



City Council Meeting Agenda

Tuesday, December 9, 2025

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

General order of Business

1. CALL TO ORDER
2. ITEMS BEFORE 7:00 PM
3. PLEDGE OF ALLEGIANCE
4. REPORT FROM CLOSED SESSION
(none)
5. SPECIAL PRESENTATIONS
6. PUBLIC COMMENTS ON ITEMS NOT
ON THE AGENDA
7. COUNCILMEMBER ANNOUNCEMENTS
8. CONSENT BUSINESS
9. PUBLIC HEARINGS (none)
10. GENERAL BUSINESS
11. BRIEF VERBAL REPORTS FROM
MEMBERS AND STAFF
12. MATTERS OF
INTEREST/CLARIFICATION
13. ADJOURNMENT

City Council

Julia Mates, Mayor
Robin Pang-Maganaris, Vice Mayor
Gina Latimerlo, Councilmember
Tom McCune, Councilmember
Cathy Jordan, Councilmember

Staff

Afshin Oskoui, City Manager
Scott Rennie, City Attorney
Kathy Kleinbaum, Assistant City Manager
Ken Stenquist, Police Chief
Grace Castaneda, Finance Director
Ann Ritzma, Interim Admin Services Director
Carlos deMelo, Community Development Director
Brigitte Shearer, Parks and Recreation Director
Edric Kwan, Public Works Director
Jozi Plut, City Clerk

MEETING ATTENDANCE:

Council meetings, unless otherwise noted, are broadcast live to Belmont residents on

1. Comcast Cable Channel 27
2. Streamed live via the City's website at www.Belmont.gov
3. ZOOM <https://belmont-gov.zoom.us/> Meeting ID: 95745673035
4. Attend the meeting in the Council Chambers, Belmont City Hall 2nd floor

PUBLIC COMMENT:

- Public in the Council Chamber present the Clerk a request to speak slip found at the table at the rear of the chamber.
- If participating virtually use the Raise Hand feature to request to speak.
 - 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 Chair.

To submit a written public comment:

E-mail cclerk@belmont.gov before the Council discusses the item, noting the agenda topic or number in the subject line. Comments received up to three hours before the meeting will be distributed to the Council and included in the record but not read aloud during the meeting..

The Mayor has the authority to rule any speaker out of order, including speakers during the Public Comment period; If the subject raised is not within the subject matter jurisdiction of the City Council, during a public hearing or a general business item if the speaker is not presenting testimony or evidence relevant to the matter or if the speaker becomes disruptive to the proceedings and conduct of the meeting.

The Mayor also has the authority to order any person who willfully interrupts the meeting to be removed. All persons are expected to always conduct themselves with civility and courtesy. All persons giving comments shall speak directly to the Council and address issues, not individuals. Personal attacks, cursing and outbursts from the audience in support or opposition to a speaker are not tolerated to foster an environment where everyone feels welcome to speak.

LEVINE ACT:

The Levine Act (California Government Code Section 84308) limits campaign contributions that may be made to elected or appointed City officials (including councilmembers and the mayor) and certain candidates for elective city offices. The Act prohibits an agent of a party from contributing any amount to councilmember while a proceeding for a contract valued at \$50,000 or more, permit, license, or other entitlement for use is pending that does not solely involve purely ministerial decisions. The Act also prohibits parties and participants in the above entitlement proceedings from contributing more than \$500 during the proceeding and for 12 months after the proceeding and requires disclosure of the prohibited contributions. The Act prohibits certain officials, including local elected officials, from taking part in an entitlement proceeding if the official has received a contribution exceeding \$500 from a party or participant in the proceeding within the preceding 12 months. An official is also prohibited from accepting, soliciting, or directing a contribution exceeding \$500 from a party or participant in the proceeding for 12 months after a final decision is rendered in such a proceeding. The law is complex, and this brief description is not legal advice. If you or an agent have made any campaign contributions to a councilmember in the 12 months before a proceeding in which you have an interest or you are contemplating making a contribution within the 12 months after such a proceeding, you are urged to review the Levine Act and consider consulting an attorney. The California Fair Political Practices Commission (FPPC) is responsible for administering the Levine Act. More information about the Act and its implementing regulations can be found on the FPPC's website here: <https://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html>

ACCESSIBILITY

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

AGENDA POSTING: I declare a copy of this agenda was posted at City Hall, One Twin Pines Lane, and the City's website www.Belmont.gov Date: _____ Time: _____ /s/:

City of Belmont
City Council Regular Meeting Agenda
December 9, 2025
City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

Amended Agenda - Title Correction to Attachment 8D

NOTICE REGARDING MEETING SCHEDULE

The City Council may meet prior to 7:00 PM for Study Sessions, Closed Sessions, or other Special Topics. All other business will commence at 7:00 PM as a time-certain agenda item.

1. CALL TO ORDER

- Roll Call

2. ITEMS BEFORE 7:00 PM

A. CLOSED SESSION (none)

B. STUDY SESSION (none)

The public will have an opportunity to address the City Council concerning this item.

C. SPECIAL SESSION/OTHER TOPICS (6:30 PM)

i. Community Service Award Presentation

ii. Beautiful Belmont Awards Presentation

ITEMS STARTING AT 7:00 PM

3. PLEDGE OF ALLEGIANCE

4. REPORT FROM CLOSED SESSION (none)

5. SPECIAL PRESENTATIONS

A. State Legislative Update - Assembly Member Diane Papan

B. Proclamation Recognizing Outgoing Poet Laurette

C. Proclamation Recognizing Administrative Services Director Ann Ritzma Upon Her Retirement

D. Belmont Police Oath of Office

E. Belmont Centennial Planning Update

6. 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.

