

# CITY OF BELMONT PLANNING COMMISSION



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## REGULAR PLANNING COMMISSION MEETING AGENDA

Tuesday, November 15, 2022

7:00 PM

City Council Chambers

City Hall, One Twin Pines Lane, Belmont, California

### PUBLIC PARTICIPATION OPTIONS:

The public may participate either in person or virtually via instructions below.

#### Virtual public participation:

To maximize time for live public comment, we encourage members of the public to provide comments by joining the Planning Commission meeting via Zoom: For web, visit <https://belmont-gov.zoom.us/> select “Join” and enter Meeting ID 968 6972 2514. 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 968 6972 2514 and press \*9 to request to speak. All public comments are subject to a 3-minute time limit unless otherwise determined by the Planning Commission Chair.

If you wish to submit written public comment, you may send an email to [cdev@belmont.gov](mailto:cdev@belmont.gov) before the Commissioners consider 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 Commission meeting.

### 1. ROLL CALL

### 2. PLEDGE OF ALLEGIANCE

### 3. OTHER BUSINESS AND UPDATES

#### A. AB 361 (Virtual Meetings - November 2022)

*Recommendation:* Adopt a motion finding, consistent with the action made by the City Council on November 9, 2022, that as a result of the COVID-19 statewide emergency, state and local officials continue to recommend measures to promote social distancing and continue virtual meetings.

*Attachment(s):*

[PCSR Virtual Meetings November 2022.pdf](#)

**B. Stanford Conceptual Development Plan Presentation**

*Attachment(s):*

[Stanford Belmont Presentation](#)

**C. Commissioner Handbook Discussion**

*Attachment(s):*

[Commission Handbook](#)

**4. COMMUNITY FORUM**

**5. COMMISSIONER ANNOUNCEMENTS AND AGENDA AMENDMENTS**

**6. CONSENT BUSINESS**

**A. Approval of Meeting Minutes**

*Recommendation:* Approve minutes as presented (9/20/22 Minutes carried over from October 18th meeting)

*Attachment(s):*

[minutes 09.20.pdf](#)

**7. STUDY SESSION**

**8. PUBLIC HEARINGS**

**9. ADJOURNMENT**



# STAFF REPORT

**Meeting Date:** November 15, 2022  
**Agency:** City of Belmont – Planning Commission  
**Staff Contact:** Carlos de Melo, Community Development Director, cdemelo@belmont.gov  
**Agenda Title:** Virtual Meetings – November 2022  
**Agenda Action:** Motion

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## **Recommendation**

Adopt a motion finding, consistent with the action made by the City Council on November 9, 2022, that as a result of the COVID-19 statewide emergency, state and local officials continue to recommend measures to promote social distancing and continue virtual meetings.

## **Strategic Focus Area**

Fiscal and Organizational Sustainability

## **Background**

Governor Newsom proclaimed a state of emergency on March 4, 2020, in response to the COVID-19 pandemic and subsequently issued a series of Executive Orders (N-25-20, N-29-20, and N-08-21) that effectively suspended certain provisions of the Brown Act governing the use of teleconferencing by local legislative bodies and allowed them to hold fully virtual meetings. The Brown Act was subsequently amended by enactment of AB 361 in 2021 to include new requirements for holding fully virtual meetings during a state of emergency proclaimed by the Governor.

The Brown Act, in Government Code Section 54953(b)(3), typically requires a city legislative body that this uses teleconferencing to: (1) post agendas at all teleconference locations from which members will participate, (2) identify each location in the notice and agenda of the meeting or proceeding, (3) make teleconference location accessible to the public and (4) maintain at least a quorum of the members of the legislative body in locations within the boundaries of the city. Under Government Code Section 54953(e) as amended by AB 361, fully virtual meetings are allowed without complying with these requirements during a proclaimed state of emergency if either:

1. State or local officials have imposed or recommended measures to promote social distancing;
- or,
2. The legislative body determines by majority vote that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees.

After the initial teleconferenced meeting the legislative body must reconsider the state of emergency and determine whether either of the above circumstances continue every 30 days in order to continue to teleconference without complying with the requirements in section 54953(b)(3) listed above. The City Council found both circumstances listed both existed, made the findings, and began holding fully virtual public meetings in September 2021. The Council reconsidered findings at least every 30 days between September 2021 and November 9, 2022 when the Council last considered and made the findings.



The current San Mateo County Health Officer order related to COVID-19 issued on February 16, 2022, remains in effect and advises that individuals should continue to follow guidance released by the United States Department of Health & Human Services (“HHS”) including their sub-agency United States Centers for Disease Control and Prevention (“CDC”), the United States Environmental Protection Agency (“EPA”), California Department of Public Health (“CDPH”), and California Department of Social Services (“CDSS”).

On February 25, 2022, Governor Newsom lifted many of his previous emergency orders related to COVID-19 and left in place critical measures that support the state’s ongoing response and recovery efforts. By mid-March 2022, transmission and hospitalization rates were low and stable and the circumstances appeared appropriate to transition back to in-person meetings.

For much of the summer, COVID-19 transmission and community levels were high in San Mateo County but since have fallen. As of October 3, 2022, the CDC assessed the COVID-19 community levels in San Mateo County and the surrounding counties as low, although the San Mateo County Health Chief noted on October 4<sup>th</sup> that community transmission is substantial. The CDC continues to recommend that individuals who are not up to date on COVID-19 vaccinations stay six feet apart from other people in indoor public places. The CDC also continues to advise regardless of community transmission level that physical distancing along with other risk-reduction measures will help reduce the chances of spreading COVID-19 and especially recommends physical distancing when levels are medium or high. <https://www.cdc.gov/coronavirus>.

The current emergency COVID-19 regulations of the California Department of Industrial Relations Division Occupational Safety and Health (Cal/OSHA) require employers to inform employees that strategies to decrease the spread of COVID-19 are most effective when used in combination including physical distancing. (California Code of Regulations Title 8, Section 3205). [COVID-19 Prevention Emergency Temporary Standards](#)

### **Analysis**

Transmission rates of COVID-19 have presently declined, however the risk of COVID-19 variants which continue to emerge are still unknown. COVID-19 remains a significant public health hazard, particularly for unvaccinated individuals and continues to spread and impact nearly all parts of city operations. Reducing the circumstances under which people come into close contact remains an important component of Belmont’s COVID-19 response strategy. However, the open nature of public meetings makes it difficult to enforce compliance with vaccination, physical distancing, masking, cough and sneeze etiquette, or other safety measures.

Meetings of the city’s legislative bodies incur indoors for sustained periods of time which increases the risk to members of the legislative bodies and attending members of the public to variant transmission and infection. In addition, the non-emergency teleconferencing requirements of the Brown Act do not provide a safe alternative for legislative body members who may be at high risk of infection or are susceptible to more severe illness as a result of infection because those rules require that the public be allowed to attend at the teleconference location.

Staff concludes that the Commission may reasonably find, based on the available public health information pertaining to COVID-19, that meeting in person by the city’s legislative bodies at this time



would present imminent risks to the health or safety of attendees. Staff also concludes that the Commission may also reasonably find, as an independent basis for continuing virtual meetings, that the County Health Officer recommends individuals follow CDC guidance which continues to encourage physical distancing as risk reduction strategy, and that CalOSHA continues to promote physical distancing as a prevention strategy in the workplace. The Commission may therefore find that state and local officials continue to recommend measures to promote social distancing in settings such as legislative body meetings.

On November 9, 2022, the City Council reconsidered the circumstances of the state of emergency and adopted a Resolution making the finding that state and local officials continue to recommend measures to promote social distancing. The Council also directed the subordinately legislative bodies of the city, including the commissions and other citizen advisory bodies, to make a finding consistent with the finding outlined herein unless the body finds new information which was not known and could not have been known with the exercise of reasonable diligence as of November 9, 2022 that would prevent a reasonable decisionmaker from making the finding outlined herein or the Council directs otherwise. Any finding inconsistent with the finding outlined herein is subject to review and vacation by the Council.

State and local officials continue to recommend measures to promote physical distancing. Staff is not aware of any new information which was not known and could not have been known with the exercise of reasonable diligence as of November 9, 2022 that would prevent a reasonable decisionmaker from making the finding made by the Council and therefore recommends the Commission make a consistent finding.

**Alternatives**

1. Take no action (in which case in-person meetings will resume)
2. Consider other findings.

**Attachments**

A. None

**Fiscal Impact**

- No Fiscal Impact
- Funding Source Confirmed:

**Source:**

Staff

**Purpose:**

Discretionary Action

**Public Outreach:**

Posting of Agenda



City of Belmont  
Planning Commission  
Meeting  
**November 15, 2022**  
Lucy Wicks and Steve Elliott

# Stanford | Belmont

## **Continuing Stanford's Tradition of Academic Excellence**

Stanford University is exploring the possibility of purchasing the Notre Dame de Namur University (NDNU) campus with the goal of continuing the property's nearly 100-year history of academic excellence.

