

**CITY OF BELMONT
CITY COUNCIL AND BELMONT FIRE
PROTECTION DISTRICT BOARD OF
DIRECTORS**



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CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, July 11, 2023

7:00 PM

City Council Chambers

City Hall, One Twin Pines Lane, Belmont, California

The meeting will be broadcast live to Belmont residents on Comcast Cable Channel 27, streamed live via the City's website at www.Belmont.gov. The public may also attend the meeting in the Chambers and address the Council from the Chambers.

PUBLIC COMMENT:

To maximize time for live public comment, we encourage members of the public to provide comments by joining the Committee meeting via Zoom : For web, visit <https://belmont-gov.zoom.us/> select "Join" and enter **Meeting ID: 95745673035**. Use the Raise Hand feature to request to speak. You may rename your profile if you wish to remain anonymous.

For dial- in comments, call *67 1-(669) 900-6833 (your phone number will appear on the live broadcast if *67 is not dialed prior to the phone number), enter **Meeting ID: 95745673035**, and press *9 to request to speak. All public comments are subject to a 3-minute time limit unless otherwise determined by the Committee Chair.

If you wish to submit written public comment, you may send an email to cclerk@belmont.gov before the council considers the item. Please indicate the agenda item topic or agenda item number you wish to comment on in your email's subject line. Any public comment regarding agenda items that are received from the publication of the agenda through the meeting date will be made part of the meeting record but will not be read during the Council meeting.

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. REPORT FROM CLOSED SESSION**
- 4. SPECIAL PRESENTATIONS**
 - A. SamTrans/Transit Authority Update**
 - B. National Night Out 2023**

5. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

This portion of the meeting is reserved for persons wishing to address the Body on any City matter not on the agenda. The period for public comment at this point in the agenda is limited to 15 minutes, with a maximum of 3 minutes per speaker. Speakers who requested but did not receive an opportunity to speak during this comment period will be given an opportunity to address the Body later in the meeting. State law prohibits the Body from acting on non-agenda items.

6. COUNCILMEMBER ANNOUNCEMENTS

7. CONSENT BUSINESS

Consent business items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion on these items unless a member or staff request specific items to be removed for separate action. The City Attorney will read the title of ordinances to be adopted.

A. Approval of Minutes

Recommendation: Consider modifications and approve minutes

Attachment(s):

[June 27, 2023 Special and Regular Meeting](#)
[BFPD June 27, 2023 Regular Meeting Minutes](#)

B. Service Agreement Amendment with Diana R. Elrod Consulting for Housing Compliance Services

Recommendation: Adopt a resolution authorizing the City Manager to execute Amendment No. 2 to the service agreement with Diana R. Elrod Consulting for housing compliance services for an amount not to exceed \$48,825, bringing the total not to exceed amount for this service agreement up to \$194,130

Attachment(s):

[Staff Report](#)
[Resolution](#)
[Scope of Work](#)

8. PUBLIC HEARINGS - None

9. GENERAL BUSINESS

General Business items are considered separately, typically in the order listed. The chair will call for public comment on each item when the body considers the item.

A. Belmont Harbor Industrial Area (HIA) Specific Plan Project Update

Recommendation: Receive an update on the Belmont Harbor Industrial Area (HIA) Specific Plan Project.

Attachment(s):

[Staff Report - HIA Specific Plan Update](#)
[Attachment A - Belmont HIA Community Workshop Summary](#)

B. Belmont Sewer System Update and Status of the New State Water Resources Control Board General Order

Recommendation: Receive an update on the new State Water Resources Control Board General Order and its requirements.

Attachment(s):

[Belmont Sewer System Update and Status of the New State Water Resources Control](#)

10. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

- A. Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments**
- B. Verbal report from City Manager**

11. MATTERS OF INTEREST/CLARIFICATION

Items in this category are for discussion and direction to staff only. However, Council/Board may take final action on an item if there is no need for additional staff analysis.

12. ADJOURNMENT

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board or Commission regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.

MINUTES OF CITY OF BELMONT CITY COUNCIL AND BELMONT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

City Council Chambers, City Hall, One Twin Pines Lane, Belmont, California and ZOOM

TUESDAY, JUNE 27, 2023, 6:30 PM

SPECIAL MEETING

COUNCILMEMBERS PRESENT: Latimerlo, Pang-Maganaris, McCune, Hurt, Mates
COUNCILMEMBERS ABSENT: None

ITEMS OF BUSINESS

STUDY SESSION

Automated License Plate Readers (ALPRS)

Hector Soliman-Valdez, Flock presented an overview of the (ALPRS). He noted that the system is not used for traffic enforcement and information is not shared across state borders. Sargent Branch, Belmont Police Department, explained how the automated license plate readers placed in other cities assisted the Belmont Police Department with their criminal investigations. Chief Stenquist explained how information is accessed and controlled.

Council deliberation ensued. Council concurred that transparency is a high priority and directed staff to bring the item back to the Council for further discussion.

ADJOURNMENT at this time being 7:15 pm

**Jozi Plut
City Clerk**

REGULAR MEETING

CALL TO ORDER: 7:20 PM

ROLL CALL

COUNCILMEMBERS PRESENT: Latimerlo, Pang-Maganaris, McCune, Hurt, Mates
COUNCILMEMBERS ABSENT: None

PLEDGE OF ALLEGIANCE

Led by Mayor Mates

REPORT FROM CLOSED SESSION

No closed session on this agenda

SPECIAL PRESENTATIONS

Proclamation Recognizing Daniel Ourtiague on His Retirement

Mayor Mates read the proclamation and presented it to Mr. Ourtiague.

Council and Staff expressed their congratulations.

Mr. Ourtiague accepted the proclamation and thank the Council for the recognition and well wishes.

Proclamation Celebrating "Parks Make Life Better" Month

Mayor Mates read the proclamations.

Parks and Recreation Director Shearer commented on the Parks department various community event and interactions.

Recreation Coordinator Giuliacci provided an update on the Children's Outdoor Bill of Rights.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None

COUNCILMEMBER ANNOUNCEMENTS

Councilmembers commented on events they attended. Mayor Mates provided updates on various upcoming events, employment recruitments, City summer infrastructure projects, and the July 4th Holiday City offices closure.