7. COUNCILMEMBER ANNOUNCEMENTS

8. 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 modification and approve minutes.

Attachments:

[November 25, 2025 Minutes](#)

B. Revised Master Employee Pay Schedule – December 2025

Recommendation: Adopt a resolution to amend the City’s Master Employee Pay Schedule to maintain ongoing compliance with California Public Employees’ Retirement System (CalPERS) requirements.

Attachments:

[Staff Report](#)

[Resolution](#)

[Exhibit A](#)

C. 800 Laurel Ave Permanent Encroachment – PG&E Utility Pole

Recommendation: Adopt a resolution approving a Permanent Encroachment Agreement for the 800 Laurel Avenue townhome development project to allow for the relocation of an existing utility pole from the intersection of Laurel Avenue and Hill Street to the public right-of-way in front of Garden Hills Apartments at 941 Hill Street.

Attachments:

[Staff Report](#)

[Resolution](#)

[Exhibit A](#)

D. Authorize a Contract with InCharge Energy, Inc. for Design, Construction, and Maintenance of Electric Vehicle Chargers at Three City Sites

Recommendation: Motion to authorize the City Manager to negotiate and execute a contract with InCharge Energy, Inc. for the design, construction, and maintenance of electric vehicle chargers at three City sites in the amount of \$301,367.33 and to authorize a 15 percent construction contingency in the amount of \$45,000.

Attachments:

[Staff Report](#)

[Proposal](#)

E. Second reading of text amendments to the Belmont Zoning Ordinance Section 2 (Definitions), Section 4 (Residential), Section 5A (Corridor Mixed Use-CMU), Section 8 (Parking), Section 9.54 (Accessory Buildings), Section 10 (Procedures), Section 13 (Design Review), and Section 31 Village District (partial, Sec. 31.6 and 31.7 only)

Recommendation: Approve an Ordinance (Second Reading) amending Belmont Zoning Ordinance Section 2 (Definitions), Section 4 (Residential), Section 5A (Corridor Mixed Use-CMU), Section 8 (Parking), Section 9.54 (Accessory Buildings), Sections 10 (Procedures), Section 13 (Design Review), and Section 31 (Village) with such amendments related to implementation of the certified Housing Element, development standards in the Corridor Mixed Use District, consolidation of parking requirements into one section of the Belmont

Zoning Ordinance, and other updates to clarify zoning regulations and improve implementation.

Attachments:

[Staff Report](#)
[Ordinance](#)

F. Harbor Industrial Area Specific Plan - Amendment to Services Agreement

Recommendation: Authorize the City Manager to negotiate and execute an amendment to the Services Agreement with Good City Company for the completion of the Harbor Industrial Area Specific Plan and Environmental Impact Report (EIR).

Attachments:

[Staff Report](#)
[Attachment A](#)

9. PUBLIC HEARINGS (none)

10. 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. Appointment of Vice Mayor and Council Intergovernmental Assignments for Calendar Year 2026

Recommendation: 1. Appoint a Vice Mayor for Calendar Year 2026 in accordance with the City Council Protocols.

2. Review and approve the City Council Intergovernmental Assignments for Calendar Year 2026, including any modifications desired by the Council.

3. Consider the formation of a City Council Ad Hoc Housing & Long-Range Planning Subcommittee and appoint two Councilmembers should the Council choose to establish this new body.

Attachments:

[Staff Report](#)
[Exhibit A](#)

B. Reappointment to Mosquito and Vector Control District

Recommendation: The City Council to discuss and decide whether to reappoint Chuck Cotten to the San Mateo County Mosquito and Vector Control District and determine whether the appointment should be for a two-year or four-year term.

Attachments:

[Staff Report](#)
[Exhibit A](#)
[Exhibit B](#)

11. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

B. Verbal report from City Manager

12. 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.

13. ADJOURNMENT

CITY OF BELMONT CITY COUNCIL REGULAR MEETING MINUTES

City Council Chambers, City Hall, One Twin Pines Lane, Belmont, California
And Teleconference (Julia Mates) Cafe Bene, 1555 Sepulveda Boulevard, Torrance, CA
90501

NOVEMBER 25, 2025

1. **CALL TO ORDER: 7:15 PM** (due to technical difficulties)
COUNCILMEMBERS PRESENT: McCune, Jordan, Latimerlo, Pang-Maganaris, Mates
COUNCILMEMBERS ABSENT: None
2. ITEMS BEFORE 7:00 PM (none)
 - A. CLOSED SESSION
 - B. STUDY SESSION
 - C. SPECIAL SESSION/OTHER TOPICS
3. **PLEDGE OF ALLEGIANCE**
Led by Mayor Mates.
4. **REPORT FROM CLOSED SESSION (none)**
5. **SPECIAL PRESENTATIONS**
 - A. **Rethink Waste Poster Contest Recognition**
Certificate of recognition was presented to Harrison L. from Belmont Oaks Academy.
 - B. **Project Sentinel Fair Housing Update**
Presented by Arthur Tapia and Laura Diaz representing Project Sentinel.
6. **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**
Chris Lu, Belmont Library Manager provided an overview of library events and upcoming initiatives.

