



**City of Belvedere
Planning Commission Regular Meeting
Minutes**

20 February 2024 6:30 PM

City Council Chambers City Hall 450 San Rafael Avenue, Belvedere CA Phone 415.435.3838
City of Belvedere Internet Address: <https://www.cityofbelvedere.org>

A. CALL TO ORDER OF REGULAR MEETING OF THE PLANNING COMMISSION

Chair Pat Carapiet called the regular meeting to order at 6:30 p.m. in the Council Chambers. The meeting was also available via Zoom webinar. Commissioners present: Pat Carapiet, Nena Hart, Claire Slaymaker and Alex Seidel. Commissioners Absent: Ashley Johnson and Marsha Lasky. Staff present: Director of Planning and Building Rebecca Markwick, Attorney Andrew Shen, Associate Planner Samie Malakiman, and 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, 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.

No one wished to speak.

C. REPORTS

No one wished to speak.

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. If you do not have access to the Zoom meeting platform, please email the Director of Planning and Building, Rebecca Markwick at rmarkwick@cityofbelvedere.org and indicate that you would like to remove a consent calendar item and identify the item. After removing the item, the Planning Commission will call for comment at the appropriate time.

There were no requests to remove items from the Consent Calendar.

MOTION: To adopt the Consent Calendar consisting of the following items:

1. Draft **Minutes of the January 17, 2024** regular meeting of the Planning Commission.
2. Consideration of Historic Designation for the property at **250 Beach Road** (APN: 060-213-23) pursuant to Chapter 21.20 of the Belvedere Municipal Code. CEQA status: Categorically Exempt pursuant to Section 15061(b)(3) of the CEQA Guidelines. Applicant and Property Owner: Rosalind Colver

MOVED BY: Kevin Burke, seconded by Claire Slaymaker

VOTE: AYES: Pat Carapiet, Ashley Johnson, Alex Seidel, Nena Hart, and
Claire Slaymaker
ABSENT: Ashley Johnson and Marsha Lasky

E. PUBLIC HEARINGS

3. Design Review, Demolition Permit, Variance, and Revocable License applications for the property located at **455 Belvedere Avenue** (APN: 060-241-05) to demolish an existing 1,011 square-foot residence and construct a 5,035 square-foot single-family residence with attached 2-car garage. The project proposes new landscaping, hardscaping, retaining walls, exterior lighting, and a swimming pool. The applicant requests a Variance from the zoning ordinance to allow a 48-foot-tall structure where 36-foot-tall structures are permitted. The applicant requests an Exception to Total Floor Area to allow a 5,035 square-foot residence where 4,850 square-feet are permitted. A Revocable License is required for private improvements on the Blanding Lane right-of-way. The project is categorically exempt from CEQA pursuant to CEQA Guideline Section 15303(a) New Construction or Conversion of Small Structures. Project Applicant: Federico Engel; Property Owner: Kwan Group LLC.

Associate Planner Malakiman presented the staff report. A slide show presentation accompanied his remarks.¹

Chair Carapiet stated that the project description needs correction to reflect the new reduced Floor Area of 4,845 SF which does not require an Exception to Total Floor Area.

Federico Engel, Architect for the project, presented the revised project. A slide show accompanied his remarks.²

Commissioners asked the applicant to clarify a few details of the project including proposed adjustable lighting, planning for off haul with the increase in cut/fill, operable window louvers on the rear façade.

Open public hearing.

No one wished to speak.

Close public hearing.

Commissioners discussed the proposal. Possible reductions in the numbers and placement of lighting may be addressed in the final review by the Chair and Staff. Findings for the very small Variance could be made because of the small size of the section of roof overhang and its location over an area of the property that is steeply sloped and contains a cross slope. The Commission was unanimous in supporting the requests for Design Review, Demolition, and Revocable License.

MOTION: Adopt the Resolution granting Design Review for a new single-family residence and attached garage at **455 Belvedere Avenue.**

MOVED BY: Kevin Burke, seconded by Claire Slaymaker

VOTE: AYES: Pat Carapiet, Claire Slaymaker, Alex Seidel, Kevin Burke, Nena Hart
ABSENT: Ashley Johnson, Marsha Lasky

MOTION: Adopt the Resolution granting Demolition Permit to demolish the existing 1,011 square-foot residence at **455 Belvedere Avenue.**

MOVED BY: Kevin Burke, seconded by Claire Slaymaker

VOTE: AYES: Pat Carapiet, Claire Slaymaker, Alex Seidel, Kevin Burke, Nena Hart
ABSENT: Ashley Johnson, Marsha Lasky: Ashley Johnson, Marsha Lasky

MOTION: Recommend to the City Council approval of a Revocable License for improvements located in the public street right-of-way at **455 Belvedere Avenue**

MOVED BY: Kevin Burke, seconded by Claire Slaymaker

VOTE: AYES: Pat Carapiet, Claire Slaymaker, Alex Seidel, Kevin Burke, Nena Hart
ABSENT: Ashley Johnson, Marsha Lasky

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

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

Commissioner Hart stated she is recused from Item 4 (6 Buckeye Road) because she owns property within 500 feet of the subject application. She departed from the Council Chambers.

