



MEETING OF DECEMBER 6, 2011

AGENDA ITEM *6A*

Application No.: PA 2011-0046
Application Type: Single Family Design Review
Location: 304 South Road
Applicant: Sean Rinde
Owner: Gregory and Susan Whited
APN: 044-181-090
Zoning: R-1B Single Family Residential
General Plan Designation: RL- Low Density Residential
Environmental Determination: Categorically Exempt

PROJECT DESCRIPTION

The applicant requests Single Family Design Review approval to construct a 1,050 square foot addition to the existing 2,066 square foot single-story, single-family residence. The proposal will bring the total square footage of the residence to 3,116 square feet which is less than the zoning district permitted 3,500 square feet for this site.

RECOMMENDATION

Staff recommends that the Planning Commission **approve** the Single Family Design Review 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.

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.

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PRIOR ACTION

The site encompasses a portion of Lot 1 of the Rowland Meadows subdivision. The house was built in 1953. There have been no other planning actions for this property.

SITE CONDITIONS

The subject property is located in a neighborhood of one and two story single family homes. The 10,796 square foot lot is rectangular in shape with an average slope of approximately 9.3%. The site includes two garage spaces and four uncovered parking spaces. The site is currently landscaped with ground cover, and a variety of bushes and trees.

PROJECT ANALYSIS

Existing Dwelling Floor Area/Layout

The existing 2,066 square foot single-story single family dwelling consists of an entry area, living and dining rooms, two bedrooms, a mudroom, one bathroom, and a two car conforming size garage.

Proposed Dwelling Modifications

The proposed 1,050 square foot second floor addition consists of a master suite, one bedroom, two bathrooms, storage closet, and a balcony.

Dwelling Floor Area Summary	
Proposed Square Footage	Proposed Modification/Additions
<u>First floor level:</u> Existing: 2,066 sq. ft. Proposed: 0 sq. ft. Total: 2,066 sq. ft.	<u>Existing-</u> Garage, kitchen, living and dining rooms, mudroom, two bedrooms, and one bathroom. <u>Proposed-</u> No proposed additions to the first floor level.
<u>Second floor level:</u> Existing: 0 sq. ft. Proposed: 1,050 sq. ft. Total: 1,050 sq. ft.	<u>Existing-</u> N/A <u>Proposed-</u> Master suite, one bedroom, two bathrooms, storage closet, and balcony.
Proposed total floor area: 1,050 sq. ft. Existing floor area: 2,066 sq. ft. Total= 3,116 sq. ft.	

Exterior Materials Colors

Roof: Asphalt shingles roofing

Exterior walls: Smooth stucco, painted light blue (Forest Glen by the Master Palette)

Railings: Cable railing system for exterior decks

Veneer: Stone veneer on building façade

Trim: Wood trim painted white

Siding: Stained wood siding

Landscaping Groundwork

The site is currently landscaped with ground cover and a variety of shrubs and trees. There are three large trees in the front yard which will remain undisturbed. No trees would be pruned or removed to allow for construction of the project. The rear yard area contains a lawn, trees and shrubs, and various retaining walls not exceeding five feet in height. There is an attached patio cover on the left side of the home that extends out eleven feet but does not encroach into the side setback; however, this patio cover will be removed and replaced by a new wood lattice pergola.

PROJECT DATA

Criteria	Existing	Proposed	Required or Max Allowed
Lot Size	10,796 sq. ft.	No change	No change
Slope	9.3%	No change	No change
FAR	.191	.288	.353
Square Footage	2,066 sq. ft.	3,116 sq. ft.	3,500 sq. ft.
Parking	Two Garage (18'x 18') Four Driveway	No Change	Two Garage Two Driveway
Setbacks:			
Front	39'	39'	15'-30'
Side (right)	7'	No Change	6.75'
Side (left)	Patio: 11' Building: 20'	Trellis: 15' Building: 20'	6.75'
Rear	15'	15'	15'
Driveway Length	39'	No change	18'
Height	13' 10"	28'	28'

GENERAL PLAN CONFORMANCE

The proposed addition for the single-family residence does not change the land use of the site. The residence is in conformance with the low-density residential general plan designation.

ZONING CONFORMANCE

The following sections of the Belmont Zoning Ordinance (BZO) address elements of the existing site/dwelling and proposed addition:

1. Section 4.2.5(e) of BZO requires as follows:

No primary dwelling within a single family zoning district shall exceed 28-feet in height.

