

MEETING OF DECEMBER 3, 2013



AGENDA ITEM NO. 5A

Application I.D.: 2013-0046
Application Type: Single Family Design Review
Location: 2206 Coronet Boulevard
Applicant: Jon Jang
Owners: Nathan Shapiro and Katrien Brak
APN: 044-042-040
Zoning: R-1B - Single Family Residential District
General Plan Designation: RL – Low Density Residential
Environmental Determination: Categorically Exempt, Section 15301

PROJECT DESCRIPTION

The applicant requests Single Family Design Review (SFDR) approval to construct a 438 square foot addition to the existing 2,924 square foot single family residence for a total of 3,362 square feet that is below the zoning district permitted 3,500 square feet for the 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.

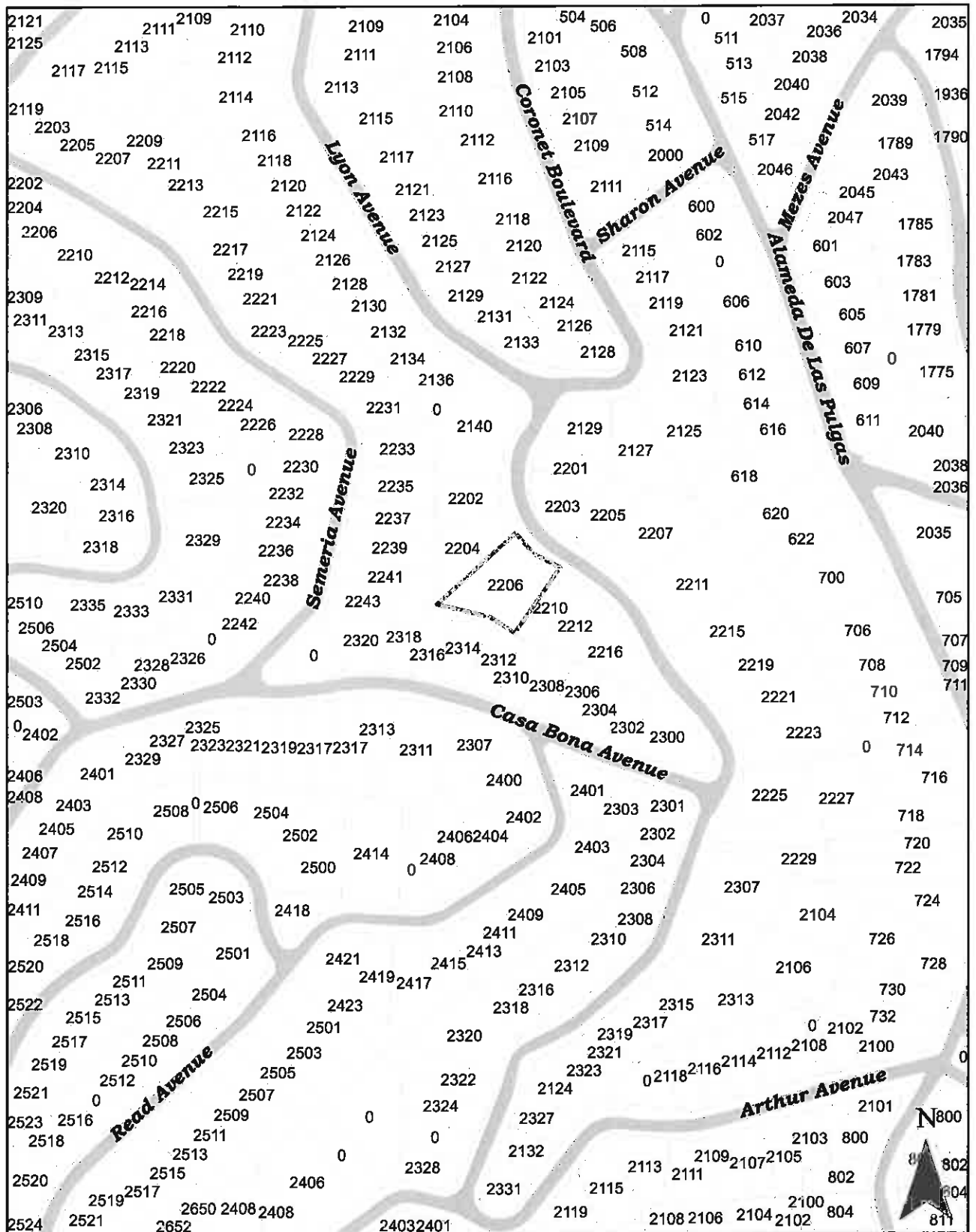
ZONING/GENERAL PLAN DESIGNATION

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.