Informed by local residents and stakeholders, Stanford's vision and plan is to create a campus with innovative academic uses that are grounded in the rich history and dynamic nature of the Bay Area.

# Stanford | Belmont: Opportunity and Vision

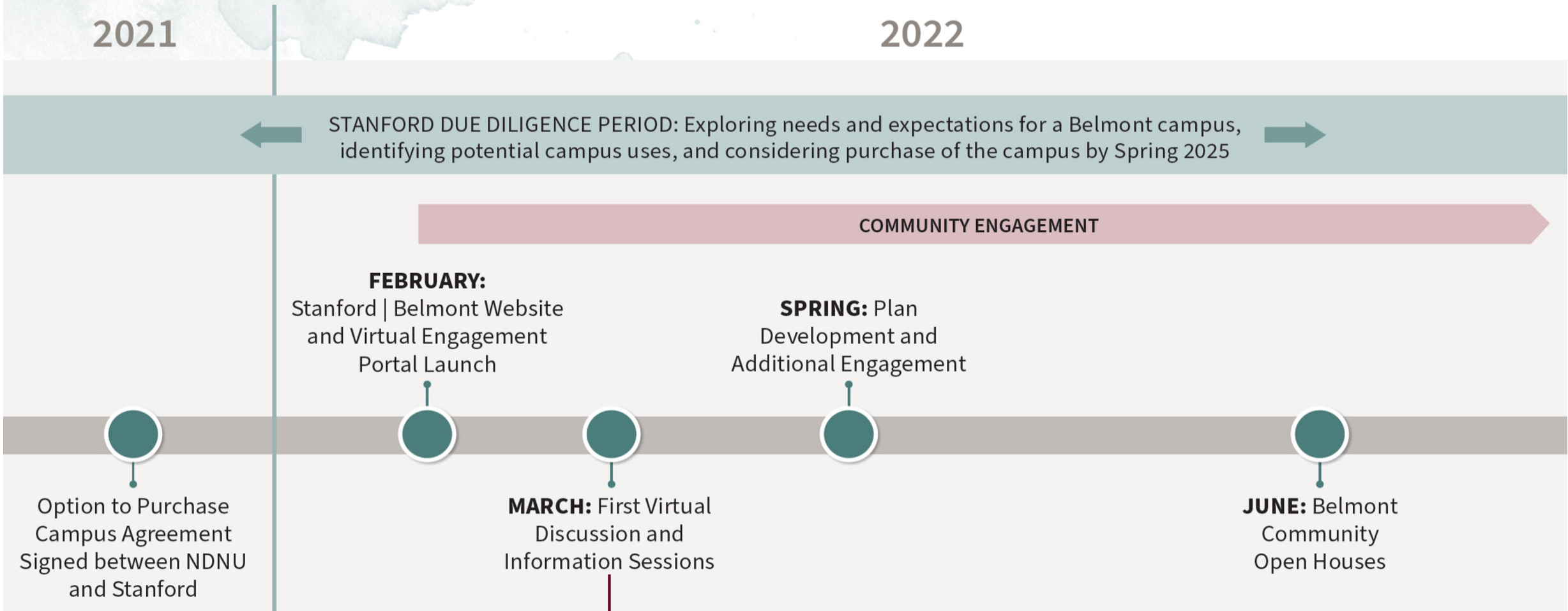
“ Establishing a Stanford Belmont campus presents exciting potential opportunities for our educational mission as we pursue the **Long-Range Vision** that includes more purposeful engagement with the region. **As I walked around the campus, I was inspired by its beauty, history, and place in the community, and the many possibilities it holds for learning and community engagement.** ”

– *Stanford Provost Persis Drell*



# Engaging Belmont: Timeline and Process

The university is proud of the truly remarkable relationship it has had with the surrounding region for more than 125 years. Stanford and Belmont have an opportunity to come together to plan for a future of education, discovery, and community.



# Community Engagement

Discover, Listen, Learn

## March 2022

### Virtual Community Discussions

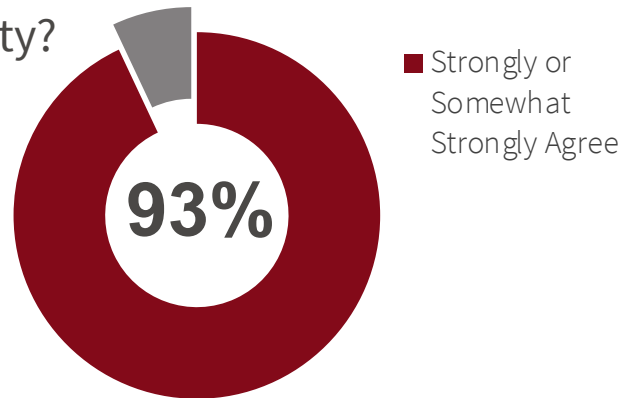
#### OBJECTIVES

- Share Stanford's Vision
- Understand community interests
- Listen deeply: breakout rooms for small group discussions

**150**  
Attendees

#### COMMUNITY FEEDBACK

Will Stanford's potential purchase of the NDNU campus be a positive impact in the Belmont community?



#### WHAT MATTERS TO THE COMMUNITY?

- Keeping the campus for academic use
- Community Connections and pedestrian access and campus recreation opportunities
- Restoring and using historic buildings like Ralston Hall
- A vibrant campus that supports the local economy
- Traffic and parking

# Community Engagement

*Discover, Listen, Learn*

## June 2022

### Community Open Houses

June 9 & 11, Taube Hall, NDN

#### OBJECTIVES:

- **Reflect community feedback**
  - ◆ Topic and vision boards displayed at stations throughout the room.
- **Share Stanford's Vision**
  - ◆ Project Timeline and Process, Design, Sustainability, Transportation
- **Understand community interests**
  - ◆ Project team available to share information and answer questions



**200**  
Attendees

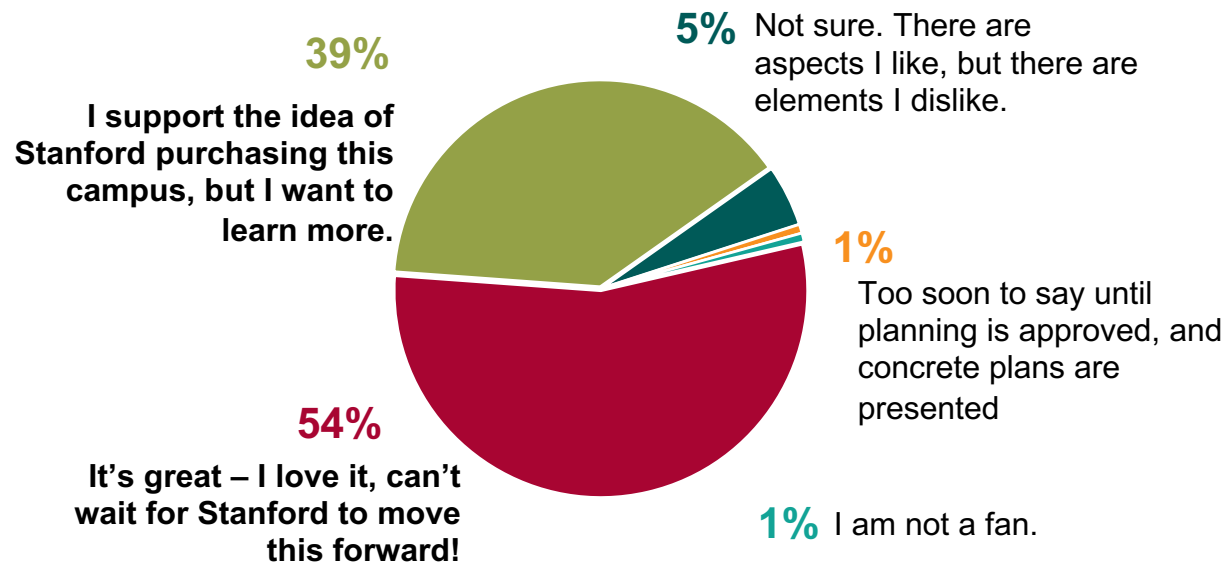
Representing a cross section of folks with ties to NDN and Stanford as alum, faculty and residents, media, and local officials

