

MEETING OF May 16, 2006

AGENDA ITEM NO. 5A



Application I.D.: 2006-0025

Application Type: Single Family Design Review

Location: 521 South Road

Owners: Brad and Victoria Lewis

Applicant: Daniel Biermann

APN: 044-193-080

Zoning: R-1B - Single Family Residential

General Plan Designation: RL – Low Density Residential

Environmental Determination: Categorically Exempt, Section 15301, Class 1 (e) (1)

PROJECT DESCRIPTION

The applicant requests Single Family Design Review approval to convert 872 square feet of existing crawl space to habitable floor area, resulting in a total of 3,454 square feet that is below the zoning district permitted 3,500 square feet for this site.

RECOMMENDATION

Staff recommends that the Planning Commission **approve** the Single Family Design Review application subject to the conditions of approval contained in the attached draft resolution¹.

ZONING/GENERAL PLAN DESIGNATION

The existing single-family residence is a permitted use in the designated R-1B Single Family Residential zoning district, and is conforming to the General Plan Designation RL - Low Density Residential.

PRIOR ACTIONS

The lot was established in 1953 as part of the Vannier Heights Subdivision map, and the single-family residence was built in 1957. There have been no other planning actions for this property.

¹ Please note: This recommendation is made in advance of public testimony or Commission discussion of the project. At the public hearing, these two factors, in conjunction with the staff analysis, will be considered by the Commission in rendering a decision on the project.

PLANNING COMMISSION STAFF REPORT

RE: 521 South Road

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300/500-foot radius map

SITE CONDITIONS

The 8,593 square foot lot is rectangular in shape and is situated on the northerly downslope side of South Road with an average slope of approximately 11%. The lot has a consistent downslope from the front (south) of the property to the rear (north). The site is developed with a split-level, three bedroom/two bathroom single family residence. The existing lower level contains a small storage room, but is otherwise not utilized as living space. The surrounding neighborhood includes single-family residences with diverse architectural styles that have wood, brick, and stucco exterior finishes. Like several of the neighboring properties, the subject property has a circular driveway. There are mature trees in the front yard including a 24-inch oak tree and three redwood trees.

PROJECT ANALYSIS

Existing Dwelling Floor Area/Layout

The existing 2,582 square foot dwelling consists of a fully complying two-car garage, three bedrooms, two bathrooms, living and dining rooms, and a kitchen at the street level. The interior dimensions of the garage measure 22' wide by approximately 22.5' deep, which complies with the zoning code requirements for covered parking. There is an exterior stairwell at the rear of the house that provides access to the crawl space that is located entirely beneath the main level of the dwelling. This crawl space presently contains a small area used for storage.

Proposed Basement Level Addition and First Floor Remodel

The applicant proposes to convert 872 square feet of the existing crawl space into habitable living area. The proposed lower level would include two bedrooms, a bathroom, and a large communal room labeled on the plans as a media/entertainment room. Access to this level would be provided via a new interior stairwell from the main level of the dwelling. The proposed addition would be located directly beneath the existing dwelling, entirely within the existing building footprint and within existing exterior walls. The applicant intends to rebuild the existing wood deck at the rear of the home and reduce its size by approximately 170 square feet. The applicant is replacing a portion of the deck with an on-grade stone patio.

The proposed crawl space conversion will increase the number of bedrooms by two, for a total of five bedrooms within the dwelling. The total resulting floor area would be 3,454 that is below the 3,500 maximum for the site. No other changes (i.e. landscaping or significant groundwork) are proposed for the site.

Dwelling Floor Area Summary	
Square Footage	Existing Layout/Proposed Additions
Existing Street Level – 2,582 Sq. Ft.	Three bedrooms, two bathrooms, kitchen, living, family and dining rooms, two-car garage
New Lower Level Conversion – 872 Sq. Ft.	Two bedrooms, one bathroom, common room, remaining crawl space/storage area.
Total – 3,454 Sq. Ft.	Living, family, and dining rooms, five bedrooms, three bathrooms, kitchen, two-car

	garage.
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Exterior Materials/Colors

The existing single-family dwelling is an “L” shaped ranch style home that utilizes a red brick veneer on the façade. The garage and the side and rear elevations are sheathed in an off-white painted stucco. The ranch style home also includes red decorative shutters on the façade and a shake rook. The applicant has provided a color sample board with the stucco and trim paint colors for the Commission’s review (attachment V). The base color for the home is off-white while the trim color is dark brown. The crawl space conversion would add new windows and a sliding glass door at the lower level in an existing solid stucco wall.

