

**BELVEDERE PLANNING COMMISSION**

**MINUTES**

**REGULAR MEETING**

**MEETING HELD VIA ZOOM**

**JANUARY 18, 2022 6:30 P.M.**

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

Chair Peter Mark called the regular meeting to order at 6:30 p.m. The meeting was held via Zoom video conference. Commissioners present via Zoom: Peter Mark, Ashley Johnson, Nena Hart, Larry Stoehr, Marsha Lasky, Pat Carapiet and Claire Slaymaker. Commissioners Absent: None. Staff present: Director of Planning and Building Irene Borba, Senior Planner Rebecca Markwick, Building Official Brian Van Son, and Permit Technician Nancy Miller.

**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 agendized for further discussion at a later meeting.*

No one wished to speak.

**C. REPORTS**

There were no reports.

**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.*

Commissioner Hart requested that Item 2 (**150 San Rafael Avenue**) be removed from the Consent Calendar.

MOTION: To approve the Consent Calendar for Item 1 as agendized below:

MOVED BY: Pat Carapiet, seconded by Nena Hart

VOTE: AYES: Peter Mark, Ashley Johnson, Larry Stoehr, Nena Hart, Marsha Lasky,  
Claire Slaymaker, Pat Carapiet.  
NOES: None  
ABSTAIN: None  
RECUSED: None  
ABSENT: None

1. Draft **Minutes of the December 15, 2021**, special meeting of the Planning Commission.

#### D. PUBLIC HEARINGS

2. Design Review application for a remodel located at **150 San Rafael Avenue**. The project consists of an interior remodel, including adding a garage to the existing structure. The project also includes new windows and painting of the exterior. Property Owner: Karen Behnke and Howard Luria; Project Architect: Cedric Barringer, Barringer Architecture. Staff recommends that the Commission approve the proposed project. No recusals.

Commissioner Hart said the reason she removed this item from the consent calendar was because she wanted clarification as what percentage of wall demolition constitutes a 'Demolition' in the Planning Code.

Senior Planner Rebecca Markwick stated that 50% of the walls and roof must be demolished. If the home is just being re-sided or changing from wood to stucco without removal of the framing that is not included in the calculation. Replacement of windows is not considered in the demolition calculation other than if windows change dimensions the area removed would be included.

Commissioner Hart stated that most of it appears that most the exterior of the house would be removed.

Senior Planner Rebecca Markwick stated that sheet A.06 calculates the project demolition at 32%.

Commissioner Hart asked for clarification of location and dimensions of a hot tub and spa and firepit.

Chair Mark replied that a comprehensive landscape plan will be required for the Building Permit as noted in the draft Resolution.

Commissioner Hart stated that the side of the home facing the Lagoon may be in conflict with the findings for not one plane having a single material. It appears that entire side is all glass.

Chair Mark stated that this is an existing condition and might be worth conversation with the applicants.

Cedric Barringer, project architect and Karen Behnke, owner, presented the scope of the project.

Ms. Behnke stated that most of the exterior work is repair and patching. The rear yard tree provides a lot of screening at the rear. Window sizes have been reduced on the rear wall. Neighbors are in support of the project. A more detailed landscape plan will be submitted later. The spa is located under the tree at the rear and the firepit is on the opposite side.

Cedric Barringer stated that the spa is 7-foot square in size under the main tree outside the master bedroom. It is shown as #27 on Sheet A1.1. The firepit is on the opposite side of the yard noted as #31 on the dock.

Chair Mark noted that the BLPOA should provide a review letter for the dockside improvements at the Lagoon.

Ms. Behnke stated that nothing on that decking is planned to be touched.

Mile Berger, collaborating architect provided some more details on the project scope. The new window replacements will not substantially change the look of the home. The windows on the sides of the home are up against tall fences and cannot be seen by neighbors. Most of the work is interior, and the house will be a bit smaller in floor area and lot coverage than the existing home.

Open public hearing.

No one wished to speak.

Close public hearing.

Commissioner Lasky suggested that the trees on the left side yard might be removed to give light to the Palm tree in the final landscape plan. She applauds the project as a nice improvement to the home.