**150**  
Surveys  
Completed

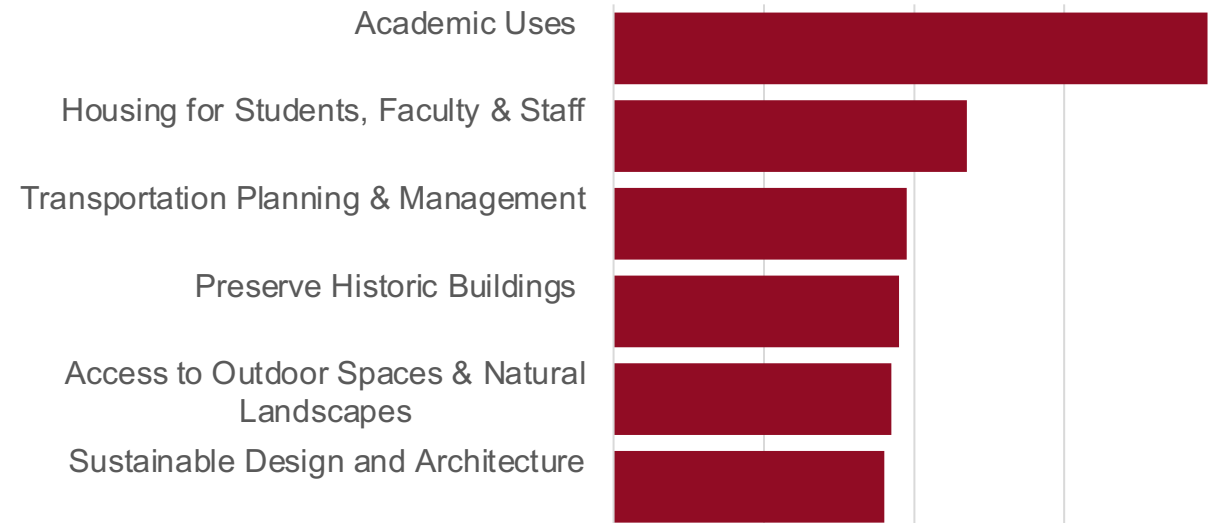
**47%** of participants had not previously engaged with Stanford on the potential Belmont Campus

Discover, Listen, Learn

**Question 1:** Based on the information you have seen, what statement best characterizes your overall feelings about the Stanford project?



**Question 3:** What would you like to have Stanford focus on as we develop plans for the future of the Belmont campus (rank in order of importance to you)?



# Overview of the Proposal

**46 acres** including academic buildings, residential dorms, and apartments

## OVERVIEW

- Application for Conceptual Development Plan
  - Update to existing zoning
- Development Agreement
- City environmental review



### Proposed Campus Plan At a Glance



#### 700,000 Square feet

For academic uses and housing related to campus use – an increase of **265,000** square feet over what the City of Belmont previously approved for the site



#### 30 Year

Redevelopment period



#### 3 Legacy Buildings

Will be preserved: Ralston Mansion, Taube Center, Madison Art Center (formerly the mansion's carriage house)

## Proposed Belmont Community Benefits

Four clear priorities emerged that shaped the community benefits package Stanford is proposing:

1. **Restoration and preservation of Ralston Mansion** and will create opportunities for the community to again utilize the facility, which was closed in 2012.
2. **Koret Field** will be available for use and/or rental by the community.
3. **Design and fund improvements to the Ralston Avenue/campus entrance intersection** to improve existing congestion on Ralston Avenue and **improving bicycle access to the train station** along the Ralston corridor.
4. **Identify and support mission-aligned initiatives and programs that champion and invest in innovative education**, with an emphasis on Transitional Kindergarten through 12th grade education and the broader Belmont educational ecosystem.



# Next Steps and Milestones

## Stage One:

### 2020-2024 – Stanford Due Diligence Period

- Exploring needs and expectations for a Belmont campus, identifying potential campus uses, and ultimately considering purchase of the campus
- Conceptual Development Plan (CDP) Submission (*October 2022*)

### City Review of CDP Application

- Environmental review (CEQA)
- Public hearings
- Development Agreement negotiations
- City Council Consideration of CDP

JUNE 2024: Stanford’s due diligence milestone for Option to Purchase Agreement ((OPA) extension

JUNE 2025: End of OPA between Stanford and NDNU

## Stage Two: Beyond 2025

### Create Detailed Development Plans

- Assess existing buildings
- Building reuse
- Renovate historic buildings
- Seek approval for phased plans
- Initiate construction of new buildings
- Plan for the future

# Stanford | Belmont

## Future Engagement Opportunities

To stay involved in these planning efforts we encourage you to visit **Belmont.Stanford.edu** to:

- Access the virtual engagement portal for additional surveys
- Sign up for our email list
- Check back for periodic updates
- Additional questions or comments can be submitted via **belmontcampus@stanford.edu**

SCAN TO LEARN MORE





CITY OF **BELMONT**

## Commissioner's Handbook



### *A Guide to our Community Volunteers*

*Prepared by:  
Office of the City Clerk  
One Twin Pines Lane  
Belmont CA 94002  
cclerk@belmont.gov*

*Updated March 2021*

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## City Manager's Welcome

Dear Colleague:

Since the founding of the City of Belmont in 1926, our "business" has been to provide a wide range of services, efficiently and effectively, with quality and courtesy. In this effort, all City employees should be guided by the following principles. These principles apply to commissioners as well:

- ❖ The people of Belmont are our customers and our first priority. This organization was created to serve them, and without them we would not exist.
- ❖ Whether your responsibilities require you to work directly with citizens, or behind the scenes to support those who do, you fulfill a critical role in public service.
- ❖ High quality work and respect for the citizens and fellow employees and commissioners who depend on you will always be expected.
- ❖ We focus on results, customer satisfaction and continuous improvement.
- ❖ The key to our success is the talent, integrity, dedication and positive attitude of City employees; each individual is part of the team and is responsible for the excellence of the entire organization.

Please remember these guidelines and take a personal interest in maintaining the City's high standards of service.

We hope this handbook will make it easier for you to begin your job. It answers some questions about what we expect of you and what you may expect in return. Please read it carefully. Of course, no handbook can answer all of the questions you may have, so I urge you to ask your supervisor if you have concerns that are not covered here. In addition, I welcome input from employees and commissioners. If you would like to talk to me, all you have to do is call 595-7408 for an appointment.

I certainly hope your position will fulfill your personal and professional goals and that you enjoy being part of our dynamic organization.

Sincerely,



City Manager

## A BRIEF HISTORY

Belmont, first county seat of San Mateo County is a suburban community with a population of approximately 25,000 and is located on the San Francisco peninsula, midway between San Francisco and San Jose. The City was incorporated on October 29, 1926. Because Belmont lies east of the coastal mountain range, it is protected from much of the fog that rolls in from the Pacific Ocean, twelve miles to the west. The City covers an area of about 4.6 square miles.

The name "Belmont" means "beautiful mountain" in Spanish -- an appropriate name for the tree-covered rolling hills. The hills reach an altitude of about 750 feet, from which one can, see Mt. Diablo and the San Francisco Bay on a clear day. This ideal location insures an even temperature with uniform low humidity. Summer temperatures range on the average from 53 to 82 degrees, and winter temperatures from 38 to 59 degrees. Normal rainfall, usually between October and March, is very light -- about 20 inches annually.

When the first Spanish explorers arrived on the San Francisco Peninsula in the late 1700s, they found a community of Native Americans. The Indians living in Belmont referred to what is now Ralston Avenue as "la Cañada del Diable", or Devil's Canyon. The name remained for many years. The Old County Road and Devil's Canyon became an important road intersection for early travelers.

One of the first Spanish land grants was to Don Luis Antonio Arguello from King Carlos III. Arguello was the first officer in charge of the Presidio in San Francisco, which was established to protect the Spanish settlements from the Russians and English. Arguello was offered any part of California he wished. In 1795 he chose the mid-peninsula area now known as Belmont, San Mateo, San Carlos and Redwood City.

When Arguello died in 1830, the Rancho was granted to his widow. In 1850 when California became a state, Mrs. Arguello hired Sidney Mezes, an attorney from Mexico City, to clear her land titles. Mezes later chose Belmont for his home.

Count Leonetto Cipriani bought a portion of the land grant in 1853 and lived here until he sold his estate to William C. Ralston in 1864. The Ralston home, an 80-room redwood mansion, became a landmark and is now located on the Notre Dame de Namur University, formerly named, College of Notre Dame. The showplace Ralston Hall includes a mirrored ballroom reminiscent of the famed Versailles Hall of Mirrors. It is currently closed to the public due to the need to perform an earthquake retrofit, which project has been suspended by the University.

After Belmont was incorporated as a city in 1926, the city was subdivided and sold in the smaller lots that remain today.

## OUR FORM OF CITY GOVERNMENT

In the State of California, two alternatives exist for city incorporation: citizens may choose the general law framework or what is known as the charter (home rule) framework. Belmont incorporated as a general law city.

General Law cities exist under general state laws that give guidelines for the local government. However, cities with this type of government have considerable discretion in the government forms and actions. On the other hand, the general laws under which they incorporated are subject to modifications by the State legislature. General Law cities are governed by a city council of five individuals, one of whom is Mayor. Council members serve four-year staggered terms with all elections on a non-partisan basis. In a given election, the candidates receiving the highest number of votes are declared elected. The Mayor is selected from and by the Council.

The city council-City Manager form of municipal government is used in Belmont. This type of city government provides for an elective legislative body and appointed administration. Under this form of government, the Belmont City Council is elected to carry out the legislative responsibilities of the City. The Council, in turn, appoints a professional City Manager who serves as the chief administrative officer under the direction of the Council. The City Manager then appoints the necessary personnel to carry out the policies set by the Council.