Achyut Shrestha commented on land use and certificate of compliance issues.
7. **COUNCILMEMBER ANNOUNCEMENTS**
Councilmembers provided updates on upcoming events.
8. **CONSENT BUSINESS**
 - A. October 28, 2025 Meeting Minutes
 - B. August and September 2025 Monthly Financial Reports
 - C. Quarter 3 Strategic Plan update

D. **Resolution 2025-72** authorizing the City Manager to negotiate and execute a five-year agreement with Axon Enterprise Inc. not to exceed \$476,403.87 for equipment replacement and technology services; and approve a budget appropriation in the amount of \$47,164 for fiscal year 2025-26.

E. **Resolution 2025-73** authorizing the City Manager to negotiate and execute Amendment #2 to the contract with Parametrix, Inc. for an additional amount of \$20,250, for a total contract cost to a not-to-exceed amount of \$185,375.

F. Award of Contract to BuildCorp, Inc. for an Amount not to Exceed \$276,180, and Authorizing the City Manager to Execute a Contract for the Belmont Village Bicycle Improvement Project, City Contract Number 2025-638

G. **Resolution 2025-74** to make certain findings and accept the annual report on receipt and use of development impact fees, in-lieu fees, and linkage fees for the fiscal year ended June 30, 2025.

ACTION: On a motion made by Councilmember Latimerlo and seconded by Vice Mayor Pang-Maganaris the consent business was approved by roll call vote (5-0).

9. **PUBLIC HEARINGS**

A. **Local Amendments to 2025 California Building Standards Codes**

Chief Building Official Francescone provided an overview of the proposed amendments.

Council discussed the item.

Mayor Mates opened the public hearing.

No member of the public came forward to speak.

Mayor Mates closed the public hearing and noted that the Council will take one action as Councilmembers and BFPD Directors to adopt the accompanying resolution and ordinance.

City Attorney Rennie read the titles of the ordinances for adoption.

ACTION: On a motion made Vice Mayor Pang-Maganaris and seconded by Councilmember McCune **Resolution 2025-75** making express findings that modifications to the 2025 California Building, Plumbing, Residential and Wildland-Urban Interface Codes are reasonably necessary due to local conditions; and, as the City Council, adopt **Ordinance 2025-1191** adopting the 2025 California Building, Plumbing, Mechanical, Electrical, Residential and Wildland-Urban Interface Codes by reference with local amendments, designating fire hazard severity zones, amending City Code administrative and enforcement provisions, and ratifying Fire Code amendments by San Mateo Consolidated Fire Department applicable in the city; and, as the Board of Directors for the Belmont Fire Protection District, adopt an **Ordinance 2025-02** ratifying the 2025 Fire Code and Wildland-Urban Interface Code

amendments by San Mateo Consolidated Fire Department applicable in the District's unincorporated areas and designating fire hazard severity zones were approved by roll call vote (5-0).

B. Revise Maximum Rates for Solid Waste Collection Services for Calendar Year 2026

Public Works Director Kwan introduced the item and City Consultant Shawn Koorn of HDR, who provided a report on the Recology Franchise Agreement and the rate-setting process. Mr. Koorn reviewed the 2026 rate application and outlined the proposed Schedule L maximum rate adjustment multiplier of 1.45%, as well as the proposed Schedule Q additional services increase based on the CPI-U general calculation of 1.27%.

Mayor Mates opened the public hearing.

City Clerk Plut noted that two protest letters were received. No other comments received.

Mayor Mates closed the public hearing.

ACTION: On a motion made by Councilmember Latimerlo and seconded by Councilmember McCune **Resolution 2025-76** revising the maximum rates that may be charged by Recology of San Mateo County for solid waste, recyclable materials, and organic materials collection services effective January 1, 2026 was approved by a roll call vote (5-0).

C. Consider Text Amendments to the Belmont Zoning Ordinance Section 2 (Definitions), Section 4 (Residential), Section 5A (Corridor Mixed Use-CMU), Section 8 (Parking), Section 9.54 (Accessory Buildings), Section 10 (Procedures), Section 13 (Design Review), and Section 31 Village District (partial, Sec. 31.6 and 31.7 only)

Deputy Director Russell provided a background report on the series of proposed zoning text amendments to various sections of the zoning ordinance.

Council deliberated on the item.

Mayor Mates opened the Public Hearing.

Public Comments received from Neel Patel and Brian.

Mayor Mates closed the Public Hearing.

Council discussion continued. Council concurred with the staff recommendations.

ACTION: On a motion by Councilmember Latimerlo and seconded by Vice Mayor Pang-Maganaris, an ordinance amending Belmont Zoning Ordinance Section 2 (Definitions), Section 4 (Residential), Section 5A (Corridor Mixed Use-CMU), Section 8 (Parking), Section 9.54 (Accessory Buildings), Sections 10 (Procedures), Section

13 (Design Review), and Section 31 (Village) with such amendments related to implementation of the certified Housing Element, development standards in the Corridor Mixed Use District, consolidation of parking requirements into one section of the Belmont Zoning Ordinance, and other updates to clarify zoning regulations and improve implementation was introduced as proposed by staff.

10. GENERAL BUSINESS

A. Charles Armstrong School – Project Introduction

Assistant Planner Ruiz provided a presentation regarding the Charles Armstrong School Development Review Project.

Neil Tuck, Head of Charles Armstrong School presented the applicant overview of school programs and the purpose of the proposed project.

Jorge Burbano, Project Architect provided the campus plan design and logistics presentation.

Council discussion ensued.

Public comments were received via email prior to the meeting, additional in person and virtual participation comments were received from Barbara Sabeau, Warren Gibson, Daniel Zwijsen, Jeff Criswell, T.K. Lakshman, Gelsina Bignoli, Jeffery Selman, Mark Moore, Heyward Fellows, Colleen Carter, Karen Shane.

