

**Minutes of the Planning Commission Regular Meeting of Thursday, November 08, 2018  
Council Chambers, One Twin Pines Lane, Belmont, CA**

**ROLL CALL 7:00 P.M.**

Planning Commission members present: McCune, Goldfarb, Pyrz, Kramer

Planning Commission members absent: Majeski, Meola, Hendrix

Staff Present: Community Development Director de Melo, Assistant Planner Shek, and Administrative Assistant Lynn

**PLEDGE OF ALLEGIANCE**

Led by Commission Chair Goldfarb.

**COMMUNITY FORUM**

There were no speakers from the public.

**COMMISSIONER ANNOUNCEMENTS / AGENDA AMENDMENTS**

Study Session Agenda Item 7A postponed until the first quarter of 2019.

**CONSENT CALENDAR**

**A. Minutes of October 2, 2018**

**ACTION:** Meeting Minutes approved (4 Ayes, 0 Noes)

**PUBLIC HEARINGS**

**6. A. 1304 Academy Avenue- Single Family Design Review**

Commissioners stated that no ex-parte communications were made.

Assistant Planner Shek provided an overview of the staff report and a presentation to consider a single-family design review to construct a 1,165 square foot second floor addition to an existing 2,108 square foot single-family residence. Staff stated all findings were made in the affirmative and recommended approval.

Chair Goldfarb invited the applicant to speak. No comments were made.

**COMMISSION COMMENTS**

In response to Commissioner Kramer, staff stated there were only 4 bedrooms.

In response to Commissioner Pyrz, staff stated a second site visit will be conducted to assess if there is any impact from the tree to the second story addition and determine if a consultation with the arborist is necessary for during construction. The arborist will be notified to assess and write tree protection measurements if there is an impact to the tree.

In response to Commissioner Goldfarb, staff explained the process for articulation percentages and how they work to reduce bulk.

Chair Goldfarb opened the Public Hearing. No speakers came forward. Chair Goldfarb closed the Public Hearing.

Commissioners all concurred in approval and made the findings.

**ACTION:** On a motion by Commissioner McCune, seconded by Commissioner Pyrz to approve a Single-Family

Design Review to construct a 1,165 square foot second floor addition to an existing 2,108 square foot single-family residence. (Application No. PA2018-0078)

Motion passed 4-0 (4 Ayes, 0 Noes, 3 Absent)

Chair Goldfarb stated this item is appealable within 10 calendar days.

**6. B. 1200 Notre Dame Avenue – Conditional Use Permit and Design Review**

Commissioners stated that no ex-parte communications were made.

Associate Planner Dietz provided a presentation and summarized the staff report to consider a Conditional Use Permit and Design Review to construct a 495 square foot addition to the existing elementary school and allow a new preschool for up to 15 students in the added space.

Staff stated all findings were made in the affirmative and recommended approval.

Chair Goldfarb invited the applicant to speak. No comments were made.

**COMMISSION COMMENTS**

In response to Commissioner Kramer, David Lagerloef, contractor stated when the University took back the Early Learning Center building, the kindergarten was moved into the elementary school, and the preschool was eliminated. The expansion would allow the preschool within the existing building and get it back in full operation.

In response to Commissioner Pyrz, staff stated the Conditions of Approval for standards of future requests would still go through the Planning Commission for approval.

Chair Goldfarb opened the Public Hearing. No speakers came forward. Chair Goldfarb closed the Public Hearing.

Commissioners all concurred in approval and made the findings.

**ACTION:** On a motion by Commissioner Pyrz, seconded by Commissioner McCune to approve a Conditional Use Permit and Design Review to construct a 495 square foot addition to the existing elementary school and allow a new preschool for up to 15 students in the added space. (Application No. PA2018-0083).

Motion passed 4-0 (4 Ayes, 0 Noes, 3 Absent)

Chair Goldfarb stated this item is appealable within 10 calendar days.

**STUDY SESSION**

**7.A. Belmont Government 101 Presentation – Postponed to a later date**

**OTHER BUSINESS / UPDATES**

Community Development Director noted the following:

- Commissioners Hendrix and Meola submitted their resignation letters due to relocation of work.
- December 6, 2018 – 6:00pm-8:00pm: Fire House Square Community Outreach Meeting.
- The November 20th Commission Meeting is cancelled. The next meeting to be held Tuesday, December 4<sup>th</sup>.

**ADJOURNMENT at this time being 7:34 PM** to a regular meeting of the Planning Commission to be held on December 4, 2018. Public Notice as required will be issued in advance of the next Commission Meeting.

Diane Lynn  
Administrative Assistant

Meeting televised and web streamed