



MEETING OF OCTOBER 17, 2010

AGENDA ITEM NO. 5A

Application I.D.: 2010-0033
Application Type: Single Family Design Review
Location: 1036 Lassen Drive
Applicant/Owner: David Chen
APN: 043-152-040
Zoning: R-1B - Single Family Residential
General Plan Designation: RL - Low Density Residential
Environmental Determination: Categorically Exempt, Section 15301, Class 1(e) (1)

PROJECT DESCRIPTION

The applicant requests Single Family Design Review approval to construct a 594 square foot addition to the existing 2,610 square foot single family residence for a total of 3,204 square feet (3,465 sq. ft. maximum building size permitted for this site).

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 conforms to the General Plan Designation, RL – Low Density Residential.

¹Please 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.

PRIOR ACTIONS

The site encompasses Lot 10 of Block 5 of the Belcrest Gardens subdivision, which was recorded in 1956 and the house was built in 1958. There have been no other planning actions for this property.

SITE CONDITIONS

The subject property is located in a single-family neighborhood developed primarily with one and two-story single-family homes with stucco and wood exterior finishes. The 6,600 square foot lot is of triangular shape with an average slope of approximately 12%.

The site is currently landscaped with lawn areas, shrubs and non protected trees for the property. The side yard includes a walkway to the rear yard and gated wooden fences surrounding the sides and rear of the site. The site includes a standard parking area that measures approximately 17' in width and approximately 21' in length.

PROJECT ANALYSIS

Existing Dwelling Floor Area/Layout

The existing 2,610 square foot single story dwelling consists of a kitchen, living, dining, and family rooms, three bedrooms, three bathrooms, and a legal non conforming two-car garage. The applicant proposes to construct a 594 square foot addition, which includes reconfiguration of a portion of the existing dwelling for a total of 3,204 square feet.

Proposed Dwelling Modifications

The proposed addition and remodel to the single-story dwelling consists of the following:

- Converting the existing kitchen to an expanded dining area
- Adding a kitchen and rear patio deck

The project proposal will also include a new covered entry/porch. Staff believes the proposed entry feature can be better incorporated into the existing building design with a lower roof profile. A Condition of Approval has been included requiring following:

- *Prior to the issuance of building permits for the project, the applicant shall submit a final front elevation plan which reflects lowering the proposed covered porch by two feet. Such elevation plan shall be subject to review and approval by the Community Development Department.*

Proposed Square Footage	Existing Modifications/Additions
Revised Ground Floor Level – 594 Sq. Ft.	<p><u>Existing</u> – Kitchen, living dining, and family rooms, three bedrooms, three bathrooms, gallery, and garage.</p> <p><u>Proposed</u></p> <ul style="list-style-type: none"> ○ New covered front porch ○ Converting the existing kitchen to an expanded dining area ○ Adding a kitchen and rear patio deck
Proposed Floor Area – 594 Sq. Ft. Existing Floor Area – 2,610 Sq. Ft. Total = 3,204 Sq. Ft.	

Exterior Materials/Colors

The existing exterior of the dwelling includes stucco siding with a charcoal gray color composition shingle roof. The proposal includes refinishing the addition and covered porch area with stucco siding, painted to match the color of the existing dwelling. All new roofing materials would match the existing charcoal gray shingles. The building colors and materials are illustrated on the attached sample sheet (See Attachment V).

Landscaping and Groundwork

The site is currently landscaped with lawn areas, shrubs and non protected trees on site. To accommodate the dwelling expansion and site improvements, the proposal necessitates removal of a patio and lawn area. The applicant proposes additional landscaping within the rear yard consisting of shrub plantings (shiny xylosma, Mexican bush sage, and Indian hawthorn) of five-gallon size, and groundcover (mondo grass and morning light silver grass). Other exterior site improvements would include stepping stones incorporated into the landscape design.

A Condition of Approval has also been included requiring following:

- *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.*

PROJECT DATA

Criteria	Existing	Proposed	Required or Max. Allowed
Lot Size	6,600 sq. ft.	No Change	No Change
Slope	12%	No Change	No Change
FAR	0.174	0.283	0.521 (corresponds to 3,445 sq. ft. max.)
Square Footage	2,610 sq. ft.	3,204 sq. ft.	3,445 sq. ft.
Parking	Two-car garage (Approx. 19' x 20') Two uncovered	No Change	Two-car garage Two uncovered
Setbacks:			
Front	Approx. 21 ft.	No Change	15 ft. to 30 ft.*
Side (Right)	5 ft.	No Change	6 ft.
Side (Left)	6' 10"	No Change	6 ft.
Rear	Approx. 40 ft.	20 ft.	15 ft.
Driveway length	Approx. 21 ft.	No Change	18 ft.
Height	21' 4"	No increase of current building height	28 ft.

* As the proposed addition does not further encroach upon the existing front yard setback, the provisions of Section 9.7.4(a) or 4.2.4 was not required to be evaluated.

