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**BELVEDERE PLANNING COMMISSION  
REGULAR MEETING AGENDA  
JANUARY 19, 2021 6:30 PM  
REMOTE MEETING**

**COVID-19 ADVISORY NOTICE**

**Due to COVID concerns and consistent with State Executive Orders No. 25-20 and No. 29-20, the meeting will not be physically open to the public. Members of the Planning Commission and staff will participate in this meeting remotely. Members of the public are encouraged to participate remotely via Zoom or telephone pursuant to the information and link below. Public comment will be accepted during the meeting.**

**The public may also submit comments in advance of the meeting by emailing the Director of Planning and Building at: [iborba@cityofbelvedere.org](mailto:iborba@cityofbelvedere.org) Please write “Public**

**Comment” in the subject line. Comments submitted one hour prior to the commencement of the meeting will be presented to the Planning Commission and included in the public record for the meeting. Those received after this time will be added to the record and shared with Planning Commission member after the meeting.**

**City of Belvedere is inviting you to a scheduled Zoom meeting.**

**Topic: Belvedere Planning Commission Meeting**

**Time: January 19, 2021 06:30 PM**

**Join Zoom Meeting**

[https://us02web.zoom.us/j/84537580407?  
pwd=SEFNbit0RTdpVG1XdkNqOUJMVFlvQT09](https://us02web.zoom.us/j/84537580407?pwd=SEFNbit0RTdpVG1XdkNqOUJMVFlvQT09)

**Webinar ID: 845 3758 0407**

**Passcode: 877325**

**888 -788- 0099 (Toll Free)**

**877- 853- 5247 (Toll Free)**

**The City encourages that comments be submitted in advance of the meeting. However, for members of the public using the Zoom video conference function, those who wish to comment on an agenda item should write “I wish to make a public comment” in the chat section of the remote meeting platform. At the appropriate time, the Meeting Host will allow oral public comment through the remote meeting platform. Any member of the public who needs special accommodations to access the public meeting should email the Director of Planning and Building, [iborba@cityofbelvedere.org](mailto:iborba@cityofbelvedere.org) who will use her best efforts to provide assistance.**

**HEARING PROCEDURE:**

**The Planning Commission will follow the following procedure for all listed public hearing items:**

- 1) The Chair will ask for presentation of the staff report;**
- 2) The Commissioner will have the opportunity to question staff in order to clarify any specific points;**
- 3) The applicant and project representative will be allowed to make a presentation, not**

to exceed 10 minutes for large, or 5 minutes for small, projects, as total for the applicant's design team;

4) The public hearing will be opened;

5) Members of the audience in favor or against the proposal will be allowed to speak, for a maximum of 3 minutes per speaker;

6) The applicant will be given an opportunity to respond to comments made by the audience, for a maximum of 5 minutes total for the applicant's design team;

7) The public hearing will be closed; and

8) Discussion of the proposal will return to the Commission with formal action taken to approve, conditionally approve, deny or continue review of the application.

## **A. CALL TO ORDER OF REGULAR MEETING**

### **B. OPEN FORUM**

*This is an opportunity for any citizen to briefly address the Planning Commission on any matter that does not appear on this agenda. Upon being recognized by the Chair, please state your name, address, and limit your oral statement to no more than three minutes. Matters that appear to warrant a more lengthy presentation or Commission consideration will be agendaized for further discussion at a later meeting.*

### **C. REPORTS**

*The Reports agenda item consists of any oral reports from standing Planning Commission committees (if any), an individual member of the Planning Commission, and staff.*

### **D. CONSENT CALENDAR**

*The Consent Calendar consists of items that the Planning Commission considers to be non-controversial. Unless any item is specifically removed by any member of the Planning Commission, staff, or audience, the Consent Calendar will be adopted by one motion. Items removed will be considered in the sequence as they appear below. If any member of the audience wishes to have an item removed, follow the remote meeting procedures referenced above, state your name in the "chat" section of the remote meeting platform, and indicate the item. If you do not have access to the Zoom meeting platform, please email the Director of Planning and Building, Irene Borba at [iborba@cityofbelvedere.org](mailto:iborba@cityofbelvedere.org) and indicate that you would like to remove a consent calendar item and identify the item. After removing the item, the City will call for comment at the appropriate time.*

#### **1.Minutes of the November 17, 2020**

Draft Minutes of the November 17, 2020 regular meeting of the Planning Commission.