At 10:12 a.m., Mayor Mates left her teleconference location and ceased actively participating in the meeting to avoid a potential Brown Act conflict. Vice Mayor Pang-Maganaris chaired the continuation the meeting.

Council closed the discussion; this was an informational item no action was taken.

B. Report from Audit Committee and Measure I Committee for FY 2024-25

Finance Director Castaneda provided a brief report noting the Audit Committee's recommendation to receive the financial reports and the recommendations of the City's independent auditor for the fiscal year ended June 30, 2025, as well as the Annual Measure I Advisory Committee Report for the fiscal year ended June 30, 2025.

Council received the report no other action taken.

C. Revised Master Employee Pay Schedule – November 2025

Administrative Services Director Ritzma noted that this item fulfills a contractual obligation with the State and CalPERS requiring updates to the City's salary schedule whenever changes are made. She explained that recent adjustments to

the City Manager and City Attorney salaries, as well as approved raises for Belmont Police Department employees, and a change to minimum wage in January 2026 necessitated this update.

ACTION: On a motion made by Councilmember Latimerlo and seconded by Councilmember McCune **Resolution 2025-77** to amend the City's Master Employee Pay Schedule to ensure continued compliance with California Public Employees' Retirement System (CalPERS) requirements was approved (4-1, Mates absent).

11. **BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF**

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

Councilmembers reported on their assignments.

B. Verbal report from City Manager

City Manager Oskoui wished everyone a Happy Thanksgiving.

ACTION: On a motion made by Councilmember Latimerlo and seconded by Councilmember McCune the meeting was extended for 30 minutes by a roll call vote (4-1, Mates absent).

12. **MATTERS OF INTEREST/CLARIFICATION**

A. Formation of a City Council Ad Hoc Housing & Long-Range Planning Subcommittee

Councilmember Latimerlo stated that she and Councilmember Jordan identified the need for a standing venue to monitor and assess the impacts of evolving state housing laws on Belmont's policies and long-term planning. The proposed subcommittee would track new legislation, evaluate its relationship to the City's General Plan and current housing initiatives, and serve as a communication bridge to keep the Council informed of relevant regulatory and legislative developments.

Brief Council discussion ensued, and the Council concurred to revisit the item at the next meeting in conjunction with the Council's intergovernmental assignments.

13. **ADJOURNMENT** at 10:39 PM to JPFA Meeting.

**Submitted by,
Jozi Plut, City Clerk**



STAFF REPORT

Meeting Date: December 9, 2025
Agency: City of Belmont
Staff Contact: Laura Kirby, Human Resources Management Analyst, lkirby@belmont.gov
Agenda Title: Revised Master Employee Pay Schedule – December 2025
Agenda Action: Resolution

Recommendation

Adopt a resolution to amend the City's Master Employee Pay Schedule to maintain ongoing compliance with California Public Employees' Retirement System (CalPERS) requirements.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

Under CalPERS regulations and California Code of Regulations Section 570.5, the City is required to maintain a clear and comprehensive record of all established positions, including pay rates, effective dates, time base and revision history, and to present any updates to the City Council for approval whenever changes occur.

Analysis

The revisions reflected in the updated Master Employee Pay Schedule (Exhibit A) are limited to the following:

- Implementing the January 2026 wage increase for the Mid Management Confidential Employees Association (MMCEA), as approved by the City Council in the 2025–2028 Memorandum of Understanding. The agreement sets a minimum increase of 3 percent. If the Consumer Price Index (CPI) is higher than 3 percent, the City will make an additional adjustment up to a maximum of 5 percent.*
- Implementing the January 2026 wage increase for the Unrepresented and Confidential Group, as approved by the City Council in the group's compensation and benefit plan effective January 1, 2025. The agreement sets a minimum increase of 3 percent. If the Consumer Price Index (CPI) is higher than 3 percent, the City will make an additional adjustment up to a maximum of 5 percent.*
- Implement adjustments to per diem positions with hourly rates aligned with MMCEA and Unrepresented Confidential positions.

**The CPI report for October 2024 through October 2025 was not published due to the federal government shutdown, the November 2025 release in December 2025 will be the basis for the final calculation. Once that figure is published, staff will confirm the final percentage and apply any required adjustments.*



Alternatives

1. Provide staff with alternate direction to proposed Master Employee Pay Schedule changes in whole or in part
2. Take No Action

Attachments

- A. Resolution
Exhibit A – City of Belmont Master Employee Pay Schedule – December 2025

Fiscal Impact

- ☐ No Fiscal Impact
- ☒ Funding Source Confirmed: The updated pay schedule changes are incorporated into the FY 2025-26 budget and long-term financial plan.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2025 2025–

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTING THE CITY’S REVISED MASTER EMPLOYEE PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM REGULATIONS

WHEREAS, the last revision to the City’s master employee pay schedule was approved by City Council on November 25, 2025 via Resolution 2025-77 ; and,

WHEREAS, The City’s Memorandum of Understanding with the Mid-Management Confidential Employees Association (MMCEA) provides the unit will receive a minimum salary increase of 3% effective January 4, 2026; and,

WHEREAS, The Compensation and Benefits Plan for the City’s Unrepresented and Confidential Group provides the unit will receive a minimum of a 3% increase effective January 4, 2026; and,

WHEREAS, per diem positions tied to MMCEA and Unrepresented Confidential groups for compensation purposes shall receive the same 3% salary increase

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

SECTION 1. The Revised Master Employee Pay Schedule attached hereto as Exhibit A is approved and adopted.