CONSENT BUSINESS

Minutes of City Council Special and Regular Meeting May 23, 2023, City Council Special and Regular Meeting June 13, 2023, BFPD May 9, 2023, BFPD May 23, 2023 and BFPD June 13, 2023

April Monthly Financial Reports

Resolution 2023-055 Authorizing The City Manager To Execute A Task Order With RSG, Inc. To Provide Harbor Industrial Area Annexation Strategy Services In The Amount Of \$158,670, Plus A 10% Contingency For A Total Not-To-Exceed Amount Of \$174,537

Resolution 2023-056 Approving A Permanent Encroachment Agreement To Allow Construction Of Retaining Walls And Stairs In The Public Right-Of-Way Fronting 3288 Oak Court (APN: 043-221-210)

Resolution 2023-057 granting consent to the City of Burlingame to form the San Francisco Peninsula Tourism Marketing District (SFPTMD) and include the City of Belmont in the SFPTMD

ACTION: On a motion made by Vice Mayor Hurt and seconded by Councilmember McCune the Consent Business items were unanimously approved by a roll call vote. (5-0)

PUBLIC HEARINGS

None

GENERAL BUSINESS

Revised Master Employee Pay Schedule

Interim Administrative Services Director Ritzma presented report, noting that the state regulation requires Council adoption of the salary schedule with addition of new Council approved positions. She also noted that the schedule will be posted to the City's website for transparency.

Councilmember Pang-Maganaris noted that the teacher salaries are notably low.

ACTION: on a motion made by Councilmember Latimerlo and seconded by Vice Mayor Hurt **Resolution 2023-058** approving a revision to the City's Master Employee Pay Schedule in accordance with California Public Employees Retirement System (CalPERS) regulations was approved by roll call vote (5-0).

Reginal Commercial (RC & Planned Development (PD) General Plan Land Use and Zoning District Designation Amendments

Community Director de Melo introduced the item, City Consultant Sanders, Good City Company made a presentation to Council.

Written and verbal communication received from Christine Shirilla Bay Area Policy Manager for Biocom California regarding biosafety level regulations.

Council deliberated on the item and concurred with staff recommendations including:

- support to expand the current limits of FAR and building height for the RC and specific PD land use designation and zoning districts
- support the approach of requiring community benefits with rezoning requests for greater land use and development intensities
- community benefits Should address traffic and linked to Council goals, General Plan goals, and/or Capital Improvement Plan projects
- continue studying BSL regulations and provide transparency

Council discussion concluded.

BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments

Councilmembers reported on their assignments.

Verbal report from City Manager

City Manager Oskoui announced ongoing summer construction on City streets and reminded the public to be patient driving through the City.

MATTERS OF INTEREST/CLARIFICATION

None

ADJOURNMENT at this time being 9:00 pm

**Jozi Plut
City Clerk**

**MEETING MINUTES OF REGULAR MEETINGS OF DIRECTORS OF BELMONT
FIRE PROTECTION DISTRICT**

City Council Chambers, City Hall, One Twin Pines Lane, Belmont, California

TUESDAY, JUNE 27, 2023

CALL TO ORDER 7:20 PM

ROLL CALL

DIRECTORS PRESENT: Latimerlo, McCune, Pang-Maganaris, Hurt, Mates

DIRECTORS ABSENT: None

CONSENT BUSINESS

Meeting Minutes of BFPD May 9, 2023, BFPD May 23, 2023, and BFPD June 13, 2023

ACTION: On a motion made by Director Hurt and seconded by Director McCune the Consent Business items were unanimously approved by a roll call vote (5-0).

ADJOURNMENT at this time being 9:00 pm.

**Jozi Plut
District Secretary**



STAFF REPORT

Meeting Date: July 11, 2023
Agency: City of Belmont
Staff Contact: Carlos de Melo, Community Development Director, cdemelo@belmont.gov; Karen Clark, Management Analyst, kclark@belmont.gov
Agenda Title: Service Agreement Amendment with Diana R. Elrod Consulting for Housing Compliance Services
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to execute Amendment No. 2 to the service agreement with Diana R. Elrod Consulting for housing compliance services for an amount not to exceed \$48,825, bringing the total not to exceed amount for this service agreement up to \$194,130.

Strategic Focus Area

Economic Development and Housing

Background

Since 1969, California has required that all local governments (cities and counties) adequately plan to meet the housing needs of everyone in the community. State law requires California's local governments adopt a housing element as part of their "general plan" that demonstrates how local government will meet state mandated housing planning requirements. The Belmont General Plan 2035, last comprehensively updated in 2017, serves as a local "blueprint" for how Belmont will grow and develop and includes the required elements of land use; housing; circulation; parks, recreation, and open space; conservation; safety; and noise.

The Housing Element must be updated on a regular schedule and is subject to specific regulatory requirements and a process established by the state Housing Element Law (Government Code Sections 65580-65589.11). Belmont's Housing Element was last updated/adopted in 2015 as part of the Housing Element Law's 5th housing element planning cycle covering the period from January 1, 2015, through December 31, 2022. The 6th housing element planning cycle covers the period from January 1, 2023, through December 31, 2030. The State Department of Housing and Community Development (HCD) must review and certify that each jurisdiction's housing element meets all the requirements of the law.

In February 2020, the City of Belmont entered a service agreement with Diana R. Elrod Consulting to provide housing compliance services, and specifically technical knowledge and support services relating to the preparation of the City's 2023-2031 General Plan Housing Element, for an amount not to exceed \$109,785. In November 2021, City Council authorized the City Manager to execute Amendment No. 1 to the agreement for an additional \$35,520 for work around affirmatively further fair housing (AFFH) due to new guidelines issued by HCD.



Since 2020, Diana R. Elrod Consulting has worked closely with staff to plan and execute all necessary outreach and documents relating to the 2023-2031 General Plan Housing Element update. Most recently, on January 17, 2023, the Planning Commission adopted resolutions recommending City Council certify the Final Environmental Impact Report (EIR) and adopt the 2023-2031 Housing Element and on January 27, 2023, City Council certified the Final EIR and adopted the 2023-2031 Housing Element.

Analysis

Following Council’s adoption of the 2023-2031 Housing Element, staff submitted all necessary documents to the State Department of Housing and Community Development (HCD) and received a response identifying further necessary revisions. In addition to supporting the completion of the 2023-2031 Housing Element, staff will require occasional support in fielding technical housing inquiries until the City’s new Housing and Economic Development Manager is on board.

To support these needs, staff requests that City Council authorize the City Manager to execute Amendment No. 2 to the service agreement (scope of work and fees attached) with Diana R. Elrod Consulting for an amount not to exceed \$48,825, bringing the total not to exceed amount for this service agreement up to \$194,130. It should be noted that \$36,645 of the original contract amount is anticipated to not be expended as it was reserved for optional “Phase II” services as well as travel, which was curtailed by the restrictions of the COVID-19 pandemic.

Alternatives

- 1. Deny the requested contract authority.
- 2. Continue the item for future discussion.
- 3. Take no action.

Attachments

- A. Resolution
- B. Scope of Work

Fiscal Impact

- ☐ No Fiscal Impact
- ☒ Funding Source Confirmed: Funding has been included in the Fiscal Year 2023-24 Budget in the Affordable Housing Fund, account number 275-5-902-8351.

