

To: Mayor and City Council

From: Rebecca Markwick, Associate Planner

**Subject: Approve revocable license for private improvements in the City street right-of-way in front of 31 West Shore Road**

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**Recommended Motion/Item Description**

That the City Council approve the revocable license agreement for 31 West Shore Road for improvements in the street right-of-way as part of the Consent Calendar.

**Background and Findings**

***Proposed encroachment on City property – 31 West Shore Road – APN 060-281-10***

The attached license agreement requires the property owner to assume liability and maintenance responsibilities for:

Driveway, landscaping, and fencing in the street right-of-way in front of 31 West Shore Road. (Refer to attached draft Revocable License No 2018.10 and associated exhibit.)

***Background of current application***

A revocable license was approved by the City Council in March of 1963 for a dock on city property (Revocable License No. 55) and the property subsequently received a dock lease in 1989. Revocable License No. 89-14 was issued for a fence in the West Shore Road right-of-way. A new revocable license is required to reflect proposed modifications to private improvements constructed in the West Shore Road right-of-way. There are no new improvements. The revocable license is required for consistency.

On June 19, 2018, the Belvedere Planning Commission approved application requests for Design Review and a Variance for a minor roof modification to the garage and cosmetic upgrades to the home at 31 West Shore Road. The Planning Commission approved the proposed modifications (new roof on the garage and cosmetic upgrades to the house) and recommended approval for the proposed encroachments into the public right-of-way.

***Compliance with Administrative Policy Manual Section 272.05, Revocable Licenses***

In accordance with Section 272.05 the City's Administrative Policy Manual (as revised May 14, 2018), a revocable license for private use of excess street right-of-way may be granted at the discretion of the City Council when there is some benefit to the public, and provided that any proposed encroachment into the right-of-way complies with the design review requirements of

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Title 20 of the Belvedere Municipal Code. The policy lists factors to consider when determining whether to grant a revocable license for private use of excess street right-of-way.

Staff suggests that the project complies with Revocable License Policy 1(a) and 1(b):

- a. Where necessary to provide pedestrian or vehicular access from private property to the adjacent public street.” Here, the Variance as approved by the Planning Commission in June will allow a driveway and reconfigured garage roofline that encroaches into the setback area, slightly enlarging the existing non-conforming nature of the existing garage. The garage and driveway are necessary to provide access to the street. The existing driveway provides vehicular access to the home, and the existing fence and gate provide pedestrian access.
- b. Where use of the public right-of-way will permit landscaping to be installed that the City determines will enhance the aesthetic qualities of the streetscape.” Here, the proposed additional landscaping within the setback will enhance the aesthetic qualities of the streetscape.

Here, the proposed project will significantly improve landscaping in the area, including at the entry and project frontage, which will enhance the aesthetic qualities of the streetscape. The landscaping will not significantly impede views or infringe on privacy. The Commission/staff finds that encroachment is necessary to permit landscaping that will enhance the aesthetic qualities of the neighborhood, while also maintaining views from the public right-of-way.

The project benefits the public as it will beautify the streetscape with landscaping, which will benefit the community as a whole.

### ***Future improvements***

The license covers any future improvements within the revocable license area which receive staff or Planning Commission design review approval and which meet one or more of the criteria for approval of revocable license listed in the City’s Administrative Policy Manual, Policy 272.05, as adopted by City Council resolution. Applications for substantial, potentially permanent and/or obstructive structures within the City right-of-way, which fall outside the criteria, will still be required to go to the City Council for consideration and approval/denial. Detailed records at City Hall, maintained in the Planning Department file for this address, will always be available to show exactly what structures have been approved within the license area. This will save considerable staff time that would be devoted to bringing a revised license and staff report to the City Council and in issuing, recording, and archiving a new license agreement.

### **Recommended Action**

That the City Council approve the revocable license agreement for 31 West Shore Road for improvements in the street right-of-way as part of the Consent Calendar.

### **Attachments**

- Draft license agreement with attached exhibit.
- Elevation.

RECORDING REQUESTED BY:  
City Clerk, City of Belvedere  
RECORD WITHOUT FEE PER G.C. 27383

AND WHEN RECORDED MAIL TO:

City Clerk  
City of Belvedere  
450 San Rafael Avenue  
Belvedere, CA 94920-2336

**CITY OF BELVEDERE**

**REVOCABLE LICENSE NO. 2018.10**

ASSESSOR'S PARCEL NO.: **060-281-10**  
ADDRESS: **31 West Shore Road, Belvedere, California 94920**  
OWNER: **Andrew G and Alexa T Price Living Family Trust**  
DATE ISSUED: **July 9, 2018**

The City of Belvedere, California, a municipal corporation (hereinafter referred to as "City"), hereby authorizes and licenses the owner of the land described above and in Exhibit "A" (hereinafter referred to as "Licensee"), at its own cost and expense, to encroach upon the adjoining land owned by the City of Belvedere (hereinafter referred to as "Premises") for the following purpose: Driveway, landscaping, fencing and gate in the West Shore Road right-of-way.