No other Commissioners had comments.

MOTION: To approve the applications for Design Review at **150 San Rafael Avenue.**

MOVED BY: Peter Mark seconded by Nena Hart.

VOTE: AYES: Marsha Lasky, Larry Stoehr, Claire Slaymaker, Nena Hart,  
Ashley Johnson, Peter Mark, Pat Carapiet.  
NOES: None.  
ABSTAIN: None.  
RECUSED: None.  
ABSENT: None.

Vice Chair Carapiet recused herself from Item 3 (70 San Rafael Avenue) because she owns property within 500 feet of the subject project.

3. Design Review application for a remodel and addition to the existing residence located at **70 San Rafael Avenue**. The project consists of a first-floor addition, a remodel, new doors and windows as well as a landscape renovation. Property Owner: Jeffrey and Katherine MA/Revocable Trust; Project Applicant: Michael Heckmann. Staff recommends that the Commission approve the proposed project. *Recused: Vice Chair Carapiet.*

Senior Planner Markwick presented the staff report. A slide show accompanied her remarks.<sup>1</sup> She noted that a Revocable License will be required and can be brought back to a future meeting if the project is approved.

There were no questions from the Planning Commission.

Michael Heckmann, project architect, and owner Katherine Ma presented the proposed project. Mr Heckmann reported that in discussions in December with the Building Official they decided to reduce the scope of work to be more limited and less expensive, and to stay within the FEMA limitations, based on the Nov 2021 appraisal.

The landscape architect, Ive Haugeland, Shades of Green, presented the plan for the new landscaping.

Commissioner Slaymaker asked for consideration of retention of the rear Cherry Laurel tree to improve both owner's and the opposite neighbor's privacy.

The landscape architects responded that they believe that this was not a good tree to retain because of its type, shape and location. The tree seems to them to be incompatible with their design style. Mr. Heckmann stated that opening the waterside is preferential in most cases on the Lagoon.

Commissioner Lasky stated that the Planning Commission in Belvedere encourages the installation of trees on the Lagoon side of the property for screening of interior light to neighbors and privacy for owners and neighbors. She believes this tree could be daylighted and trained to be a more natural shape. She agrees that tree should be retained. Otherwise, the overall landscape plan is very nice.

Commissions Stoehr has discussed whether the lights around the back yard steps could be modified to be placed on the side walls of the stairs rather than on the treads. He suggested that the two streetside lights also be directed inwards. He asked if the side windows #12 and #13 facing north could be changed to translucent glass benefitting the owners and the neighbors.

Mr. Heckmann stated they would be fine with a single sidewall light installation alternative on the steps and no lights on the treads. The bathroom window could be translucent. The windows in the bedrooms need further discussion, because usually bedroom windows are nice with clear glass and here there would not be impacts on the neighbor.

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<sup>1</sup> The slide show presentation is archived with the meeting record.

Commissioner Stoehr asked for clarification of the hot tub location and if the bulkhead may need to be modified to support the hot tub. He would like clarification pursuant to newer policies for setbacks.

Mr. Heckmann stated there may be an error on the plans as to what is shown as the location of the riprap bulkhead. The plans will be corrected if necessary. Only a partial replacement of decking will be made. No work is currently proposed for the bulkhead.

Commissioner Hart asked if the current location of the north shared fence will remain. In addition the roof outside the bedroom is labeled "roof/deck" and she would like assurances this is not proposed to be a usable roof deck. Clarification of the entry decking was requested.

Mr. Heckmann stated that they are not planning an adjustment on the fence location, as the expense to make a change needs to be considered and discussed with the new buyers of the adjacent property. The roof is a roof, not a roof deck.

Ms. Haugeland stated that the entry deck material is permeable to allow water to go through. The areas of the dock where there is work proposed are the only areas of changes that would be receiving replacement boards.

Open public hearing.

No one wished to speak.

Close public hearing.

Commissioner Slaymaker supports the application and will be a good improvement to the property. She can make the findings for the project but would still like to see the rear tree retained.

Commissioner Stoehr stated that he agrees with Commissioner Slaymaker. He can make the findings based on the staff report and the future review of lighting and landscape plans.