4. Retroactive Design Review and Exception to Total Floor Area applications for the property located at **6 Buckeye Road** (APN: 060-131-26) to add 120 square-feet to the existing residence. The project proposes two new skylights (retroactive), a new three car parking area, landscaping, and would relocate the front yard fence and gate. The applicant requests an Exception to Total Floor Area to allow a 5,465 square-foot residence where 5,345 exists. The project is categorically exempt from CEQA pursuant to CEQA Guideline Section 15301(l)(1) Existing Facilities. Applicant: Cedric Barringer; Property Owners: KBCG CP Trust. (Commissioner Hart recused)

Associate Planner Malakiman presented the staff report. A slide show presentation accompanied his remarks.³

Cedric Barringer, applicant, presented the revised project. A slide show presentation accompanied his remarks.⁴

Commissioner Burke asked for clarifications on proposed new parking relative to the easement shown on the plans and whether the Commission should see the legal easement requirements before approving the requested new parking. It appears that the new parking spots would be on the roadway easement.

Commissioner Seidel inquired whether the Tiburon Fire Protection District has reviewed the project.

Staff replied that further review of both questions may be pursued.

Chair Carapiet inquired whether changes to the floor area of the reconfigured closet in the gym may need to be clarified.

Open public hearing.

No one wished to speak.

Commissioner Burke stated that this item may need to be continued in order to receive the needed information on the easement and floor area before making a decision.

Commissioners stated they are generally in support of the request pending having the additional information.

MOTION: To continue the applications for **6 Buckeye Road** to a future Planning Commission meeting.

MOVED BY: Claire Slaymaker seconded by Alex Seidel.

VOTE: AYES: Pat Carapiet, Alex Seidel, Kevin Burke, Claire Slaymaker
ABSENT: Ashley Johnson, Marsha Lasky
RECUSED: Nena Hart

Commissioner Hart rejoined the Planning Commission.

5. Design Review, Exception to Total Floor Area, and Revocable License applications for the property located at **60 Madrona Avenue** (APN 060-153-06). The applicant proposes to add 662 square-feet to construct a new one-car garage, one-car carport, and storage area. The project would replace the existing roof, install new windows and doors, and construct a new driveway deck. The applicant requests an Exception to Total Floor Area to allow 3,152 square-feet where 2,405 square feet are permitted, and 2,490 square-feet currently exists. A Revocable License is required for private improvements within the Madrona Avenue right-of-way. Staff recommends that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 Existing Facilities. Applicant: John Swain; Property Owner: Martina Seremetis Trust & Pineda Seremetis Family Trust

³ The slide show presentation is archived with the record of the meeting.

⁴ The slide show presentation is archived with the record of the meeting.

Associate Planner Malakiman presented the staff report. A slide show presentation accompanied his remarks.⁵

John Swain, applicant, presented the project. Based on comments during site visits some reductions to lighting will be considered. The carport is see-through to provide for public views from the street and the off street parking will substantially improve the safety for the homeowners.

Matina Serematis, owner, stated that they are hoping to stay in their home for the long term and need improved safety to park and have access to their home in future years.

Open public hearing.

No one wished to speak.

Close public hearing.

Commissioners discussed the project and agreed they can make all the findings for the requested project.

MOTION: To approve Design Review for the project at 60 Madrona Avenue as conditioned.

MOVED BY: Alex Seidel seconded by Nena Hart.

VOTE: AYES: Pat Carapiet, Claire Slaymaker, Kevin Burke, Alex Seidel, Nena Hart
NOES: None
ABSENT: Ashley Johnson, Marsha Lasky.

MOTION: To approve an Exception to Total Floor Area for the project at 60 Madrona Avenue.

MOVED BY: Alex Seidel seconded by Nena Hart.

VOTE: AYES: Pat Carapiet, Claire Slaymaker, Kevin Burke, Alex Seidel, Nena Hart
NOES: None
ABSENT: Ashley Johnson, Marsha Lasky

MOTION: To recommend a Revocable License be approved by the City Council for the project at 60 Madrona Avenue.

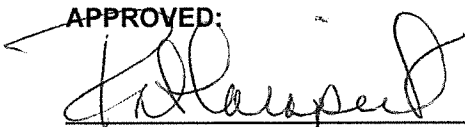
MOVED BY: Alex Seidel seconded by Nena Hart.

VOTE: AYES: Pat Carapiet, Claire Slaymaker, Kevin Burke, Alex Seidel, Nena Hart
NOES: None
ABSENT: Ashley Johnson, Marsha Lasky

The meeting was adjourned at 8:15 PM

PASSED AND APPROVED at a regular meeting of the Belvedere Planning Commission on March 19, 2024 by the following vote:

VOTE AYES: Pat Carapiet, Marsha Lasky, Claire Slaymaker, Alex Seidel, Kevin Burke
Ashley Johnson
NOES: None
ABSENT: Nena Hart

APPROVED:

Pat Carapiet, Planning Commission Chair

ATTEST:

Beth Haener, City Clerk

⁵ The slide show presentation is archived with the record of the meeting.