Building plans confirm that the proposed addition brings the topmost section of the residence to exactly twenty 28 feet in height. A condition has been added to require that a California licensed surveyor or civil engineer shall provide a wet-stamped certification that the home conforms with the 28-foot height limit prior to the roof diaphragm inspection.

2. Section 8.3.1(e) of the BZO provides as follows:

Minimum Garage Dimension - A garage containing two parking spaces shall have an inside dimension of not less than 20 feet by 20 feet; however, any garage constructed prior to April 21, 2005 having a minimum interior dimension of 17 feet in width by 18 feet in depth shall be considered a legal nonconforming two-car garage for purposes of this Ordinance. Any such dwelling with a 17' X 18' legal nonconforming garage may continue its nonconformity provided the square footage necessary to establish a 20' x 20' garage be reserved from the maximum permitted dwelling floor area for a future garage upgrade.

The existing garage is 21.5 feet long by 18 feet wide with a 3.5 foot stair encroachment at the back. Without the stair encroachment the garage is 18 feet by 18 feet and thus is a legal nonconforming two car garage. The applicant has reserved 76 square feet from the zoning district permitted maximum 3,500 square feet for a future upgrade. The project conforms to this section of the BZO.

3. Section 9.7.1 of the BZO states:

PERMITTED IN ANY YARD

(a) Cornices, canopies, eaves or other projections which do not increase the volume of space enclosed by the building; provided, however, that none of these shall project into any required yard more than 30 inches.

The applicant is removing the patio cover which protrudes 11 feet from the main building and replacing this structure with a wood portico. The proposed setback for the pergola is 15 feet, thus it does not encroach into the side setback. The project conforms to this section of the BZO.

4. Section 4.2.4 of the BZO provides as follows:

The minimum on-site driveway length from property line to the face of the garage shall be 18 feet.

The existing driveway is 39 feet in length and in compliance with this BZO Section.

5. Section 9.7.3(a-c) of the BZO requires:

(a) In any R Districts non-required accessory uses not requiring a building permit may occupy any yard area.

(b) Nonhabitable accessory buildings (i.e. garages and storage sheds) may occupy part of the yard area subject to the limitations contained herein; and shall be included in the calculation of lot coverage.

(c) A distance of not less than five (5) feet shall be maintained between any accessory building and the main building."

The accessory shed does not require a building permit and occupies the side yard area. The structure is more than five feet from the main building.

6. Section 9.7.1(f) of the BZO states:

Fences, walls or lattice-work screens having a height of not more than six feet above any portion of the adjoining ground level, provided that no such fence, wall lattice-work screen or any hedge shall exceed three and one half feet in height when located in any front setback area within 40 feet of a street intersection.

The existing rear garden walls do not exceed six feet in height and thus comply with the BZO.

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

NEIGHBORHOOD OUTREACH

The applicant completed the neighborhood outreach task as detailed in the Neighborhood Outreach Strategy attached to this report (See attachment IV). The applicant reported personally mailing letters to neighbors in the vicinity of the project site, informing residents of the project, and holding an open house on November 6, 2011. Five people attended the open house; the meeting sign-in sheet is included with Attachment IV. Staff has not received any responses to the public notice as of the writing of this report. The applicant has reported no other objections to the project. 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 by provision of Section 15303, 3(a):

“Additions to existing structures provided that the addition will not result in an increase of more than 10,000 square feet if:

(a) The project is in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan and

(b) The area in which the project is located is not environmentally sensitive.

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 design, materials and color palette of the proposed addition and remodel are consistent with the established character (stucco and wood exterior designs) of other one and two-story homes within the neighborhood. Although the proposed second story addition would increase the roof height on the northwest side of the dwelling from approximately 13' 10" feet to 28 feet, staff believes the project will not disrupt any public views as assessed from South Road and the surrounding properties. Staff believes 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 proposed project would add a second story addition to the existing single-story residence, and will not exceed the BZO maximum building height requirement of 28 feet.

The proposed architectural design of the addition includes varying roof lines and second story setbacks, helps mitigate perceived building height/bulk, and is appropriate for this structure and the neighborhood. The front elevation will include a covered porch at the lower level, two second story balconies, and stone veneer and light blue stucco enhancements for the front façade.

Grading/Hardscape

Only minimal clearing is required for the site as the second story addition and exterior site improvements would have minimal impact on the ground areas.