* * *

ADOPTED December 9, 2025 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

City of Belmont Master Employee Pay Schedule - Calendar Year 2025 - 2026

Exhibit A

Adopted December 9, 2025

Position	Effective Date	Labor Group	Monthly Pay Rates					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accountant I	1/4/2026	MMCEA	\$ 7,634.28	\$ 8,015.99	\$ 8,416.79	\$ 8,837.63	\$ 9,279.51	\$ 9,743.49
Accountant II	1/4/2026	MMCEA	\$ 8,422.05	\$ 8,843.15	\$ 9,285.31	\$ 9,749.58	\$ 10,237.06	\$ 10,748.91
Accountant III	1/4/2026	MMCEA	\$ 9,745.90	\$ 10,233.20	\$ 10,744.86	\$ 11,282.10	\$ 11,846.21	\$ 12,438.52
Accounting Services Supervisor	1/4/2026	MMCEA	\$ 8,994.29	\$ 9,444.00	\$ 9,916.20	\$ 10,412.01	\$ 10,932.61	\$ 11,479.24
Accounting Technician I	7/6/2025	AFSCME	\$ 5,936.70	\$ 6,233.54	\$ 6,545.22	\$ 6,872.48	\$ 7,216.10	
Accounting Technician II	7/6/2025	AFSCME	\$ 6,530.54	\$ 6,857.07	\$ 7,199.92	\$ 7,559.92	\$ 7,937.91	
Accounting Technician III	7/6/2025	AFSCME	\$ 7,334.22	\$ 7,700.93	\$ 8,085.97	\$ 8,490.27	\$ 8,914.79	
Administrative Assistant	1/4/2026	MMCEA	\$ 6,507.77	\$ 6,833.16	\$ 7,174.82	\$ 7,533.56	\$ 7,910.24	\$ 8,305.75
Administrative Services Director	7/6/2025	Unrep	\$ 16,242.30					\$ 22,617.41
Assistant City Manager	7/6/2025	Unrep	\$ 18,821.57					\$ 24,637.43
Assistant Civil Engineer	1/4/2026	MMCEA	\$ 8,998.23	\$ 9,448.14	\$ 9,920.55	\$ 10,416.58	\$ 10,937.41	\$ 11,484.28
Assistant Planner	1/4/2026	MMCEA	\$ 8,001.76	\$ 8,401.85	\$ 8,821.94	\$ 9,263.04	\$ 9,726.19	\$ 10,212.50
Assistant PW Director/City Engineer	1/4/2026	MMCEA	\$ 15,283.91	\$ 16,048.11	\$ 16,850.52	\$ 17,693.05	\$ 18,577.70	\$ 19,506.59
Associate Civil Engineer	1/4/2026	MMCEA	\$ 10,220.57	\$ 10,731.60	\$ 11,268.18	\$ 11,831.59	\$ 12,423.17	\$ 13,044.33
Associate Planner	1/4/2026	MMCEA	\$ 9,015.36	\$ 9,466.13	\$ 9,939.44	\$ 10,436.41	\$ 10,958.23	\$ 11,506.14
Building Inspector I	7/6/2025	AFSCME	\$ 8,429.57	\$ 8,851.04	\$ 9,293.60	\$ 9,758.28	\$ 10,246.19	
Building Inspector II	7/6/2025	AFSCME	\$ 8,941.44	\$ 9,388.52	\$ 9,857.94	\$ 10,350.84	\$ 10,868.38	
City Attorney	10/12/2025	Unrep	\$ 27,469.35					
City Clerk/Constituent Services Manager	1/4/2026	City Clerk	\$ 12,589.70	\$ 13,219.19	\$ 13,880.15	\$ 14,574.16	\$ 15,302.87	\$ 16,068.01
City Manager	9/14/2025	Unrep	\$ 31,017.94					
Chief Building Official	1/4/2026	MMCEA	\$ 12,495.12	\$ 13,119.88	\$ 13,775.87	\$ 14,464.66	\$ 15,187.89	\$ 15,947.28
Code Enforcement Officer	7/6/2025	AFSCME	\$ 7,920.80	\$ 8,316.83	\$ 8,732.67	\$ 9,169.31	\$ 9,627.77	
Community Development Director	7/6/2025	Unrep	\$ 16,892.00					\$ 22,217.20
Community Engagement Specialist	1/4/2026	Unrep	\$ 9,516.89	\$ 9,992.73	\$ 10,492.37	\$ 11,016.99	\$ 11,567.84	\$ 12,146.23
Community Service Officer	1/4/2026	BPOA	\$ 5,778.91	\$ 6,067.86	\$ 6,371.26	\$ 6,689.81	\$ 7,024.31	\$ 7,375.51
Construction Inspector	7/6/2025	AFSCME	\$ 9,363.60	\$ 9,831.78	\$ 10,323.36	\$ 10,839.54	\$ 11,381.51	
Deputy Planning and Comm Dev Director	1/5/2025	Unrep	\$ 14,786.72	\$ 15,526.06	\$ 16,302.36	\$ 17,117.48	\$ 17,973.35	\$ 18,872.02
Deputy City Clerk	1/4/2026	MMCEA	\$ 6,875.19	\$ 7,218.95	\$ 7,579.90	\$ 7,958.90	\$ 8,356.85	\$ 8,774.69
Deputy Finance Director	1/4/2026	MMCEA	\$ 13,488.13	\$ 14,162.54	\$ 14,870.67	\$ 15,614.20	\$ 16,394.91	\$ 17,214.66
Electrician	7/6/2025	AFSCME	\$ 7,639.34	\$ 8,021.30	\$ 8,422.37	\$ 8,843.48	\$ 9,285.66	
Engineering Technician	7/6/2025	AFSCME	\$ 7,580.60	\$ 7,959.64	\$ 8,357.62	\$ 8,775.50	\$ 9,214.28	

