

**MEETING OF October 16, 2012
AGENDA ITEM NO. 5 D**



Application I.D.: 2012-0028
Application Type (s): Single Family Design Review
Location: 1802 Notre Dame
Applicant/Owner : Denis Grizelj
APN: 044-122-010
Zoning: Single-Family Residential (R1B)
General Plan Designation: Low Density Residential (RL)
Environmental Determination: Categorical Exemption Section 15301

PROJECT DESCRIPTION

The applicant requests Single-family Design Review approval to construct a 563 sq. ft. addition to an existing 1,812 sq. ft. single-family home for a total of 2,375 square feet that is below the maximum 3,500 sq. ft. for the site.

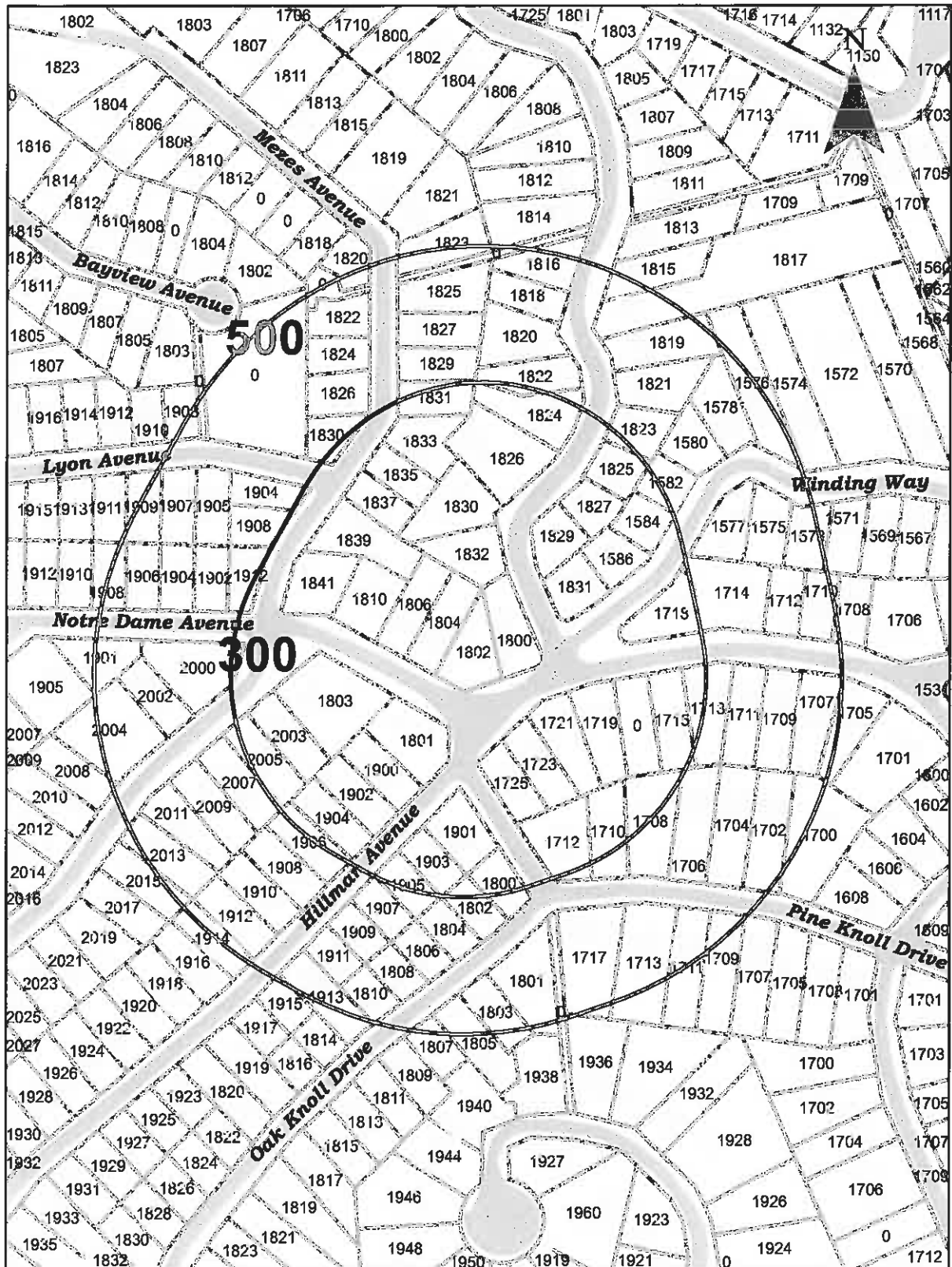
RECOMMENDATION

Staff recommends that the Planning Commission **approve** the Single Family Design Review¹.