Tree Removal

The site is currently landscaped with lawn areas, and a variety of shrubs and trees. There are three large trees in the front yard; no trees would be pruned or removed to allow for construction of 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. Staff believes this finding can be made in the affirmative.

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- 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 driveway provides clear vehicular and pedestrian access between the street and the home. 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.*

No grading is required for the proposed construction. There are no known geological or flooding hazards in the immediate neighborhood of the subject property, and there are no streams on or near the property. 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. The project includes no significant accessory structures. Staff believes 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 lawn areas, and a variety of shrubs and trees. No trees would be pruned or removed to allow for construction of the project. 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 as part of the structural plan check. All construction would be completed in compliance with the Uniform Building Code and NPDES standards as administered by the City of Belmont. 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 project does not include any encroachments into the public right-of-way. This finding can be made in the affirmative.

CONCLUSION AND RECOMMENDATION

Based on the analysis and required findings, staff recommends approval of the Single-Family Design Review application with the Conditions of Approval in Attachment III.

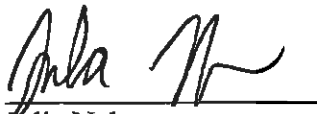
ACTION ALTERNATIVES

1. Continue the application for redesign.
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. 300/500 foot radius map of project site (incorporated as Page 2 of report)
- II. Resolution approving the Single Family Design Review
- III. Conditions of Approval
- IV. Neighborhood Outreach Materials
- V. Applicant's plans, materials board, and photos (Commission only)


Respectfully submitted,



Julia Nelson
Planning Intern



Jennifer Walker
Associate Planner



Carlos de Melo
Community Development
Director

RESOLUTION NO. 2011-

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BELMONT
APPROVING A SINGLE FAMILY DESIGN REVIEW AT 304 SOUTH ROAD
(APPL. NO. PA 2011-0046)

WHEREAS, Sean Rinde, AIA, project applicant, on behalf of Gregory and Susan Whited, property owners, requests Single Family Design Review approval to construct a 1,050 square-foot addition to the existing 2,066 square foot residence for a total of 3,116 square feet; and,

WHEREAS, a public hearing was duly noticed, held, and closed on December 6, 2011; and,

WHEREAS, the Planning Commission hereby adopts the staff report dated December 6, 2011 and the facts contained therein as its own findings of facts; and,

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission approves the Single Family Design Review to construct a 1,050 square foot addition to the existing 2,066 square foot residence for a total of 3,116 square feet at 304 South Road, subject to the conditions in Attachment "A", upon finding that:

Environmental Review

The project is categorically exempt pursuant to the California Environmental Quality Act, Section 15303, Class 3(a).

"One single-family residence, or a second dwelling unit in a residential zone. In urbanized areas, up to three single-family residences may be constructed or converted under this exemption."

The proposed addition to the residence meets the above requirements for CEQA exemption.

Residential Design Review

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 design, materials and color palette of the proposed addition and remodel are consistent with the established character (stucco and wood exterior designs) of other one and two-story homes within the neighborhood. Although the proposed second story addition would increase the roof height of the dwelling on the northwest side from approximately 13'10" to 28', the Planning Commission believes the project will not disrupt any public views as assessed from South Road and the surrounding properties. 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 proposed project would add a second story addition to the existing single-story residence. The existing height of the northwest part of the building (approximately 13'-10") will increase to an overall height of 28 feet when measured from the finished grade and will not exceed the BZO maximum building height requirement.

The proposed architectural design of the addition, including varying roof lines and second story setbacks, helps mitigate perceived building height/bulk and is appropriate for this structure and the neighborhood.

Grading/Hardscape

Only minimal clearing is required for the site as the second story addition and exterior site improvements would have minimal impact on the ground areas.

Tree Removal

The site is currently landscaped with lawn areas, and a variety of shrubs and trees on site. No trees would be pruned or removed to allow for construction of 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 structures.*

The existing driveway provides clear vehicular and pedestrian access between the street and the home. 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.*

No significant grading is required for the proposed construction. There are no known geological or flooding hazards in the immediate neighborhood of the subject property, and there are no streams on or near the property. 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. The project proposal includes no significant accessory structures. 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 lawn areas, and a variety of shrubs and trees. No trees would be pruned or removed to allow for construction of the project. 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 as part of the structural plan check. All construction would be completed in compliance with the Uniform Building Code and NPDES standards as administered by the City of Belmont. 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 project does not include any encroachments into the public right-of-way. This finding is affirmed.

