

**Minutes of the Planning Commission Regular Meeting of Tuesday, December 18, 2018
Council Chambers, One Twin Pines Lane, Belmont, CA**

ROLL CALL 7:00 P.M.

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

Staff Present: Community Development Director de Melo

PLEDGE OF ALLEGIANCE

Led by Commission Chair Goldfarb.

COMMUNITY FORUM

Chair Goldfarb opened the Community Forum.
No public speakers came forward.

COMMISSIONER ANNOUNCEMENTS / AGENDA AMENDMENTS

CONSENT CALENDAR

A. Minutes of December 4, 2018

ACTION: Meeting Minutes approved (5 Ayes, 0 Noes)

STUDY SESSION – NONE

PUBLIC HEARINGS

7 A. 2820 Ponce Avenue – Serendipity School (Extension of prior approvals)

Commissioners stated that no ex-parte communications were made.

Community Development Director deMelo provided an overview of the staff report and a presentation to recommend approval of an extension of a previously-approved Conditional Use Permit to amend an existing site utilization plan and Design Review to construct a new 4,809 square foot modular building, a 1,515 square feet addition to the existing 6,562 square foot school building, and various site improvements.

Three findings were made based on regulations and if any changes were made to the project. The project has not been altered. The applicant provided a justification as to why the project has not started yet, however, the new construction schedule is reasonable for start time. Staff stated all findings were made in the affirmative and recommended approval of the extension.

Chair Goldfarb invited the applicant to speak.

Cecilia Mitchell, school representative, read the reasons for justification of the extension.

COMMISSION COMMENTS

In response to the Commission, staff stated large construction projects can often have a delay getting started in the first year due to schedule conflicts, material delays, current uses existing on site, and/or winter grading moratorium in the winter season.

A current construction schedule providing projected dates for submission of a building permit application dates was placed on the dais for the Commission to include with their project packet materials.

Chair Goldfarb opened the Public Hearing.

Craig, a neighboring resident, asked for clarification on the addition and if it was part of the original entitlement; and, the concern for increase of student enrollment and traffic from the addition. He would like in writing that there will not be an increase.

In response to the public comment, staff confirmed that the addition was included as part of the project. Additionally, Condition #2 in the Conditions of Approval specifies the hours of operations, the maximum enrollment, and all other applicable conditions from the site utilization plan approval (Resolution #6421), where hours remain the same, and the maximum enrollment for the student campus is 130. This requirement is still in effect and will remain as such.

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 Majeski to approve a one-year extension of previous design review, grading permit, tree removal approvals at 2820 Ponce Avenue (Application No. PA2017-0019)

Motion passed 5-0 (5 Ayes, 0 Noes)

Community Development Director deMelo stated this item is appealable within 10 calendar days.

The Conditional Use Permit extension associated with the project will go to City Council for its own extension; the item is tentatively set for a January meeting.

7 B. 400-410 El Camino Real – Conditional Use Permit for a fitness training establishment

Commissioner Kramer was recused.

No other ex-parte communications were made.

Community Development Director deMelo provided an overview of the staff report and a presentation to recommend approval for a Conditional Use Permit (CUP) to establish a fitness training use (Row House) for the approved commercial building for the Ashton mixed-use development property. The use would occupy 2,230 square feet of the 4,909 square foot building. Staff stated all findings were made in the affirmative and recommended approval.

Chair Goldfarb invited the applicant to speak.

Jeff Smith, applicant, elaborated on the soft opening and retail space use.

Jennifer Wayman, Row House Franchisee, talked about the type of fitness classes and equipment.

COMMISSION COMMENTS

In response to Commissioners, staff stated the following:

- Health and fitness businesses fall under a Conditional Use Permit requirement. A Tenant Improvement (TI) will also be needed.
- There is no food service or showers, however, there are two bathrooms and lockers.
- Classes will hold up to 20-22 people.
- Parking will not be an issue, as there are more parking spaces available than required for this building.

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 Majeski, seconded by Commissioner Pyrz to approve a Conditional Use Permit (CUP) for 400-410 El Camino Real for a fitness training use for Row House for the subject site. (Application No. PA2018-0115)

Motion passed 4-0 (4 Ayes, 0 Noes, 1 Recused)

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

OTHER BUSINESS / UPDATES

Community Development Director noted the following:

- The First Annual Poetry & Caroling Event was also taking place this evening at the Manor House and invited the Commissioners to attend after the meeting.
- There will not be a first meeting in January. Next meeting will be on January 15th.
- City Administrative Offices will be closed from Monday, December 24th and reopen Wednesday, January 2nd.

ADJOURNMENT at this time being 7:37 PM to a regular meeting of the Planning Commission to be held on January 15, 2019. Public Notice as required will be issued in advance of the next Commission Meeting.

Diane Lynn - Administrative Assistant

Meeting televised and web streamed