The City government is composed of various organized departments and divisions, which work to attain the total goal of the City to serve the residents of the City of Belmont. In order to meet this goal, the functions of the Belmont municipal government are varied and extensive.

The City Manager is responsible for the impartial enforcement of all laws and ordinances, keeping the Council advised of the City's financial condition and future needs, and preparing and submitting the annual budget to the Council. Further, the City Manager is responsible for keeping the Council informed of City activities and programs through regular reports. He/She provides direction to all departments and provides the organizational structure to provide the most efficient means of operation. Communications with the City Council concerning management of the City are prepared as written recommendations in an agenda and summary report prior to each regular City Council meeting.

The City Council meets at 7:00 p.m. on the second and fourth Tuesday of each month.

Agendas found here: <https://www.belmont.gov/departments/meetings-agendas-minutes>

## DEPARTMENT FUNCTIONS

The **City Manager's Office** provides comprehensive direction to all City departments, as well as, coordination and administration of City activities, to attain effective and efficient municipal services.

The **City Clerk's/Communications Office** provides information to the City Council, staff and citizens, assists with elections, and keeps official records of City Council actions and City business. Until November of 2019, the City Clerk was directly elected by the voters, but is now appointed by the City Manager.

The **City Attorney**, directly appointed by the City Council, provides legal counsel and services to the City Council, its Commissions and the City departments.

**Information Services (I.T.)** helps fulfill each department's missions and objectives. Four key areas that require focused attention are user technical support, system administration, hardware and software maintenance, and configuration management. Information Services provides user technical support services to city employees, Council Members, Commissioners and occasionally to Belmont residents.

**Public Works** provides inspection and engineering services to public rights-of-way and private development projects; maintains the present system of City streets, sidewalks, storm drains and traffic control devices; and ensures the safe and dependable performance of the sanitary sewer system and pump stations.

**Planning and Community Development** develops, administers and enforces ordinances, building codes and standards relating to the community's present and future development and construction; and provides resources to accomplish the Redevelopment Agency's goals as outlined in the Agency Plan, the Downtown Specific Plan and the Housing Element of the General Plan.

The **Police Department** provides a sense of security for the community through its patrol services; furnishes information and support to citizens with respect to police service and crime prevention; recovers and returns property to its rightful owner; conducts both criminal and non-criminal investigations; and protects the public in the event of disaster or unusual incident.

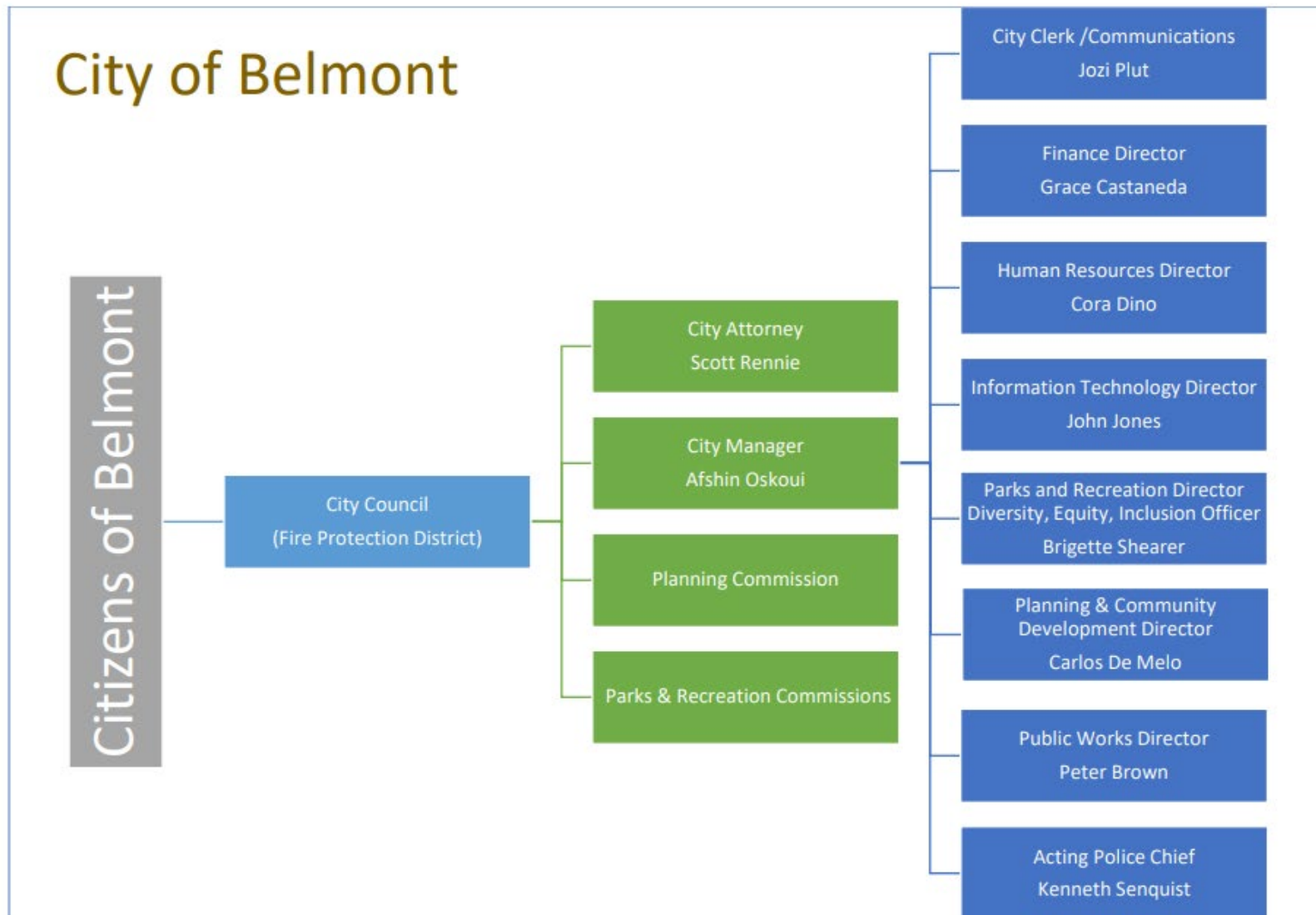
**Parks and Recreation** improves and maintains the quality of life in Belmont through the provision of educational, athletic and cultural activities in the City's parks and open spaces. This department also maintains all public facilities and buildings, as well as all public open spaces and parks.

**Finance** provides fiscal support services to other City departments, and boards and commissions, as well as the Belmont Fire Protection District. Its role is to enhance the City's decision making process by giving sound fiscal information and direction, to administer the City's risk management program, to maintain the payroll, accounts payable systems, and to provide programs and assistance which help define City services and fiscal requirements.

The **Human Resources** Department provides personnel services for City employees and the Belmont-San Carlos Fire Department, including employee benefits administration, classification and compensation, labor and employee relations, recruitment and selection, organizational development and training, and workers compensation administration.

In January of 2019, the Cities of Belmont, San Mateo, and Foster City formed a joint powers authority (JPA), known as **San Mateo Consolidated Fire Department** to provide fire services for all three cities plus the unincorporated area of the Harbor Industrial District. Funding for Belmont's portion comes from the Belmont Fire Protection District.

ORGANIZATIONAL CHAR



## CITY OF BELMONT STATEMENTS

### MISSION

To enrich the quality of life for our community with the services provided for a safe, fulfilling and vibrant life.

### VISION STATEMENT

We are celebrated for enhancing:

- Distinctive community character
- Easy mobility
- Natural beauty
- Thriving culture
- Thriving economy

### VALUES

Our citizens — our top priority

- Our employees — our most important resource
- Honesty, integrity, respect and ethics
- Open government
- Fiscal responsibility
- Quality services
- Continuous improvement
- Teamwork and partnerships

### CIVIL RIGHTS RESOLUTION NO. 2020-068

Resolution of the City Council of the City of Belmont reaffirming the city's commitment to safeguard the civil rights, safety, and dignity of all community members

Full version of above:

<https://www.belmont.gov/our-city/city-government/council-commissions-committees-boards/city-council>

## BELMONT STRATEGIC PLAN

Although the current global health crisis casts a shadow on our daily activities, the City Council and City staff were engaged in this robust planning discussion to help guide and develop a Strategic Plan to lead us into the next 3 years and beyond.

Through disciplined leadership and guidance, the City had positioned itself to be on a positive financial footing in the near term. However, given the current events, storm clouds are present which means we need to continue our vigilance, be intentional and thoughtful about how we continue to provide our quality services which the community is accustomed to, while allocating resources to align with our vision and goals to continue with the effective use of our tax dollars.



In an early March workshop the Council and the City's Executive team in collaborative and productive discussions to address Belmont's critical issues generated five Strategic Focus Areas to build on our continued momentum and success. The Mayor and City Council worked during that process to develop the results-oriented focus areas and supportive goals. A unified vision for the future uses the City's vision and the following City Council focus areas as its roadmap for action over the next 3-5 years, as highlighted below.