* * * * *

Passed and adopted at a regular meeting of the Planning Commission of the City of Belmont held on December 6, 2011 by the following vote:

AYES,
COMMISSIONERS: _____

NOES,
COMMISSIONERS: _____

ABSENT,
COMMISSIONERS: _____

ABSTAIN,
COMMISSIONERS: _____

RECUSED,
COMMISSIONERS: _____

Carlos de Melo
Planning Commission Secretary

EXHIBIT "A"
CONDITIONS OF PROJECT APPROVAL
SINGLE FAMILY DESIGN REVIEW
304 South Road (2011-0046)

- 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 the 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. Plans submitted for building permit and all construction shall conform to the plans on file in the Planning Division for Appl. No. 2011-0046 prepared by Studio S Squared Architecture, date stamped 9/21/11. 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 owners shall file with the Director of Community Development, on forms provided by the City, an acknowledgment that they have read, understand and agree 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 owners and all assignees will be responsible for defending against this challenge, and agree to accept responsibility for defense at the request of the City. The property owners 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, including consideration to utilize drought-tolerant plantings, prior to issuance of a planning final.
7. Building plans shall be submitted that reflect that no part of the residence shall exceed the 28-foot height limit as measured from the finished grade to the topmost point of the residence immediately above. A California licensed surveyor or civil engineer shall provide a wet-stamped certification that the home conforms with the 28-foot height limit prior to the roof diaphragm inspection.

Building Division

1. Conformance with approved plans.
2. Obtain all required permits.
3. This project is subject to the School Facilities Fee. Proof of payment must be presented to the City of Belmont before the permit will be issued. Contact the Sequoia Union School District directly for further information.
4. This project is subject to the requirements of the Green Building Ordinance. Based on the scope of work, the project is required to achieve a compliance level 70 Build It Green points using the New Home Checklist.
5. The City of Belmont Municipal Code requires a soils and engineering geology report for all new or substantially altered foundations. Provide such a report and a letter fro, the geotechnical engineer confirming that the foundation plan has been reviewed and that it has been determined that the recommendations in the soils report are properly incorporated into the plans. BMC 7-12, IBC 106.1 & 1804.3.
6. Provide a record of survey.
7. Post hours of operation and phone numbers for noise complaints.
8. Provide space for recycling containers.
9. Provide List of construction and demolition recycling service providers.
10. Require contractors and subcontractors to make good faith effort to contact construction and demolition recycling providers.

11. Notify all contractors and subcontractors of Belmont expectations of maximizing diversion of solid waste.
12. Investigate opportunities for salvaging material for reuse.
13. Specify that the 2009 IBC, 2009 UPC, 2009 UMC AND 2008 NEC as amended by the State of California and all applicable City of Belmont ordinances will be employed during this project.

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. The unused driveway shall be removed and replaced with curb and gutter in accordance with Department of Public Works approved standards.
3. A residential driveway approach shall be installed with Department of Public Works approved standards.
4. 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.
5. 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]).

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, 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. Verify location of utility meters, valves, back flow preventers, and hydrants with appropriate utility company. Show relationship of each site improvements, such as retaining walls.
4. 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. The measures shall also include:
 - a) Water all active construction sites at least twice daily.
 - b) Cover all trucks hauling soil, sand, and other loose materials or require all trucks to maintain at least two feet of freeboard.
 - c) Pave, apply water three times daily, or apply (non-toxic) soil stabilizers on all paved access roads, parking areas, and staging areas at construction sites.
 - d) Sweep daily (with water sweepers) all paved access roads, parking areas and staging areas at construction sites.
 - e) Sweep streets daily (with water sweepers) if visible soil material is carried onto adjacent public streets.
 - f) Hydroseed or apply (non-toxic) soil stabilizers to inactive construction areas (previously graded areas inactive for ten days or more).
 - g) Enclose, cover, water twice daily, or apply non-toxic soil binders to exposed stockpiled materials.
 - h) Install sandbags or other erosion-control measures to prevent silt runoff to public roadways.
 - i) Replant vegetation in disturbed areas as quickly as possible.