** Discussion of the legal non-conforming garage follows on Pg. 6 – *Zoning Conformance* section of this report

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:

- The project is consistent with BZO Section 8.3.1(e) which states “...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 (effective date of the ordinance) 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.”

As described above, this section requires a reservation of floor area for future garage upgrades to establish a 20' x 20' standard (in this case 400 sf (standard) – 380 sf (existing

garage) = 20 sf of floor area reserve). Thus, the site is allowed a maximum of 3,445 sf (3,465 sf – 20 sf = 3,445) until such time as the garage is expanded to a 20' x 20' dimension. The project proposes 3,204 sf for the site, thus meeting this standard.

The proposed new single-family residence meets all other setback, height, floor area ratio, and permitted use regulations of the R-1B zoning district.

NEIGHBORHOOD OUTREACH

The applicant performed neighborhood outreach as detailed in the Neighborhood Outreach Strategy attached to this report. The applicant reported going door-to-door speaking with several neighbors about the project proposal. The applicant reported mailing notices to all property owners within 300 feet of the site informing residents of the project and requesting questions or comments via e-mail or phone. The applicant also reported holding an open house on Sunday, August 8, 2010 in which no comments of opposition were received. Staff has not received any responses to the public notice as of the writing of this report (Attachment IV). The applicant appears to have achieved the outreach strategy objectives.

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 15301, Class 1 (e) (2)(a&b):

“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 remodel and addition are consistent with the established character (stucco exterior designs) of other homes within the neighborhood. The proposed addition would not increase the existing height of the dwelling (21' 4"). Thus, the

proposed enlargement of the dwelling will not disrupt any public views as assessed from Lassen Drive. 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 first story addition to the home will not increase the height and will not significantly increase the perceivable building bulk. The proposed addition is located at the rear of the home and will be partially visible (roofline of the addition) from Lassen Drive. The addition has been designed such that the resulting building bulk is comparable within the neighborhood. The project proposal will include exterior changes that will include a new articulated porch/entry area and a varying pitch roof. Staff believes the proposed entry feature can be better incorporated into the existing building design with a lower roof profile. A Condition of Approval has been included requiring following:

- Prior to the issuance of building permits for the project, the applicant shall submit a final front elevation plan which reflects lowering the proposed covered porch by two feet. Such elevation plan shall be subject to review and approval by the Community Development Department.*

The proposal includes refinishing the addition/remodel with stucco siding, painted to match the color of the existing dwelling. All new roofing materials would match the existing charcoal gray shingles. Staff believes the proposed architectural design of the remodel/addition moderates the building bulk and is appropriate for this structure and the neighborhood.

Grading/Hardscape

The rear yard addition will have minimal impact on the ground area (existing rear patio and lawn area to be removed). The remainder of the building footprint would remain the same. The building expansion does not significantly increase the hardscape of the lot.

Tree Removal

The site is currently landscaped with a variety of shrubs, ground cover 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. Staff believes 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 appears to have clear access to the street. The walkway from the right of way to the front porch appears to be safe for pedestrian usage. Staff believes 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 significant clearing or grading is proposed or anticipated for the site. 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. Staff believes 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 proposal 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 property is currently landscaped with lawn areas, shrubs and non protected trees on site. The applicant proposes additional landscaping within the rear yard consisting of shrub plantings (shiny xylosma, Mexican bush sage, and Indian hawthorn) of five-gallon size, and groundcover (mondo grass and morning light silver grass). Staff believes 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. Staff believes 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 encroachments into the public right-of-way. Staff believes finding can be made in the affirmative.

CONCLUSION AND RECOMMENDATION

Based on the foregoing analysis, staff recommends approval of the Single Family Design Review application subject to 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, materials board, and photos (Commission only)

Respectfully submitted,

Rob D. Gill
Assistant Planner

Carlos de Melo
Community Development Director

CC: Applicant & Owners

RESOLUTION NO. 2010-

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BELMONT
APPROVING A SINGLE FAMILY DESIGN REVIEW
AT 1036 LASSEN DRIVE (APPL. NO. 2010-0033)

WHEREAS, H3D Architectural Studios, requested on behalf of David Chen, owner, Single Family Design Review approval to add a 594 square foot addition to the existing 2,610 square foot residence for a total of 3,204 square feet; and,

WHEREAS, a public hearing was duly noticed, held, and closed on October 19, 2010 and,

WHEREAS, the Planning Commission of the City of Belmont finds the project to be categorically exempt pursuant to the California Environmental Quality Act, Section 15301; and,

WHEREAS, the Planning Commission hereby adopts the staff report dated October 19, 2010 and the facts contained therein as its own findings of facts; and,

WHEREAS, the Planning Commission finds the required Single Family Design Review Findings of Section 13A.5, 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 remodel and addition are consistent with the established character (stucco exterior designs) of other homes within the neighborhood. The proposed addition would not increase the existing height of the dwelling (21' 4"). Thus, the proposed enlargement of the dwelling will not disrupt any public views as assessed from Lassen Drive. 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 first story addition to the home will not increase the height and will not significantly increase the perceivable building bulk. The proposed addition is located at the rear of the home and will be partially visible (roofline of the addition) from Lassen Drive. The addition has been designed such that the resulting building bulk is comparable within the neighborhood. The project proposal will include exterior changes that will include a new articulated porch/entry area and a varying pitch roof. Staff believes the proposed entry feature can be better incorporated into the existing building design with a lower roof profile. A Condition of Approval has been included requiring following:

- *Prior to the issuance of building permits for the project, the applicant shall submit a final front elevation plan which reflects lowering the proposed covered porch by two feet. Such*

elevation plan shall be subject to review and approval by the Community Development Department.