<u>Source:</u>	<u>Purpose:</u>	<u>Public Outreach:</u>
Staff	Statutory/Contractual Requirement	Posting of Agenda

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 2 TO THE SERVICE AGREEMENT WITH DIANA R. ELROD CONSULTING TO PROVIDE HOUSING COMPLIANCE SERVICES

WHEREAS, in February 2020, the City entered into service agreement no. 2020-07-00 with Diana R. Elrod Consulting to provide housing compliance services, and specifically technical knowledge and support services relating to the preparation of the City's 2023-2031 General Plan Housing Element, for an amount not to exceed \$109,785; and,

WHEREAS, \$36,645 of the original contract amount is anticipated to not be expended as it was reserved for optional "Phase II" services as well as travel, which was curtailed by the restrictions of the COVID-19 pandemic; and,

WHEREAS, in November 2021, the City Council authorized the City Manager to execute Amendment No. 1 to the agreement for an additional \$35,520 for work around affirmatively further fair housing (AFFH) due to new guidelines issued by the State Department of Housing and Community Development (HCD); and,

WHEREAS, on January 27, 2023, City Council certified the Final Environmental Impact Report (EIR) and adopted the 2023-2031 Housing Element; and,

WHEREAS, the City transmitted the 2023-2031 Housing Element to HCD, which identified further necessary revisions; and,

WHEREAS, the City now requires further support in completing the 2023-2031 Housing Element as well as the occasional support in fielding technical housing inquiries until the City's new Housing and Economic Development Manager is on board; and,

WHEREAS, Diana R. Elrod Consulting has provided a scope of work and fees for these services, attached as Exhibit A; and,

WHEREAS, there are sufficient funds available in the Affordable Housing Fund for this purpose.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute an amendment to the service agreement with Diana R. Elrod Consulting for housing compliance services for an amount not to exceed \$48,825, bringing the total not to exceed amount for this service agreement up to \$194,130.

* * *

ADOPTED July 11, 2023 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

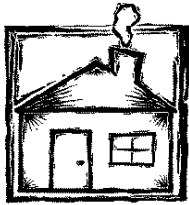
ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



DIANA R. ELROD CONSULTING

COMMUNITY DEVELOPMENT • LAND USE IMPLEMENTATION
STRATEGIC PLANNING

TO: Jennifer Rose
City of Belmont
One Twin Pines Lane, Suite 320
Belmont, CA 94002

DATE: June 1, 2023

Contract Extension and Available Hours

Thank you for the opportunity to provide you with an estimate of hours potentially needed to complete the Housing Element (including completing the current version as well as assuming a third review letter), as well as hours available for me to take on follow up tasks or support for the new housing person. Note that my rate will increase to \$175/hour beginning July 1, 2023; the hours and dollar amounts below reflect a month of work at the old rate of \$160, followed by the increase on July 1.

Activity	Hours	Fees
Complete the Housing Element, prepare materials for Planning Commission and City Council and attend public meetings as needed; finalize the document for submission to the State, and follow up any additional routing needed. Assumes re-adoption.	70	\$11,725
If there is a third comment letter from HCD, organize responses, work with staff to complete sections, prepare materials for Planning Commission and City Council and attend public meetings as needed; finalize the document for submission to the State. Assumes re-adoption.	100	\$17,500
Miscellaneous post-adoption follow-ups, to be used however needed; for example, technical assistance on implementation items, support for BMR resales questions; other support needs.	112	\$19,600
GRAND TOTAL	282	\$48,825

This will be an up-to amount, billed on a time and material basis. I am hopeful there is not a third comment letter, but so far, that is the experience of many jurisdictions. As always, I am happy to support the City in whatever way I can. Please let me know if you have any questions.

Sincerely,

Diana R. Elrod



Meeting Date: July 11, 2023

STAFF REPORT

Agency: City of Belmont/City Council

Staff Contact: Carlos de Melo, Community Development Director, (650) 595-7440
cdemelo@belmont.gov
Carol Johnson, Good City Company (GCC) Consultants,
cjohnson@goodcityco.com

Agenda Title: Belmont Harbor Industrial Area (HIA) Specific Plan Project Update

Agenda Action: For Information Only

Recommendation

1) Receive an update on the Belmont Harbor Industrial Area (HIA) Specific Plan Project; no action required.

Strategic Focus Area

Economic Development and Housing

Background

The City is currently engaged in the preparation of a Specific Plan for the Harbor Industrial Area (HIA). This area is within the Belmont Sphere of Influence (SOI); however, it has not yet been annexed. The area is bounded by O'Neill Avenue and the existing city limits on the north, US 101 to the east, Belmont Creek and the City of San Carlos to the South, and Old County Road and the existing city limits to the west. It is approximately 62 acres in area comprised of 11 acres of right-of-way, 3.5 acres of mobile home park, and 45 acres of industrial uses.





The City's 2003 Economic Development Strategic Plan identified the HIA as a special study area due to the potential to help diversify the City's labor pool and increase the number of jobs. This recommendation was incorporated into the *City of Belmont 2035 General Plan* as goal 2.21 - Pursue annexation of the Harbor Industrial Area (HIA) and bring it into the Belmont city limits, along with accompanying policies and actions. General Plan policy 2.6-1 also references the HIA as one of the focus areas for economic growth. The General Plan designated this area as HIA-1 and HIA-2. The designations are primarily differentiated by the allowance of residential within HIA-1 and a limitation on large format retail, while HIA-2 does not allow residential uses and large format retail is encouraged. In 2017, the City pre-zoned the HIA with zoning designations which implement the HIA-1 and -2 General Plan designations.

In furtherance of the General Plan goal to pursue annexation of this area, staff from the City, County of San Mateo, and San Mateo Local Agency Formation Commission (LAFCO) have participated in meetings to better understand the process and requirements for submitting an annexation application. One important item of information was the fact that the zoning for an area may not be changed until two years have lapsed from the date of annexation. An important aspect of the HIA Specific Plan project is to review the HIA-1 and -2 zoning districts and recommend any amendments that may be needed to support the Plan's implementation prior to annexation.

Given the resources required to develop a long-term vision for the Belmont HIA, determine the most appropriate land uses, assess the infrastructure needs, and evaluate the potential environmental impacts, in addition to engaging the community in all of these activities, the City issued a request for proposals for assistance. The team comprised of Good City Company, Plan to Place, Urban Field Studio, Alta Planning + Design, Bottomley Design & Planning, Mark Thomas, W-Trans and MIG (Project Team) was selected to prepare the specific plan and environmental analysis.

