



**City of Belvedere**  
**Planning Commission Special Meeting Agenda**  
Wednesday, January 17, 2024 – 6:30 PM

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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](mailto: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 matters appearing on this agenda that are not agendized for discussion. 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 agendized 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](mailto: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 14, 2023](#) special meeting of the Planning Commission.
2. [Draft Minutes of the January 3, 2024](#) special meeting of the Planning Commission.

#### **E. PUBLIC HEARINGS**

3. 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](#)
4. Design Review, Demolition Permit, Variance, Exception to Total Floor Area, 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.
  - [455 Belvedere Avenue Staff Report](#)
  - [455 Belvedere Avenue Plans](#)
  - [455 Belvedere Avenue Renderings](#)
5. Design Review and Exception to Total Floor Area applications for the property located at **401 Golden Gate Avenue** (APN: 060-222-01) to add 603 square feet to the residence. The project proposes new landscaping, hardscaping, exterior lighting, and a swimming pool. The applicant requests an Exception to Total Floor Area to allow a 5,185 square-foot residence where 4,850 square-feet are permitted. The project is categorically exempt from CEQA pursuant to CEQA Guideline Section 15301(l)(1) Existing Facilities. Applicant: Jeff Dorso. Property Owners: Ivanhoe Belvedere LLC
  - [401 Golden Gate Avenue Staff Report](#)
  - [401 Golden Gate Avenue 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 Chair will open the public hearing;
- 4) Members of the public will be allowed to comment on the project **for a maximum of 3 minutes per speaker**;
- 5) The public hearing will be closed; and
- 6) 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](http://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.