

BELVEDERE PLANNING COMMISSION

MINUTES

REGULAR MEETING

DECEMBER 18, 2018 6:30 P.M.

A. CALL TO ORDER OF THE REGULAR MEETING

Vice-Chair Peter Mark called the regular meeting to order at 6:30 p.m. in the Council Chambers. Commissioners present: Peter Mark, Nena Hart, Marsha Lasky, Pat Carapiet, Claire Slaymaker. Absent: Jim Lynch, Larry Stoehr. Staff present: Director of Planning and Building Irene Borba, City Attorney Emily Longfellow, and Secretary Nancy Miller.

B. OPEN FORUM

No one wished to speak.

C. REPORTS

There were no reports.

D. CONSENT CALENDAR

MOTION: To approve the Consent Calendar for Items 1 and 2 as agendized below.

MOVED BY: Marsha Lasky, seconded by Nena Hart

VOTE: AYES: Peter Mark, Marsha Lasky, Nena Hart, Pat Carapiet, Claire Slaymaker
 ABSTAIN: None
 ABSENT: Jim Lynch, Larry Stoehr

1. Draft **Minutes of the November 20, 2018** regular meeting of the Planning Commission.
2. Design Review and Variance for the property located at **11 Windward Road**. The proposal includes but is not limited to interior & exterior alterations to an existing single family residence; exterior work includes the addition of a new guardrail & patio surface to an existing roof above the 1st floor closet to create a new roof balcony at the rear of the building, replacement of an existing window with a new exterior door and side light window, removal of an existing bay window & installation of a new sliding glass door and replacement of windows in master bedroom and other window replacements on existing residence. A Variance is required for encroachment into the side yard setback. Applicant: Diarro Foster (OXB Studio Architects). Property Owner: Jon-Paul & Courtney Momsen.

E. PUBLIC HEARINGS

3. Design Review & demolition for the properties commonly refer to as the Ganz Properties located **at 399, 401, 415 & 419 Belvedere Avenue** for the removal & clean-up of existing site improvements on the subject properties. The project proposal includes but is not limited to the removal of the existing lava rock and concrete tiles on the property, removal of any remaining remnants of the house or structures on the property (with the exception of the garage). Existing concrete slabs and walls shall remain and the inclinators & stairs will also remain and erosion control measures shall be put in place. The proposal includes new fencing to secure the property. A Revocable License is required for existing and proposed improvements in the right-of-way. Applicant: Mark Swanson (Jamba Construction). Property Owners: 401 Belvedere Corp and Peggy Homestead Trust.

Planning and Building Director Irene Borba presented the staff report. A slide show accompanied her remarks. Late mail received since the issuance of the staff report was provided on the dais.¹

Mark Swanson, Jamba Construction, presented the project. A slide show accompanied his remarks.² Mr. Swanson described the proposed process to complete the project with efforts to minimize impacts on nearby properties. The fence would be built first and site cameras installed to increase security during the project. Mitigations to maintain site stability and protection of existing vegetation as proposed were described. These would be compliant with all requirements of the Building Official and the City Engineer.

Commissioners asked whether applicant would consider removal of the existing garage on 419 Belvedere Avenue as it appears to be unsafe.

Mr. Swanson replied that would be acceptable although they wish to retain the existing driveway apron.

Albert Richards, 266 Beach Road, expressed concerns with the proposed fencing. The current design should only be temporary during construction as it is too high and unattractive.

Close public hearing.

Commissioners stated they have each visited the site and studied the reports and mailings.

Commissioners agreed this is a project they can support. They discussed conditioning an approval on the removal of the garage; retention and protection of the existing vegetation, and maintenance of the height of the existing hedge to preserve street views. The final landscape plan should include the addition of 5-6 new trees. The proposed fence will need to have some variation in appearance across the street frontages, with possible added plantings where possible. The proposed fence will be considered temporary until the properties receive new development applications at which time a new permanent fence will be required. The Revocable License for this fence and any other improvements in the right of way will be revoked and a new Revocable License will be required at that time. A final Construction Management Plan must be approved by the Building Official, City Engineer and Director of Planning and Building.

City Attorney Longfellow stated that the approval will also be contingent on the applicant bringing bring back a Demolition Permit application for the garage to be approved on the Consent Calendar on the next meeting.

MOTION: To approve Design Review for the properties located at **399, 401, 415, and 419 Belvedere Avenue**, as conditioned and amended per the discussion at this meeting, for the removal of existing remaining site improvements (construction debris) and to construct fences and railings.

MOVED BY: Marsha Lasky, seconded by Pat Carapiet

VOTE: AYES: Peter Mark, Marsha Lasky, Nena Hart, Pat Carapiet,
Claire Slaymaker

ABSENT: Jim Lynch, Larry Stoehr

¹ The slide show presentation and late mail is archived with the record of the meeting.

² The slide show presentation is archived with the record of the meeting.

MOTION: To recommend to the City Council approval of Revocable Licenses, as conditioned, for improvements located in the public street right-of-way at **399, 401, 415, and 419 Belvedere Avenue.**

MOVED BY: Marsha Lasky, seconded by Pat Carapiet

VOTE: AYES: Peter Mark, Marsha Lasky, Nena Hart, Pat Carapiet,
Claire Slaymaker
ABSENT: Jim Lynch, Larry Stoehr

4. Design Review and Demolition for construction of a new garage and addition at **17 Leeward Road.** The project consists of a rebuilding the garage in the same location, filling in the area between the garage and house, extending the master bedroom into the backyard and expanding the existing living room into the court yard. Applicant: Brock Wagstaff; Property Owner: Judy Webb. *(ITEM TO BE CONTINUED TO FUTURE MEETING AT APPLICANT'S REQUEST)*

MOTION: To continue the item for **17 Leeward Road** to a future Planning Commission meeting.

MOVED BY: Pat Carapiet, seconded by Nena Hart

VOTE: AYES: Peter Mark, Marsha Lasky, Nena Hart, Pat Carapiet,
Claire Slaymaker
NOES: None
ABSENT: Jim Lynch, Larry Stoehr

ADJOURNMENT

The meeting was adjourned at 7:45 pm.

PASSED AND APPROVED at a regular meeting of the Belvedere Planning Commission on January 15, 2019 by the following vote:

VOTE: Ayes:
Recused:
Absent:

APPROVED: _____
Peter Mark, Planning Commission Vice Chair

ATTEST: _____
Alison Foulis, City Clerk