

**CITY OF BELMONT**  
**PLANNING COMMISSION**  
**SUMMARY MINUTES**

**WEDNESDAY, AUGUST 8, 2012, 7:00 PM**

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

**1. ROLL CALL**

Commissioners Present: Parsons, Horton, d'Souza, Herbach  
Commissioners Absent: Mercer, Frautschi, Reed

Staff Present: Community Development Director de Melo (CDD), Senior Planner DiDonato (SP), City Attorney Rennie (CA), Recording Secretary Turning (RS)

**2. AGENDA AMENDMENTS -**

CDD de Melo recommended that Public Hearing Item 4B be taken off the agenda. A request from the applicant was received late August 2<sup>nd</sup> to withdraw the Verizon Wireless Use Permit application for 2520-22 De Koven Avenue. CA Rennie clarified that the Commission had voted to deny the project and had directed staff to prepare a denial Resolution. Since the applicant has withdrawn the application there is not an application to act on. Responding to Commissioner Parsons' question, CA Renne stated that the public record will show that the Commission had voted to deny the project as well as the Commission's reasons for the denial.

CDD de Melo stated that Public Hearing Item 5B regarding Monte Cresta Drive Hillside Road Improvement Plan will not be heard at this meeting due to lack of a Commission quorum as Commissioner Herbach needed to recuse himself on this item. Staff had already prepared public notices that the item is moved to the August 21, 2012 meeting.

CDD de Melo stated that the Minutes under item 4A are also moved to the August 21, 2012 meeting.

**3. COMMUNITY FORUM (Public Comments) - None**

**4. CONSENT CALENDAR**

**4A. Planning Commission Minutes of 7/3/2012 – *MOVED TO 8/21/2012 MEETING***

**4B. Resolution Denying a Conditional Use Permit – 2520-22 De Koven Avenue – *APPLICATION WITHDRAWN***

**5. PUBLIC HEARINGS:**

**5A. PUBLIC HEARING – Vacant Lot on Carlmont Drive (adjacent to 1114 Village Drive)**

To consider a revised condominium plan associated with a previously approved Tentative Map for the construction of ten condominiums (1 one-bedroom unit and 9 two-bedroom units) on a vacant lot on Carlmont Drive (adjacent to 1114 Village Drive). (Appl. No. 2010-0010)

APN: 045-022-250; Zoned: R-4 (Multi-Family Residential)

CEQA Status: Mitigated Negative Declaration

APPLICANT: Frank Gonsalves

OWNER: Belmont Lot, LLC

PROJECT PLANNER: Damon DiDonato, (650) 637-2908

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

SP DiDonato reviewed the previous Commission actions and the conditions added by the Commission, and noted that there are a total of four façade alternatives for consideration, one of which was submitted by the applicant just before the meeting. Staff briefly analyzed the schemes in the staff memorandum and recommended approval of Scheme B without the walls projecting through the roofline since they believed it best addressed the Commission's concerns from the previous meeting.

Marco Chavez representing the applicant stated that they can live with any of the plans.

There were no questions from the Commission.

**MOTION: By Commissioner d'Souza, seconded by Commissioner Herbach, to close the Public Hearing. Motion passed 4/0/3 by a show of hands.**

Commissioner Herbach stated that he could approve either of the two Scheme B's.

Commissioner Horton concurred, noting that she favored the original Scheme B, which looks like buildings that are in Belmont.

Commissioner d'Souza preferred Scheme A.

Acting Chair Parsons preferred the original Scheme B.

SP DiDonato stated that it was staff's understanding that the Commission is prepared to vote on Scheme B with the walls projecting through the roofline. In that event, the Resolution to be adopted would not include the additional specified condition.

**MOTION: By Commissioner Herbach, seconded by Commissioner Horton, to adopt the Resolution approving a revised façade plan for a proposed condominium building for a vacant lot (APN: 045-022-250) on Carlmont Drive (Appl. No. 2010-0010), with deletion of the condition requiring that no building walls would project above the ridge of the shed roof area.**

**Acting Chair Parsons asked to amend the motion to call for Commission review of any major changes to the façade that could occur due to structural requirements.**

SP DiDonato noted that major design changes would automatically return to the Commission and that there is a standard condition that allows for minor modifications to plans to be approved by the Community Development Director. He suggested that they could add a line to that condition indicating that the Director of Community Development may approve minor modifications to the plan except for modification to the exterior façade, and a second line indicating that all façade modifications shall require review and approval by the Planning Commission prior to issuance of a building permit.

**Ayes: Herbach, Horton, d'Souza, Parsons**

**Noes: None**

**Absent: Frautschi, Reed, Mercer**

**Motion passed as amended 4/0/3.**

Acting Chair Parsons congratulated the applicant and noted that this action may be appealed to the City Council within 10 calendar days.

