412).
10.	Stairs/landings	Made of wood, uncovered, setbacks maintained (see Zoning Regulation, Section 6406.c), and avoid unenclosed spaces beneath structures.
11.	Sky lights	No architectural features.
12.	Underground utilities	--
13.	Wood burning stoves	Exterior pipe non-reflective (anodized).
14.	Solar Panels	Roof and ground-mounted solar panels. Setback and lot coverage requirements apply.

**EXEMPTED ITEMS
(COMMERCIAL DEVELOPMENT)**

QUALIFYING CRITERIA

Minor remodeling to existing development that is visible from a public way

1.	Re-roofs	Non-reflective colors.
2.	Skylights	No architectural features; does not extend beyond roof plane over 18".
3.	Underground utilities	--

II. PROJECTS WHICH REQUIRE THE EXEMPTION PROCESS

- A. The following projects require the formal Design Review exemption process. Although these projects may be minor in nature, the Design Review Committee requires the design review exemption process because these projects have the potential for creating a significant visual impact. If any of these projects involve issues that may affect conformance with the Design Review Standards, a standard hearing with the Design Review Committee may be required.

EXEMPTED ITEMS (RESIDENTIAL DEVELOPMENT)

QUALIFYING CRITERIA

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| 1. Bay/greenhouse windows | Setbacks maintained (see Policy Book, pp. 220-221). |
| 2. Doors/windows | Addition of doors or windows or replacement where doors/windows are enlarged. Style and design shall match or be compatible with surrounding existing doors/windows. Enlargements, if not visible from the street, could be authorized for approval over the counter by the Design Review Officer or Senior Planner. |
| 3. Additions attached to | |
| a. First floor | Infill of existing footprint (including covered decks), maximum of 500 sq. ft., colors, materials and roofline match existing residence, setbacks maintained. Additions beyond footprint shall be reviewed by Design Review Officer to determine exempt status. |
| b. Second floor | Infill of existing footprint (including covered decks), maximum of 500 sq. ft., colors, materials, and rooflines match existing residence, setbacks maintained. (NOTE: Infill greater than 500 sq. ft. may be exempt if occurring within existing space, i.e., attic area.) |
| c. Detached garage | Maximum of 500 sq. ft., colors and materials to match the existing house. |
| 4. Remove/replace wood exterior siding with stucco or any non-wood material | Case-by-case review under the Design Review Standards; must fit architectural style of house. Subject to Committee review. |
| 5. Satellite dishes | Follow 8/10/83 policy. |

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| 6. | Trellises, gazebos | Lot coverage and setbacks maintained, complies with Design Review Standards. |
| 7. | Wood decks over 24", stucco walls, or any non-wood deck | Setbacks maintained, unenclosed areas addressed, screening may be required. |
| 8. | Retaining walls (not wood) | Must be stone or interlocking rough stone-like materials. Case-by-case review under the Design Review Standards. |

**EXEMPTED ITEMS
(COMMERCIAL DEVELOPMENT)**

QUALIFYING CRITERIA

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| 1. | New development <i>which cannot be seen from Middlefield Road or other public way.</i> | Must be confirmed with field visit on a case-by-case basis. |
| 2. | Addition of rooftop mechanical equipment, e.g., air conditioner, air vent, or heating units. | Is adequately screened from view (see C-1/NFO and C-2/NFO Zoning Regulations, Sections 6253.4.7 and 6263.4.7). |
| 3. | New minor development which <u>can</u> be seen from Middlefield Road or other public way. | No additional floor area is added <u>and</u> : (1) the value of construction (as determined by the Building Inspection Section) is less than \$2,000.00, or (2) the proposed construction is to repair exterior structural damage. |