City of Belmont Master Employee Pay Schedule - Calendar Year 2025 - 2026

Exhibit A

Adopted December 9, 2025

Position	Effective Date	Labor Group	Monthly Pay Rates					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Equipment Operator	7/6/2025	AFSCME	\$ 6,716.16	\$ 7,051.98	\$ 7,404.57	\$ 7,774.80	\$ 8,163.54	
Executive Assistant To City Manager	1/4/2026	MMCEA	\$ 7,572.83	\$ 7,951.47	\$ 8,349.04	\$ 8,766.49	\$ 9,204.81	\$ 9,665.05
Finance Director	7/6/2025	Unrep	\$ 16,892.00					\$ 22,276.33
Accounting/Budget Manager	1/4/2026	MMCEA	\$ 11,457.13	\$ 12,029.99	\$ 12,631.49	\$ 13,263.06	\$ 13,926.21	\$ 14,622.52
GIS Coordinator I	1/4/2026	MMCEA	\$ 8,249.07	\$ 8,661.52	\$ 9,094.60	\$ 9,549.33	\$ 10,026.80	\$ 10,528.14
GIS Coordinator II	1/4/2026	MMCEA	\$ 9,470.01	\$ 9,943.51	\$ 10,440.69	\$ 10,962.72	\$ 11,510.86	\$ 12,086.40
GIS Coordinator III	1/4/2026	MMCEA	\$ 11,113.28	\$ 11,668.94	\$ 12,252.39	\$ 12,865.01	\$ 13,508.26	\$ 14,183.67
Head Teacher	7/6/2025	AFSCME	\$ 4,956.32	\$ 5,204.14	\$ 5,464.35	\$ 5,737.57	\$ 6,024.44	
Housing and Economic Development Manager	1/4/2026	MMCEA	\$ 11,457.13	\$ 12,029.99	\$ 12,631.49	\$ 13,263.06	\$ 13,926.21	\$ 14,622.52
Housing Specialist	1/4/2026	MMCEA	\$ 9,015.36	\$ 9,466.13	\$ 9,939.44	\$ 10,436.41	\$ 10,958.23	\$ 11,506.14
IT Business System Analyst	1/4/2026	Unrep	\$ 12,225.64	\$ 12,836.92	\$ 13,478.77	\$ 14,152.71	\$ 14,860.35	\$ 15,603.37
Information Technology Manager	1/4/2026	Unrep	\$ 13,593.10	\$ 14,272.76	\$ 14,986.40	\$ 15,735.72	\$ 16,522.51	\$ 17,348.64
Lead Police Dispatcher	1/4/2026	BPOA	\$ 8,928.73	\$ 9,373.06	\$ 9,844.13	\$ 10,336.86	\$ 10,852.48	\$ 11,395.10
Maintenance Worker I	7/6/2025	AFSCME	\$ 5,553.22	\$ 5,830.87	\$ 6,122.42	\$ 6,428.54	\$ 6,749.96	
Maintenance Worker II	7/6/2025	AFSCME	\$ 6,147.06	\$ 6,454.41	\$ 6,777.13	\$ 7,115.98	\$ 7,471.79	
Management Analyst II	1/4/2026	MMCEA	\$ 9,359.91	\$ 9,827.91	\$ 10,319.31	\$ 10,835.28	\$ 11,377.04	\$ 11,945.89
Management Analyst I	1/4/2026	MMCEA	\$ 8,593.61	\$ 9,023.29	\$ 9,474.45	\$ 9,948.17	\$ 10,445.58	\$ 10,967.86
Mechanic	7/6/2025	AFSCME	\$ 6,810.44	\$ 7,150.96	\$ 7,508.51	\$ 7,883.94	\$ 8,278.13	
Office Assistant I	7/6/2025	AFSCME	\$ 5,270.22	\$ 5,533.74	\$ 5,810.42	\$ 6,100.94	\$ 6,405.98	
Office Assistant II	7/6/2025	AFSCME	\$ 5,854.80	\$ 6,147.54	\$ 6,454.93	\$ 6,777.67	\$ 7,116.55	
Parks & Recreation Director	7/6/2025	Unrep	\$ 16,855.66					\$ 22,217.86
Parks and Facilities Maintenance Worker I ⁵	7/6/2025	AFSCME	\$ 5,553.22	\$ 5,830.87	\$ 6,122.42	\$ 6,428.54	\$ 6,749.96	
Parks and Facilities Maintenance Worker II ⁵	7/6/2025	AFSCME	\$ 6,147.06	\$ 6,454.41	\$ 6,777.13	\$ 7,115.98	\$ 7,471.79	
Parks and Facilities Manager ⁵	1/4/2026	MMCEA	\$ 11,218.44	\$ 11,779.36	\$ 12,368.33	\$ 12,986.75	\$ 13,636.09	\$ 14,317.89
Parks and Facilities Supervisor	1/4/2026	MMCEA	\$ 9,026.79	\$ 9,478.13	\$ 9,952.04	\$ 10,449.64	\$ 10,972.12	\$ 11,520.73
Payroll Manager	1/4/2026	Unrep	\$ 11,457.13	\$ 12,029.99	\$ 12,631.49	\$ 13,263.06	\$ 13,926.21	\$ 14,622.52
Permit Technician	7/6/2025	AFSCME	\$ 7,398.65	\$ 7,542.32	\$ 7,919.43	\$ 8,315.40	\$ 8,731.17	
Planning Technician	7/6/2025	AFSCME	\$ 7,398.65	\$ 7,542.32	\$ 7,919.43	\$ 8,315.40	\$ 8,731.17	
Police Captain	1/4/2026	MMCEA	\$ 15,593.20	\$ 16,372.86	\$ 17,191.50	\$ 18,051.08	\$ 18,953.63	\$ 19,901.31
Police Chief	7/6/2025	Unrep	\$ 18,821.57					\$ 25,138.56
Police Corporal Advanced POST	1/4/2026	BPOA	\$ 11,352.68	\$ 11,920.32	\$ 12,516.33	\$ 13,142.15	\$ 13,799.25	\$ 14,489.21
Police Corporal Basic POST	1/4/2026	BPOA	\$ 10,298.44	\$ 10,813.35	\$ 11,354.02	\$ 11,921.72	\$ 12,517.80	\$ 13,143.70