PRIOR ACTIONS

The subject property was established as part of the “Belmont Country Club No. 2” Subdivision in 1925. The existing single-family home was constructed on site in 1958. There have been no other planning projects for this property.

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.



1 inch = 250 feet

SITE CONDITIONS

The subject property is located in a single family neighborhood developed with one and two-story single-family homes. The site is developed with a single family dwelling with an attached garage, and an entry deck. The site slopes upward from the front (north) to the rear (south) approximately 28%. The property is landscaped with shrubs, and mature trees.

PROJECT ANALYSIS

The applicant proposes to construct a 438 square foot addition to the existing 2,924 square foot single family residence. The interior of the existing home would be also be remodeled. The resulting residence would consist of the following:

| Dwelling/Site Floor Area Summary | |
|--|--|
| Proposed Square Footage | Proposed Modifications/Additions |
| First Floor – 1,694 Sq. Ft. | <u>Proposed /Existing:</u> Family room, one bedroom, one bathroom, laundry area, stairwell, entry foyer, and a two-car garage. |
| Second Floor – 1,668 Sq. Ft. | <u>Proposed/Existing:</u> Kitchen, living room, dining room, three bedrooms, hallway, stairs, and two bathrooms. |
| Total for Dwelling/Site = 3,362 Sq. Ft. | |

Exterior Design/Materials/Colors

The proposed addition would extend forward from the right side of the front of the residence utilizing a cross gable roof (the existing deck on front of the home would be removed). The proposed addition would include vertical wood and stucco exterior siding and wood trim painted to match the existing home (brown and tan); roofing material and colors for the addition are also proposed to match the existing home (black, asphalt shingle). Windows and doors would be replaced in their existing openings, and new windows and doors would be included for the addition (casement windows, with a new bow and boxed out window proposed on the front and rear of the home, respectively). New sliding French doors are also proposed on the front and rear elevations of the home.

Tree Removal / Landscaping

There are three protected size trees on site (20” Coast Live Oak, 24” Coast Live Oak and 10” Cedar). No protected trees are proposed to be removed, and none would require removal for the project (given the distance to proposed construction). However, standard tree protection measures are recommended as project conditions of approval. The landscape plan includes the following:

- Retaining the existing trees on site (i.e., the mature trees at the front of the site).

- Retaining the vast majority of the existing shrubs on site (junipers, English Laurel, coyote brush, etc.)
- Removal of the existing bushes under the deck.

Staff would note that the existing trees and shrubs would assist in mitigating the bulk of the proposed residential addition as seen from the front. Existing plant species are also either California native, or generally well-acclimated to the arid/Mediterranean climate of the Bay Area. In addition, staff recommends the following condition for the protection of existing landscaping on site:

A photographic record of existing landscaping shall be filed with the Community Development Department prior to grading or building permit issuance. If any existing landscaping should be damaged during construction related activities, the applicant shall replace such landscaping in kind for the property, prior to issuance of a planning final.

Grading/Hardscape

Minimal excavation would be required to construct the foundations for the additions on the first floor. The proposed project would not substantially increase hardscape from the existing condition, because the majority of the work would take place within the footprint of the existing home. The total hardscape associated with the project would be approximately 28% (gravel over pervious substrate is pervious and not counted toward the hardscape total). Staff believes that the proposed grading and hardscape are not excessive in association with the addition to the existing single family home and are appropriate in the neighborhood context.

PROJECT DATA

| Criteria | Existing | Proposed | Required or Max. Allowed |
|-----------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Lot Size | 16,975 sq. ft. | No Change | No Change |
| Slope | 28% | No Change | No Change |
| FAR¹ | 0.17 | 0.20 | 0.412 |
| Square Footage¹ | 2,924 sq. ft. | 3,362 sq. ft. | 3,500 sq. ft. |
| Parking | Two-car garage Two uncovered | Two-car garage Two uncovered | Two-car garage Two uncovered |
| Setbacks: | | | |
| Front^{2,3} | 35 ft. | 37 ft. | 19 ft. |
| Left Side³ | 30 ft. | 51 ft. | 9 ft. |
| Right Side³ | 24 ft. | 23 ft. | 9 ft. |
| Rear | 34 ft. | 93 ft. | 15 ft. |
| Driveway length | 50 ft. | No Change | 18 ft. |
| Height | 22 ft. | 26.5 ft. | 28 ft. |

¹ Pursuant to Section 4.2.3 (d) of the Belmont Zoning Ordinance (BZO) an FAR of 0.412 is permitted for lots with slopes of 28% (resulting in a square footage of 6,993 sq. ft.); however, total floor area is capped at 3,500 sq. ft. in all R-1 Districts, regardless of slope and lot size; ² Front setback determined via setback averaging pursuant to BZO Section 9.7.4 (a); ³ Proposed setbacks as measured from the property line to the addition.

