

**BELVEDERE PLANNING COMMISSION
REGULAR MEETING AGENDA
MAY 17, 2022, 6:30 PM
REMOTE MEETING
COVID-19 ADVISORY NOTICE**

On March 3, 2020, Governor Newsom proclaimed a State of Emergency due to the COVID-19 pandemic that remains in effect. This meeting will be held remotely consistent with Executive Order N-29-20 and Assembly Bill 361, modifying provisions of the Brown Act to allow remote meetings at the current time. 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. 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: May 17, 2022, 06:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/85072428492?pwd=UmZCeTZoWE5SY3ZuWEMweG1zbjBqUT09>

Webinar ID: 850 7242 8492

Passcode: 336551

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 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 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. Draft Minutes of the April 19, 2022, regular meeting of the Planning Commission.

Documents:

[Item 1 Draft Minutes of the April 19 2022 Planning Commission meeting.pdf](#)

E. PUBLIC HEARINGS

2. 13 Crest Road

Design Review for an interior remodel and addition located at **13 Crest Road.** The project consists of a 413 Square foot addition that is proposed in the existing volume of the home. Additionally, the project proposes a deck addition at the rear of the home. Project Applicant: Carl Oldenburg AIA; Property Owner: David and Diane Williams. *Staff*

recommends that the Commission approve the project proposal. **Recused – Commissioner Mark.**

Documents:

[Item 2 13 Crest Road.pdf](#)
[Item 2 13 Crest Road plans.pdf](#)

3. 7 Britton Avenue

Design Review application for the property located at **7 Britton Avenue**. The project proposes an interior remodel and a raised roofline to 12 feet at the southern portion of the home. The project would replace the home's exterior siding and add new doors, exterior windows, and exterior light fixtures. The pool and driveway would be replaced, as would the roof on the northern portion of the home. Landscaping renovations are proposed throughout the home. Two gates would be replaced at the front of the home as well. The project requires a Revocable License for existing & proposed improvements in the right-of-way. Project Applicant: David Kotzebue at David Kotzebue Architecture; Property Owner: Matthew Quinlan. *Staff recommends that the Commission approve the project proposal.* **Recused – Commissioner Lasky.**

Documents:

[Item 3 7 Britton Avenue.pdf](#)
[Item 3 7_Britton_Ave plans.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
- 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**