ZONING/GENERAL PLAN DESIGNATION

The proposed single-family residential project is a permitted use in the R1B (Single-family Residential) zoning district, and is conforming to the General Plan Designation RL – Low Density Residential.

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.



PRIOR ACTIONS

1938 - The subject property was established as part of the “Belmont County Club #6 Subdivision”

1940 - A single-family home was constructed on site. A detached garage was subsequently constructed along the left side property line (exact date unknown).

1961 - A building permit was issued to attach the garage to the main residence.

June 2012 – The subject application for Single-Family Design Review was submitted.

November 2012 - Based upon the type of foundation construction and the use of construction materials, the Building Official determined that the existing, non-conforming one-car garage was constructed at about the same time as the single family home.

Site Conditions

The 7,425-square-foot project site is triangular in shape, and located on the north side of Notre Dame Avenue, west of Hillman Avenue. The project site is currently developed with a single-family residence, and attached single-car garage. A paved driveway/parking area is located on the east side of the project site. The subject property is landscaped with grass and mature trees.

PROJECT ANALYSIS

The applicant proposes to construct a 563 sq. ft. addition to the existing 1,812 sq. ft. single-family home. The existing one-story single-family residence consists of a living room, dining room, kitchen, mud room, two bedrooms, two bathrooms, and a one car garage.

The proposed project would include a substantial remodel of the common living space such that there would be one large great room, which would include an entry foyer, living room, kitchen and dining area. The project would also include the addition of one bedroom and one bathroom, for a total of three bedroom two and one-half bathrooms. The existing legal-nonconforming, one-car garage would not be altered as part of the project.

Dwelling Floor Area Summary	
Proposed Floors	Type of rooms
First Level – 2,375 Sq. Ft.	One-car garage, living room, kitchen, dining room, three bedrooms, two and one-half bathrooms, entry hall, and laundry area.
Total = 2,375 Sq. Ft.	

Exterior Design/Materials/Colors

The existing ranch-style home includes horizontal wood siding, a composition shingle roof, and a covered entry porch that extends across the entire front façade. The proposed additions would occur along the front porch and the side of the garage, and at the left side and the rear of the home. The remodeled home would have stucco exterior walls, stucco trim and a clay tile roof. The front facade would include a mixture of fixed pane and divided light windows.

The proposed exterior materials and color palette would include:

Roof: Clay tile, "*Thorny Branch*" (dark brown)

Stucco Siding: "*Hickory*" (medium beige)

Stucco trim and wood windows: "*Pocket Fence*" (off-white)

Tree Removal / Landscaping

No trees are proposed for removal, and no trees would need to be removed for construction of the building additions. The proposed landscape plan includes:

- Retention of the existing mature trees at the front of the property.
- Rehabilitation of the existing lawn area in the front of the home.
- The installation of a concrete patio at the rear of the home.
- Planting of shrubs (oleander) along the right side and at the rear of the home.
- Planting of drought-tolerant groundcover (unspecified) at the rear of the home.

The existing mature trees at the front of the site would soften the look of the home as seen from the street. The proposed landscape plan would retain these trees, and add drought tolerant plantings along the right side and at the rear of the home.

No irrigation plan has been submitted, and it is evident that the lawn at the front of the site is suffering from a lack of water. While this lawn area is not overly large, the applicant may want to consider replacing it with drought-tolerant ground cover. As such, staff is recommending a condition of project approval that would require City approval of a final landscape/irrigation plan, prior to issuance of a building permit. Said plan would need to identify plant species within the rear yard and delineate all irrigation. In addition, staff is recommending standard conditions of approval that would require tree protection measures during construction, and submittal of photograph documentation of existing landscaping. As proposed/conditioned, staff believes that the landscape plan would be appropriate for the project.

Grading/Hardscape

Only minor grading (less than 5 cubic yards) would be required to construct new foundations for the proposed additions.