Bahrum Mozayeny, project engineer, noted that since the approved Scheme B eliminates the lofts, the square footage on the condo plan changes slightly. SP DiDonato responded that an amended condo plan was submitted as part of this application and that there is another resolution attached to the staff report recommending approval of that plan.

**MOTION: By Commissioner Horton, seconded by Commissioner d'Souza, to adopt the Resolution recommending City Council approval of a Revised Condominium Building Plan for a Vacant Lot (APN: 045-022-250) on Carlmont Drive (Appl. No. 2010-0010).**

**Ayes: Horton, d'Souza, Herbach, Parsons**

**Noes: None**

**Absent: Frautschi, Reed, Mercer**

**Motion passed 4/0/3**

Acting Chair Parsons noted that this action may be appealed to the City Council within 10 calendar days.

**5B. PUBLIC HEARING – Monte Cresta Drive Hillside Road Improvement Plan, Initial Study and Draft Mitigated Negative Declaration Project Description. *MOVED TO 8/21/2012 MEETING***

The applicant is proposing an approximately 104-foot-long, two-lane extension of Monte Cresta Drive from its existing terminus approximately 1,000 feet northwest of Barclay Way, below (west of) All View Way in the San Juan Hills area of the City of Belmont. The site is currently an unimproved roadway/pathway primarily used by local residents as an open-space recreational trail. The roadway extension has been designed to comply with the design standards of the City's *Hillside Road Standards – San Juan Hills*, as specified in Section 7-13 of the City Municipal Code, Items (e) 4 through 9, as well as the Americans with Disabilities Act. The roadway would be a

total of 38 feet in width, including two 10-foot wide travel lanes, two 5.5-foot-wide parking lanes, two 2-foot-wide curb and gutters, and one four-foot-wide sidewalk. A two-foot wide planter strip would be included on the east side of the new roadway.

The roadway extension would be supported/protected by retaining walls within the road right of way on both sides, which will require a separate approval of an Encroachment Permit from the Belmont City Council that is not contemplated at this time. The retaining wall below the road would range from one-to-four feet in height and the wall above the road would range from eight-to-nine feet in height. The project also would include access to three potential driveways, street lighting, as well as underground extensions of water, storm sewer, sanitary sewer, gas, and electric utility lines. Construction of the roadway would occur over a period of about three months. Plans of the proposed roadway extension are indicated on Figures 2 and 3 of the Draft Initial Study and Mitigated Negative Declaration.

The roadway would provide access to three currently inaccessible residentially designated lots just west of the existing western terminus of Monte Cresta Drive (APN's 043-243-340, 043-165-170 and 043-165-180). Should the Hillside Roadway Improvement plan be approved, subsequently two of those lots (west of the proposed new roadway) could then potentially be developed with small houses (limited to 900 sq. ft. each, including garages) while the lot northeast of the proposed extension could be potentially developed with an up-to 3,000 sq. ft. house.

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

CDD de Melo reported as follows:

### **6A. North Road Right-of-Way**

The Parks and Recreation Department has completed weed clearing on the western-most property.

### **6B. Caltrain Modernization Program/High-Speed Rail (HSR)**

The California legislature has approved the funding mechanism for Caltrain electrification, with a target for the project to be up and running in 2019. Caltrain is trying to outreach to the various Peninsula cities regarding their concerns about a project that includes a blended system. Discussion ensued regarding the various options being considered.

### **6C. Ralston/US-101 Landscape Project**

No report at this time.

### Other Comments

Staff will be meeting soon with the **Crystal Springs Upland** staff and tentatively anticipates that the project will be on the City Council agenda of September 11<sup>th</sup>.

Acting Chair Parsons reminded staff that a **Tree Board** had been established and yet the City permitted a gorgeous redwood to be cut down on Avon Street and there is a tree missing in the City Hall parking lot. He asked who is making the decisions and when the Tree Board is going to go into effect. He suggested that perhaps the Tree Board should be done away with because the City seems to have no interest in enforcing it, and asked that this issue be placed on a future agenda. CDD de Melo stated that he will agendize this item.

## **7. CITY COUNCIL MEETING OF TUESDAY, AUGUST 14, 2012 7:30 P.M.**

Liaison: Vice Chair Parsons

Alternate Liaison: Commissioner Frautschi

**8. ADJOURNMENT:**

The meeting was adjourned at 7:30 p.m. to a Regular Planning Commission Meeting on Tuesday, August 21, 2012 at 7:00 p.m. in Belmont City Hall. Monte Cresta and a Single-Family Design Review project will be on the agenda.

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Carlos de Melo

*CD's of Planning Commission Meetings are available in the  
Community Development Department  
Please call (650) 595-7417 to schedule an appointment.*

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