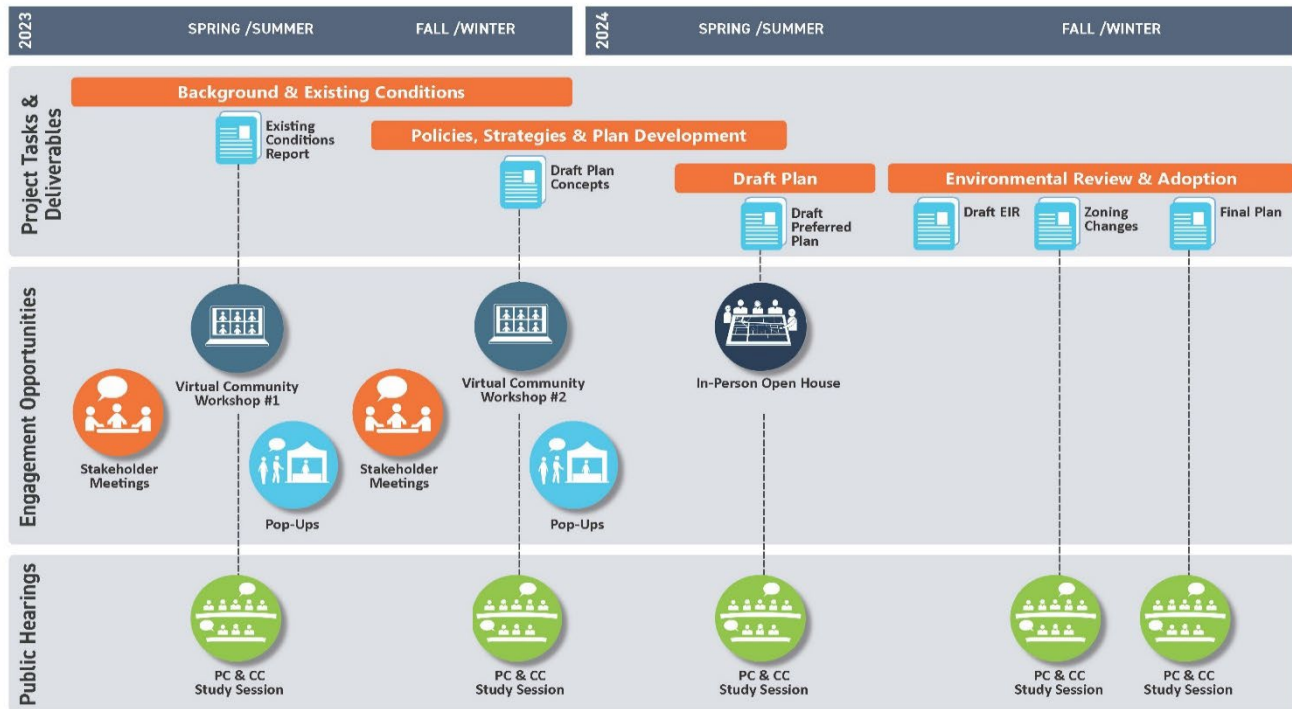
Discussion/Analysis

Project Timeline and Work Plan

The Belmont HIA Specific Plan Project was initiated the end of February 2023, and is anticipated to take approximately two years to complete. The first phase consists of collecting background information regarding existing conditions, and involves contacting the multiple jurisdictions in addition to the City of Belmont that play some role in regulating the activities, infrastructure, and services in this area. Concurrent with collecting background information is building the communication infrastructure which will support community engagement throughout the life of the project.

The second phase builds on the initial feedback received from the community and the existing conditions information and ideas and concepts are generated by the Project Team. The resulting alternatives for the area's vision and future development will be presented to the community for further feedback and refinement. Once there is consensus regarding the future direction, the Team will proceed to develop the policy framework, infrastructure needs, fiscal impacts, and implementation strategies.

These details will be shared with the community for feedback and refinement before proceeding to the third phase when the Specific Plan will be drafted, including zoning map and code amendments. The fourth and final phase includes the environmental analysis of the proposed plans and programs, and presentation of the environmental report, specific plan, and zoning amendments to the Planning Commission and City Council for their decision. A graphic overview of the project is shown below:



Current Status

Project Initiation and Existing Conditions

The HIA Specific Plan commenced in late February, with a field trip by the Project Team and City staff. The field trip coincided with a significant storm event, and the team was given the opportunity to observe firsthand some of the infrastructure issues which are impacting the area. With this insight, the Project Team commenced to collect information regarding the existing conditions in the study area, including land use, structures, public realm, infrastructure, motorized and non-motorized transportation, and biological resources.

Community Engagement

Concurrent with collecting existing conditions information, the Project Team developed a project webpage (<https://www.belmonthiaplan.com/>) which will grow throughout the life of the project. The webpage was used to share information about the project and allow stakeholders to sign up for individual and small group listening sessions which took place in May. In addition, the project was introduced at meetings with the Harbor Industrial Association, Homeview and Sterling Downs Neighborhood Associations, and the Belmont Business Committee of Chamber San Mateo County, and attendees were encouraged to attend a virtual community workshop on June 8th.

The June 8th Virtual Community Workshop had 45 participants. The agenda for the meeting, topics covered, and feedback received is available as Attachment A. The majority of attendees were residents of Belmont who found out about the meeting via the City's Eblast or Email. Votes for the most preferred land uses in the area were split evenly between everyday amenities like restaurants, markets, daycare and shops, and commercial uses like life science and technology. There was strong agreement that the pedestrian cycling experience needs improvement for both safety and comfort, as well as improved public transit connectivity.



While there was agreement around certain issues, concerns were also expressed, including what happens to existing businesses if the zoning regulations are changed, will the market drive areas designated for mixed use to become exclusively housing, and how will the Ralston and Holly interchanges at US 101 handle the additional traffic that will come from more development.

Additional questions were raised that will help guide the Project Team as it defines potential visions and development concepts. These include how to create a transition from the HIA to the Homeview Neighborhood, how to create incentives to ensure a diversity of land uses, and how to balance housing and industrial uses.

For those who weren’t able to attend the workshop, an online survey is available as a way to share ideas for the future of the HIA. In addition, a pop-up event will be held on Friday, July 14th, between 4:30 and 6:30pm at a local business, Alpha Acid Brewing Company.

Tonight’s meeting does not serve as the public hearing for the listed project, but merely provides an introduction to and status update for the Belmont HIA Specific Plan Project. Full public hearings (to be conducted by the requisite authority – Planning Commission and/or City Council) with all project components/evaluation, reports, and environmental determination will occur at a later date.

Alternatives

- 1. Refer questions to staff for future follow-up/discussion.