Documents:

[Item 1 Minutes DRAFT Nov 17 2020 meeting CORR.pdf](#)

#### **2. Minutes of the November 10, 2020**

Draft Minutes of the November 10, 2020 special meeting of the Planning Commission.

Documents:

### **3. 118 Bayview Avenue.**

Design Review and Exception to Total Floor Area applications for 118 Bayview Avenue. The project consists of a kitchen remodel and 13 SF addition. The project requires an Exception to Total Floor Area because the house is proposed at 3,381 SF and 3,368 is existing. Applicant: John Swain; Property Owners: Sandra and Brian Saputo. (No recusals). Staff recommends that the Commission adopt the Resolution(s) of approval.

Documents:

[item 3 118 Bayview Avenue.pdf](#)

[Item 3 118 Bayview PLANS.pdf](#)

## **E. PUBLIC HEARINGS**

### **4. 30 Cliff Road.**

Demolition, Design Review, Exception to Total Floor Area, Variance and Accessory Dwelling Unit applications for 30 Cliff Road. The project proposes to demolish the existing home and construction of a new three-story home with an attached garage including a second unit. The project requires an Exception to Total Floor Area because the house is proposed at 4,533 SF and 3,819 SF is permitted. The Variance is required for retaining walls to exceed the allowable height in the setback. The project proposes a new swimming pool and landscaping throughout the property. Applicant: Debra Contreras, Regan Brice Architects; Property Owners: Ben and Devorah Jacoby. (No recusals) Staff recommends that the Commission adopt the appropriate Resolution(s) of approval.

Documents:

[Item 4 30 Cliff Road \(3\).pdf](#)

[Item 4 30 Cliff Road PLANS 1.7.21.pdf](#)

[Item 4 30 Clilff Late Mail LTR fr Winslows.pdf](#)

### **5. Proposed amendments to the Belvedere Municipal Code**

Public hearing to consider recommending City Council approval of proposed amendments to the Belvedere Municipal Code, Chapter 16.20 Floodplain Management and 20.04 Design Review, and Administrative Policy 14.7, Administration of Substantial Improvement Requirements for Projects within Designated Floodplains, as recommended by the Floodplain Analysis Subcommittee. (No recusals) Staff recommends that the Commission recommend to City Council approval of the Amendments.

Documents:

[Item 5 Flood plain Ordinance and APM amendments REV 2.pdf](#)

## **ADJOURNMENT**

**APPEALS:** The Belvedere Municipal Code provides that the applicant or any interested person may appeal the action of the Planning Commission on any application. The appeal must be in writing and submitted with a fee of \$523.00 not later than ten (10) calendar days following the date of the Planning Commission action. Appeals received by City staff via mail after the tenth day will not be accepted. For purposes of filing an appeal, if the final day to

appeal falls on a City Hall observed holiday or a day when City hall is closed, the final day to appeal shall be extended to the next day City Hall is open for public business. Please note that if you challenge in court any of the matters described above, you may be limited to raising only those issues you or someone else raised at the public hearing described above, or in written correspondence delivered to the Planning Commission at, or prior to, the above- referenced public hearing [Government Code Section 65009(b)(2)].

#### **NOTICE: WHERE TO VIEW AGENDA MATERIALS**

Staff reports and other writings distributed to the Planning Commission are available for public inspection at the following locations:

- Online at [www.cityofbelvedere.org](http://www.cityofbelvedere.org)
- Belvedere City Hall, 450 San Rafael Avenue, Belvedere (*Writings distributed to the Planning Commission after the posting date of this agenda are available for public inspection at this location only.*)
- Belvedere-Tiburon Library, 1501 Tiburon Boulevard, Tiburon.
- To request automatic mailing of agenda materials, please contact the City Clerk at (415) 435-8913.

#### **NOTICE: AMERICANS WITH DISABILITIES ACT**

The following accommodations will be provided, upon request, to persons with a disability: agendas and/or agenda packet materials in alternate formats and special assistance needed to attend or participate in this meeting. Please make your request at the Office of the Planning Department or by calling (415) 435-3838. Whenever possible, please make your request four working days in advance of the meeting.

Items will not necessarily be heard in the above order, nor, because of possible changes or extenuating conditions, be heard. For additional information, please contact City Hall, **450 San Rafael Avenue, Belvedere, CA 94920 (415) 435-3838**

Posted: 1/13/2020