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 residence is in conformance with the permitted uses set out in Section 4.2.1, *Permitted Uses [in Residential Districts]*.

As proposed, the addition to the single-family residence would meet all setback, height, parking, floor area ratio, and permitted use regulations of the R-1B zoning district.

NEIGHBORHOOD OUTREACH

The applicant reports performing neighborhood outreach as detailed in the Neighborhood Outreach Strategy attached to this report. The property owner reports noticing residents within 300 feet of the subject property. The applicant described the project and invited neighbors to comment at a subsequent meeting on site. Staff received one comment in support of the project. The applicant reports that no negative comments were received. It appears that the applicant has met the outreach goals.

ENVIRONMENTAL CLEARANCE (CEQA)

The proposed addition to the existing single-family home is categorically exempt from the provisions of the California Environmental Quality Act by provision of Section 15301, Class 1 (e):

“Additions to existing structures provided that the addition would not result in an increase of 50 percent of the floor area of the structures before the addition or 2,500 sq. ft., whichever is less.”

The proposed 438 square foot addition to the existing 2,924 square foot single family residence meets the above requirements for CEQA exemption.

SINGLE FAMILY DESIGN REVIEW EVALUATION

The Belmont Zoning Ordinance establishes the following findings for review of single-family residential projects (Section 13A.5 (A-I)). 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.*

There are currently no public views across the site as seen from Coronet Boulevard. The design of the addition incorporates the existing home materials (vertical wood and stucco siding, wood trim,

and a composite shingle roof), and a color palette (brown, tan, off-white) that would be consistent with the established character (earth tones, wood, stucco) of other homes in the neighborhood. The garage door and front door of the home would continue to face Coronet Boulevard, consistent with the layout of other homes along the street. The proposed two-story home would be twenty six feet in height, and would include gable roof forms, consistent with other homes in the neighborhood. In addition, the home has been designed architectural features and ornamentation, (i.e., a covered front porch, upper floor deck, bow window, sliding French doors, and new casement windows) that emphasize the street facade of the home.

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 tree removal*

Building bulk

The addition to the residential structure has been designed with varying roof lines and building offsets that assist in breaking the bulk and mass of the two-story structure. Additionally, material variation (vertical wood and stucco siding) and architectural details have been included (i.e., a covered front porch, upper floor deck, bow window, sliding French doors, and new casement windows) that would add texture and shadow to the exterior of the residence. This material variation and architectural enhancements would also assist in mitigating the bulk of the home as seen from the surrounding area. In addition, the proposed landscaping plan includes retention of a large mature trees and shrubs at the front and sides of the property that would serve to soften and screen the home as seen from the surrounding area.

Grading/Hardscape

Minimal excavation would be required to construct the foundations for the addition on the flattest part of the site. The proposed project would not substantially increase hardscape from the existing condition, because the majority of the work would occur within the footprint of the existing home. The total hardscape associated with the project would be approximately 28%. Therefore, grading and hardscape elements are not excessive for the addition to the existing single family home and are appropriate in the neighborhood context.

Tree Removal

No protected or regulated trees are proposed for removal, and none would need to be removed for the project. Therefore, as proposed the project would be consistent with the City's Tree Ordinance.

All four factors (building bulk, grading, hardscape, and tree removal) appear to be appropriately addressed in the building design to achieve a complementary balance for the project. This finding can be made in the affirmative.

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 has clear access to Coronet Boulevard. Safe pedestrian access would be provided from the driveway area via a walkway to the front door. 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.

Minimal excavation would be required to construct the foundation for the addition. The project plans have been reviewed by the Public Works Department, and all grading would be in compliance with the City's Grading Ordinance. In addition, standard conditions of approval would assure that project construction and operations do not result in off site soil or water erosion. Best Management Practices (BMP's) are a standard condition of approval which requires that soil, gravel and water do not migrate off site and cause erosion. BMP's require the use of soil and water erosion controls (i.e., waddles and storm water filtration, etc.) prior to water entering the storm drain system in order to prevent sedimentation of the storm drain system and watercourses. Grading is limited to the drier season (April 15- November 14) which also serves to prevent erosion.