Attachments

- A. Belmont HIA 6-8-23 Community Workshop Summary

Fiscal Impact

- ☒ No Impact/Not Applicable:
- ☐ Funding Source Confirmed:

Source:

- Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other

Purpose:

- ☐ Statutory/Contractual Requirement
- ☒ Council Vision/Priority
- Discretionary Action
- ☐ Plan Implementation

Public Outreach:

- ☒ Posting of Agenda
- Other

** E-Notification of agendas; public notice as required for the July 11, 2023 City Council Public Meeting for this item.



Belmont Community Workshop #1 Summary

Format: Virtual over Zoom | **Date + Time:** June 8th, 2023 - 7:00-8:30 pm

The first Community Workshop for the Belmont Harbor Industrial Area (HIA) Specific Plan was held virtually via Zoom on June 8th, 2023, from 7:00-8:30 pm. City staff and the consultant team facilitated the meeting to provide an overview of the Specific Plan process and analysis to date, and to gather feedback on specific planning topics including Plan Area identity, land use, mobility, and connectivity. Forty-five members of the public attended. Based on demographic survey results, most participants were residents, between the ages of 35-74, identified as non-Hispanic White or Asian, and found out about the workshop through an email or City Eblast.

After welcoming the public and taking a brief demographic survey to track attendance (*see the Appendix for the results of the demographic survey*), the project team gave a presentation about the Specific Plan objectives, process, overall schedule, and key topics for engagement. The presentation was made available to participants and translated into Spanish. After the presentation a brief survey was opened with topical questions related to the breakout rooms (*see the Appendix for the results of the topical question survey*).

Based on the topical survey results, most participants selected everyday amenities such as restaurants, markets, daycares, and shops; commercial uses like life sciences and technology; and housing as their preferred land use type in the HIA. The majority of participants traveled by car to the HIA and would like to see transportation improvements, including pedestrian-focused enhancements such as street trees, landscaping, wider sidewalks, protected bike lanes, and better public transit connectivity, especially to Caltrain.

The format of the meeting was a virtual open house, and participants were encouraged to move freely between the three breakout rooms: 1) Plan Area Identity and Land Use; 2) Plan Area Connectivity; and 3) General Questions. All verbal and chat comments were recorded on a virtual whiteboard (*see the Appendix for images of the whiteboard*). After the breakout rooms were closed, the project team offered a brief report out of high-level themes from each room and outlined next steps for the project and public engagement.

The meeting agenda is outlined below:

1. Welcome, Team Introduction, and Zoom Etiquette
2. Presentation and Open House Format Protocol
3. Breakout Room Discussion
4. Report-Out and Next Steps



ATTENDANCE

- Meeting Participants: 45 total
- City Staff: Carlos de Melo
- Good City Company: Carol Johnson, Chris Dacumos, Jamie Bourne, Arianna O’Connell
- Alta: Lisa Schroer, Ben Frazier
- Urban Field Studio: Jane Lin
- W-Trans: Mark Spencer
- Bottomley Design + Planning: Terrence Bottomley, Claire Vlach
- Plan to Place: Dave Javid, Rachael Sharkland, Quentin Freeman

Below is a high-level synthesis of feedback received from both verbal and chat comments organized by topics.

THEMES

Plan Area Identity and Land Use

Land Use

- Support expressed for keeping this area mixed-use, i.e., maintaining the small, family-friendly and social spaces and businesses that residents regularly patronize, including: Little Belmont Cafe, El Metate, San Mateo Gymnastics, Fancy Feet Grooming, Belmont Pet Hospital, AlphaAcid Brewing, Rockin’ Jump, automotive repair, and general construction/maintenance services such as plumbing, electric etc.
- Request for land to be considered for a playground or social space.
- Concern that the market will drive areas designated as mixed-use to be exclusively housing. What can the City do to incentivize a diversity of uses?
- How is the mobile home park being considered and incorporated into the plan?
- How will the plan create a buffer or transition between HIA and the North of O’Neill (Homeview) residential neighborhood?
- How will the plan safely balance housing and industrial uses?
- Concern from wine-makers and breweries in the neighborhood about losing their license to operate within the HIA after annexation because the City of Belmont does not allow the production of spirits.
- Precedents for areas that HIA might look to for inspiration:
 - Hillsdale and other Caltrain developments
 - California Ave, Palo Alto
 - Main streets in Menlo Park, Burlingame, Santa Cruz



Infrastructure

- Concern about flooding from residents, especially of the mobile home park, and business owners.

Plan Area Connectivity

- Great enthusiasm expressed for the improvement of pedestrian and bike lanes, and generally friendlier streetscapes for people within the HIA, and from the HIA to Belmont Village. Support for considering an underpass west of O'Neill and Old County Road to connect to El Camino Real.
- Great support to improve connectivity to Caltrain.
- Homeview residents not in support of connecting or opening O'Neill.

Traffic

- Concern about traffic on Ralston and Holly Street, especially if this is the only route to gain access to US 101 Northbound.
- Concern on behalf of the Sterling Down residents about how to access this area as there is only one lane in and out.

Parking

- Request that parking be provided on-site for development that is intensifying use and zoning so as to mitigate impacts on street parking and the neighborhood.
- Request for better curb management to prevent long-term parking of RVs and abandoned vehicles.
- Request to provide parking for construction workers and vehicles off-site.

General Comments

- Concern that general construction hours have not been observed in the past and are very disruptive to residents.
- Concern that the decision makers are not listening to residents.
- With regard to annexation, will anything change in terms of fee structures for schools, city taxes?

APPENDIX

Demographic Survey

Mentimeter

One phrase to describe Belmont HIA



21

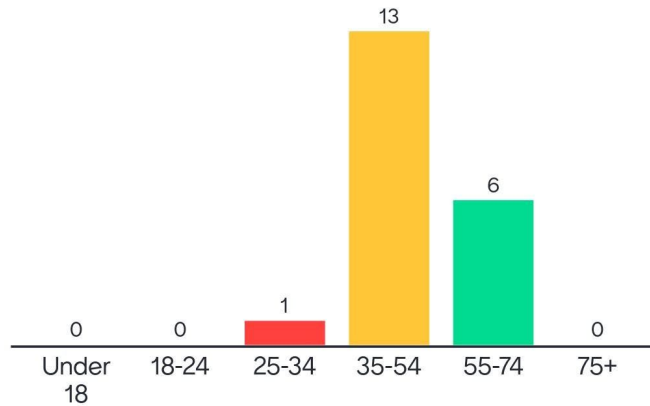
Mentimeter

Which best describes your relationship to the Belmont Harbor Industrial Area?