The proposal includes refinishing the addition/remodel with stucco siding, painted to match the color of the existing dwelling. All new roofing materials would match the existing charcoal gray shingles. Staff believes the proposed architectural design of the remodel/addition moderates the building bulk and is appropriate for this structure and the neighborhood.

Grading/Hardscape

The rear yard addition will have minimal impact on the ground area (existing rear patio and lawn area to be removed). The remainder of the building footprint would remain the same. The building expansion does not significantly increase the hardscape of the lot.

Tree Removal

The site is currently landscaped with a variety of shrubs, ground cover 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 appears to have clear access to the street. The walkway from the right of way to the front porch appears to be safe for pedestrian usage. 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 clearing or grading is proposed or anticipated for the site. 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 Municipal Code.*

The property is currently landscaped with lawn areas, shrubs and non protected trees on site. The applicant proposes additional landscaping within the rear yard consisting of shrub plantings (shiny xylosma, Mexican bush sage, and Indian hawthorn) of five-gallon size, and groundcover (mondo grass and morning light silver grass). 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 encroachments into the public right-of-way. This finding is affirmed.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission approves the Single Family Design Review to construct a 594 square foot addition to the existing 2,610 square foot residence for a total of 3,204 square feet at 1036 Lassen Drive, subject to the attached conditions in Exhibit "A".

* * * * *

Passed and adopted at a regular meeting of the Planning Commission of the City of Belmont held on October 19, 2010 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
1036 LASSEN DRIVE (APPL. NO.2010-0033)

- 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. 2010-0033 prepared by H3D, Architectural Studios, and date stamped 10/1/2010. 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.

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. Prior to the issuance of building permits for the project, the applicant shall submit a final front elevation plan which reflects lowering the proposed covered porch by two feet. Such

elevation plan shall be subject to review and approval by the Community Development Department.

7. 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. Such plan shall be subject to the review and approval of the Community Development Department.

Building Division

1. Prior to any construction, the applicant or a designated representative shall obtain all of the required building permits for the project. The applicant will be required to provide a construction and demolition-recycling plan as a condition of the building permit. The Building Department will inspect for compliance with this plan. The conditions of approval for this permit also require the applicant to perform all work in conformance with the NPDES requirements.
 2. The applicant shall specify on the plan that the 2006 IBC, 2006 UPC, 2006 UMC and 2005 NEC as amended by the State of California and all applicable City of Belmont ordinances will be employed during this project.
 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 (Sequoia Union School District, Maintenance & Operation, 480 James, Ave., Redwood City, CA 94062. 650.369.1411 ext. 2290 or 2203 www.seq.org).
 4. The contractor/property owner shall be reasonable to post hours of operation and phone numbers for noise complaints.
 5. The contractor/property owner shall provide space on the subject property for recycling containers.
 6. The contractor shall provide a list of construction and demolition recycling service providers.
 7. The applicant/owner shall require all contractors and subcontractors to make a good faith effort to contact a construction and demolition provider.
 8. The project manager shall notify contractors and subcontractors of the City's expectation of maximizing diversion of solid waste.
 9. The applicant/owner shall be responsible in investigating opportunities for salvaging materials for reuse.
- 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. 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.
 2. 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.

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. 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.
3. 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, P.O. 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.
4. 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 include permanent storm water quality protection measures. 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. 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.
 - 2. The applicant shall indicate the total amount of cut and fill and total disturbed are on the plan.
 - 3. 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.
 - 4. 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 The owner/applicant shall ensure that applicable Best Management Practices (BMPs) from the San Mateo 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.
5. 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.
6. Failure to comply with any permit condition may result in a "Stop Work" order or other penalty.
- III. COMPLY WITH THE FOLLOWING CONDITIONS OF THE BELMONT/SAN CARLOS FIRE DEPARTMENT:
1. Address numbers shall be illuminated and visible on all new buildings. Rear addressing is/may also be required. Size of lettering and illumination shall meet Belmont / San Carlos Fire Standards.
- IV. COMPLY WITH THE FOLLOWING CONDITIONS OF THE POLICE DEPARTMENT:

PLANNING COMMISSION STAFF REPORT

RE: 1036 Lassen Drive PA#2010-0033

October 19, 2010

Page 18

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:

Rob D. Gill, Assistant Planner

Date