- ~Infrastructure & Mobility
- ~Economic Development & Housing
- ~Fiscal & Organizational Sustainability
- ~Public Safety
- ~Quality of Life

Belmont Strategic Plan online:

<https://www.belmont.gov/home/showpublisheddocument?id=19591>

## CITY BUDGET

The City is beginning to experience improvement in its financial position after a number of very challenging years. In 2005 a Budget Correction Strategy was implemented, which served the City well in the ensuing economic downturn, especially compared with our surrounding cities. The City has experienced a remarkable financial turnaround as the local economy improved and the cost containment strategies implemented in cooperation with the City's employees have paid dividends.

The 2020 Budget is balanced and the long term projection for the General Fund is encouraging. The Budget is anticipated to end with an unassigned reserve of \$10M, \$1.5 million above the target amount and well above the minimum required. Similar to past budgets, the FY 2020 Budget supports Belmont's core values of providing quality community services in a financially sustainable and balanced way. As a result of innovation, fiscal prudence and collaboration, the City has found new ways to fulfill our commitment to serving the needs of residents and businesses of this community.

The following pages contain the FY 2020 "Budget Brief", and provide more details about the current fiscal picture. This document is included in the Budget each year. I encourage you to review subsequent years' document as it is made available on the City's website at <https://www.belmont.gov/departments/administrative-services/finance/budget>. For more information about the City's budget situation, please contact Thomas Fil, Finance Director, at (650) 595-7435.

While the Budget is not able to address all of the challenges which face the City, such as reversing the degradation of infrastructure, it does make notable progress by either taking a first bold step toward solving them or providing one-time funds to target the Council's highest priorities. In November of 2016, the voters passed a one-half cent sales tax measure, which began to be collected in April of 2017. The City Council has been earmarking infrastructure projects that will be funded from this measure, which anticipates an annual revenue stream of \$1.3 million.

## SISTER CITY: NAMUR, BELGIUM

In early 2001, the Belmont Arts Commission began exploring the formation of a formal Sister City relationship with Namur, Belgium. Since Belmont is the U.S. home of the Sisters of Notre Dame de Namur (founded in 1804), this choice seemed the perfect connection between the two communities. Following the tragic events of September 11, 2001, the Mayor of Namur sent a letter of condolence to the City of Belmont. This led to the passage of a Belmont City Council resolution, establishing a formal Sister City relationship with Namur, and approving membership in Sister Cities International. Both communities recognized that now, more than ever, maintaining positive international relationships was important.

Since that time a Sister Cities Committee was formed from representatives from the Arts Commission, the Chamber of Commerce, Notre Dame de Namur University (NDNU), the Sisters of Notre Dame, and the Belmont-Redwood Shores School District to explore ways to cultivate the relationship. Delegates from Namur have made two official visits to Belmont, one in the spring of 2003, and the next in the spring of 2004. In the summer of 2004, a delegation from Belmont and surrounding communities made its inaugural visit to Namur. A group of music students from Ralston Middle School visited Namur in the spring of 2005. The Sister City Committee is not currently active at this time.

## ABOUT CITY COUNCIL

City Council meets on the second and fourth Tuesday of the month at 7:00 p.m. in the City Council Chambers, One Twin Pines Lane in Belmont. Council meetings are broadcast live on Cable Channel 27 in Belmont (Comcast subscribers only). The City of Belmont is currently webcasting City Council Meetings as well as all Commission meetings.

Viewers can tune in to the live webcasts the second and fourth Tuesday nights of the month beginning at 7:00 p.m., unless there is a study session, in which case the webcast may begin earlier. Viewers can also see any past meeting since August 2006, or any particular agenda item with those meetings.

If you would like to contact the City Council collectively, please use the following link: [CityCouncil@belmont.gov](mailto:CityCouncil@belmont.gov)

Commissioners are invited and encouraged to contact Council members.

		<u>Term Expires</u>
Charles Stone (Mayor) 2614 Read Avenue	(650) 394-7390 cstone@belmont.gov	11/22
Julia Mates (Vice Mayor) 1531 Winding Way	650-533-3996 jmates@belmont.gov	11/22
Warren Lieberman 824 Miramar Terrace	650-620-0000 (office) wlieberman@belmont.gov	11/22
Davina Hurt 200 Live Oak Way, #200	408-802-0001 dhurt@belmont.gov	11/24
Tom McCune 2456 Hallmark Drive	650-592-3562 650-400-9113 tmccune@belmont.gov	11/24

## COMMISSIONS/COMMITTEES

City commissions play an important role in city government by assisting and advising the City Council in formulating policy. These advisory bodies submit recommendations and supporting information to the Council for its consideration. The responsibilities of commissions are usually broad in scope and these bodies are established by ordinance. Committees and/or task forces are generally formed by resolution to handle specific projects or areas of concern.

In compliance with state open-meeting laws (the Brown Act), the meetings of commissions, committees and task forces are open to the public. No business is transacted if a quorum of the membership is not present.

The **Planning Commission** makes recommendations to Council on the maintenance of the General Plan for the physical development of the City as mandated by State law. It exercises control, as provided by the municipal code, over subdivision of land and zoning.

The **Parks and Recreation Commission** interprets community parks and recreation programs to public officials and to the general public. It ensures that these programs receive adequate financial and community support, makes policy recommendations with regard to community parks and recreation, and advised the Council on capital improvements for public leisure resources.

The Parks and Recreation Commission has two seats for youth commissioners. The City Council will consider applications from Belmont residents who are between the ages of 13 and 17 years old. Parent/Guardian consent is mandatory.

The **Youth Advisory Committee** (YAC) serves as the teen perspective on real life issues facing the City of Belmont. The YAC allows teens to work directly with adults while remaining focused on increasing civic engagement in Belmont. The YAC is for students who want to get involved in local government, socialize and debate hot topics, and who want to better prepare themselves for college and life beyond. It meets twice a month to discuss current events and plan future projects.

The **Measure I Oversight Committee** reviews the annual audit prepared by the City's independent auditor related to the prior fiscal year's collection and expenditure of Measure I revenue and, and to transmit a report to Council (via the City Manager's Office) regarding the accuracy of the auditor's findings. In order to preserve the integrity and independence of the advisory process, Committee members do not have a role in determining the use of revenue generated by Measure I

From time to time, the City Council may convene a **Task Force** for the purpose of addressing a specific area or topic of interest to the council or the community (e.g., Green Advisory Committee, Library Task Force, etc.). These are often comprised of minority members of City commissioners, along with other interested persons.

## COMMISSION POLICY GUIDELINES

### Appointments

All commissioners are appointed by City Council.

### Role of Commissions

The primary role of the City of Belmont Commissions is to review and make recommendations to the City Council on matters within the Commission's scope of responsibility as set forth in the enabling resolution/ordinance, and to promote increased public awareness, public input and citizen participation into the determination of city policies. The specific role of the City of Belmont Commission is that of a citizen's advisory "arm" of the City Council, focusing attention on specific planning and program activities of the City. On specific matters referred to them by the City Council, Commissions serve as the reviewing body of the City. All recommendations, however, are subject to approval and revision of the City Council. (The Parks and Recreation is a reviewing and recommending body only. The Planning Commission has additional authority in that it has certain legislative powers such as the granting of variances and approval of design review and conditional use permits. All actions of the Planning Commission can be appealed to the City Council.)

### Appointment of Chair and Vice Chair

Commissions/boards will appoint chair and vice chair at the first regular meeting following the seating of new commissioners, or the reappointment of returning commissioners (usually in March/April).

### Responsibilities of Commission Members

To be selected as a City of Belmont Commission member is an honor and provides an unusual opportunity for genuine public service. Although the specific duties of each Commission vary widely with the purpose of which it was formed, there are certain responsibilities that are common to all Commission members. The following is a summary of those responsibilities:

- (1) Abide by the Ralph M. Brown Act on open meetings. Briefings on the Brown Act are contained elsewhere in this binder. Once a commission member has been appointed to a commission, they must comply with the requirements of the Brown Act.
- (2) Understand the role and scope of responsibility of the Commission on which you serve. Be informed of the individual scope of responsibility and operation procedures.
- (3) Represent fairly and fully the majority views of your individual Commission. Expression of individual opinions to the public and press after a Commission decision has been made should be identified as such.
- (4) Members should represent the public interest, not that of special interest groups.
- (5) Good communications – members are in a unique position of serving as a liaison between the City and its citizens and can help to reconcile contradictory viewpoints and in building a consensus around common goals and objectives.
- (6) Carefully review your Commission meeting agenda prior to each meeting in order to be fully prepared to discuss, evaluate and act on all matters scheduled for consideration. Conclusions based on thorough investigation will strengthen the value of the Commission's recommendation.

(7) Supportive relationships with the City Council and city staff are basic for successful operation of any Commission. In contacting City personnel on items of consideration, the proper channel is through the designated staff liaison providing support for your Commission.

(8) Establish a good working relationship with fellow Commission members – respect individual viewpoints, allow other members time to present their views fully before making comments, be open and honest, welcome new members, strive to minimize political action on issues.

(9) Members should not use or involve their Commission membership in the conduct of personal political activities.