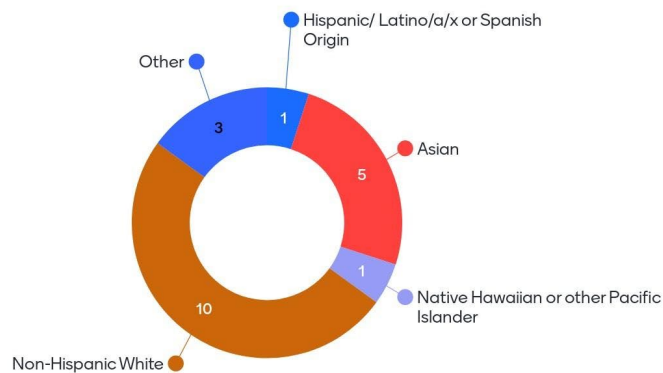


19

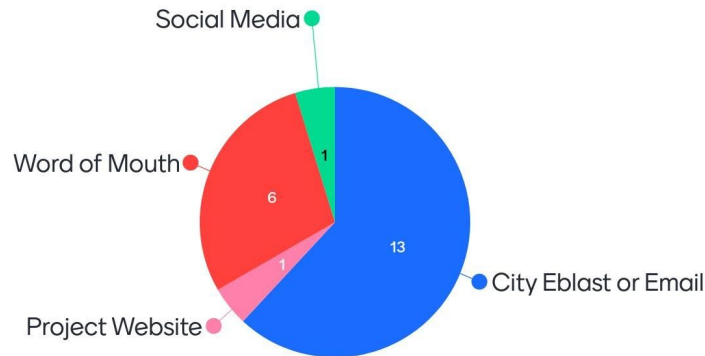
What is your age?



Which best describes you?

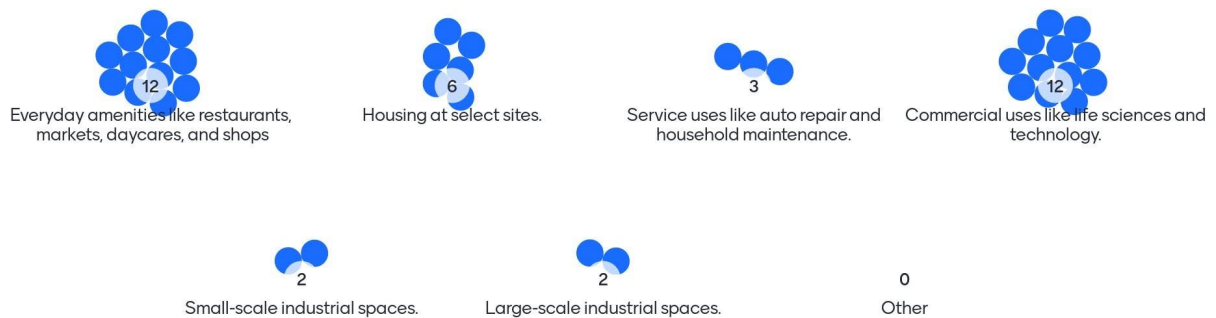


How did you find out about this workshop?

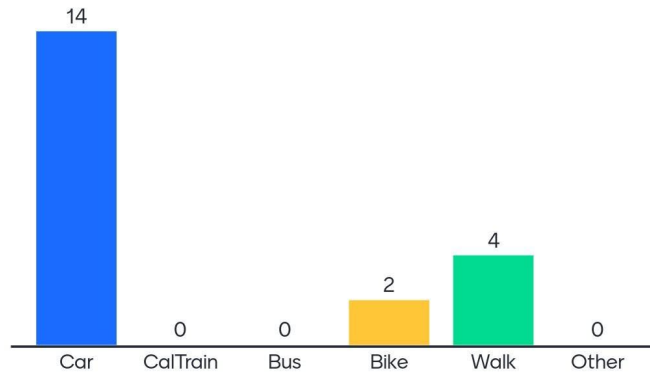


Topical Question Survey

What are your two most preferred uses for the area?



How do you typically travel to the HIA?



Please select the top two transportation improvements you would like to see in the HIA.





CITY OF BELMONT
HARBOR INDUSTRIAL AREA
SPECIFIC PLAN

GENERAL

Activity Questions:

What are you excited about for the HIA specific plan?

What would you like to know more about (process, timeline, policy impacts etc.)?





STAFF REPORT

Meeting Date: July 11, 2023
Agency: City of Belmont
Staff Contact: Bozhena Palatnik, Public Works, (650) 595-7463, bpalatnik@belmont.gov
Agenda Title: Belmont Sewer System Update and Status of the New State Water Resources Control Board General Order
Agenda Action: For Information Only

Recommendation

Receive an update on the new State Water Resources Control Board General Order and its requirements. This is an informational report, and no action is required.

Strategic Focus Area

Infrastructure and Mobility

Background

All sewage treatment systems in the United States are subject to the Clean Water Act (CWA) and are regulated by federal and state environmental agencies. These regulations are in place to protect public health, waters of the States, and the environment.

The City of Belmont sanitary sewer system has two components: collection and treatment. The collection system ranges in age from 40 to 100 years and consists of approximately 75 miles of gravity sanitary sewers pipes and force mains, 1,500 manholes and 10 pump stations. The pipes range in size from 4 to 27 inches in diameter. The City's collection area is approximately five square miles and the system serves a population of about 27,000 residents, in addition to businesses and visitors. The property owners are responsible for installation, maintenance and repair of the private sewer lateral(s) connecting the property to the City's public mains. The City conveys its wastewater to the Silicon Valley Clean Water (SVCW) Wastewater Plant in Redwood City for treatment and disposal to the San Francisco Bay.