City of Belmont Master Employee Pay Schedule - Calendar Year 2025 - 2026

Exhibit A

Adopted December 9, 2025

Position	Effective Date	Labor Group	Monthly Pay Rates					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police Corporal Intermediate POST	1/4/2026	BPOA	\$ 10,811.24	\$ 11,351.81	\$ 11,919.39	\$ 12,515.35	\$ 13,141.13	\$ 13,798.19
Police Dispatcher	1/4/2026	BPOA	\$ 7,901.29	\$ 8,296.35	\$ 8,711.17	\$ 9,146.73	\$ 9,604.07	\$ 10,084.27
Police Lieutenant	1/4/2026	MMCEA	\$ 14,063.46	\$ 14,766.63	\$ 15,504.96	\$ 16,280.21	\$ 17,094.22	\$ 17,948.93
Police Officer Advanced POST	1/4/2026	BPOA	\$ 11,135.58	\$ 11,692.36	\$ 12,276.98	\$ 12,890.83	\$ 13,535.37	\$ 14,212.14
Police Officer Basic POST	1/4/2026	BPOA	\$ 10,101.66	\$ 10,606.74	\$ 11,137.08	\$ 11,693.93	\$ 12,278.63	\$ 12,892.56
Police Officer Intermediate POST	1/4/2026	BPOA	\$ 10,607.39	\$ 10,813.36	\$ 11,354.02	\$ 11,921.72	\$ 12,517.80	\$ 13,143.69
Police Officer Recruit	1/4/2026	BPOA	\$ 7,512.80					
Police Records Specialist I	1/4/2026	BPOA	\$ 6,029.64	\$ 6,331.12	\$ 6,647.68	\$ 6,980.06	\$ 7,329.06	\$ 7,695.51
Police Records Specialist II	1/4/2026	BPOA	\$ 6,331.27	\$ 6,647.83	\$ 6,980.22	\$ 7,329.23	\$ 7,695.69	\$ 8,080.47
Police Sergeant Advanced POST	1/4/2026	BPOA	\$ 13,112.09	\$ 13,767.69	\$ 14,456.07	\$ 15,178.87	\$ 15,937.81	\$ 16,734.70
Police Sergeant Intermediate POST	1/4/2026	BPOA	\$ 12,485.57	\$ 13,109.85	\$ 13,765.34	\$ 14,453.61	\$ 15,176.29	\$ 15,935.10
Principal Management Analyst	1/4/2026	Unrep	\$ 12,461.27	\$ 13,084.33	\$ 13,738.55	\$ 14,425.48	\$ 15,146.75	\$ 15,904.09
Principal Planner	1/4/2026	MMCEA	\$ 12,739.60	\$ 13,376.58	\$ 14,045.41	\$ 14,747.68	\$ 15,485.06	\$ 16,259.31
Public Works Director	7/6/2025	Unrep	\$ 17,798.81					\$ 22,760.23
Public Works Field Supervisor	1/4/2026	MMCEA	\$ 9,026.79	\$ 9,478.13	\$ 9,952.04	\$ 10,449.64	\$ 10,972.12	\$ 11,520.73
Public Works Services Manager	1/4/2026	MMCEA	\$ 12,460.84	\$ 13,083.88	\$ 13,738.07	\$ 14,424.97	\$ 15,146.22	\$ 15,903.53
PW Lead Maintenance	1/4/2026	AFSCME	\$ 7,263.27	\$ 7,404.30	\$ 7,774.52	\$ 8,163.24	\$ 8,571.41	
Recreation Manager	1/4/2026	MMCEA	\$ 10,303.47	\$ 10,818.64	\$ 11,359.57	\$ 11,927.55	\$ 12,523.93	\$ 13,150.13
Recreation Program Coordinator	1/4/2026	MMCEA	\$ 6,507.79	\$ 6,833.18	\$ 7,174.84	\$ 7,533.58	\$ 7,910.26	\$ 8,305.77
Recreation Specialist II	1/4/2026	AFSCME	\$ 4,520.46	\$ 4,608.93	\$ 4,839.47	\$ 5,082.13	\$ 5,335.20	
Recreation Supervisor	1/4/2026	MMCEA	\$ 8,607.89	\$ 9,038.28	\$ 9,490.19	\$ 9,964.70	\$ 10,462.94	\$ 10,986.09
Senior Civil Engineer	1/4/2026	MMCEA	\$ 12,569.52	\$ 13,198.00	\$ 13,857.90	\$ 14,550.80	\$ 15,278.34	\$ 16,042.26
Senior Management Analyst	1/4/2026	MMCEA	\$ 10,835.26	\$ 11,377.02	\$ 11,945.87	\$ 12,543.16	\$ 13,170.32	\$ 13,828.84
Senior Mechanic	1/4/2026	AFSCME	\$ 7,451.21	\$ 7,595.88	\$ 7,975.68	\$ 8,374.46	\$ 8,793.19	
Senior Permit Technician	1/4/2026	AFSCME	\$ 8,315.41	\$ 8,476.87	\$ 8,900.72	\$ 9,345.75	\$ 9,813.04	
Senior Planner	1/4/2026	MMCEA	\$ 10,269.16	\$ 10,782.62	\$ 11,321.75	\$ 11,887.84	\$ 12,482.23	\$ 13,106.34
Senior Permit Technician	1/4/2026	AFSCME	\$ 8,564.86	\$ 8,731.17	\$ 9,167.73	\$ 9,626.12	\$ 10,107.43	
Sr Parks and Facilities Maintenance Worker ⁵	1/4/2026	AFSCME	\$ 7,263.27	\$ 7,404.30	\$ 7,774.52	\$ 8,163.24	\$ 8,571.41	
Street Sweeper Operator	1/4/2026	AFSCME	\$ 6,616.54	\$ 6,745.02	\$ 7,082.28	\$ 7,436.38	\$ 7,808.21	
Teacher	1/4/2026	AFSCME	\$ 4,439.21	\$ 4,525.40	\$ 4,751.67	\$ 4,989.25	\$ 5,238.72	
Teacher's Aide	1/4/2026	AFSCME	\$ 3,886.67	\$ 3,960.67	\$ 4,158.27	\$ 4,368.00	\$ 4,586.40	
Technology Specialist I	1/4/2026	MMCEA	\$ 8,126.14	\$ 8,532.45	\$ 8,959.07	\$ 9,407.02	\$ 9,877.37	\$ 10,371.24
Technology Specialist II	1/4/2026	MMCEA	\$ 10,076.67	\$ 10,580.50	\$ 11,109.53	\$ 11,665.01	\$ 12,248.26	\$ 12,860.67
Technology Specialist III	1/4/2026	MMCEA	\$ 11,114.22	\$ 11,669.93	\$ 12,253.43	\$ 12,866.10	\$ 13,509.41	\$ 14,184.88