(10) When a Commission member appears in a non-official, non-representative capacity before any public or private body, the member shall not identify or disclose his/her membership on a Commission. If a question of membership arises, the member shall indicate that he/she is speaking only as an individual.

(11) Each Commissioner will be asked to sign an Acknowledgement prior to appointment to a Commission, which contains other pertinent information, including agreeing to follow the Code of Conduct and Ethics as adopted by the City Council, use City email, and participate in biennial ethics training and annual economic disclosure filing (youth commissioners not required to participate in ethics training or economic disclosure).

#### Attendance

Continued absences may be the basis of replacement of any member. Commissioners should inform their respective department in advance if they know they are going to be absent.

#### Quorum

Business may only take place at special or regular meetings if a quorum of the Commission members is present. A quorum constitutes a majority of the voting membership. A meeting shall be cancelled after 15 minutes if a quorum is not obtained.

#### Oath of Office

Because of the quasi-legislative nature of the Planning Commission's duties, Planning Commissioners (only) are required to take an Oath of Office (administered by the City Clerk).

#### Qualifications

(a) A Commission member should be knowledgeable of and experienced in the areas of interest of the Commission on which he/she wishes to serve.

(b) Terms of office for Planning are three years, Park and Recreation Adult seats are two years, and Youth Commissioners are one year.

(c) All must be residents of the City of Belmont.

(d) No person may serve on more than one Commission at a time.

(e) There are no term limits in Belmont, and commissioners whose terms are set to expire are eligible to seek reappointment (other than age-termed youth commissioners).

(f) City employees who are residents are disqualified from serving on a commission.

#### Decorum and Order

Members should accord the utmost courtesy to each other, to City employees, and to the public appearing before the Commission, and should refrain at all times from (1) rude and derogatory

remarks, (2) questioning the integrity of the speaker, (3) abusive comments, (4) statements about the member's personal feelings about the speaker's motives, and (5) personality attacks.

Any member may move to require the chairperson to enforce the Commission rules; the affirmative vote of a majority of the Commission will require the chairperson to so act.

Members of the public attending Commission meetings are expected to observe the same rules of order and decorum applicable to members. Any person making impertinent and slanderous remarks, or who becomes boisterous while addressing, or while attending the meeting, may be requested to leave the room by the chairperson or staff liaison.

#### Special Meetings

From time to time there may be a need to call a special meeting which is usually done at the request of staff or the Commission itself. Occasionally the commission may hold a joint meeting with the City Council.

#### Communication with the City Council

Commissioners are encouraged to maintain open communication with the City Council. Each of the Commissions has a mechanism for designating a liaison to upcoming City Council meetings. When a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular Commission as a whole (not a personal opinion); any representations made to the City Council, which are not those of the majority of the Commission, must be identified as such.

#### City Council relationship with City Commissions/Boards; Communication with other agencies and groups

Individual Council members may attend meetings and may participate in the Commission's discussion, but are not in a position to direct the Commission's discussions or recommendations.

If a member of the Commission is authorized by the City Council to represent the City before another governmental agency or organization, the Commission member should represent fully and fairly the majority position of the City Council. Personal opinions and comments may be expressed only if the Commission member clarifies that these statements do not represent the position of the City Council.

**There are always exceptions to the policy guidelines and should be considered on individual Commission or member basis. If an individual commissioner has any questions, he/she should consult their Department Head or the City Attorney.**

## COMMISSION MEETINGS

### Agenda

An agenda for each meeting of a City Commission is prepared by the staff liaison in consultation with the chair. The agenda outlines the topics or items of business that will be introduced, discussed, and acted upon at each meeting. Agendas must be posted at least 72 hours prior to the meeting in order to comply with the Brown Act. Special meetings require a 24-hour posting.

### Minutes

Minutes of each meeting of a City Commission are usually recorded by the staff liaison in conjunction with the secretary of the Commission. The minutes serve as a permanent record of the group's actions, testimony and opinions and they are forwarded to the City Council as input and background for Council decisions.

There are three types of minutes –

**Action Minutes:** Reflect the motion, the maker and second, and the vote;

**Summary Minutes:** reflects the above action plus a brief summary of the discussion;  
and

**Verbatim Minutes:** Reflects actions plus a record of the entire discussion.

### Correction to Minutes

It is important for members of City Commissions to closely review minutes and make corrections if needed so that the approved minutes accurately reflect the work of the group. Corrections to minutes should be made at the meeting when the minutes are brought forward for adoption. Corrections require a motion, second and a majority vote, and, if approved, are noted in the minutes of the current meeting. Any changes to the draft minutes approved by the Commission should be reflected in the minutes for the meeting at which the corrections are made. The final version of the minutes, with the corrections, made by the commission will be retained by the staff liaison and are posted to the web. Once minutes are approved, they cannot be changed except for minor grammatical or typographical errors, unless they are brought back for further consideration by a majority vote of the body which approved them. To assist in amendments to minutes, Commissioners are encouraged to communicate with their staff liaison with corrections prior to the meeting at which the minute are to be considered for approval.

### Special Meetings

Special meetings may be called by the department director, chair or a quorum of the Commission. Written notice must be giving to the Commissioners and posted 24 hours prior to a special meeting (*CA Govt Code §54956*).

### Placing Items on the Agenda

A commissioner who desires an item on the agenda should contact their Department Head or make the request at a Commission meeting for a future agenda.

### Joint Meetings with the City Council

Occasionally Commissions schedule a joint meeting with the City Council. These meetings sometimes occur as part of a regularly scheduled City Council meeting or another mutually agreeable date is found and are usually televised and webstreamed.

**Agendas on the City Website found here:** <https://www.belmont.gov/departments/meetings-agendas-minutes>

### Subcommittees

Commissions often form subcommittees and have standing committees to focus on specific issues and make the work of the group more efficient. Subcommittees are useful when an issue needs to be studied in detail or when outside expertise is needed. The work and recommendations of subcommittees must always come back to the full Commission for approval in a public meeting. The subcommittee may not be composed of a quorum of the members of that board, Commission or Committee. Subcommittee meetings for continuing or “standing” subcommittees are considered public meetings and must have posted agendas in order to comply with the Brown Act.

### **Subcommittee Guidelines:**

1. Clearly define the purpose.
2. Set deadlines for reports and establish sunset provisions.
3. Limit the number of members.
4. Involve all sides of the issue.
5. Appoint a chairperson.
6. Require meeting agendas, minutes and periodic reports.
7. Enforce sunset provisions.

## BASIC GUIDELINES

The following information was compiled from individuals who have served or been liaisons on a Board, Commission or Committee.

### CRITERIA FOR EFFECTIVENESS

- Understand the purpose of your Commission.  
Be clear on your role and responsibility and how this particular board, Commission or Committee fits into the governance of the City of Belmont.
- Prepare for each meeting in advance.  
Read through the agenda and know what will be discussed at each meeting. Read through staff reports or other background materials or visit sites, as appropriate.
- Bring an open mind to each meeting.  
You are representing the entire community in your role as a member of a City Board, Commission or Committee, so it is important to put aside personal opinions and be open to new ideas, information and point of view.
- Treat everyone with respect and dignity.  
You are an important part in the democratic process, which guarantees access and fair treatment to all. Your behavior and attitudes are in the spotlight and should reflect the highest standards of the community. Demonstrate patience, show empathy, and remain dignified under stress.

### SPECIAL TIPS FOR NEW COMMISSION MEMBERS

- Become familiar with current issues under discussion by reading through minutes of previous meetings.
- Ask the staff liaison if there are background materials that would be helpful for you to read and study.
- Become familiar with the basic rules of parliamentary procedure.
- Attend one or two City Council meetings to better understand how the role of the individual Commission fits into the overall governance of the city.
- Please be aware that as soon as you are appointed, you are subject to the Brown Act open meeting law.

### PHRASING AND DIVIDING MOTIONS

- Phrasing a motion can be difficult and corrections may be necessary before it is acted upon. Commissioners may wish to write out motions beforehand or ask staff to prepare a draft.
- Treat all staff as professionals. Acknowledge the abilities, skills, experience and dignity of every employee of the city of Belmont. They are choosing to make their living serving your community and should be respected for that choice. Recognize that staff liaisons value their family and personal time. Accordingly, contacting staff during non-working hours is generally discouraged.
- Communicate clearly, honestly and directly.
- Build a relationship based on mutual trust and respect.

- Do not criticize or embarrass city staff in a public setting. If you have a concern about staff performance, it should be brought privately to the Department Head or City Manager.
- Do not ask city staff to perform tasks or share information outside the role as liaison.

### DEALING WITH THE MEDIA

Most members of City Commissions have limited contact with the news media. However, there may be situations in which a member of the media may contact you for comment on an issue.

You do not have to answer media questions just because they are asked. Refer the media to the City Staff or Council member. However, never say “no comment”. Say you don’t know, or refer them to others (notably, a staff member) for response.

Be clear you are speaking as an individual, not on behalf of the Commission, the City Council or the City in general. If it is a subject that is going to come before your Commission it is probably inappropriate to be talking about it to the media.

