

Final Minutes of the Planning Commission Meeting of **Tuesday December 19, 2017**
Council Chambers, One Twin Pines Lane, Belmont, CA

ROLL CALL 7:00 P.M.

Planning Commission Members Present: Hendrix, McCune, Majeski, Simpson, Mates

Planning Commission Members Absent: Goldfarb, Meola

Staff Present: Community Development Director (CDD) deMelo, City Attorney Rennie, Assistant Planner Dietz, and Temporary Administrative Assistant Hernandez

PLEDGE OF ALLEGIANCE

Led by Chair Mates

COMMUNITY FORUM/PUBLIC COMMENTS

James Douvikas, Belmont resident addressed the Commission regarding inadequate drainage issues at his residence.

CDD deMelo advised Mr. Douvikas that he provided Mr. Douvikas' previous public comments to the appropriate department for follow up.

CONSENT CALENDAR

Draft Meeting Minutes – December 5, 2017

ACTION On a motion by Commissioner Simpson, seconded by Commissioner McCune, the Consent Calendar was approved. (5-0, Goldfarb absent, Meola absent)

PUBLIC HEARINGS

2104 CORONET BOULEVARD – TO CONSIDER A SINGLE-FAMILY DESIGN REVIEW AND TREE REMOVAL PERMIT TO CONSTRUCT A FIRST AND SECOND FLOOR ADDITION TOTALING 1,926 SQUARE FEET TO AN EXISTING 1,560 SQUARE FOOT SINGLE-FAMILY RESIDENCE. (APPL. NO. PA2017-0054).

Chair Mates polled the Commission for ex-parte communication regarding the project; Commissioners indicated that site visits were made but no ex-parte communications were made.

Assistant Planner Dietz described the project stating that it is well designed and articulated, it does not impact public views, does not require grading, and most existing landscape would be maintained. The project is compliant with the Residential Design Guidelines and Residential Design Criteria.

In response to the Commission regarding the legal non-conforming driveway, Assistant Planner Dietz stated that it is not the required 18 feet, and that the foot print of the garage will stay the same, and because the applicant is not proposing any alterations to the driveway, the two-car garage and the existing driveway is sufficient.

Chair Mates opened the Public Hearing. No one came forward to speak.

Erik Ogren, Belmont Resident, was concerned about unauthorized, unpermitted Oak tree removal. He wanted to know if there was going to be an independent arborist that is going to verify the trees on site before any decision is rendered.

CDD deMelo stated if the project is approved by the Commission and should it go through building permit approval as part of the preconstruction check site plan, trees that are slated to be removed as part of the project, are evaluated and the appropriate mitigation as approved would be in place for the project.

Steven Lesley, architect, stated that they did get an arborist report and it shows all the trees and all the conditions. The three trees that are being removed are a cluster of three smaller ones, and he is open to sharing the report with neighbors.

Chair Mates closed the Public Hearing.

Commissioners indicated that they can make all the findings.

ACTION: On a Motion by Commissioner Simpson, seconded by Commissioner McCune, **Resolution 2017-51** Approving a Single-Family Design Review, and Tree Removal Permit, (Appl. No. PA2017-0054), at 2104 Coronet Blvd. was approved 5-2 (Goldfarb absent, Meola absent).

1405 SOLANA DRIVE – TO CONSIDER AN APPEAL OF AN ADMINISTRATIVE CONDITIONAL USE PERMIT APPROVED BY THE COMMUNITY DEVELOPMENT DIRECTOR, ALLOWING AN ACCREDITATION TOUR OF THE SITE BY UP TO EIGHT PEOPLE ON FEBRUARY 11, 2018, FROM 3:00 P.M. TO 7:00 P.M.

Chair Mates polled the Commission for ex-parte communication regarding the project; Commissioners indicated that site visits were made but no ex-parte communications were made. Chair Mates indicated that a little over ten years ago her children did attend the Charles Armstrong School but that would not impact her impartiality.

Assistant Planner Dietz stated that on November 14, 2017, the project was administratively approved by the Director of Community Development, and it was appealed on November 22, 2017. He detailed the accreditation tour which would be conducted on February 11, 2108 from 3:00 to 7:00 pm and up to eight people would be allowed on-site as part of the tour. He stated that the appellant, Richard Huff, cited several issues with the project application, one of the issues was street parking during school events, however, the parking lot on site has parking for approximately 45 parking spaces, thus it would sufficiently accommodate the eight members of the accreditation tour. None of the remaining concerns cited by appellant are pertinent to this application.

Staff concludes that there are not sufficient grounds to overturn the administrative approval and recommends denial of the appeal, and recommends approval of the Resolution approving the Conditional Use Permit and the Design Review, and thus authorizing the tour.

In response to the Commission regarding the Conditional Use Permit for activities unrelated to the proposal, City Attorney Rennie stated that it is about the proposal itself and whether the proposal would aggravate some existing negative condition or create a negative condition, that would

certainly be something the Commission can take into account; however if there are alleged unrelated conditions occurring and there is not a nexus between them and the application, the Commission should focus on the application and not on other matters regarding the school being in compliance with the Conditional Use Permit.

Chair Mates opened the Public Hearing. No one came forward to speak.

Neil Tuch, Chief Financial Officer of the Charles Armstrong School. He is aware that the neighbor had complaints and wants to make it clear that they take the Conditional Use Permit very seriously. The school is willing to address the complaints with the City and the neighbor at a later date.

Chair Mates closed the Public Hearing.

Commissioners support staff's original decision and feel that the Conditional Use Permit is reasonable.

In response to the Commission, CDD deMelo stated that should there be any future asks related to this school, and related to their Conditional Use Permit, and if they deem appropriate to make that ask, the city would evaluate, however tonight we are focused on this single purpose event on February 11, 2018 for a four-hour accreditation tour.

ACTION: On a Motion by Commissioner Simpson, seconded by Commissioner McCune, **Resolution 2017-52** Approving a Conditional Use Permit to Amend the Detailed Development Plan and Design Review, (Appl. No. 2017-0070) at 1405 Solana Drive was approved 5-2 (Goldfarb absent, Meola absent).

OTHER BUSINESS / UPDATES

All the City's policy documents (New General Plan, Belmont Village Specific Plan and the Climate Action Plan) that were adopted, go into effect on December 28, 2017.

The property owner/developer of the gas station project at the corner of Old County Road and Ralston Avenue, anticipate that it should be completed in March.

ADJOURNMENT at this time, being 7:40 p.m.

Prepared by,
Irma Hernandez
Temporary Administrative Assistant

Approved by,
Carlos deMelo
Community Development Director

Meeting televised and web streamed.