Existing and proposed hardscape is as follows:

Feature	Existing sq. ft. / Resulting %¹	Proposed sq. ft. / Resulting %¹	Proposed hardscape per feature (%)²
Residence ³	1,812 sq. ft. / (24%)	2,375 sq. ft. / (32%)	32%
Driveway (s)	574 sq. ft. / (7.7%)	574 sq. ft. / (7.7%)	7.7%
Patio	None	300 sq. ft. / (4%)	4%
Total	2,386 sq. ft. (32%)	3,249 sq. ft. (43.7%)	43.7%

¹ The resulting percentage is a running tally of total hardscape, which includes the hardscape of all previous features in the table. ² An individual hardscape percentage for each feature is found in the last column to the right. ³ Residence includes the garage. ⁴ Runoff from the patio would be reduced by 50% through the use of pavers or pervious concrete over a pervious substrate.

The existing and proposed hardscape as a percentage of the total lot area would generally not be considered excessive. However, the new patio to rear of the home could be constructed of pervious concrete and/or pavers over a pervious substrate without impacting the functionality of outdoor amenity area. As such, staff is recommending a condition of project approval that would require the new patio to rear of the home to be constructed of pervious concrete and/or pavers over a pervious substrate.

As proposed and conditioned, 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.

Access/Parking

Access to the one-car garage is provided via a 14-foot wide, 17-foot long driveway. An uncovered parking pad is also located along the right side property line. These conditions are legal non-conforming, and are not proposed to be modified as part of the project.

PROJECT DATA

Criteria	Existing	Proposed	Required or Max. Allowed
Lot Size	7,425 sq. ft.	No Change	6,000 sq.ft.
Slope	2%	No Change	No Change
FAR¹	0.24	0.32	0.47
Square Footage¹	1,812 sq. ft.	2,375 sq. ft.	3,500 sq. ft.
Parking¹	One Car Garage Two uncovered	One Car Garage Two uncovered	Two-car garage Two uncovered
Setbacks:			
Front	24 ft.	24 ft.	15 ft.
Left Side (West)³	0 ft.	6 ft.	6 ft.
Right Side (East)	6 ft.	6 ft.	6 ft.
Rear	45 ft.	45 ft.	15 ft.
Driveway length¹	17 ft.	17 ft.	18 ft.
Height	17 ft.	23 ft.	28 ft.
¹ Maximum FAR is 0.533 for slopes of less than 10% or 3,957 sq. ft., but Section 4.2.3 (d) of the Zoning Ordinance limits residences in the subject R-1B District to a maximum gross floor area of 3,500 square feet, regardless of lot size and slope. ² Onsite parking and driveway length to garage are legal non-conforming. The proposed project does not require a garage/parking upgrade. See discussion below. ³ left side setback is legal non-conforming.			

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

Section 8.1.4 of the BZO provides as follows:

There shall be provided and maintained not less than four vehicle spaces – two (2) automobile garage spaces and two (2) spaces which need not be covered – for each dwelling unit in any one or two family structure when any of the following occurs:

- *600 or more square feet of gross floor area is added to the dwelling*
- *Any floor area modification that results in a dwelling becoming 3,000 square feet or larger*
- *Any floor area modification that results in an increase in the number of bedrooms from three or fewer to four or more*
- *More than one bedroom is being added to such dwelling unit*

The existing home currently has a non-conforming one car garage and two uncovered parking spaces. The proposed project would not: a) result in a home greater than 3,000 sq. ft., b) add more than one bedroom, or c) increase the number of bedrooms on site from three to four. The project would not alter the layout of the garage. Therefore, a garage/parking upgrade is not required for the project.

Section 9.6.3 includes the following provision:

9.6.3 ALTERATIONS AND ADDITIONS TO NONCONFORMING STRUCTURES

No nonconforming structure shall be moved, altered, enlarged or reconstructed so as to increase the discrepancy between existing conditions and the standards of coverage, front yard, side yards, and rear yard, height of structures or distances between structures prescribed in the regulations for the district in which the structure is located.

The existing home has a several non-conformities: the garage has a zero foot left side yard setback where six feet are required, the home has a five foot left side setback where six feet are required, and the driveway is seventeen feet in length where eighteen feet are required. No modifications are proposed for the garage, and the applicant is proposing to maintain the existing building walls in place and set in the addition to the required six-foot side yard setback. Thus, the project would not increase the discrepancy between the existing conditions and the current standards for driveway length or side yard setbacks.

NEIGHBORHOOD OUTREACH

The applicant reports performing neighborhood outreach as detailed in the Neighborhood Outreach Strategy attached to this report (see Attachment IV). The property owner reports sending letters via U.S mail to all residents within 300 feet of the subject property. The applicant described the project and invited neighbors to comment at a subsequent meeting on site. The applicant reports that no negative comments were received at the meeting.

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 563 sq. ft. addition to the existing 1,812 sq. ft. home 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-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.*

There are currently no public views across the site as seen from Notre Dame. The design of the home includes materials (stucco siding, stucco trim), and a color palette (off-white, beige and brown) that would be consistent with the established character (earth tones, wood, stucco) of other homes in the neighborhood.

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 home's articulated (projected and recessed) building walls, hipped clay tile roofs, covered porch, and substantial window framing would mitigate project related bulk. The architectural details, color and materials, and ornamentation would be consistent with the design of the home, and would also serve to moderate the building bulk. In addition, the existing mature landscaping would soften the visual effect of the home as seen from the street.

Grading/Hardscape

Only minor grading (less than 5 cubic yards) would be required to construct new foundations for the proposed additions. The existing and proposed hardscape as a percentage of the total lot area would generally not be considered excessive. In addition, a condition of project approval would require the new patio to rear of the home to be constructed of pervious concrete and/or pavers over a pervious substrate, to further reduce hardscape. Therefore, as proposed and conditioned, 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.

Tree Removal

No protected or regulated trees are proposed for removal, and none would need to be removed for the project. Standard tree protection measures will be required for the project as a condition of project approval.

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/from Notre Dame. An existing pathway provides pedestrian access from the street. 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.*

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 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.*

A driveway currently provides safe vehicular access to the garage on site. The property is relatively flat. There are no new decks or walkways proposed as part of 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 applicant has provided a landscape plan that proposes retaining the existing mature California native trees on site. In addition the plan proposes planting additional shrubs along the right side and at the rear of the home, and drought tolerant ground cover at the rear of the home. Conditions of project approval would require standard tree protection measures previously identified by the City Arborist, and submittal of a photographic inventory of existing landscaping, prior to issuance of a building permit. As proposed and conditioned, the existing and proposed landscaping screen and soften the home as seen from Notre Dame. 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. The City Arborist has reviewed construction impacts to protected trees and recommended specific tree protection measures that also have been included as conditions of project approval. All construction would be completed in compliance with the Uniform 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 new structural encroachments into the public right-of-way. Staff believes 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 and conditioned, there is an acceptable balance of building bulk, grading, hardscape, and tree removal. There would be no obstruction of vehicular and pedestrian access ways shown on the site plan.

All accessory and support features are integrated into the overall project design. 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, materials board, and photos (Commission only)

Respectfully submitted,



Damon DiDonato
Senior Planner



Carlos de Melo
Community Development Director

CC: Applicant/Owners

RESOLUTION NO.
RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BELMONT
APPROVING SINGLE FAMILY DESIGN REVIEW
AT 1802 NOTRE DAME (APPL. NO. 2012-0028)

WHEREAS, Denis Grizelj, applicant and owner, requests Single Family Design Review approval to construct a to construct a 563 square foot addition an existing 1,812 single family residence for a total of 2,375 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 October 16, 2012, closed; 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 16, 2012, and the facts contained therein as its own findings of facts; and,

WHEREAS, the Planning Commission finds the required Single Family Design Review Findings, Section 13A.5 (A-H), 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 Notre Dame. The design of the home includes materials (stucco siding, stucco trim), and a color palette (off-white, beige and brown) that would be consistent with the established character (earth tones, wood, stucco) of other homes in the neighborhood. 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*

The home's articulated (projected and recessed) building walls, hipped clay tile roofs, covered porch, and substantial window framing would mitigate project related bulk. The architectural details, color and materials, and ornamentation would be consistent with the design of the home, and would also serve to moderate the building bulk. In addition, the existing mature landscaping would soften the visual effect of the home as seen from the street.

Grading/Hardscape

Only minor grading (less than 5 cubic yards) would be required to construct new foundations for the proposed additions. The existing and proposed hardscape as a percentage of the total lot area would generally not be considered excessive. In addition, a condition of project approval would require the new patio to rear of the home to be constructed of pervious concrete and/or pavers over a pervious substrate, to further reduce hardscape. Therefore, as proposed and conditioned, 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.

Tree Removal

No protected or regulated trees are proposed for removal, and none would need to be removed for the project. Standard tree protection measures will be required for the project as a condition of project approval.

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/from Notre Dame. An existing pathway provides pedestrian access from the street. 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.

An existing driveway would provide safe vehicular access to the existing home. 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 applicant has provided a landscape plan that proposes retaining the existing mature California native trees on site. In addition the plan proposes planting additional shrubs along the right side and at the rear of the home, and drought tolerant ground cover at the rear of the home. Conditions of project approval would require standard tree protection measures previously identified by the City Arborist, and submittal of a photographic inventory of existing landscaping, prior to issuance of a building permit. As proposed and conditioned, the existing and proposed landscaping screen and soften the home as seen from Notre Dame. Therefore, as proposed and conditioned, 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 and conditioned, 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.

All accessory and support features are integrated into the overall project design. 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.

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

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission approves the Single Family Design Review approval to construct a to construct a 563 square foot addition an existing 1,812 single family residence at 1802 Notre Dame, 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 16, 2012 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 1802 NOTRE DAME (APPL. NO. 2012-0028)

- 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. 2012-0028. 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. Prior to issuance of a Building Permit, the applicant shall submit a final landscape/irrigation plan for review and approval by the Community Development Department in consultation with the City Arborist. Said plan shall identify plant species within the rear yard and delineate all irrigation for the site. The final landscape plan shall incorporate the California native, or locally acclimated, drought-tolerant planting species. Irrigation plans shall also be provided and indicate all fixtures and control boxes. In addition to the planting pallet with common and scientific names, the landscape plan shall include California native, drought-tolerant, deer resistive, growth rate, and size/spread at maturity details for the plantings.
7. 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 (shrubs and small trees) 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. Damage and/or removal of mature regulated or protected trees shall require payment of tree removal fees and replanting (and/or payment of in-lieu replanting fees).
8. During construction activities which require frequent vehicle movements onto and off of the site, such as grading and site work, the applicant shall be required to provide flag persons on each side of the to direct traffic to ensure that these vehicle movements can be done in safety.
9. The applicant shall provide a written plan for construction staging and storage areas. This information shall be submitted in conjunction with application for a building permit for City review and approval.

Tree Protection

1. Trunk Buffer:

All mature trees shall be provided with trunk buffers consisting of the following:

Trunk buffer shall cover the exposed lower trunk between grade elevation and approximately 10 feet above grade (or the lowest scaffold limbs). The buffer shall consist of orange plastic wrapped approximately 20 times to create a layer 2 inches thick (a single large tree uses up to 1 or 1.5 rolls of orange plastic fencing material).

Place 2X4 wood boards over the buffer, standing up side by side around the entire trunk circumference. Secure with duct tape or rope, or continue wrapping orange plastic over the wood boards and affix with UV resistant zip-ties. Do not use wires.

2. Tree Protection Fencing: Chain link

Install chain link fence per locations determined during the pre-construction meeting around all mature trees on site. 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 6-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.

Use of free standing chain link fence panels is acceptable as an alternative. However, if using panels, the ends of each panel need to be securely wired down to 36 inch long layout stakes pounded 24 inches into the ground so that the fence alignment is non-mobile.

The protective fencing must not be temporarily moved during construction. No materials, tools, excavated soil, liquids, substances, etc. are to be placed or dumped, even temporarily, inside the TPZ/CRZ.

No storage, staging, work, or other activities will be allowed inside the TPZ.

3. Signage:

The TPZ fencing shall have one sign affixed with UV-stabilized zip ties to the chain link at eye level for every 20-linear feet of fencing, minimum 8”X11” size each, plastic laminated or otherwise waterproofed, stating:

TREE PROTECTION FENCE
DO NOT MOVE OR REMOVE WITHOUT AUTHORIZATION FROM
WALTER LEVISON, CONTRACT CITY ARBORIST (CCA)
CALL OR EMAIL 48-HRS ADVANCE FOR PERMISSION
Cell (415) 203-0990 <drtree@sbcglobal.net>

Building Division

- 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. Plans shall conform to approved project plans, and all of the requirements of the California Building Code.
- 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 applicant shall obtain all required permits.
 2. 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.