Commissioner Johnson agrees with the findings and comments of her fellow Commissioners. This will be a nice upgrade to modernize the home. She appreciates the entry work and the flat roof on the rear addition. She would recommend that the front fence height be considered for retention of the front views. The trellis might also benefit from a reduction in the number of lights. She would recommend some new planting to provide privacy and screening if the rear tree is to be removed.

Commissioner Hart can support the applications, with the stepped down levels in the rear yard and reduction of lighting as well as the other items she discussed. She would propose that separate switch controls be employed to operate different lighting areas. She can make all the findings.

Commissioner Lasky supports the project, the colors and materials, the redefined front entry, vertical slat fence and subtle home upgrade with the nice rear yard improvements, retaining the one tree. She can make the findings.

Chair Mark stated he thanks staff for extensive discussions relative to the FEMA issues. He believes this is a nice improvement to the property and the outdoor areas. He would suggest a door be added to the garage on the side towards the courtyard. He does not have concerns with the one tree removal being discussed. The final landscape plan will be reviewed per the conditions of approval and lighting concerns addressed per the discussion tonight.

Commissioners agree that no added conditions of approval need to be added to the draft Resolution.

MOTION: To approve the applications for Design Review **70 San Rafael Avenue.**

MOVED BY: Peter Mark seconded by Marsha Lasky.

VOTE: AYES: Marsha Lasky, Larry Stoehr, Claire Slaymaker, Nena Hart,  
Ashley Johnson, Peter Mark.  
NOES: None.

RECUSED: Pat Carapiet  
ABSENT: None

Vice-Chair Carapiet rejoined the meeting.

**E. OTHER SCHEDULED ITEMS**

1. Election of Chair and Vice Chair of the Planning Commission.

Chair Mark stated that every two years there is an election of a new Chair and Vice Chair of the Planning Commission.

Chair Mark stated that he has been honored to work with Vice Chair Pat Carapiet for the past two years. She has brought limitless knowledge, tireless conviction and an enviable patience and a much-needed sense of humor to the Planning Commission.

MOTION: To elect Pat Carapiet as Chair of the Planning Commission.

MOVED BY: Peter Mark, seconded by Claire Slaymaker.

VOTE: AYES: Marsha Lasky, Larry Stoehr, Claire Slaymaker, Nena Hart,  
Ashley Johnson, Peter Mark, Pat Carapiet.  
NOES: None  
ABSTAIN: None  
RECUSED: None  
ABSENT: None

Newly elected Chair Pat Carapiet thanked former Chair Peter Mark for his brilliant leadership advice and insights into planning for the past two years.

MOTION: To elect Ashley Johnson as Vice Chair of the Planning Commission.

MOVED BY: Pat Carapiet, seconded by Marsha Lasky.

VOTE: AYES: Marsha Lasky, Larry Stoehr, Claire Slaymaker, Nena Hart,  
Ashley Johnson, Peter Mark, Pat Carapiet.  
NOES: None

Commissioners thanked Chair Mark for his service.

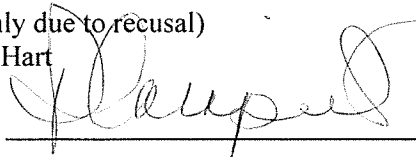
He replied that he will continue to serve on the Planning Commission.

Meeting was adjourned at 7:50 PM.

**PASSED AND APPROVED** at a regular meeting of the Belvedere Planning Commission on March 15, 2022, by the following vote:

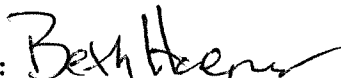
VOTE: AYES: Pat Carapiet, Peter Mark, Marsha Lasky, Larry Stoehr, Claire Slaymaker  
NOES: None  
ABSTAIN: None  
RECUSED: Pat Carapiet (Item 3 only due to recusal)  
ABSENT: Ashley Johnson, Nena Hart

APPROVED: \_\_\_\_\_



Pat Carapiet, Planning Commission Chair

ATTEST: \_\_\_\_\_



Beth Haener, City Clerk