Thus as proposed and conditioned, 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.

No changes are proposed to the existing driveway, and there are no accessory structures or retaining walls proposed for the project. 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 proposed landscape plan includes retention of existing trees and shrubs (i.e., the mature California native oak trees and coyote brush at the front).

Existing trees and shrubs would assist in mitigating the bulk of the proposed residential addition as seen from the front and sides. 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 California 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 proposal includes no new structural encroachments into the public right-of-way. This finding can be made in the affirmative.

I. Substantial compliance with the Residential Design Guidelines.

The buildings and structures shown on the site plan are consistent with the one and two story residences in the neighborhood; no public views or prominent ridgelines would be obstructed with construction of the proposed project. As proposed, there is an acceptable balance of building bulk, grading, hardscape, and tree removal. There would be no obstruction of vehicular and pedestrian accessways shown on the site plan.

As proposed and conditioned, the landscape plan will retain mature trees. There will be no new structural encroachments into the public right-of-way associated with construction of the project. As such, the project is in substantial compliance with the Residential Design Guidelines. 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. 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 and supporting materials (Commission only)

Respectfully submitted,



Damon DiDonato
Senior Planner



Carlos de Melo
Community Development Director

Attachment II

Resolution Approving Single Family Design Review

RESOLUTION NO.
RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BELMONT
APPROVING SINGLE FAMILY DESIGN REVIEW
AT 2206 CORONET BOULEVARD (APPL. NO. 2013-0046)

WHEREAS, Jon Jang, applicant, on behalf of Nathan Shapiro and Katrien Brak, owners, requests Single Family Design Review approval to construct a 438 square foot addition to the existing 2,924 square foot single family residence for a total of 3,362 square feet that is below the zoning district permitted 3,500 square feet for the site; and,

WHEREAS, a Public Hearing was duly noticed, and held on December 3, 2013, and closed; and,

WHEREAS, the Planning Commission hereby adopts the staff report dated December 3, 2013 and the facts contained therein as its own findings of facts; and,

WHEREAS, the Planning Commission did hear and use their independent judgment and considered all said reports, recommendations and testimony hereinabove set forth.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission hereby approves Single Family Design Review to construct a 438 square foot addition to the existing 2,924 square foot single family residence at 2206 Coronet Boulevard, subject to the attached conditions in Exhibit "A", and based upon the following findings:

Environmental Review

Section 15301, Class 1 (e) of the California Environmental Quality Act (CEQA) exempts construction of additions to existing structures provided that the addition would not result in an increase of 50 percent of the floor area of the structures before the addition or 2,500 sq. ft., whichever is less.

The proposed 438 square foot addition to the existing 2,924 square foot single family residence meets the above requirements for CEQA exemption.

Single Family Design Review

The required Single Family Design Review Findings, Section 13A.5 (A-I), 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.*

There are currently no public views across the site as seen from Coronet Boulevard. The design of the addition incorporates the existing home's material (vertical wood and stucco siding, wood trim, and a composite shingle roof), and a color palette (brown, tan, off-white) that would be

consistent with the established character (earth tones, wood, stucco) of other homes in the neighborhood. The garage door and front door of the home would continue to face Coronet Boulevard, consistent with the layout of other homes along the street. The proposed two-story home would be twenty six feet in height, and would include gable roof forms, consistent with other homes in the neighborhood. In addition, the home has been designed architectural features and ornamentation, (i.e., a covered front porch, upper floor deck, bow window, sliding French doors, and new casement windows) that emphasize the street facade of the home. 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 tree removal*

Building bulk

The addition to the residential structure has been designed with varying roof lines and building offsets that assist in breaking the bulk and mass of the two-story structure. Additionally, material variation (vertical wood and stucco siding) and architectural details have been included (i.e., a covered front porch, upper floor deck, bow window, sliding French doors, and new casement windows) that would add texture and shadow to the exterior of the residence. This material variation and architectural enhancements would also assist in mitigating the bulk of the home as seen from the surrounding area. In addition, the proposed landscaping plan includes retention of a large mature trees and shrubs at the front and sides of the property that would serve to soften and screen the home as seen from the surrounding area.

