

CITY OF BELMONT
PLANNING COMMISSION
SUMMARY MINUTES

TUESDAY, JANUARY 4, 2011, 7:00 PM

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

1. ROLL CALL

Commissioners Present: Frautschi, Reed, Mercer, Mathewson, Parsons
Commissioners Absent: Mayer, Horton

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

2. AGENDA AMENDMENTS - None

3. COMMUNITY FORUM (Public Comments) – None

4. CONSENT CALENDAR

4A. Minutes of December 7, 2010

Motion: By Commissioner Mathewson, seconded by Vice Chair Reed, to accept the Minutes of Tuesday, December 7, 2010, as presented. Motion passed 5/0/2 by a show of hands, with Commissioners Horton and Mayer absent.

5. NEW BUSINESS:

5A. Request for Extension of Approval – 1501 Folger Drive

Chair Frautschi recused himself from this item due to a conflict. Vice Chair Reed assumed chairmanship of the meeting.

CDD de Melo summarized the staff memorandum, noting that this first extension request would grant an extension to July 21, 2011. Staff believed the findings for granting the extension can be made.

Responding to Commissioner Mercer, CDD de Melo confirmed that there is a written request for the extension in the project file, and that there were no substantial outstanding items that the applicant needs to fulfill.

There were no requests from the public to speak about this project.

MOTION: By Commissioner Mathewson, seconded by Commissioner Parsons, to adopt the Resolution approving an extension of a Single-Family Design Review for 1501 Folger Drive (Appl. No. 2010-0059).

Ayes: Mathewson, Parsons, Mercer, Reed
Noes: None
Recused: Frautschi
Absent: Horton, Mayer

Motion passed 4/0/1/2

Chair Frautschi returned to the dais.

5B. Priority Calendar – Spring 2011 Review

CDD de Melo summarized the staff memorandum, noting that an item about water course and drainage will be added. He asked for comments and recommendations so that they can be forwarded to Council for its February meeting. Commissioner Horton had previously asked that items 17, 18, 19, 20 and 24 on Attachment B be ranked high on the list. Vice Chair Reed had asked that more electronic procedures be utilized in distributing staff reports and plans.

Chair Frautschi asked Commissioners to review the current issues and to propose any new ones, and questioned how the Green Advisory Committee (GAC) initiatives fit into the process. He suggested that some items on the list might be better handled by the GAC – i.e., historic preservation, solar access and solar energy, creek restoration.

Commissioner Mathewson would like to see a discussion about definition of building heights. CDD de Melo responded that this topic will be covered in #16, Revision of Zoning Ordinance Definitions.

CDD de Melo provided a progress report on some of the items on the list, noting that projected completion dates will be updated when the list is returned to the Commission.

Chair Frautschi asked that on attachment B, #23, the word “reemptions” be corrected to read “preemptions.”

Discussion ensued regarding Chair Frautschi’s memorandum of January 4th wherein he listed the Community Development Priority Calendar items as they relate to the City’s General Plan Update, and the requirements for updating the General Plan and its seven elements.

Discussion ensued regarding the new item generating from City Council – Regulating Family Day Care Projects – that will need to be ranked at the next meeting. Chair Frautschi asked that a project description and estimated time and cost be included in the next report.

Chair Frautschi stated that at the next review each Commissioner will have at least 5 minutes to discuss projects before doing the ranking. Referring to Chair Frautschi’s January 4th memo, Commissioner Reed questioned if they will rank General Plan Update at the top. Commissioner Mercer stated that her approach will be that they drop everything on the Priority Calendar in favor of one item – General Plan Update – and the Plan will then tell them what the priorities are. Chair Frautschi noted that if they were to

do this, staff work that has been accomplished to date would not be lost, and instead of Council having to do battle with the huge lists of priorities they could be considered in the General Plan Update.

In view of the High Speed Rail issue facing the City, Commissioner Parsons asked that an update be provided at the next meeting on the CalTrain Station/Grand Boulevard and Harbor Industrial Area Annexation above-the-line items. He suggested that those two items should be put on hold or dropped below the line.

Referring to the Finance section, Chair Frautschi asked for an update on the Fire Protection District item. Regarding the Targeted Economic Development Strategy Project, he felt that they have targeted what they want to target and if they cannot proceed for whatever reason they should suspend the item and put it on hold for awhile. Regarding the Community Artway-Landmark Signage and Landscaping Project, he questioned why it had been moved from the Public Works Department to Finance.

Commissioner Mercer recalled that she had asked that the Finance Department do an evaluation along the CalTrain right-of-way so that when the High Speed Rail Authority comes forward with an offer the City will know what it's property is worth in market as well as the revenue it generates in terms of sales and property tax, and what this will mean to the City if it is lost. Commissioner Parsons and Chair Frautschi concurred that this should be a new Priority Calendar item. CDD de Melo suggested that the High Speed Rail project should be listed in multiple departments.