It’s safest to never “go off the record.” Most news professionals will honor an agreement to not quote you, but there is potential for embarrassment. Words that are not said cannot be quoted. **Note:** Word to the wise – nothing said to the media is ever “off the record”.

Choose words carefully and cautiously. Comments taken out of context can cause problems. Be cautious about humor, sardonic asides, criticism, sarcasm or word play.

**Words of Wisdom – never say anything to the media that you would not want to see in a headline!**

## CITY POLICIES

WEB ACCESS: The official website for the City of Belmont is full of information that you will need for the duration of your term: <https://www.belmont.gov/>

### QUESTYS:

You can search the following city documents;

- Minutes for City Council
- Minutes for RDA
- Minutes for BFPD
- Ordinances
- Resolutions

To search these above documents:

1. Please click on “Questys Online”, found on the City of Belmont official website, <https://www.belmont.gov/home> Home>Our City>City Clerk>Search Council Documents.
2. You will then be presented with a page to be able to specify the; Document Category.
3. Next, enter the specific criteria you are searching for; Document Name or Text for full search.
4. Then, Click on the “Search” button, which will search all documents currently available.
5. Finally, once the search has been completed, you will then be presented with a list of documents specific to your search criteria. You may then click on the small red book icon to open the document, or click on the specific title.

(If you know the exact document you want – such as a specific set of minutes – select the “browse” category when you enter “Questys Online”.)

### MUNICIPAL CODE:

The City of Belmont’s Municipal Code is available in searchable form on line. The municipal code for the City of Belmont can be found on our official government website, [www.belmont.gov](http://www.belmont.gov). The link can be found in the “Our City” tab on the home page (“City Code”).

**Code Enforcement** One of Belmont’s highest priorities is to work with residents and businesses to preserve and maintain the livability, values and integrity of our neighborhoods. With this goal in mind, the City’s Code Enforcement Personnel is joining forces with neighborhood associations, residents and business owners to work together to eliminate those situations that could lead to unsightly and decaying conditions. A strong Code Enforcement program has been shown to increase neighborhood livability, reduce crime and improve property values.

### ZONING ORDINANCES:

Zoning ordinances can be located on the City of Belmont official website, [www.belmont.gov](http://www.belmont.gov) under the “City Departments>Community Development”.

## PUBLIC SERVICE ETHICS

### Fair Political Practices Commission

For more information, refer to the FPPC official website, [www.fppc.ca.gov](http://www.fppc.ca.gov).

Fair Political Practices Commission

428 J Street, Suite 800

Sacramento, CA 95814

The Mission of the Fair Political Practices Commission (FCCP) is to promote the integrity of representative state and local government in California through fair, impartial interpretation and enforcement of political campaign, lobbying, and conflict of interest laws.

The FPPC was created by the Political Reform Act of 1974, a ballot initiative passed by California voters as Proposition 9.

The FPPC educates the public and public officials on the requirements of the Act. It provides written and oral advice to public agencies and officials; conducts seminars and training sessions; develops forms, manuals and instructions; and receives and files statements of economic interests from many state and local officials.

The FPPC investigates alleged violations of the Political Reform Act, imposes penalties when appropriate, and assists state and local agencies in developing and enforcing conflict-of-interest codes.

The FPPC regulates:

- \*campaign financing and spending;
- \*financial conflicts of interest;
- \*lobbyist registration and reporting;
- \*post-governmental employment;
- \*mass mailings at public expense; and
- \*gifts and honoraria given to public officials and candidates.

**Public comment** on Commission matters is encouraged and should be submitted by mail, fax or hand delivery. Recommended deadlines for submitting comments on specific Commission meeting agenda items are listed at the bottom of each month's agenda. The monthly agenda is posted on our Current Agenda page 10 days prior to the meeting. The fax number for comment letters or requests for public information is 1-916-322-5440. Address comment letters or requests for public information to the address at the beginning of this section.

Advice from the FPPC: The FPPC staff is available by telephone Monday through Friday to provide assistance to anyone who has reporting or other requirements under the Political Reform Act (the "Act").

During the hours of 9:00 a.m. to 11:30 a.m., and from 1:30 p.m. to 4:00 p.m., call 1-866-ASK-FPPC (this is a toll-free number) or 1-916-322-5660 and press 2 to speak to a political reform consultant in the Technical Assistance Division. Political reform consultants field questions in all

areas covered by the Act. In addition, voicemail is special prompt that allows you to order forms, manuals and other materials at any time.

Written Advice: The FPPC also provides written advice to persons and organizations regulated by the Act. Requests for written advice can be sent to the address listed above or faxed to 1-916-327-2026. Requests for written advice must state the name, title or position, and mailing address of the person whose duties are in question and must provide all of the material facts in a clear and concise manner. The Act requires the FPPC to respond to requests for written advice within 21 business days. The period may be extended if the request poses a particularly complex legal question.

Important Notes Regarding Telephone and Written Advice: The FPPC provides telephone and written advice only to persons and organizations that have duties under or are regulated by the Act (or their authorized representatives), and does not provide “third party” advice. If you believe someone has violated the Act and wish to report it, contact the Enforcement Division.

The FPPC does not provide written confirmation of telephone advice. Requests for written advice may be made, but must follow the format outlines above.

The FPPC cannot provide assistance concerning laws other than the Political Reform Act (e.g., the Elections Code, the Brown Act, Federal or local laws).

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### **AB 1234 Ethics Training for Local Officials**

On October 7, 2005, the Governor signed Assembly Bill No. 1234. This law requires (among other things) that all local agencies that provide compensation, salary, or stipend to, or reimburses the expenses of, members of a legislative body must provide ethics training to local agency officials upon election or appointment, and then every two years thereafter.

There are occasional training options, including training conducted by commercial organizations, nonprofits, or even the City's own legal counsel. The City Clerk's Office will provide information to each Commissioner upon appointment (or at the biennial anniversary) of training options. However, generally speaking, training is obtained on line through the FPPC's website.

**Relevant Links:** <http://www.fppc.ca.gov/index.php?id=477>

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### **FORM 700: Statement of Economic Interests**

Government Code requires a variety of elected and appointed individuals to fully disclose their personal assets and income described in Form 700. Local positions include:

- Mayors and Members of City Councils
- Chief Administrative Officers
- City Attorneys
- City Managers
- Planning Commissioners
- City Treasurers

- County and city public officials (including employees and consultants) who manage public investments

In addition, Government Code requires every state and local government agency to adopt a unique conflict-of-interest code. The code lists each position within the agency filled by individuals who make or participate in making governmental decisions that could affect their personal economic interests. The code also requires individuals holding those positions to periodically file Form 700 disclosing certain personal economic interests as determined by the code's "disclosure categories." These individuals are called "designated employees" or "code filers." A copy of Belmont's current COI code is attached.

The current forms can be found on the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov) (find "forms").

The City Clerk's Office notifies all required filers every year of the need to file.

## FREQUENTLY ASKED QUESTIONS

### **1. Are neighborhood councils considered “legislative bodies”?**

Yes. Neighborhood councils are considered “legislative bodies,” subject to the requirements of the Brown Act. The Brown Act defines “legislative bodies” broadly to include any entity, even an advisory entity, which is formed by formal governmental action. (Note: Belmont’s neighborhood associations were not formed by government action.)

### **2. What if there is less than a quorum present?**

Advisory bodies composed solely of members of the legislative body that have less than a quorum of the members of the legislative body are not subject to the Brown Act.

### **3. Are “Serial” meetings prohibited?**

A “serial” meeting is defined as a situation when members of a city commission individually meet, telephone, email, fax or otherwise communicate among each other or through a common person about a topic that will eventually involve the commitment or action of a quorum. The problem with serial meetings is that they develop a consensus of the members outside of a public meeting and deprive the public of the right to hear the deliberations and to anticipate in the decision making at a meaningful time.

### **4. When do agendas need to be posted?**

Only items on a regular meeting agenda posted 72 hours prior to a meeting can be acted upon. The public must have the opportunity to speak on issues before a government body can take action. That is why commissions must be careful in discussing only the topics listed on the publicized agenda. (Note: this response does not include special meetings, which can be held with a 24-hour posting requirement.) In addition, items of an urgent nature can be added to an existing agenda, at the meeting, with a 4/5ths vote of the membership. A finding must be made that the nature of the issue arose after the posting of the agenda, and it is time sensitive.

## ATHENIAN PLEDGE

Oath taken by young men and women of Athens before entering upon a career of public service  
– About 2000 B.C.

“We will never bring disgrace to our city by an act of dishonesty or cowardice, nor ever desert our suffering comrades in the ranks; we will fight for the ideals and sacred things of the city, both alone and with many; we will revere and obey the city’s laws and do our best to incite a like respect and reverence in those about us; we will strive unceasingly to quicken the public’s sense of civic duty; and, thus, in all these ways, we will strive to transmit this city not only not less but greater, better and more beautiful than it was transmitted to us.”