Grading/Hardscape

Minimal excavation would be required to construct the foundations for the addition on the flattest part of the site. The proposed project would not substantially increase hardscape from the existing condition, because the majority of the work would occur within the footprint of the existing home. The total hardscape associated with the project would be approximately 28%. Therefore, grading and hardscape elements are not excessive for the addition to the existing single family home and are appropriate in the neighborhood context.

Tree Removal

No protected or regulated trees are proposed for removal, and none would need to be removed for the project. Therefore, as proposed the project would be consistent with the City's Tree Ordinance.

All four factors (building bulk, grading, hardscape, and tree removal) appear to be appropriately addressed in the building design 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 has clear access to Coronet Boulevard. Safe pedestrian access would be provided from the driveway area via a walkway to the front door. 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.*

Excavation required to construct the improvements would be minimal. The project plans have been reviewed by the Public Works Department, and all grading would be in compliance with the City's Grading Ordinance. In addition, standard conditions of approval would assure that project construction and operations do not result in off-site soil or water erosion. Best Management Practices (BMP's) are a standard condition of approval which requires that soil, gravel and water do not migrate off site and cause erosion. BMP's require the use of soil and water erosion controls (i.e., waddles and storm water filtration, etc.) prior to water entering the storm drain system in order to prevent sedimentation of the storm drain system and watercourses. Grading is limited to the drier season (April 15- November 14) which also serves to prevent erosion. Thus, as proposed and conditioned, 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.*

No changes are proposed to the existing driveway, and there are no accessory structures or retaining walls proposed for the project. 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 proposed landscape plan includes retention of existing trees and shrubs (i.e., the mature California native oak trees and coyote brush at the front).

Existing trees and shrubs would assist in mitigating the bulk of the proposed residential addition as seen from the front and sides. Therefore, 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 California 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 proposal includes no new structural encroachments into the public right-of-way. This finding is affirmed.

I. Substantial compliance with the Residential Design Guidelines.

The buildings and structures shown on the site plan are consistent with the one and two story residences in the neighborhood; no public views or prominent ridgelines would be obstructed with construction of the proposed project. As proposed, there is an acceptable balance of building bulk, grading, hardscape, and tree removal. There would be no obstruction of vehicular and pedestrian accessways shown on the site plan.

As proposed and conditioned, the landscape plan will retain mature trees. There will be no new structural encroachments into the public right-of-way associated with construction of the project. As such, the project is in substantial compliance with the Residential Design Guidelines. This finding is affirmed.

* * * * *

Passed and adopted at a regular meeting of the Planning Commission of the City of Belmont held on December 3, 2013 by the following vote:

AYES, _____
COMMISSIONERS _____
NOES, _____
COMMISSIONERS _____
ABSENT, _____
COMMISSIONERS _____
ABSTAIN, _____
COMMISSIONERS _____
RECUSED, _____
COMMISSIONERS _____

Carlos de Melo
Planning Commission Secretary

Attachment III

Conditions of Approval

EXHIBIT "A"

CONDITIONS OF PROJECT APPROVAL SINGLE FAMILY DESIGN REVIEW 2206 CORONET BOULEVARD

- 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 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. 2013-0046; 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. A photographic record of existing landscaping shall be filed with the Community Development Department prior to grading or building permit issuance. If any existing landscaping should be damaged during construction related activities, the applicant shall replace such landscaping in kind for the property, prior to issuance of a planning final.
7. The project is subject to Community Development Department and Consulting City Arborist (CCA) review and approval with the following conditions regarding tree retention measures, tree protection fencing and irrigation. The following recommendations must be included as “tree protection notes” in the final stamped building set of plans.
 - (a) Root Protection Zone:
 - (i) Install chain link fence at the drip line of all trees on site. This fencing shall be known as the tree protection zone (TPZ) or root protection zone (RPZ). Fencing material used for all protective fences must be steel chain-link, at least five-feet in height, mounted on two-inch diameter galvanized iron posts 5-feet in length, driven a minimum of 24-inches into the ground. Posts for post and hook fencing must be mounted no wider than six-feet apart. This fence must be erected prior to any heavy machinery traffic or construction material arrival on site. Alternatively, it is acceptable for the project team to use free-standing chain link panels mounted on moveable concrete footings and rigidified using rebar or layout stakes wired to each side of each panel.
 - (ii) The protective fencing shall not be temporarily moved during construction, under threat of a stop work order or fines/fees levied against the project by code enforcement officers. No materials, tools, excavated soil, liquids, substances, etc. are to be placed or dumped, even temporarily, inside the TPZ/RPZ. No storage, staging, work, or other activities will be allowed inside the RPZ, no exceptions.
 - (iii) The TPZ fencing shall have one sign affixed with UV-stabilized zip ties to the chain link at eye level for every 15-linear feet of fencing, minimum 8”X11” size each, plastic laminated or otherwise waterproofed, stating TREE PROTECTION FENCE DO NOT ALTER OR REMOVE CALL CITY ARBORIST 48-HRS ADVANCE (650) 697-0990.