Chair Frautschi questioned if parking meters and parking zones should be on the Police Department's Priority Calendar. CDD de Melo suggested that this would depend on whether or not Council asks for a more aggressive review.

Regarding the Parks and Recreation section, Chair Frautschi had written a letter to Council explaining why he thought the Barrett Field "Off-Leash" Dog Project should be dropped, and stated that he believed the Tree Planting Program should be pulled out of Parks and Rec and placed with the Tree Board and that the Solar Energy Projects should be tasked to the GAC. He also suggested that the Paper Trails item under Public Works should be housed with the Trail Improvement Program in Parks and Rec. Responding to Vice Chair Reed, CDD de Melo stated that the \$2.3 million cost for Item #40, turfing the athletic field, is not currently available but is on the "wish list." Commissioner Mercer felt that there needs to be a closer evaluation of the revenue opportunities for property that would in turn pay for further improvements of parks facilities and enhance the attraction of Belmont. She specifically mentioned potential redevelopment of the Barrett Community Center and the Manor House. She stated that if she were on the Parks and Recreation Commission she would at least be pushing to have this on the Priority Calendar and their "wish list."

Responding to Vice Chair Reed, CDD de Melo stated that it is standard operating procedure for Public Works to conduct surveys of road conditions in the City and improve the pavement index. It is not a Priority Calendar item.

As an aside, Commissioner Parsons registered a complaint that he and Chair Frautschi have been making for a long time about a dangerous bulge in the median on Ralston Avenue west of Davis Drive.

Chair Frautschi restated his feeling that the Creek Restoration project should be transferred to the GAC committee and stated that he thought the research for the Ralston Ave. Street Lighting had been

completed. CDD de Melo stated that he believed they had selected a couple of different street pole designs but a concern was raised about the continued use of wood poles with the lantern style light. Chair Frautschi suggested that they make the decision to do it or drop it.

Chair Frautschi reminded that at the next meeting Commissioners should be prepared to vote and prioritize the suspended items, the below-the-line items and the new items, and they will receive updated project descriptions from CDD de Melo with the end dates. CDD de Melo added that the GAC issues and any recommendations they have on items for other departments will be captured in a staff report to be prepared for the February 8th Council meeting.

6. OLD BUSINESS:

6A. Review of Draft Tree Ordinance Amendments – Municipal Code Section 25

CDD de Melo summarized the staff memorandum, asking for feedback and directions on the questions outlined in the report for consideration as part of the amendments to the Tree Ordinance, tentatively scheduled for City Council review in March or April 2011.

Chair Frautschi led Commissioners in a discussion of the questions, noting that there were additional written comments from Vice Chair Reed and Commissioner Mayer. CDD de Melo will compile their comments for a report to be returned to the Commission at one of the next two meetings.

7. REPORTS, STUDIES AND UPDATES:

CDD de Melo reported as follows:

7A. Ralston/US-101 Landscape Project

No update at this time.

7B. San Mateo Development – North Road/43rd Avenue

No update at this time.

7C. Parking Study – Downtown Village Areas

No update at this time.

7D. Emmett House

Commissioners will be invited to review the draft final landscape plans at one of the next two meetings. Commissioner Parsons asked that the project engineer talk to Daniel Ourtiague in the Parks and Rec Department for a list of nurseries where she might find a tree that is in question. Grand opening should be in February or early March.

7E. US-101 Pedestrian/Bike Bridge Project

The superstructure has been delivered and ready to be put in place within the next week.

7F. High-Speed Rail (HSR)

More stimulus funds continue to be available. Ad hoc committee will meet at on January 26th. The meeting scheduled for January 27th may not happen. Commissioner Mercer stated that the release dates for the environmental impact reports should be made available this week.

Other Items

CDD de Melo confirmed that CA Zafferano will be taking a new position with the City of San Bruno, and thanked him for all of his service to the City of Belmont.

Commissioner Parsons announced that Nancy Levitt, former Mayor of Belmont and former head of the Belmont Heights Homeowners' Association, passed away the previous week.

8. CITY COUNCIL MEETING OF TUESDAY, JANUARY 11, 2011 – 7:30 P.M.

Liaison: Commissioner Mercer
Alternate Liaison: Commissioner Mathewson

9. ADJOURNMENT:

The meeting was adjourned at 9:25 p.m. to a Regular Planning Commission Meeting on Tuesday, January 18, 2011 at 7:00 p.m. in Belmont City Hall.

Carlos de Melo
Planning Commission Secretary

*CD's of Planning Commission Meetings are available in the
Community Development Department
Please call (650) 595-7416 to schedule an appointment.*

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