

**Minutes of the Planning Commission Regular Meeting of Tuesday, January 15, 2019
Council Chambers, One Twin Pines Lane, Belmont, CA**

ROLL CALL 7:00 P.M.

Planning Commission members present: Kramer, McCune, Pyrz

Planning Commission members absent: Goldfarb, Majeski

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

PLEDGE OF ALLEGIANCE

Led by Commission Chair McCune.

COMMUNITY FORUM

Chair McCune opened the Community Forum.

No public speakers came forward.

COMMISSIONER ANNOUNCEMENTS / AGENDA AMENDMENTS

None

CONSENT CALENDAR

A. Minutes of December 18, 2018

ACTION: On a motion by Commissioner Kramer, Seconded by Commissioner Pyrz to approve the Meeting Minutes of December 18, 2018

Motion passed 3-0 (3 Ayes, 0 Noes, 2 Absent)

STUDY SESSION – NONE

PUBLIC HEARINGS

7 A. 925 Holly Road – (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 recommend approval for a Single-Family Design Review to construct an upper and lower floor addition totaling 1,076 square feet.

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

Chair McCune invited the applicant to speak.

Evonne Shea, Property Owner, spoke on their reasoning behind the expansion.

COMMISSION QUESTIONS TO STAFF

In response to Commissioners, staff stated the following:

- To convert the unit to an accessory dwelling unit (ADU), utilities had to be brought up to code prior to approval of the ADU. The ADU goes through a separate application process and is excluded from design review.
- The square footage of the ADU is included in the Floor Area Ratio (FAR).
- Privacy on the parcel between properties is not a finding staff makes and communication between adjoining neighbors is always encouraged.

Natalie Hyland, building designer, stated she met a concerned with neighbor and discussed the scope of work, the extent of addition and the windows, including a site visit at the project address. Additionally, the reasoning behind the window placement is for the views and considered “view” windows that can be enjoyed from the great room inside the home. The homeowner recommended screening of bamboo or other plantings for more privacy below.

Chair McCune opened the Public Hearing.

Albert Chao, neighbor, spoke in opposition and indicated privacy issues.

Kathryn Burger, Neighbor, spoke in opposition on noise, construction activity, heritage trees, and privacy.

Chair McCune closed the Public Hearing.

Chair McCune opened rebuttal segment for applicant

Natalie Hyland, building designer, brought an example of the neighborhood notice she sent out and stated the subject neighbor did not leave an email or phone number. Ms. Hyland indicated she had answers to all of her questions and would be happy to meet with this neighbor to discuss the project.

In response to the Commission, staff stated the following:

- There was not a request to remove the heritage tree.
- The required side setback distance is 6’10”, and projects are allowed to continue a legal non-conforming setback to 5’.
- A standard condition for construction management plan is reviewed by Building and Public Works prior to permit issuance. Due to the width of the roadway, there is a condition to notify neighbors prior to construction. Conditions of Approval are available for public review.

COMMISSION COMMENTS

Commissioners stated they highly encouraged the property owners to work with their neighbors to address any privacy issues; the project meets the requirements and can make the findings.

ACTION: On a motion by Commissioner Pyrz, seconded by Commissioner Kramer to approve the resolution for a Single-Family Design Review at 925 Holly Road, Application No. PA2018-0090.

Motion passed 3-0 (3 Ayes, 0 Noes, 2 Absent)

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

7 B. 705 Alameda de las Pulgas – (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 recommend approval for a Single-Family Design Review to construct an upper and lower floor addition totaling 1,473 square feet to an existing 2,201 square foot single-family residence and tree removal permit. Applicant proposes 9 replacement trees for the one that will be removed. Staff stated all findings were made in the affirmative and recommended approval.

Chair McCune invited the applicant to speak.

Natalie Hyland, Designer, provided a background on the design, topography and trees.

COMMISSION QUESTIONS TO STAFF

None

Chair McCune opened the Public Hearing
No speakers came forward
Chair McCune closed the Public Hearing

COMMISSION COMMENTS

Commissioners all concurred in approval and made the findings.

ACTION: On a motion by Commissioner Kramer, seconded by Commissioner Pyrz to approve the resolution for a Single-Family Design Review and Tree Removal Permit at 705 Alameda de las Pulgas, Application No. PA2018-0084.

Motion passed 3-0 (3 Ayes, 0 Noes, 2 Absent)

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

7 C. Belmont Village Specific Plan (BVSP) and Belmont Zoning Ordinance (BZO) Amendment

Community Development Director de Melo provided an overview of the staff report to correct typographical errors, make minor modifications to clarify street frontage standards, and address corresponding text inconsistencies. Two resolutions attached to this item are a Resolution to amend the Belmont Village Specific Plan (BVSP), and resolution amending the Belmont Zoning Ordinance Section 31- table 31.2, and section 31.6, and amend text language for internal consistency. The 1st reading for City Council is tentatively scheduled January 22nd, with the Public Hearing tentatively scheduled for February 12. Staff recommended approval.

COMMISSION QUESTIONS TO STAFF

In response to Commissioners, staff stated Table 4-2 of the Belmont Village Specific Plan will be modified to include “Minimum/Maximum” text to better clarify ground floor height requirements and eliminate confusion.

Chair McCune opened the Public Hearing

Continued Public Comment

Raymond Burger, resident at 932 South Road, indicated that he wanted to speak on a previous item on the agenda but that he missed the public hearing. Additionally, Mr. Burger brought another public comment forth he thought should be addressed. He wanted it noted that he had a concern of fire issues so Belmont does not end up in the same situation as Paradise, CA. He stated we are in a similar environment where fires can occur and would like to see a positive audit of the circumstances surrounding our community. He also stated he spoke with two battalion chiefs and said there was no concern, however, he said the recent significant fires does not have him convinced that we can rely on the people employed by the State of California or otherwise to take the initiative and act when something like this is brought to their attention. Mr. Burger stated we should be proactive to preserve our community. Additionally, Mr. Burger would like a task force and audit related to fire suppression activities.

Chair McCune closed the Public Hearing

COMMISSION COMMENTS

Commissioner Pyrz thanked the resident for his public comment and recommended to the resident that there was a vegetation plan in part that he may want to look into.

Commissioners had no additional comments on Item 7C and went to motion.

ACTION: On a motion by Commissioner Kramer, seconded by Commissioner Pyrz to recommend City Council amend Belmont Zoning Ordinance Section 31 Village Districts pertaining to revision, which include, Table 31-2 Village District Use Regulations and Street Frontage Standards; and Section 31.6 Parking Standards and Design; and amendments to address text language and internal consistency.

Motion passed 3-0 (3 Ayes, 0 Noes, 2 Absent)

ACTION: On a motion by Commissioner Pyrz, seconded by Commissioner Kramer to recommend City Council amend the Belmont Village Specific Plan, inclusive of the recommended changes to Table 4-2 to provide better clarity on minimum and maximum ground floor building heights.

Motion passed 3-0 (3 Ayes, 0 Noes, 2 Absent)

OTHER BUSINESS / UPDATES

Community Development Director noted the following:

- City Council Priority Setting meeting will be in early February. Date to be announced.
- Commission Appreciation Dinner will be held on March 4th. Details forthcoming.
- The Ashton, new condominium complex at 400 El Camino Real, will hold their ribbon cutting ceremony in late February.
- Planning Commission Academy scheduled for March 6-8th

ADJOURNMENT at this time being 8:14 PM to a regular meeting of the Planning Commission to be held on February 5, 2019. Public Notice as required will be issued in advance of the next Commission Meeting.

Diane Lynn - Administrative Assistant

Meeting televised and web streamed