EXHIBIT "A"

CONDITIONS OF PROJECT APPROVAL
SINGLE FAMILY DESIGN REVIEW
2206 CORONET BOULEVARD

- 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 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:

Building Division

1. Plans submitted for building permit and all construction shall conform to the approved plans on file in the Planning Division for Appl. No. 2013-0046.
2. The applicant shall 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. Pursuant to the Belmont Department Ordinance #2011-1, Section 1003.2.9.2(A), the building shall include a fire sprinkler system and the plan will be a deferred submittal.
6. Pursuant to Regulation 6, Rule 3 per the Bay Area Air Quality Management District, effective January 1, 2009, no person or builder shall commence construction of a new building or structure permitted to contain or containing a wood-burning device or install a new wood-burning device resulting from a remodel unless the device meets the requirements of Section 6-3-303. Any gas fueled heating device or electric-powered heating device is allowed under this standard.

7. Retaining walls shall be designed by a civil engineer.
8. The applicant shall post hours of operation and phone numbers for noise complaints.
9. The applicant shall provide space for recycling containers.
10. The applicant shall provide list of construction and demolition recycling service providers.
11. Contractors and subcontractors shall make a good faith effort to contact construction and demolition recycling providers.
12. The applicant shall notify all contractors and subcontractors of Belmont expectations of maximizing diversion of solid waste.
13. The applicant shall investigate opportunities for salvaging material for reuse.
14. Building plans shall 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.

EXHIBIT "A"

CONDITIONS OF PROJECT APPROVAL
SINGLE FAMILY DESIGN REVIEW
2206 CORONET BOULEVARD

II COMPLY WITH THE FOLLOWING CONDITIONS OF THE BELMONT FIRE DEPARTMENT:

1. A separate application and permit are required for the installation or alteration of any Automatic Fire Extinguishing System. An application shall be made by either a Registered Engineer or by the Licensed Fire Sprinkler Contractor who will be performing the work. This shall include any Fixed Fire Protection System. A valid Permit and Approved Plans shall be at the jobsite at all times.
2. Prior to application for a Fire Sprinkler Permit, the applicant shall submit plans to Mid-Peninsula Water District for their review and approval. Please contact MPWD at 650-591-8941
3. A separate application and permit are required for the installation of any underground fire service lines. Application shall be made by a Registered Engineer or by either a General Engineering Contractor or a Licensed Fire Sprinkler Contractor, who will be performing the work.
4. Every building, or structure, shall be provided with an address. Numerals shall be located where clearly visible from the street or roadway upon which it fronts. Residential Structures shall have numerals a minimum of 4 inches in height and of ½ stroke. Numerals shall be of contrasting color to their background and illuminated at night. Numerals shall be white in color where located upon glazing.
5. All Fire Inspections are performed on Wednesdays between 9-2, unless special arrangements are made with the Fire Inspector. The applicant shall call 650-637-2939 a minimum of 48 hours in advance to place an inspection request. The applicant will receive a confirmation call within 24 hours of the request.
6. On plans submitted for a Building Permit, the applicant shall show the location of all required Smoke Alarms and Carbon Monoxide Alarms, in accordance with CRC Sections 314 & 315.
7. Plans submitted for a Building Permit shall identify the size of bedroom windows, demonstrating that they meet egress requirements of CRC 310.
8. In accordance with the Municipal/Regional Stormwater Permit no fire sprinkler system drain shall discharge into any Storm Drain System. The system shall discharge to either a landscape area large enough to contain the outflow, or to the Sanitary Sewer by means of an indirect connection. The applicant shall show the location of the Fire Sprinkler System drain on plans submitted for a building permit.

III 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. The applicant shall notify Police and Fire Department of any construction vehicles that may temporarily block traffic or the ability of emergency vehicles to pass by the site.
5. All construction tools and equipment stored on site shall be locked and alarms shall be set on vehicles.