## PARLIAMENTARY PROCEDURE

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. In 2012, the City Council adopted Rosenberg’s Rules of Order, which can be found on the pages following.

Additional information on Rosenberg’s Rules, including an informative video on meeting management and procedures, can be found at the following URL:

[www.ca-ilg.org/rosenbergrules](http://www.ca-ilg.org/rosenbergrules)

## FREQUENTLY ASKED PROCEDURAL QUESTIONS

### **What is the procedure for obtaining an excused absence from a meeting?**

Out of courtesy, a member of a City commission who must miss a meeting should notify the staff liaison in advance.

### **Is a majority vote needed in order for a city commission to take action?**

Yes. All members present are expected to vote on every question presented unless they have a conflict of interest. (See legal issues for more information on conflict of interest)

### **If I am serving a term of office with one commission and there is an opening on another commission, may I apply to serve on the other one?**

Yes, but if you are appointed you would have to relinquish your position on the first commission. There does not have to be a break in service to be eligible to move from one commission to another.

### **What is the procedure for resigning from a City Commission?**

An individual who must resign due to personal or professional circumstances should send a letter to the City Council stating the effective date of the resignation. The resigning individual should, as a matter of courtesy, notify the chair and the staff liaison.

### **Under what circumstances can a member of a city commission be removed from office by the City Council?**

Members of board, commissions and committees serve at the pleasure of the City Council and can be removed from office at any time, without cause, by majority vote of the Council. The Council can also vote to remove someone who has missed three consecutive meetings when those absences have not been approved.

### **Some examples for removal are as follows:**

- Writing letters representing the commission, purporting to come from the Commission or the City, without commission and City Council approval.
- Talking about commission business, on behalf of the commission, without authorization from the body.
- Behavior unbecoming of a commissioner, such as illegal behavior.
- Inappropriate or rude behavior to a city staff member or another commissioner.
- Unethical behavior.
- Inappropriate use of resources or funds without staff approval.
- When interaction between commissioners is detrimental to the functionality of the commission or making it impossible to carry out the duties of the commission.
- Noncompliance with required filings of Form 700 Statement of Economic Interest or AB1234 Ethics Training

## CITY ACRONYMS

### **Council:**

CC – City Council  
BFPD – Belmont Fire Protection District  
JPFA – Joint Powers Finance Authority  
JPA – Joint Powers Authority

### **Community Development/Permit Center:**

APN – Assessor Parcel Number  
FAR – Floor Area Ratio  
CUP – Conditional Use Permit  
CDP – Conceptual Development Plan  
PD – Planned Development  
DDOP – Disposition of Development Owner  
Participation Agreement  
BVSP – Belmont Village Specific Plan  
GP – General Plan  
CAP – Climate Action Plan  
EIR – Environmental Impact Report  
LMI – Low-to-Moderate Income  
Neg Dec – Negative Declaration  
CEQA – California Environmental Quality Act  
RHNA – Regional Housing Needs Assessment  
RZ – Rezone  
ZTA – Zone Text Amendment  
ECR – El Camino Real  
OCR – Old County Road  
HIA – Harbor Industrial Area

### **Finance:**

CAFR – Comprehensive Annual Financial  
Report  
GAAP – Generally Accepted Accounting  
Practices  
GASB – Governmental Accounting Standards  
Board  
FY – Fiscal Year  
MVLF – Motor Vehicle License Fee  
TOT – Transient Occupancy Tax  
TRANS – Tax Revenue Anticipation Notes

### **Human Resources:**

AFSCME – American Federation of State,  
County & Municipal Employees  
BPOA – Belmont Police Officers’  
Association  
MMCEA – Mid-Management Confidential  
Employees Association  
MOU – Memorandum of Understanding

### **Public Safety/Police & Fire:**

ALS – Advanced Life Support  
ALSJPA – Advanced Life Support Joint Powers  
Authority  
CERT – Community Emergency Response Team  
EOC – Emergency Operations Center  
NIMS – National Incident Management System  
PD – Police Department

### **Public Works:**

ADT – Average Daily Traffic  
GHG – Green House Gas  
NPDES – National Pollutant Discharge  
Elimination System  
PMP – Pavement Management Program  
PCI – Pavement Condition Index  
ROW – Right-of-Way  
SSO – Sanitary Sewer Overflow  
TDA – Transportation Development Act  
TCFA – Transportation for Clean Air

### **Cross-Departmental:**

CIP – Capital Improvement Project  
CCN – City Contract Number  
PSA – Professional Services Agreement  
RFP – Request for Proposals  
RFQ – Request for Qualifications  
PRA – Public Records Act

### **Organizations:**

ABAG – Association of Bay Area  
Governments  
BAAQMD – Bay Area Air Quality Mgmt. District  
C/CAG – City/County Association of  
Governments  
C/CAG TAC – C/CAG Technical Advisory  
Committee  
ICLEI – International Council for Local  
Environmental Initiatives  
LCC – League of California Cities  
MTC – Metropolitan Transportation Commission  
PUC – Public Utilities Commission  
SBWMA – South Bayside Waste  
Management Association  
SVCW – Silicon Valley Clean Water (Sewer Treatment)  
SamTrans – San Mateo Transportation Agency  
SMTA – San Mateo Transportation Authority  
BRSSD – Belmont-Redwood Shores School District  
NDNU – Notre Dame de Namur University  
NDHS – Notre Dame High School  
FPPC – Fair Political Practices Commission



**CITY OF BELMONT**  
**PLANNING COMMISSION MEETING MINUTES**  
**Tuesday, September 20, 2022 – 7:00 PM**

1. ROLL CALL 7:00 P.M.

Planning Commission members present: Kramer, Kulich, Latimerlo, Majeski

Commission members absent: Meier, Kelley, Enriquez

Staff Present: Community Development Director Carlos de Melo, Associate Planner Tim Shek, Administrative Assistant Mara Perez

2. PLEDGE OF ALLEGIANCE

Led by Chair Kramer

3. OTHER BUSINESS

Director Carlos de Melo presented the following recommendation for motion:

- AB 361(Virtual Meetings – September 2022) Continue to recommend measures to promote social distancing and continue virtual meetings. Motion Passes 4-0

4. COMMUNITY FORUM

Chair Kramer opened the Community Forum.

No public comment was brought forth.

Chair Kramer closed the Community Forum.

5. COMMISSIONER ANNOUNCEMENTS / AGENDA AMENDMENTS

There were no announcements or agenda amendments.

6. CONSENT CALENDAR

Motion to approve two sets of meeting minutes for July 19, 2022, and August 16, 2022. Staff recommends voting individually per meeting minutes as some Commissioners were unable to

participate. Therefore, a motion for meeting minutes July 19<sup>th</sup> will be proposed and meeting minutes for August 16<sup>th</sup> will be carried over for next meeting.

- Meeting minutes for July 19, 2022. Motion Passes 4-0
- Meeting minutes for August 16, 2022. Approval will move to the next meeting, as three affirmative votes are needed from a quorum of four to adopt minutes.

## 7. PUBLIC HEARING

Commissioners stated no ex-parte communications were made.

### 7A. 600 El Camino Real (Master Sign Program)

Associate Planner Shek provided a presentation to consider a commercial tenant Master Sign Program for the mixed-use (residential/commercial) development for the subject property. The site is located on El Camino Real. The approximately 50,000 square foot mixed-use building is comprised of multi-tenant commercial uses on the ground floor (approximately 10,000 sq. ft.), parking areas and 32 upper floor multi-family residential condominium units.

Staff stated the Master Sign Program is well-designed and articulated. The proposed signage is compatible with the existing building and surrounding area. Future tenants will be provided with the adequate opportunity to construct, erect or maintain a sign for identification. The proposed signage is adequate to control pedestrian and vehicular circulation and provides clear and functional identification. The Master Sign program is consistent with the Belmont Zoning Ordinance and Sign Ordinance.

Chair Kramer invited the applicant to speak.  
Applicant was not present.

Chair Kramer opened the Public Hearing.  
There were no public comments.  
Chair Kramer closed the Public Hearing.

## COMMISSION DISCUSSION AND DELIBERATION

Commissioners made the findings in the affirmative.

**ACTION:** On a motion by Commissioner Kulich, seconded by Commissioner Latimerlo to approve the Master Sign Program at 600 El Camino Real, Application Number PA2021-0064.

Motion passed 4-0-3 (4 Ayes, 0 Noes, 3 Absent)

Chair Kramer stated this item is appealable within 10-calendar days.

## UPDATES

Director Carlos De Melo gave an update regarding projects/development in Belmont. -Agendas will be light with few single-family design reviews, no large-scale projects in the forecast for review until early end of the year or first quarter of 2023. Final version of housing element will

be coming up for decision making in the January 2023 time frame. Two commercial office developments for Bio-Tech Life Sciences making great progress.

**ADJOURNMENT at this time being 7:57 PM** to a regular meeting of the Planning Commission to be held on October 4, 2022. Public Notice as required will be issued in advance of the Commission Meeting.

Mara Perez - Administrative Assistant