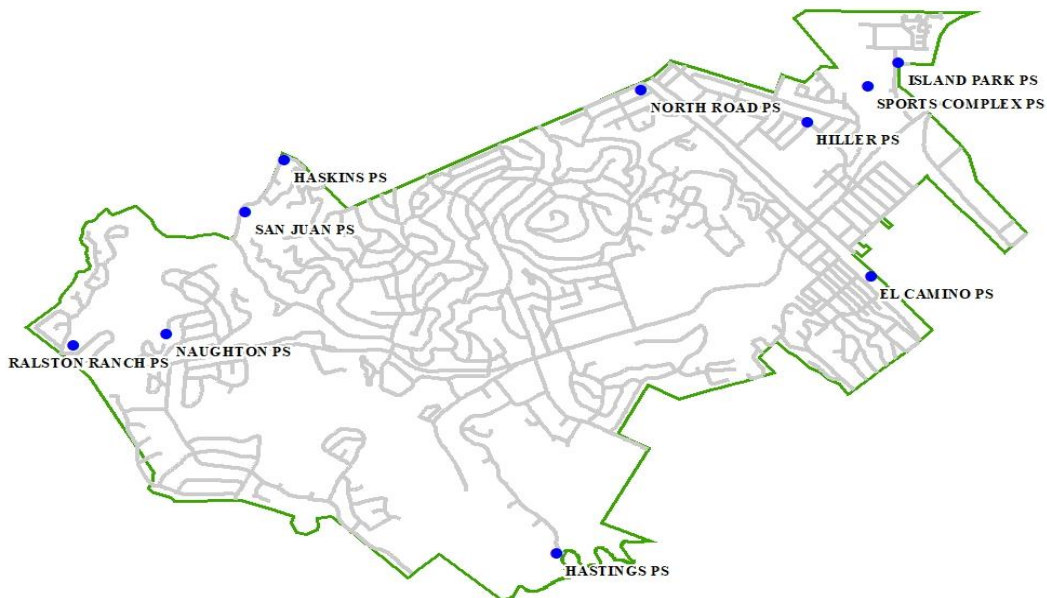
The California Water Resources Control Board, which regulates sanitary sewer systems through the statewide Sanitary Sewer Systems General Order, issued updated requirements that impact several sanitary sewer agencies. In 2006 the State Water Resources Control Board (SWRCB) issued statewide waste discharge requirements for sanitary sewer systems, which included requirements for development of the Sewer System Management Plan, adoption by the governing board, and its re-certification every five years. The SWRCB requirements were outlined in Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated May 2, 2006 (GWDR), and Order No. WQ-2008-0002-EXEC, dated February 20, 2008, which was amended by Order No. 2013-0058-EXEC, effective September 9, 2013, and changed the Monitoring and Reporting Program (MRP).

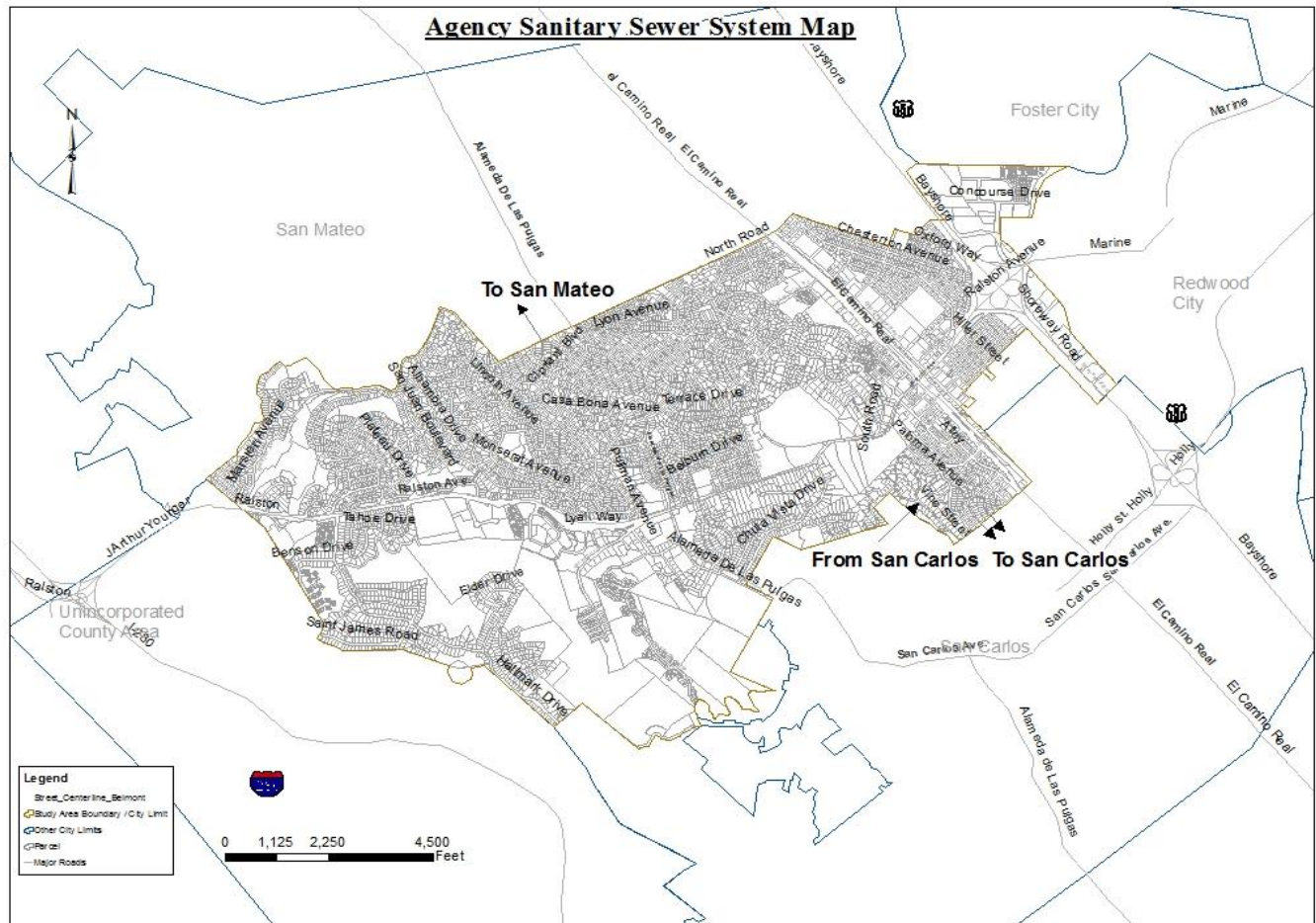


In December 2022 State Water Board issued largest change in sanitary sewer system regulations since 2006, with an effective date of June 5, 2023. These regulations for the sanitary sewer systems were summarized in the General Order WQ 2022-0103-DWQ. This General Order serves as statewide waste discharge requirements and supersedes the previous State Water Resources Control Board (State Water Board) Orders. All public sewer systems greater than one mile in length must apply for regulatory coverage under the order and comply with corresponding system management and spill reporting requirements.

Below are maps of the sewer pump stations locations and the sewer collection system.

Pump Station Location Map





The City routinely conducts systematic assessment, repair, and upgrade of its sanitary sewer system including pump stations. The sewer system is divided into fifteen drainage basins and each year one or more basins have been selected for a two to four-year evaluation and rehabilitation process consisting of inspection, design, repair or replacement construction. The sewer system is funded as an enterprise fund supported by the sewer service charges. Since 2000 approximately 42% of the system has been were rehabilitated and or replaced.

In addition, City's Public Works Operations team conducts extensive preventive maintenance program to maintain the system in a good state of repair and to minimize any potential for sanitary sewer overflow (SSO).