PROJECT DATA

Criteria	Existing	Proposed	Required or Max. Allowed
Lot Size	8,593 sq. ft.	No Change	No Change
Slope	11%	No Change	No Change
FAR	0.300	0.401	0.407 (corresponds to 3,500 sq. ft. max.)
Square Footage	2,582 sq. ft.	3,454 sq. ft.	3,500 sq. ft.
Parking	Two-car garage (22’ x 22.5’) Two uncovered	No Change	Two-car garage Two uncovered
Setbacks:			
Front (south)	29 ft. 7 in.	No Change	15-30 ft.*
Side (right - east)	5 ft.	No Change	7 ft.
Side (left - north)	5 ft.	No Change	7 ft.
Rear	18 ft. 7 in.	No Change	76 ft.
Driveway length	50+ ft.	No Change	18 ft.
Height	25 ft.	No Change	28 ft.

*The provisions of Section 9.7.4(a) were not evaluated, as no additions are proposed in the front of the dwelling.

GENERAL PLAN CONFORMANCE

The proposed addition for the single-family residence conforms to the land use designation for the site. The proposal is consistent with the low-density residential designation.

ZONING CONFORMANCE

The following sections of the BZO addresses elements of the existing site/dwelling and proposed addition:

- The east and west side yard setbacks for the existing dwelling are five feet and are nonconforming; the conversion of existing crawl space (within the current dwelling footprint) will not exacerbate this nonconformity as permitted by BZO Section 9.6.3(a).

- Section 8.2.6 (a) of the Zoning Ordinance prohibits circular driveways in front yard setback areas. However, staff has confirmed that the existing circular driveway on the subject lot was constructed prior to the adoption date of that ordinance (02/21/96) and thus has legal non-conforming status. It should be noted that several surrounding properties also have legal non-conforming circular driveways.

The proposed addition meets all other setback, height, and permitted use regulations of the R-1B zoning district.

NEIGHBORHOOD OUTREACH

The applicant performed neighborhood outreach as detailed in the Neighborhood Outreach Strategy and letter attached to this report (attachment IV). The homeowners reportedly sent a letter to all neighbors within 300 feet of their house on March 9, 2006 describing the project and inviting them to attend a neighborhood open house meeting at the site on March 18, 2006. The applicant reports that one neighbor attended the meeting and had no objections to the proposed project. Staff has not received any responses to the public notice as of the writing of this report. The applicant appears to have achieved the outreach strategy tasks.

ENVIRONMENTAL CLEARANCE (CEQA)

The proposed addition to the single-family home is categorically exempt from the provisions of the California Environmental Quality Act pursuant to Section 15301, Class 1 (e) (1):

“Additions to existing structures provided that the addition will not result in an increase of more than 50 percent of the floor area of the structure before the addition, or 2,500 square feet, whichever is less.”

The conversion of approximately 872 square feet of existing crawl space to habitable floor area results in an approximate 33% increase in floor area. The existing residence meets the above requirements for CEQA exemption.

SINGLE FAMILY DESIGN REVIEW EVALUATION

The Belmont Zoning Ordinance establishes the following findings for the review of single-family residential projects (Section 13A.5(A-H)). Each finding is listed below with staff's analysis of whether this project meets each finding in the affirmative.

- A. The buildings and structures shown on the site plan are located to be consistent with the character of existing development on the site and in the neighborhood, as defined; minimize disruptions of existing public views; protect the profile of prominent ridgelines.*

The existing two-story residence is situated on a nonridge downsloping lot. The home is consistent in design, materials and color palette with the established character (brick, wood and stucco exterior designs) of other multi-story homes within the neighborhood. The proposed lower floor space addition would utilize existing crawl space located entirely within the existing exterior walls of the dwelling. There will be no significant alterations made to the existing

building and no loss of public views as assessed from the South Road right-of-way. This finding can be made in the affirmative.

