

**CITY OF BELMONT**  
**PLANNING COMMISSION MEETING**  
**SUMMARY MINUTES**  
**TUESDAY, DECEMBER 2, 2014 - 7:00 PM**

Chair Herbach called the meeting to order at 7:00 p.m. at One Twin Pines Lane, City Hall Council Chambers.

**1. ROLL CALL**

Commissioners Present: Herbach, Hold, Mercer, Goldfarb, Kim, (Hurt – arrived 7:35 pm)  
Commissioners Absent: MacDonald

Staff Present: Community Development Director de Melo, City Attorney Rennie, Assistant Planner Gill, Recording Secretary Plut

**2. AGENDA AMENDMENTS - None**

**3. COMMUNITY FORUM - None**

**4. CONSENT CALENDAR - None**

**5. PUBLIC HEARING:**

**5A. PUBLIC HEARING - 2800 Wakefield Drive**

To consider a Conditional Use Permit and Design Review to amend the Hallmark West Detailed Development Plan (DDP) by adding a 169 square-foot addition to the existing 3,144 square foot single-family residence for a total of 3,313 square feet which complies with the development guidelines for this DDP. (Appl. No. PA2014-0049)

APN: 045-441-370; Zoned: PD-Planned Development

CEQA Status: Categorically Exempt, Section 15301, Class 1(e)(1)

Applicant/Owner: Jeff Ungar

Project Planner: Rob Gill, (650) 598-4204, [rgill@belmont.gov](mailto:rgill@belmont.gov)

**Commissioner Hold recused herself and left the room as she lives within 500 feet of the project.**

**Chair Herbach confirmed that no one on the commission had ex-parte communications with anyone on this project.**

**Chair Herbach noted his surprise when visiting the site, construction was underway.**

**Associate Planner Gill summarized the report and answered questions of the Commission.**

**Applicant Ungar spoke to the Commission providing an update on the construction and responded to questions of the Commission.**

**No requests from the public to speak were received on this item**

**Discussion ensued.**

**MOTION: By Commissioner Goldfarb seconded by Commissioner Kim to move the Resolution of the Planning Commission of the City of Belmont Approving a Conditional Use Permit & Single Family Design Review in Conjunction with Amendment of an Approved Detailed Development Plan for 2800 Wakefield Drive (Appl. No. 2014-0049)**

**Ayes: Goldfarb, Kim, Mercer, Hurt**

**Noes: Herbach**

**Recused: Hold**

**Absent: MacDonald**

**Motion passed: 4/1/1**

**Chair Herbach noted that this item can be appealed within 10 calendar days.**

**Chair Herbach requested a 5 minute break to allow Commissioner Hold to return to the dais.**

**Meeting resumed.**

## **6. REPORTS, STUDIES AND UPDATES:**

### **6A. 2035 General Plan Update**

**Resident Perry Kennan noted that there were no agendas or copies of staff reports on the table for the Public this evening.**

**He inquired of the Planning Commission's role regarding input to the General Plan Update process.**

**Director de Melo provided an update on the progress to date including the Planning Commission's role in the process.**

**Discussion ensued.**

**Mr. Kennan spoke and was pleased to see the Planning Commission partaking in the General Plan Update.**

**Chair Herbach recommended that the Consultant working on the General Plan Update review the video of this meeting for Commission comments.**

### **6B. Holiday Closure 12/25/14 – 1/1/15.**

**Propose cancellation of the January 6, 2015 Planning Commission Meeting**

**The Commission and Staff confirmed that the January 6, 2015 meeting would not be cancelled. Commissioner MacDonald was unable to attend.**

**7. City Council Meeting of Tuesday, December 9, 2014**

**Liaison: Chair Herbach**

**Alternate Liaison: Commissioner Kim**

**8. ADJOURNMENT: 9:15 pm**

**Adjournment To: Tuesday, December 16, 2014 - 7:00 PM for a Planning Commission Meeting at Belmont City Hall.**

Information on the applications to be considered at this meeting may be obtained from the City of Belmont Planning Division, One Twin Pines Lane, Suite # 110, CA, 94002, 650/595-7417. This meeting will be televised and webstreamed. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact: 650-637-2999. Notification in advance of the meeting will enable the city to make reasonable arrangements to ensure accessibility to this meeting.