



City of Belvedere
Planning Commission Special Meeting Agenda
Tuesday, December 12, 2023 – 6:30 PM

NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom. *Please be advised that those participating in the meeting remotely via Zoom do so at their own risk. The Planning Commission meeting will not be cancelled if any technical problems occur during the meeting.*

City Hall Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.

Members of the public may attend the meeting in-person at the Council Chambers 450 San Rafael Avenue, or by visiting:

<https://us02web.zoom.us/j/89294361832>

Or by phone 1-888-788-0099 (Toll Free) or 1-833-548-0276 (Toll Free)

Enter Webinar ID: 892 9436 1832

If you have called into the meeting and wish to speak, please press *9.

At each meeting, the public has the opportunity to address the Planning Commission on items appearing on the agenda and items not appearing on the agenda, but within the purview of the Planning Commission.

Public Comment may be made live during the meeting in-person, via Zoom or through written comment. The public may also submit comments in advance of the meeting by emailing the Director of Planning & Building at: rmarkwick@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. Written public comment will not be verbally read out loud. The Planning Commission will not entertain comments made in the chat function.

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

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.

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. If you do not have access to the Zoom meeting platform, please email 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.

1. [Draft Minutes of the November 21, 2023](#) regular meeting of the Planning Commission.

E. PUBLIC HEARINGS

2. Planning Commission review of the **Revised Housing Element**. The 2023-31 Housing Element was adopted by the City Council on January 24, 2023, and submitted to the California Department of Housing and Community Development (HCD) for a legally-mandated 90-day review. Subsequently, on May 1, 2023, HCD sent a letter requesting modifications for compliance with State law. Town staff and the consultant have been working to revise the Element to address HCD comments. The Revised Housing Element responds to comments from the California Department of Housing and Community Development (HCD) requesting revisions for compliance with State law as well as responds to Planning Commissioners and the public's comments.

- [Housing Element Memo](#)

3. Design Review application for the property located at **15 Tamalpais Avenue** (APN: 060-111-23) to remove one (1) mature Eucalyptus tree, 63-inches in diameter at breast height. The applicant would replace the Eucalyptus tree with a new tree (tree species and location yet to be determined). The project is categorically exempt from CEQA pursuant to CEQA Guideline Section 15304 Minor Alterations to Land. Project Applicant: Sarah Crump Collins; Property Owner: Todd Stanton. (*Commissioners Lasky and Johnson recused*)

- [15 Tamalpais Avenue Staff Report](#)

4. Design Review and Revocable License applications for the property located at **43 Peninsula Road** (APN: 060-051-31) to add 521 square-feet to the residence, consisting of a 508 square-foot first addition and 13 square-foot living room expansion. The project would raise and replace the existing 12-foot-tall roof to 14-feet at the living room. The project would replace exterior windows and doors, repaint exterior walls, and replace the swimming pool. A Revocable License is required for improvements in the Peninsula Road right-of-way. The project is categorically exempt from CEQA pursuant to CEQA Guideline Section 15301(I)(1) Existing Facilities. Applicant: Marshall Shneider (architect). Property Owners: David Ross and Helen Werngren.

- [43 Peninsula Road Staff Report](#)

- [43 Peninsula Road Plans](#)

5. Design Review application for the property located at **46 Lagoon Road** (APN 060-063-03). The applicant proposes landscape improvements, including new paving, water feature, spa, entry walk and gate, plantings, and exterior lighting. Staff recommends that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 Existing Facilities. Applicant: Catherine Coy, Catherine Coy Design; Property Owner: Bart Stephens

- [46 Lagoon Road Staff Report](#)

- [46 Lagoon Road Plans](#)

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 10 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.

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 \$1026.00 (applicant) or \$776.00 (non-applicant) 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. 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 65009b)(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 Ave, 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) 435-3838.

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, not, because of possible changes or extenuating conditions, be heard. For additional information, please contact City Hall, 450 San Rafael Ave, Belvedere CA 94920. (415) 435-3838.