B. The overall site and building plans achieve an acceptable balance among the following factors:

- (1) building bulk*
- (2) grading, including*
 - (a) disturbed surface area and*
 - (b) total cubic yards, cut and fill*
- (3) hardscape, and*
- (4) tree removal*

Building bulk

The applicant is proposing to convert existing crawl space located directly beneath the residence into habitable floor area. The addition of habitable floor area would be located entirely within existing exterior walls and would not alter the existing building height. New windows and doors are proposed at the lower level that will help to reduce the existing building mass. No modifications will be visible from South Road. There will not be a significant increase in building bulk for the dwelling.

Grading/Hardscape

The crawl space conversion will have minor impact to the ground areas as the addition has been designed to be located directly beneath the existing residence within existing exterior walls. Approximately 100 cubic yards of cut/fill are proposed. The building footprint would remain unchanged from the project. The applicant is proposing to reconstruct an existing wooden deck at the rear of the home such that it will be reduced in size by approximately 170 square feet. A new on-grade decorative stone patio will replace the lost deck area. These modifications do not constitute a significant increase in the amount of hardscape on the property.

Tree Removal

The site is currently landscaped with various trees, shrubs, and groundcover. Mature trees in the front yard include one 24-inch oak tree and three redwood trees. There is one additional small oak tree at the front property line. All existing landscaping would remain and no trees would be pruned or removed to allow for construction of the project. A condition of approval has been included requiring that any landscaping damaged as a result of construction activities must be replaced in kind prior to issuance of a certificate of occupancy for the project.

All four factors (building bulk, grading, hardscape, and tree removal) appear to be appropriately addressed in the project design to achieve a complementary balance for the project. Staff believes this finding can be made in the affirmative.

C. All accessways shown on the site plan and on the topographic map are arranged to provide safe vehicular and pedestrian access to all buildings and structures.

The existing circular driveway has clear access at the street. This driveway has sufficient back-up space on site. There are two small stairwells in the front yard landscaping that provide safe pedestrian access down to the residence from South Road. This finding can be made in the affirmative.

D. All proposed grading and site preparation have been adequately reviewed to protect against site stability and ground movement hazards, erosion and flooding potential, and habitat and stream degradation.

The applicant is proposing 100 cubic yards of cut/fill within the existing crawl space to accommodate the proposed habitable floor area. There are no known flooding hazards in the immediate neighborhood of the subject property, and there are no streams on or near the property. A structural analysis will be evaluated by Building Division staff to confirm construction suitability for the project. This finding can be made in the affirmative.

E. All accessory and support features, including driveway and parking surfaces, underfloor areas, retaining walls, utility services and other accessory structures are integrated into the overall project design.

There are no proposed changes to the driveway or utility services; no new retaining walls or accessory structures are proposed for the site. This finding can be made in the affirmative.

F. The landscape plan incorporates:

- (1) Native plants appropriate to the site's environmental setting and microclimate, and*
- (2) Appropriate landscape screening of accessory and support structures, and*
- (3) Replacement trees in sufficient quantity to comply with the standards of Section 25 (Trees) of the Belmont City Code*

The site is currently landscaped with various trees, shrubs, and groundcover. No trees (protected or non-protected) would be pruned or removed to allow for construction of the project and all on-site landscaping would remain. No new landscaping is proposed for the project. There are no accessory or support structures on the site that would require landscaping screening. This finding can be made in the affirmative.

G. Adequate measures have been developed for construction-related impacts, such as haul routes, material storage, erosion control, tree protection, waste recycling and disposal, and other potential hazards.

Review of staging areas, recycling and disposal procedures and adequacy of erosion control measures would be reviewed by the Building Division and Public Works Department as part of the building permit plan check. All construction would be completed in compliance with the Uniform Building Code and NPDES standards as administered by the City of Belmont. The applicant shall be required to obtain a hauling permit prior to any grading activity. This finding can be made in the affirmative.