The above-described improvements received City design review approval. This license shall cover any future improvements within the revocable license area which receive design review approval and which meet one or more of the criteria adopted by City Council resolution for the granting of revocable licenses. Any future revocable license application which does not meet the criteria must be approved by the City Council.

This revocable license is granted subject to the following terms and conditions:

1. Licensee shall save and hold harmless the City of Belvedere from any loss, damage, or injury of any kind or character whatsoever that may arise from anything done, or omitted to be done, by Licensee, its agents, employees or contractors in connection with or in any way related to the matters authorized by this License. Licensee agrees to hold City harmless and indemnify City (including, but not limited to, attorney fees, expert witness costs and court costs), without limitation, from and against any and all claims, injuries, damage, liability and/or cause of action which may ever arise as a result of injury and/or damage to property claimed to be the result of construction and/or failure to maintain said property or improvements by Licensee in, on, under, or above City property which is the subject of the revocable license granted Licensee by City.
2. To the extent this License authorizes the erection or installation of any building, fence, wall, or other structure or facility in or upon land owned by City, Licensee agrees to erect and install the same in accordance with plans and specifications approved by the Planning Commission of the City of Belvedere and further agrees to maintain the same at all times in good condition and repair, all at Licensee's sole cost and expense.
3. To the extent this License authorizes the erection or installation of any infrastructure improvements which are subject to the Americans With Disabilities Act ("the Act"), Licensee agrees to construct and maintain those improvements in full compliance with the requirements of the Act.

4. If Licensee shall fail to comply with the terms and conditions of this License, the City, at its option may immediately terminate and revoke this License by mailing or delivering written notice thereof to Licensee at the address hereinabove stated. Licensee shall not restrict access by the public and/or by adjacent property owners to the licensed area.
5. Licensee shall execute this License by: signing the License; making an acknowledgement of the License before a notary public or an officer specified by the State to take the acknowledgement of instruments of writing; and delivering the signed License and certificate of acknowledgement to the City. If Licensee shall fail to execute this License within thirty days of the date issued, the City may immediately terminate and revoke this License by mailing or delivering written notice thereof to Licensee at the address hereinabove stated.
6. Anything herein to the contrary notwithstanding, this License shall be revocable at the pleasure of the City Council of the City of Belvedere. The election to revoke this License may be exercised at any time by mailing or delivering to Licensee at the address hereinabove stated a notice of revocation and termination. Within the time specified in said notice, Licensee shall, at its own cost and expense, remove from the Premises the encroachment and all structures and facilities placed thereon or therein by Licensee.
7. That upon the failure of Licensee to comply with any of the agreements contained herein, City may declare said improvements to be a public nuisance, and may take such action as may be authorized by law to abate said nuisance. The City shall be entitled to recover from Licensee costs of suit and reasonable attorney's fees, to be determined by the court. The remedy of City as contained in this paragraph shall not be exclusive.
8. The Licensee acknowledges that the property interest created hereunder by issuance of this license may be subject to possessory interest taxation and said Licensee in whom such possessory interest is vested recognizes and agrees that it/they shall be solely responsible for payment of all such taxes levied upon said possessory interest.
9. The Licensee shall deliver this license to any successor in interest to the above-described land.
10. The agreements contained herein are covenants and servitudes running with the land and shall be binding upon Licensee and its successors, assignors, executors, administrators, and personal representatives.
11. The Licensee shall obtain an encroachment permit from the City prior to the commencement of any work on City property.
12. Any previous revocable licenses issued to this property (Revocable License Nos. 55 and 89-14) are now null and void.

Issued by direction of the City Council of the City of Belvedere pursuant to action taken at its meeting of July 9, 2018.

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Craig Middleton, City Manager

The foregoing License is accepted and its terms and conditions are agreed to:

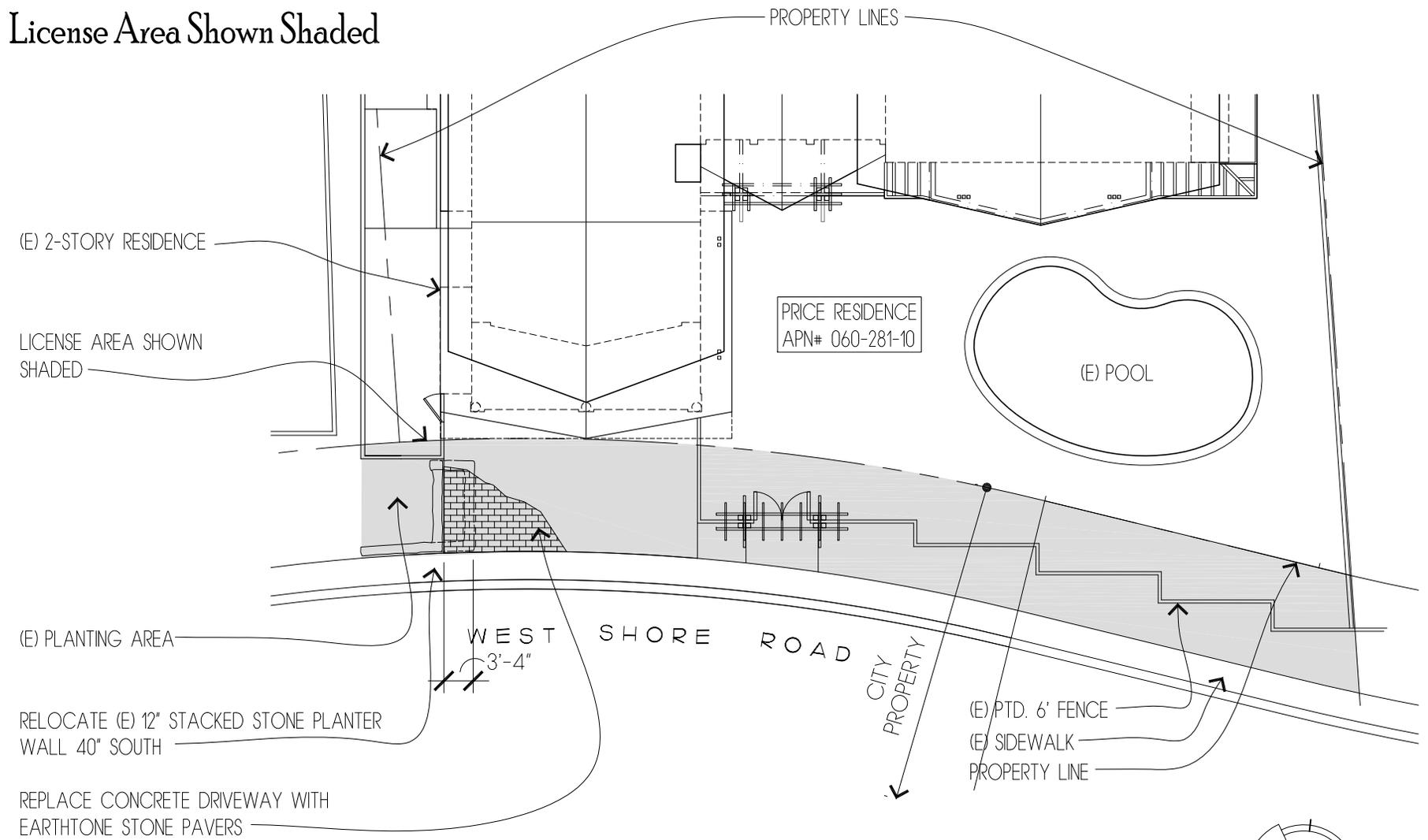
Andrew G and Alexa T Price Living Family Trust, Licensee

By: \_\_\_\_\_  
Andrew G. Price, Trustee

By: \_\_\_\_\_  
Alexa T. Price, Trustee

# EXHIBIT A

License Area Shown Shaded



(E) 2-STORY RESIDENCE

LICENSE AREA SHOWN SHADED

(E) PLANTING AREA

RELOCATE (E) 12" STACKED STONE PLANTER WALL 40" SOUTH

REPLACE CONCRETE DRIVEWAY WITH EARTHTONE STONE PAVERS

PROPERTY LINES

PRICE RESIDENCE  
APN# 060-281-10

(E) POOL

WEST SHORE ROAD

CITY PROPERTY

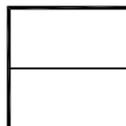
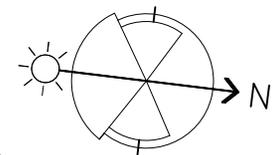
(E) PTD. 6' FENCE

(E) SIDEWALK

PROPERTY LINE

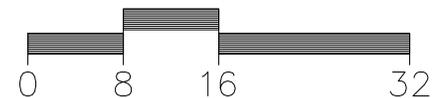
3'-4"

REVOCABLE LICENSE  
31 WEST SHORE RD., BELVEDERE, CA



4-25-2018

1/16" = 1'-0"





ITEM OF NOTE: THE FRONT FENCE WAS PAINTED WHITE IN BETWEEN THE TIME THIS PHOTO WAS TAKEN AND THE PLANNING SUBMISSION UNDER A SEPARATE REVOCABLE LICENSE