3. The City of Belmont is located in a region once inhabited by Native Americans. A significant archaeological site has been formally identified at the Northeast quadrant of the City. Human remains and artifacts have been discovered elsewhere within the city limits. Consequently, please amend the cover sheet of the plans to state in the event human remains are discovered work will be stopped and the County Coroner will be contacted immediately. In addition, it is a violation of Public Resources Code 5097.99 to retain any Native American Artifacts. Health and Safety Code 7050.5.
4. This project is subject to the Green Building Ordinance. Based upon the scope of work, the project is required to achieve a compliance level of 70 Build it Green points using the New Home Checklist.
5. Provide a record of survey.
6. Post hours of operation and phone numbers for noise complaints.
7. Provide space for recycling containers.
8. Provide list of construction and demolition recycling service providers.
9. Require contractors and subcontractors to make good faith effort to contact construction and demolition recycling providers.
10. Notify all contractors and subcontractors of Belmont expectations of maximizing diversion of solid waste.
11. Investigate opportunities for salvaging material for reuse.
12. 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.

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. Street widening, improvements, and dedications shall be in accordance with City Standards and specifications as required by the Department of Public Works.
 2. Streets, sidewalks and curbs in need of repair within and bordering the project shall be repaired and/or removed and replaced in accordance with the Department of Public Works approved standards. Photographs or video of before condition are recommended.

3. New curb and gutter shall be installed in accordance with the Department of Public Works approved standards.
 4. A residential driveway approach shall be installed in accordance with Department of Public Works approved standards.
 5. 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.
 6. Wastewater from vehicle and equipment washing operations shall not be discharged to the storm drain system. Any wastewater discharges to the sanitary sewer are subject to approval by the Public Works Department.
 7. Wastewater generated from the installation, cleaning, treating, and washing of the surface of copper features, including copper roof, shall be discharged to the sanitary sewers or landscaping or collect/haul off-site.
- 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 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.
 3. 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 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.
 4. 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.
- C. The following conditions shall be met prior to occupancy except as otherwise specified in the conditions.
1. Failure to comply with any permit condition may result in a “Stop Work” order or other penalty.
 2. All construction and related activities which require a City 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., 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. 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 owner/applicant shall perform a video inspection of the sewer lateral from the house/building to the sewer main, submit the inspection to the Department of Public Works for review and make any necessary repairs to the lateral. This condition is required for: a) any remodeling/addition project with a cost of \$50,000 or more; b) addition of bedroom, bathroom, faucet/drain/sink in regardless of the total cost.
5. If PG&E is requiring the developer to put in the gas and/or electrical connection, then the developer must submit plans for the encroachment to the Department to Public Works.
6. 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.

7. 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.

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.

IV. COMPLY WITH THE REQUIREMENTS OF THE BELMONT FIRE DEPARTMENT:

1. Address numbers shall be provided on the main dwelling, or located on the property where clearly visible from the street upon which it fronts. Address numbers shall be illuminated Arabic numerals or alphabet letters.

Certification of Approved Final Conditions:

Damon DiDonato
Senior Planner

Date



NEIGHBORHOOD OUTREACH STRATEGY

RECEIVED

SEP 28 2017

CITY OF BELMONT
BUILDING

Belmont Permit Center APPLICANT'S GUIDE AND FORM

1. 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.

Denis Grizej 1802 Notre Dame Ave.



1. How do you plan to contact your neighbors?

Via mail

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

Open house from 1hr-12pm on 10/6

3. How will you gather feedback from your neighbors?

On a sign-in sheet during open house

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

- A. Contact: 10/1
- B. Informing 10/2
- C. Feedback 10/6

4. As property owner, I, Denis Grizej (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.

Property Owner's Signature

9/28/12

Date

Public Outreach Sign - In Sheet for
1802 Notre Dame Ave (Grzejs)

<u>NAME</u>	<u>ADDRESS</u>	<u>COMMENTS</u>
1) JEWLER	1806 NOTRE DAME AVE	—
2) ENGERHARDT	1804 NOTRE DAME AVE	—

RECEIVED

OCT 09 2012

CITY OF BELMONT
BUILDING