H. Structural encroachments into the public right-of-way associated with the project comply with the standards of Section 22, Article 1 (Encroachments) of the Belmont City Code.

The proposal includes no new encroachments into the public right-of-way. Staff believes finding can be made in the affirmative.

CONCLUSION AND RECOMMENDATION

Based on the analysis and required findings, staff recommends the Planning Commission **approve** the Single Family Design Review.

ACTION ALTERNATIVES

1. Continue the application for redesign or further analysis.
2. Deny the Single Family Design Review. The Commission will identify specific facts to support a denial, and a resolution would be returned to the Commission for final action.

ATTACHMENTS

- I. 500 foot radius map of project site (Located on Page 2 of staff report)
- II. Resolution approving the Single Family Design Review
- III. Conditions of Approval
- IV. Neighborhood Outreach Materials
- V. Materials/Color Board (Commission Only)
- VI. Applicant's plans and photos (Commission only)

Respectfully submitted,

Jennifer A. Walker
Associate Planner

Carlos deMelo
Community Development Director

Attachments V and VI are not included as part of this document – please contact the community Development Department at (650) 595-7417 for further information on these attachments.

RESOLUTION NO. 2006-___

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BELMONT
APPROVING A SINGLE FAMILY DESIGN REVIEW
FOR 521 SOUTH ROAD (APPL. NO. 2006-0025)

WHEREAS, Brad and Victoria Lewis, property owners, request Single Family Design Review approval to convert 872 square feet of existing living space to habitable floor area for a total of 3,454 square feet, which is below the maximum permitted 3,500 square feet for this property; and,

WHEREAS, a public hearing was duly noticed, held, and closed on May 16, 2006; and,

WHEREAS, the Planning Commission of the City of Belmont finds the project to be categorically exempt pursuant to the California Environmental Quality Act, Section 15301, Class 1 (e) (1); and,

WHEREAS, the Planning Commission hereby adopts the staff report dated May 16, 2006 and the facts contained therein as its own findings of facts; and,

WHEREAS, the Planning Commission finds the required Single Family Design Review Findings, Section 13A.5(A-H), are made in the affirmative as follows:

A. *The buildings and structures shown on the site plan are located to be consistent with the character of existing development on the site and in the neighborhood, as defined; minimize disruptions of existing public views; protect the profile of prominent ridgelines.*

The existing two-story residence is situated on a nonridge downsloping lot. The home is consistent in design, materials and color palette with the established character (brick, wood and stucco exterior designs) of other multi-story homes within the neighborhood. The proposed lower floor space addition would utilize existing crawl space located entirely within the existing exterior walls of the dwelling. There will be no significant alterations made to the existing building and no loss of public views as assessed from the South Road right-of-way. This finding is affirmed.

B. *The overall site and building plans achieve an acceptable balance among the following factors:*

- (1) *building bulk*
- (2) *grading, including*
 - (a) *disturbed surface area and*
 - (b) *total cubic yards, cut and fill*
- (3) *hardscape, and*
- (4) *tree removal*

Building Bulk

The applicant is proposing to convert existing crawl space located directly beneath the residence into habitable floor area. The addition of habitable floor area would be located entirely within existing exterior walls and would not alter the existing building height. New windows and doors are proposed at the lower level that will help to reduce the existing building mass. No

modifications will be visible from South Road. There will not be a significant increase in building bulk for the dwelling.

Grading/Hardscape

The crawl space conversion will have minor impact to the ground areas as the addition has been designed to be located directly beneath the existing residence within existing exterior walls. Approximately 100 cubic yards of cut/fill are proposed. The building footprint would remain unchanged from the project. The applicant is proposing to reconstruct an existing wooden deck at the rear of the home such that it will be reduced in size by approximately 170 square feet. A new on-grade decorative stone patio will replace the lost deck area. These modifications do not constitute a significant increase in the amount of hardscape on the property.