- j) Watering should be used to control dust generation during the break-up of pavement.
 - k) Cover all trucks hauling demolition debris from the site.
 - l) Use dust-proof chutes to load debris into trucks whenever feasible.
 - m) Water or cover stockpiles of debris, soil, sand or other materials that can be blown by the wind.
 - n) All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be in proper running order prior to operation.
 - o) Diesel powered equipment shall not be left inactive and idling for more than five minutes, and shall comply with applicable BAAQMD rules.
 - p) Use alternative fueled construction equipment, if possible.
 - q) All vehicle speeds on unpaved roads shall be limited to 15 mph.
 - r) Post a visible sign with the telephone number and person to contact at the Lead Agency regarding dust complaints. This person shall respond and take corrective action within 24 hours. The Air District phone number shall also be visible to ensure compliance with applicable regulations.
5. 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.
6. The owner/applicant shall perform a video inspection of the sewer lateral from the house/building to the sewer main, submit the inspection to the Department of Public Works for review and make any necessary changes to the lateral.
7. If PG&E is requiring the developer to put in the gas and/or electrical connection, then the developer must submit plans for the encroachment to the Department of Public Works.
8. 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, PO 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.
6. All plans shall conform to the requirements of the City NPDES stormwater discharge permit and the San Mateo Stormwater Pollution Prevention Plan (STOPPP). The project plans shall identify Best Management Practices (BMPs) appropriate to the uses to be conducted on-site to effectively prohibit the discharge of pollutants with storm water run-off. A maintenance and Operation Agreement shall be prepared by applicant incorporating the conditions of this section.

- 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. All construction and related activities which require a City permit shall be allowed only during the hours of 8: a.m. to 5:00 p.m., Monday through Friday and 10:00 a.m. to 5:00 p.m., 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.
 4. 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.
 5. The owner/applicant shall ensure that all construction personnel follow standard BMPs for stormwater quality protection during construction of project. These include, 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 BELMONT FIRE DEPARTMENT:
1. The proposed project shall comply with all standard code requirements.

IV. 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.

Certification of Approved Final Conditions:

Jennifer Walker, Associate Planner

Date

Attachment IV: Neighborhood Outreach

From: Susan Whited [mailto:thewhiteds@comcast.net]
Sent: Sunday, November 06, 2011 7:59 PM
To: Rob Gill
Subject: Here are our neighbor's comments

Hi Rob,

Here are our neighbor's comments from the Open House today. It was a very small turnout, however everyone who came to the Open House signed the attached letters. There are written letters from:

Helen Armstrong, 14 Debbie Lane
Diana Ross, 6 Debbie Lane
Jack Starkey, 3 Willow Lane
David Cavan, 305 Middle Rd.

Alex Pereira, 9 Willow Lane gave Jack Starkey his verbal approval of the plans

I've also included a pdf map indicating the proximity of those neighbors to our property, as well as a forward of approval from Gary Sanders, 310 Middle Rd.

Let me know if you need anything else before the meeting.

Thank you,

Susan Whited

November 6, 2011

City of Belmont
Planning Commission
One Twin Pines Lane
Suite 110
Belmont, CA 94002

Dear Belmont Planning Commission:

I am writing in regards to my neighbors at:

304 South Rd.
Belmont, CA 94002

My neighbors at the above address have informed me that they are planning to have work done on their home, consisting of remodeling and a second story addition. I have reviewed the architectural plans (architectural plan authors: Studio S Squared Architecture, plans dated 8/25/11) and structural plans submitted to the City of Belmont Planning Commission for the above residence. I have also discussed the proposed structural changes with the owners of said residence, and have no objections or opposition to the proposed project.

Sincerely,

Owners of residence at:

Helen E. N. Armstrong

Signature

Helen E. N. Armstrong

Print Name

14 Debbie Lane, Belmont

Address

November 6, 2011

City of Belmont
Planning Commission
One Twin Pines Lane
Suite 110
Belmont, CA 94002

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Belmont, CA 94002

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Sincerely,

Owners of residence at:

Juan Ross
Signature

Diana Ross
Print Name

6 Debbie Lane, Belmont
Address

November 6, 2011

City of Belmont
Planning Commission
One Twin Pines Lane
Suite 110
Belmont, CA 94002

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Belmont, CA 94002

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Sincerely,

Owners of residence at: 3 WILLOW LANE

Signature

Jack L. Stariley

Print Name

JACK L. STARILEY

Address

3 WILLOW LANE

CONCERNS OF RAIN WATER RUNOFF TO ADJACENT HOME AND PROPE DRAINAGE TO STORM DRAIN

November 6, 2011

City of Belmont
Planning Commission
One Twin Pines Lane
Suite 110
Belmont, CA 94002

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Sincerely,

Owners of residence at:



Signature

DAVID CAVAN

Print Name

305 Middle Road

Address

Belmont, CA - 94002