EXHIBIT "A"

CONDITIONS OF PROJECT APPROVAL
SINGLE FAMILY DESIGN REVIEW
2206 CORONET BLVD- PUBLIC WORKS

IV. 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. Roof leaders and site drainage shall be directed to a vegetated area onsite or the City stormwater drainage system. A dissipator box or other energy reduction method shall be used.
2. The owner/applicant shall submit C3 & C6 stormwater pollution prevention checklist, impervious calculation checklist and BMP measures checklist prior to design review approval.
3. Interior level parking garage floor drains, and any other interior floor drains, shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
4. Efficient irrigation systems shall be used throughout all landscaped areas in accordance with the Model Water Efficient Landscape Ordinance [or comparable local ordinance].
5. Projects with architectural copper should, if possible, purchase copper materials that have been pre-patinated at the factory. Whether patination is done offsite or onsite, applicant should consider coating the copper materials with an impervious coating that prevents further corrosion and runoff. If patination is done on-site, implement one or more of the following:
 - Discharge the rinse water to landscaping. Ensure that the rinse water does not flow to the street or storm drain. Block off storm drain inlet if needed.
 - Collect rinse water in a tank and pump to the sanitary sewer. Contact your local sanitary sewer agency before discharging to the sanitary sewer.
 - Collect the rinse water in a tank and haul off-site for proper disposal.

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, curb drains, storm drain connections, placement of a debris box.
2. The property owner/applicant shall apply for and obtain a permanent encroachment agreement from the Department of Public Works, with approval by the City Council, for a structure, retaining wall, awning, or other features constructed in the public right-of-way, easement or on property in which the City holds an interest.
3. Verify location of utility meters, valves, back flow preventers, and hydrants with appropriate utility company. Show relationship of each to site improvements, such as retaining walls.
4. 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.
5. Applicant must possess a valid sewer lateral certificate issued under City Ordinance Section 21-213 before receiving a final building permit for: Improvements valued by the building official at \$200,000 or more, or Work associated with a change in water service (e.g. change in meter size or adding a second meter).
6. No wastewater (including equipment cleaning wash water, vehicle wash water, cooling water, air conditioner condensate, and floor cleaning washwater) shall be discharged to the storm drain system, the street or gutter.
7. Project shall incorporate landscaping that minimizes irrigation and runoff, promotes surface infiltration, minimizes the use of pesticides and fertilizers, and incorporates other appropriate sustainable landscaping practices such as Bay-Friendly Landscaping.
8. Roof drains shall drain away from the building and be directed to landscaping or a stormwater treatment measure.

C. The following conditions shall be met prior to occupancy except as otherwise specified in the conditions.

1. The property owner/applicant shall apply for and obtain an administrative permanent encroachment agreement from the Department of Public Works, for placement of non-standard materials (i.e., brick pavers) within the public right-of-way.
2. Failure to comply with any permit condition may result in a “Stop Work” order or other penalty.
3. 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.
4. The owner/applicant shall ensure that applicable Best Management Practices (BMPs) from the San Mateo Stormwater Pollution Prevention Program (STOPPP) are followed to prevent discharge of soil or any construction material into the gutter, stormdrain system or creek.
5. The owner/applicant shall ensure that all construction personnel follow standard BMPs for stormwater quality protection during construction of project. These includes, 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, disturbed soils through temporary or permanent seeding, mulching, matting, tarping or other winterization requirements shall include inspecting/maintaining/cleaning all soil erosion and sedimentation controls prior to, during, and immediately after each storm event; stabilizing 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.
7. Air conditioning condensate shall drain to landscaping, or alternatively may be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.

Certification of Approved Final Conditions:

Damon DiDonato, Senior Planner

Date

Attachment IV

Neighborhood Outreach Materials & Correspondence



NEIGHBORHOOD OUTREACH STRATEGY

Belmont Permit Center APPLICANT'S GUIDE AND FORM

I. INTRODUCTION

The City of Belmont is committed to an open process of development review, and requires that applicants take a proactive approach to neighborhood outreach. Therefore, every development request which is decided by the Planning Commission or City Council in a public hearing must include a Neighborhood Outreach Strategy, submitted with the application. The strategy must include your proposal for contacting your neighbors, informing them of your proposed project and receiving their feedback in advance of the City's review. This form is provided to assist you in preparing your Neighborhood Outreach Strategy

II. OUTREACH STRATEGY

In order to provide an effective Neighborhood Outreach Strategy, you must address these issues:

- A. Contacting Your Neighbors* – Since you will be providing the City with labels for all property owners and tenants within 300 feet of your property, it is strongly suggested that you notify these same people of your neighborhood outreach efforts. You can mail your own notices to them, post bulletins, make telephone calls or go door-to-door, if you wish. (Please note that these options do not give you the right to trespass or conduct any other activities which are contrary to the law.)
- B. Informing Your Neighbors of the Project* – This can be accomplished a variety of ways, but is most easily accomplished by a scheduled meeting or open house on the property. At the meeting, you are encouraged to have your project plans available, as well as your architect, engineer or other consultants as necessary to explain and answer questions about the project. The more convenient the meeting date, time and arrangements, the more success you will have in establishing a positive atmosphere for the dialogue. You may choose other means for informing your neighbors, such as mailing a project information packet.
- C. Receiving Neighbor Feedback* – If you host a neighborhood meeting, you will be able to receive immediate feedback on your proposal. You are urged to take notes on the comments you receive, as well as who attends. If you mail information, some means of communication must be established to allow neighbors to contact you and leave their comments.
- D. A Schedule for Action* – Your strategy must also include a schedule for achieving the above tasks prior to the first public hearing conducted by the City. While the City acknowledges that schedules may change, you must identify the approximate timing of the three steps described above.

III. YOUR NEIGHBORHOOD OUTREACH STRATEGY

Please submit a written description of your Neighborhood Outreach Strategy on the attached sheet, addressing the four points described above. You are required to implement the Strategy prior to the public hearing on your project. You may be asked by the Planning Commission or City Council about the results of your efforts. Failure to implement the strategy prior to the public hearing on your application may result in the hearing being continued to a later date.



1. How do you plan to contact your neighbors?

We plan to contact our neighbors by putting a notice in their mailbox.

2. How will you inform your neighbors about the project?

We plan to inform our neighbors about the project by holding an open house on the property. We will have detailed project plans available for viewing. We plan to hold this event on the weekend to maximize attendance.

3. How will you gather feedback from your neighbors?

We expect to receive immediate feedback during the open house. We plan to take note of who attended the open house and any comments received.

4. Here are the tentative dates for completing my outreach strategy:

- A. Contact: 10-12-2013
- B. Informing 11-02-2013
- C. Feedback 11-02-2013

4. As property owner, I, Katrien Brak (print property owner's name), hereby acknowledge that I will make every reasonable effort to obtain neighbor comments on my project prior to presenting my request to the Planning Commission or City Council in public hearing. I understand that the purpose of the Neighborhood Outreach Strategy is to foster a positive and constructive dialogue regarding my project and its possible effects on surrounding homeowners and tenants.

Katrien Brak
Property Owner's Signature

09/10/2013
Date

October 30th, 2013

Dear neighbors,

We recently became the new homeowners of 2206 Coronet Blvd, and are planning to remodel portions of the home. You will be receiving a notice soon from the City of Belmont about the planning commission public hearing on December 3rd at 7pm.

We would like to inform you of the project prior to this meeting during an open house on **Sunday Nov 17th from 1-4pm**. We will have the project plans available during this time, and would be more than happy to answer any questions you may have about the project. We hope you can attend, even if only to say hello and grab a bite to eat. If you cannot make it to the open house, but would like more information about our project please contact us at 510-289-9840.

We are very excited to be a part of the neighborhood, and look forward to meeting many of you.

Best,

Katrien, Nathan, and Finnian



Damon DiDonato

From: Carlos de Melo
Sent: Monday, November 18, 2013 3:25 PM
To: Damon DiDonato; Rob Gill
Subject: FW: addition at 2206 Coronet

FYI

Carlos de Melo
Community Development Director
City of Belmont
One Twin Pines Lane, Suite 110
Belmont, CA 94002
Direct Line: (650) 595-7440; Fax: (650) 637-2983
Mobile: (415) 990-1143
cdemelo@belmont.gov

From: [REDACTED]
Sent: Monday, November 18, 2013 1:05 PM
To: Planning Comm
Subject: addition at 2206 Coronet

We were very impressed with the plans for a remodel and small addition for the above address. The owners invited the neighbors over yesterday.

We are relieved that this is not another "tear down" resulting in a mini mansion. The lot is very large (2 merged lots) and the house has a large set back.

We hope the owners have a smooth approval process as their finished remodel will fit nicely into our neighborhood.

Judy & Warren McCarty
2123 Coronet Blvd