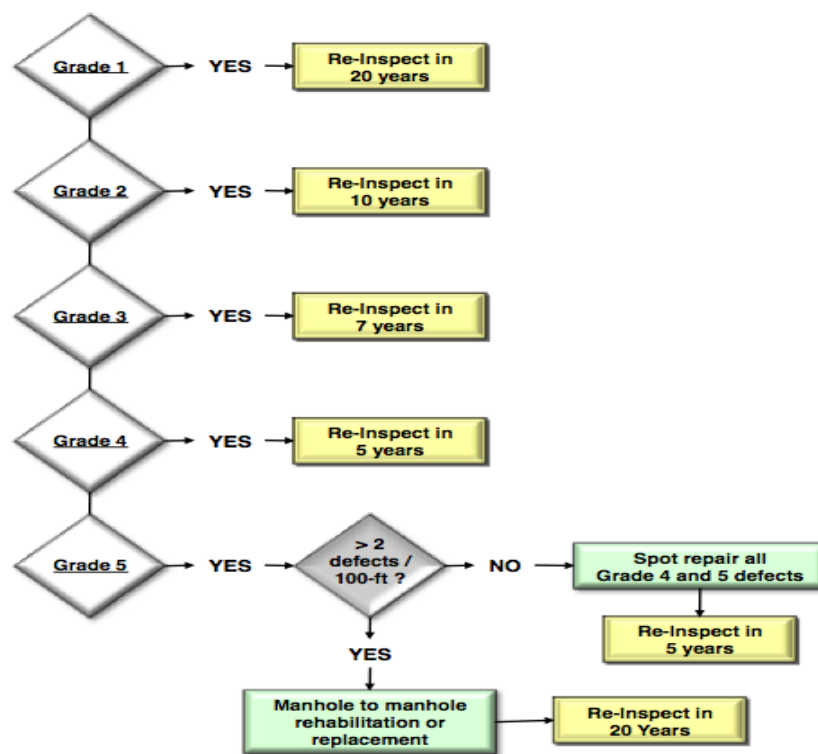
The City proactively cleans its entire gravity Sanitary Sewer System at least once every 2 to 3 years, and it preventively cleans sewers with a history of problems every three (3) and six (6) months. The line cleaning crew evaluates cleaning results and places line segments on these higher frequency schedules based upon past cleaning results, history of SSO events, history of cleaning results, video inspections, and professional judgment. Cleaning crews operate hydro jetting cleaning units and less frequently, hand



rodding, to accomplish cleaning of lines. The City has video-inspected the entire gravity sanitary sewer system. Major point repairs, and sewer main line repairs and replacements have been scheduled based on the results of video work and all major defects were corrected.

The City's entire system is routinely video inspected basin by basin (City is divided into 15 sewer basins). The current CCTV frequency is approximately 5 years for the condition assessment of all pipes in the collection system.

Below is a chart showing CCTV Return Frequency based upon National Pipe Ratings.



The wastewater collection system staff maintains a list of known structural deficiencies determined from the CCTV results conducted during pipeline assessments. This list is maintained in priority order by structural rating.

Gravity sewer maintenance is currently scheduled using work orders in Group projects by sewer basins generated by the City's Computerized Maintenance Management System (CMMS). The City currently uses Lucy Asset Management System. Completed gravity sewer maintenance is recorded using work orders.



The City responds to customer complaints about sewer service. Complaints are generally related to sewer stoppages, overflows, or odors. Response is performed by the collection system staff on a 24 hour, 7-day bases. Response includes assessing the complaint and resolving the problem. The majority of the complaints are related to stoppages.

The City also conducts routine root foaming program to remove roots in the gravity system to proactively manage the main cause of sanitary sewer main blockages. In order to combat inflow and infiltration of stormwater and groundwater into the sanitary sewer, staff is also conducting a smote testing program that identifies defects in the gravity system, defects in the private laterals, and illegal cross connections.

After all the operations activities including smoke testing, root foaming, CCTV, cleaning and jetting, this information is reviewed by the City's engineering staff that maintains an in-house 5-year rehabilitation plan for sewer system repair, replacement and rehabilitation. The engineering staff evaluates the conditions of the sewer lines based on the video inspection reports and previous maintenance and rehabilitation history and determines the priority and type of rehabilitation of the defects using a proactive approach.

One of the guiding forces to determine short- and long-term capital improvement projects (CIPs) are Master Plans. City staff in coordination with consultants conducted Pump Station Master Plan, Force Main Master Plan and is currently in the final stages of completing Sanitary Sewer Master Plan that will identify capacity and condition related short- and long-term CIPs.

In addition, by the end of 2023 staff will draft ordinances for Fats, Oils, and Grease (FOG) program and Sewer Lateral Point of Sale program. Both programs are critical in addressing deficiencies in the private sewer laterals and will help combating inflow and infiltration.

As noted earlier, all existing sanitary sewer agencies currently enrolled in the 2006 order must re-enroll in the reissued order by June 4, 2023. To maintain regulatory compliance, the City had to complete the following four actions by June 4, 2023:

- Certify continuation of coverage.
- Designate a Legally Responsible Official that meets the updated qualifications in the reissued order.
- Update your Spill Emergency Response Plan.
- Upload our existing Sewer System Management Plan.

Analysis

The new General Order requires the agencies to comply with the following requirements and indicated deadlines for achieving them:

1. Certify continuation of coverage by June 5, 2023 - completed
2. Designate a Legally Responsible Official (LRO) that meets the updated qualifications in the reissued order by June 5, 2023 - completed
3. Upload existing Sewer System Management Plan by June 5, 2023 – completed



4. Update Agency's Spill Emergency Response Plan by June 5, 2023 – work in progress
5. Conduct internal audit of the Sewer System Management Plan 3 years after the previous audit was done – by October 4, 2024
6. Update Sewer System Management Plan and have it re-certified by Council by August 1, 2025

Staff will continue working on implementation of the requirements of the new General Order to achieve the following goals:

- Demonstrate legal authority of the sewer system through the use of ordinances for enforcement of violations and to effectively manage the system.
- Minimize sanitary sewer overflows.
- Minimize inconveniences by responsibly handling interruptions in service.
- Protect the large investment in collection systems by maintaining adequate capacities and extending useful life.
- Prevent unnecessary damage to public and private property.
- Convey wastewater to treatment facilities with reduced infiltration and inflow.
- Provide adequate capacity to convey peak flows.
- Perform system inspections to effectively maintain and to identify problem areas of the sewer system to be addressed through the Capital Improvement Plan (CIP) for scheduling and funding of proposed rehabilitations.
- Revision and implementation of the Overflow and Emergency Response Plan (OERP) that identifies the measures taken to protect public health and the environment when a spill occurs.
- Provide regular cleaning on sewer main lines experiencing problems until permanent repairs can be made.
- Perform all operations in a safe manner to avoid personal injury and property damage.

Alternatives

1. Take No Action.
2. Refer back to staff for additional information.

Attachments

A. None

Fiscal Impact

- ☒ No Fiscal Impact
☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda