

CITY OF BELMONT
PLANNING COMMISSION
SUMMARY MINUTES

TUESDAY, MARCH 6, 2012, 7:00 PM

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

1. ROLL CALL

Commissioners Present: Reed, Mercer, Mayer, Parsons, D'Souza, Horton
Commissioners Absent: Wheeler

Staff Present: Community Development Director de Melo (CDD), Assistant Planner Gill (AP), City Attorney Renne (CA), Recording Secretary Turning (RS)

2. AGENDA AMENDMENTS - None

3. COMMUNITY FORUM (Public Comments) – None

4. CONSENT CALENDAR

Consent Calendar items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Commission, staff or public request specific items to be removed for separate action.

4A. Minutes of February 7, 2012

Minutes moved to the March 20, 2012 agenda item.

5. PUBLIC HEARINGS:

5A. PUBLIC HEARING- 2720 Wakefield Drive

To consider a Conditional Use Permit and Design Review to amend the Hallmark West Detailed Development Plan (DDP) by adding a 799 square-foot addition to the existing 2,985 square foot single-family residence for a total of 3,784 square feet which complies with the development guidelines for this DDP. (Appl. No. 2011- 0060)

APN: 045-441-410; Zoned: PD- Planned Development

CEQA Status: Categorical Exemption per Section 15303

Applicants/Owners: Karin Hold & Jeff Whiteford

PROJECT PLANNER: Rob Gill, (650) 598-4204

Chair Reed determined that no one on the Commission had any ex parte communications with anyone involved with this project.

AP Gill summarized the staff report, giving the details of the project. Applicant requests to amend the Hallmark West Detailed Development Plan. According to Sections 12.4 and 12.9 of the Zoning Code, amendments to approve Detailed Development Plan for a single family development require approval of a Conditional Use Permit and Single Family Design Review. The proposed addition includes a work-out room, a lounge, music studio with control room, bathroom, and interior stairway from the new lower level to the main level of the building. There will also be a wet bar constructed off the lounge area. A Condition of Approval has been added to include a deed restriction which shall be recorded with San Mateo County containing the provision that the single-family dwelling shall be allowed one kitchen for the property. Any modification to the dwelling to create a second kitchen or permanent provisions for cooking would create a secondary dwelling unit and shall be prohibited by the Belmont Zoning Ordinance. The proposed project also includes new windows and a door at the rear elevation and would incorporate a wood frame design to be painted to match the trim color of the existing dwelling. The proposed square footage for the subject site would result in the largest home in the surveyed properties but would not exceed the FAR. Staff recommends approval of the Conditional Use Permit and Single Family Design Review.

MOTION: By Commissioner Horton, seconded by Vice Chair Mercer, to close the Public Hearing. Motion passed 6/0 by voice vote.

Commissioner Parsons questioned the use of the space below the main floor stairwell. AP Gill directed the question to the applicant who stated that the space is used as a closet and a small section of the bathroom. Commissioner Parsons later questioned what will be in the bar area. AP Gill responded that it will be a wet bar including a sink.

MOTION: By Commissioner Mayer, seconded by Commissioner Parsons, to adopt the Resolution approving a Conditional Use Permit and Single Family Design Review at 2720 Wakefield Drive (Appl. 2011-0060) with the conditions attached.

Ayes: d'Souza, Horton, Parsons, Mayer, Mercer, Reed

Noes: None

Absent: Wheeler

Motion passed 6/0/1

Chair Reed noted that this action can be appealed within 10 calendar days to the City Council.

6. REPORTS, STUDIES, AND UPDATES:

6A. North Road Right-of-Way

No report.

6B. Caltrain Modernization Program

CDD de Melo stated that Caltrain requested comments on their Caltrain Modernization Program as it relates to passing tracks. Passing tracks would be if one were to have a blended system on the Caltrain Corridor which ideally would use the existing right-of-way there would be a need for a set of passing tracks in some segment of the line. Caltrain is studying where that segment of the line for the passing tracks would be. Caltrain is having multiple meetings on the Modernization Program to gather feedback on how cities are reacting to changes along the Corridor. There was a temporary suspension of the High Speed Rail Ad Hoc Committee for no less than six months.

6C. Sam Trans- Reduction of Services

RS Turning noted a draft plan proposal will be published in late April or mid May. A representative of SamTrans will be contacting the City with this information which will then be forwarded to the Commission.

6D. High Speed Rail

This item was combined with 6B, see above.

6E. Ralston/US-101 Landscape Project

CDD de Melo attended a meeting with Public Works pertaining to the Ralston/US-101 landscape project. Updates are to follow at upcoming meetings.

Chair Reed and Community Development Director de Melo thanked Commissioner Robert Mayer and Commissioner Cyndi Wheeler for their service to the City.

CITY COUNCIL MEETING OF TUESDAY, MARCH 12, 2012- 7:30 PM

Liaison: Commissioner Mercer
Alternate Liaison: Commissioner Horton

7. ADJOURNMENT:

The meeting was adjourned at 7:30 p.m. to a Regular Planning Commission Meeting on Tuesday, March 20, 2012 at 7:00 p.m. in Belmont City Hall.