Tree Removal

The site is currently landscaped with various trees, shrubs, and groundcover. Mature trees in the front yard include one 24-inch oak tree and three redwood trees. There is one additional small oak tree at the front property line. All existing landscaping would remain and no trees would be pruned or removed to allow for construction of the project. A condition of approval has been included requiring that any landscaping damaged as a result of construction activities must be replaced in kind prior to issuance of a certificate of occupancy for the project.

All four factors (building bulk, grading, hardscape, and tree removal) appear to be appropriately addressed in the building design and site/groundwork to achieve a complementary balance for the project. This finding is affirmed.

C. All accessways shown on the site plan and on the topographic map are arranged to provide safe vehicular and pedestrian access to all buildings and structure.

The existing circular driveway has clear access at the street. This driveway has sufficient back-up space on site. There are two small stairwells in the front yard landscaping that provide safe pedestrian access down to the residence from South Road. This finding is affirmed.

D. All proposed grading and site preparation have been adequately reviewed to protect against site stability and ground movement hazards, erosion and flooding potential, and habitat and stream degradation.

The applicant is proposing 100 cubic yards of cut/fill within the existing crawl space to accommodate the proposed habitable floor area. There are no known flooding hazards in the immediate neighborhood of the subject property, and there are no streams on or near the property. A structural analysis will be evaluated by Building Division staff to confirm construction suitability for the project. This finding is affirmed.

E. All accessory and support features, including driveway and parking surfaces, underfloor areas, retaining walls, utility services and other accessory structures are integrated into the overall project design.

There are no proposed changes to the driveway or utility services; no new retaining walls or accessory structures are proposed for the site. This finding is affirmed.

F. The landscape plan incorporates:

- (1) Native plants appropriate to the site's environmental setting and microclimate, and*
- (2) Appropriate landscape screening of accessory and support structures, and*
- (3) Replacement trees in sufficient quantity to comply with the standards of Section 25 (Trees) of the Belmont City Code*

The site is currently landscaped with various trees, shrubs, and groundcover. No trees (protected or non-protected) would be pruned or removed to allow for construction of the project and all on-site landscaping would remain. No new landscaping is proposed for the project. There are no accessory or support structures on the site that would require landscaping screening. This finding is affirmed.

G. Adequate measures have been developed for construction-related impacts, such as haul routes, material storage, erosion control, tree protection, waste recycling and disposal, and other potential hazards.

Review of staging areas, recycling and disposal procedures and adequacy of erosion control measures would be reviewed by the Building Division and Public Works Department as part of the building permit plan check. All construction would be completed in compliance with the Uniform Building Code and NPDES standards as administered by the City of Belmont. The applicant shall be required to obtain a hauling permit prior to any grading activity. This finding is affirmed.

H. Structural encroachments into the public right-of-way associated with the project comply with the standards of Section 22, Article 1 (Encroachments) of the Belmont City Code.

The proposal does not include any permanent structural encroachments into the public right-of-way. This finding is affirmed.

WHEREAS, the Planning Commission did hear and use their independent judgment and considered all said reports, recommendations and testimony hereinabove set forth.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission approves the Single Family Design Review to convert 872 square feet of existing crawl space to habitable floor area for a total of 3,454 square feet at 521 South Road, subject to the attached conditions in Exhibit "A".

* * * * *

Passed and adopted at a regular meeting of the Planning Commission of the City of Belmont held on May 16, 2006 by the following vote:

AYES,
COMMISSIONERS: _____

NOES,
COMMISSIONERS: _____

ABSENT,
COMMISSIONERS: _____

ABSTAIN,
COMMISSIONERS: _____

RECUSED,
COMMISSIONERS: _____

Carlos deMelo
Planning Commission Secretary

EXHIBIT "A"

CONDITIONS OF PROJECT APPROVAL
SINGLE FAMILY DESIGN REVIEW
521 SOUTH ROAD (APPL. NO.2006-0025)

I. COMPLY WITH THE FOLLOWING CONDITIONS OF THE COMMUNITY DEVELOPMENT DEPARTMENT:

- A. The following conditions shall be shown on plans submitted for a building permit and/or site development permit or otherwise met prior to issuance of the first building permit (i.e., foundation permit) and shall be completed and/or installed prior to occupancy and remain in place at all times that the use occupies the premises except as otherwise specified in the conditions:

Planning Division

1. Construction shall conform to the plans on file in the Planning Division for Appl. No. 2006-0025 and date-stamped March 20, 2006. The Director of Community Development may approve minor modifications to the plans.
2. All construction and related activities which require a City building permit shall be allowed only during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, and 10:00 a.m. to 5:00 p.m. on Saturdays. No construction activity or related activities shall be allowed outside of the aforementioned hours or on Sundays and the following holidays: New Year's Day, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day. All gasoline powered construction equipment shall be equipped with an operating muffler or baffling system as originally provided by the manufacturer, and no modification to these systems is permitted.
3. Prior to issuance of building permits, the property owner shall file with the Director of Community Development, on forms provided by the City, an acknowledgment that he/she has read, understands and agrees to these conditions of approval.
4. In accordance with the Belmont Zoning Ordinance, the permit(s) granted by this approval shall expire one (1) year from the date of approval, with said approval date indicated on the accompanying Planning Commission resolution. Any request for extension of the expiration date shall be made in accordance with the applicable provisions of the Belmont Zoning Ordinance.
5. In the event that this approval is challenged by a third party, the property owner and all assignees will be responsible for defending against this challenge, and agrees to accept responsibility for defense at the request of the City. The property owner and all assignees agree to defend, indemnify and hold harmless the City of Belmont and all officials, staff, consultants and agents from any costs, claims or liabilities arising from the approval, including without limitation, any award of attorneys fees that might result from the third party challenge.
6. If any existing landscaping should be damaged during construction related activities, the applicant shall replace such landscaping in kind for the property, prior to issuance of a certificate of occupancy.

7. Per section 2.60 of the Belmont Zoning Ordinance, all remaining unfinished floor area that existed as of August 23, 2001 shall not be made habitable such that the total habitable floor area exceeds the maximum floor area allowed in the zone.

Building Division

1. Prior to any construction, the applicant or a designated representative shall obtain all of the required building permits for the project. The applicant will be required to provide a construction and demolition recycling plan as a condition of the building permit. The Building Department will inspect for compliance with this plan. The conditions of approval for this permit also require the applicant to perform all work in conformance with the NPDES requirements.
- II. COMPLY WITH THE FOLLOWING CONDITIONS OF THE PUBLIC WORKS DEPARTMENT:
- A. The following conditions shall be shown on plans submitted for a building permit and/or site development permit or otherwise met prior to issuance of the first building permit (i.e., foundation permit) and shall be completed and/or installed prior to occupancy and remain in place at all times that the use occupies the premises except as otherwise specified in the conditions:
 1. Streets, sidewalks and curbs in need of repair within and bordering the project shall be repaired and/or removed and replaced in accordance with the Department of Public Works approved standards. Photographs or video of before condition are recommended.
 2. Roof leaders and site drainage shall be directed to the City stormwater drainage system. A dissipator box or other energy reduction method shall be used.
 3. Roof downspout systems shall be designed to drain into designated, effective infiltration areas or structures (refer to the Bay Area Stormwater Management Agencies Association (BASMAA) Start at the Source Design Guidance Manual for Stormwater Quality Protection [available from BASMAA @ 510-622-2465]).
 4. Applicant shall provide receptacles for recycling. Containers shall segregate glass, plastic and aluminum containers and paper. Property manager shall ensure these materials are recycled, such as by adding them to the regular recycle stream for on-site pick up by BFI or by returning them for redemption.
 - B. The following conditions shall be met prior to the issuance of the first building permit (i.e., foundation permit) and/or site development permits except as otherwise specified in the conditions.
 1. The property owner/applicant shall apply for and obtain temporary encroachment permits from the Department of Public Works for work in the City public right-of-way, easements or property in which the City holds an interest, including driveway,

- sidewalk, sewer connections, sewer clean-outs, curb drains, storm drain connections, placement of a debris box.
2. Property owner/applicant shall apply for and obtain a grading permit from the Department of Public Works. The grading permit fee is based on the total amount of earth moved including cut and fill.
 3. Property owner/applicant shall apply for and obtain a Hauling permit. The Hauling Permit fee is based on the total amount of earth moved.
 4. Verify location of utility meters, valves, back flow preventers, and hydrants with appropriate utility company. Show relationship of each to site improvements, such as retaining walls.
 5. The owner/applicant shall submit a grading plan prepared by a California-registered Civil Engineer in accordance with City Grading Ordinance, Chapter 9, Section 3 of the City Code, with a grading permit application, for approval by the Department of Public Works and Building Division prior to any grading or clearing being performed on-site. The plan shall incorporate the following restrictions:
 - a) The applicant should note that if the proposed grading meets one or more of the criteria outlined in Section 9-23 of the Municipal Code, a Planning Commission review will be required. Caution: If the total grading quantity changes after Planning commission approval, a new grading approval may be required. The applicant may choose to complete the grading plan and calculations early in the planning process to limit delays in scheduling this review. (See Section 9-28 of the municipal Code for review process).
 - b) All soils stockpiled on the site during construction shall be covered or otherwise protected from wind and water erosion.
 - c) During construction, erosion and sedimentation control plans shall be implemented in order to retain sediments on-site.
 - d) Site grading and finished construction shall be designed and executed in such a manner as to avoid diverting runoff onto other properties.
 - e) Restrictions and recommendation of the Geologic and Soils report as approved by the City's Geologist.
 6. The owner/applicant shall submit a dust control plan for approval by the Department of Public Works. To reduce dust levels, exposed earth surfaces shall be watered as necessary. The application of water shall be monitored to prevent runoff into the storm drain system. Spillage resulting from hauling operations along or across any public or private property shall be removed immediately. Dust nuisances originating from the contractor's operations, either inside or outside of the right-of-way shall be controlled.
 7. The proposed development may add or replace the impervious surface area of the property. The applicant shall provide calculations showing the total impervious area of the completed project with the building permit application. Calculations shall be submitted to the Department of Public Works for review and approval.
 8. A written report prepared by a Geotechnical Engineer shall be submitted in accordance with Section 9-36 of the City Code.

9. The applicant shall submit an erosion and sedimentation control plan describing Best Management Practices (BMPs) to be used to prevent soil, dirt, and debris from entering the storm drain system. The plan shall include the following items:
 - a) A site plan showing the property lines, existing and proposed topography, and slopes; areas to be disturbed, locations of cut/fill and soil storage/disposal area; areas with existing vegetation to be protected; existing and proposed drainage patterns and structures; watercourses or sensitive areas on-site or immediately downstream of project; and designated construction access routes, staging areas and washout areas.
 - b) Erosion and sediment controls to be used during construction, selected as appropriate from the California Regional Water Quality Control Board, San Francisco Bay Region Erosion and Sedimentation Control Field Manual (available from: Friends of the San Francisco Estuary, P.O. Box 791, Oakland, CA 94604-0791).
 - c) Methods and procedures to stabilize denuded areas and install and maintain temporary erosion and sediment control continuously until permanent erosion controls have been established.
 - d) Provision for preventing erosion and trapping sediment on-site, such as sediment basins or traps, earthen dikes or berms, fiber rolls, silt fence, check dams, storm drain inlet protection, soil blankets or mats, covers for soil stock piles and/or other measures.
 - e) Provisions for installing vegetative cover in disturbed areas, including areas to be seeded, planted, and/or mulched, and types of vegetation proposed.
 - f) Provision for diverting on-site runoff around exposed areas and diverting off-site runoff around the project site (e.g., swales and dikes).
 - g) Notes, specifications, and/or attachments describing the construction, operation and maintenance of erosion and sediment control measures, including inspection frequency; methods and schedule for grading, excavation, filling clearing of vegetation and storage and disposal of excavated or cleared material; types of vegetative cover and mulch, including methods and schedules for planting and fertilization; and provisions for temporary and permanent irrigation.
 10. The owner/applicant shall provide a plan showing all the site improvements and utility trench locations. The plan shall indicate the location of all the protected trees and protection fencing on site. No utility trench shall encroach within the protection fence areas.
 11. The owner/applicant shall designate an on-site area for storage and staging. No material is allowed to be staged or stored on City streets without a property encroachment permit.
- C. The following conditions shall be met prior to occupancy except as otherwise specified in the conditions.
1. After the City permits are approved but before beginning construction, the owner/applicant shall hold a preconstruction conference with Building and Public

- Works Department staff and other interested parties. The developer shall arrange for the attendance of the construction manager, contractor, and all subcontractors who are responsible for grading and erosion and sedimentation protection controls.
2. Failure to comply with any permit condition may result in a “Stop Work” order or other penalty.
 3. Grading shall be performed in accordance with the City Grading Ordinance, Chapter 9 of the City Code. Soil or other construction materials shall not be stockpiled in the public right-of-way unless an encroachment permit is obtained from the Department of Public Works. Grading shall neither be initiated nor continued between November 15 and April 15. Grading shall be done between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday unless otherwise specifically authorized by the Director of Public Works. The Stormwater Pollution Prevention Program Best Management Practices (BMPs) for construction shall be implemented to protect water quality.
 4. The owner/applicant shall ensure that applicable Best Management Practices (BMPs) from the San Mateo Stormwater Pollution Prevention Program (STOPPP) are followed to prevent discharge of soil or any construction material into the gutter, stormdrain system or creek.
 5. The owner/applicant shall ensure that all construction personnel follow standard BMPs for stormwater quality protection during construction of project. These includes, but are not limited to, the following:
 - a. Store, handle and dispose of construction materials and wastes properly, so as to prevent their contact with stormwater.
 - b. Control and prevent the discharge of all potential pollutants, including solid wastes, paints, concrete, petroleum products, chemicals, washwater or sediment, and non-stormwater discharges to storm drains and watercourses.
 - c. Use sediment controls, filtration, or settling to remove sediment from dewatering effluent.
 - d. Do not clean, fuel, or maintain vehicles on-site, except in a designated area in which runoff is contained and treated.
 - e. Delineate clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses with field markers or fencing.
 - f. Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching or other measures as appropriate.
 - g. Perform clearing and earth moving activities only during dry weather (April 15 through November 14).
 - h. Limit and time applications of pesticides and fertilizers to prevent polluted runoff.
 - i. Limit construction access routes and stabilize designated access points.
 - j. Do not track dirt or other materials off-site; clean off-site paved areas and sidewalks using dry sweeping methods.
 6. If construction is not complete by the start of the wet season (November 15 through April 15), prior to November 15 the developer shall implement a winterization

program to minimize the potential for erosion and sedimentation. As appropriate to the site and status of construction, winterization requirements shall include inspecting/maintaining/cleaning all soil erosion and sedimentation controls prior to, during, and immediately after each storm event; stabilizing disturbed soils through temporary or permanent seeding, mulching, matting, tarping or other physical means; rocking unpaved vehicle access to limit dispersion of mud onto public right-of-way; covering/tarping stored construction materials, fuels, and other chemicals. Plans to include proposed measures to prevent erosion and polluted runoff from all site conditions. As site conditions warrant, the Department of Public Works may direct the developer to implement additional winterization requirements.

III. COMPLY WITH THE FOLLOWING CONDITIONS OF THE POLICE DEPARTMENT:

1. All activities shall be subject to the requirements of the Belmont Noise Ordinance.
2. No debris boxes or building materials shall be stored on the street.
3. Flag persons shall be positioned at both ends of blocked traffic lanes.
4. 24-hour written notice to the Police Department is required before any lane closure.

IV. COMPLY WITH THE FOLLOWING CONDITIONS OF THE SOUTH COUNTY FIRE AUTHORITY:

1. Address numbers shall be illuminated and visible on all new buildings. Rear addressing is/may also be required. Size of lettering and illumination shall meet South County Fire Standards.
2. The applicant shall install spark arrestors.

Certification of Approved Final Conditions:	
_____	_____
Jennifer Walker, Associate Planner	Date