City of Belmont Master Employee Pay Schedule - Calendar Year 2025 - 2026

Exhibit A

Adopted December 9, 2025

Unrepresented Per Diem Positions

Position	Effective Date	Hourly Pay Rates					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accounting Technician I ¹	7/6/2025	\$ 34.25	\$ 35.96	\$ 37.76	\$ 39.65	\$ 41.63	
Accounting Technician II ¹	7/6/2025	\$ 37.68	\$ 39.56	\$ 41.54	\$ 43.61	\$ 45.80	
Accounting Technician III ¹	7/6/2025	\$ 42.31	\$ 44.43	\$ 46.65	\$ 48.98	\$ 51.43	
Administrative Assistant ¹	1/4/2026	\$ 37.54	\$ 39.42	\$ 41.39	\$ 43.46	\$ 45.64	\$ 47.92
Associate Civil Engineer ¹	1/4/2026	\$ 58.96	\$ 61.91	\$ 65.01	\$ 68.26	\$ 71.67	\$ 75.26
Building Attendant I ^{4**}	1/1/2026	\$ 19.90	\$ 20.90	\$ 21.95	\$ 23.05	\$ 24.20	
Building Attendant II ^{4**}	1/1/2026	\$ 21.89	\$ 22.98	\$ 24.13	\$ 25.34	\$ 26.61	
Dispatcher, Per Diem ³	1/4/2026	\$ 51.51	\$ 54.08	\$ 56.79	\$ 59.64	\$ 62.61	\$ 65.74
Electrician ¹	7/6/2025	\$ 44.07	\$ 46.28	\$ 48.59	\$ 51.02	\$ 53.57	
Head Teacher ¹	7/6/2025	\$ 28.59	\$ 30.02	\$ 31.53	\$ 33.10	\$ 34.76	
Intern I	1/1/2026	\$ 18.95	\$ 19.90	\$ 20.90	\$ 21.95	\$ 23.05	
Intern II	1/1/2026	\$ 25.06	\$ 26.31	\$ 27.63	\$ 29.01	\$ 30.46	
Lifeguard I	1/1/2026	\$ 20.70	\$ 21.74	\$ 22.83	\$ 23.97	\$ 25.17	
Lifeguard II	1/1/2026	\$ 21.79	\$ 22.88	\$ 24.02	\$ 25.22	\$ 26.48	
Maintenance Worker I ¹	7/6/2025	\$ 32.04	\$ 33.64	\$ 35.32	\$ 37.09	\$ 38.94	
Nutrition Site Coordinator	1/1/2026	\$ 24.35	\$ 25.57	\$ 26.85	\$ 28.19	\$ 29.60	
Office Assistant I ¹	7/6/2025	\$ 30.41	\$ 31.93	\$ 33.52	\$ 35.20	\$ 36.96	
Office Assistant II ¹	7/6/2025	\$ 33.78	\$ 35.47	\$ 37.24	\$ 39.10	\$ 41.06	
Planning Technician ¹	7/6/2025	\$ 42.68	\$ 43.51	\$ 45.69	\$ 47.97	\$ 50.37	
Police Officer (Advanced POST), Per Diem ²	1/4/2026	\$ 61.18	\$ 64.24	\$ 67.46	\$ 70.83	\$ 74.37	\$ 78.09
Police Officer (Basic POST), Per Diem ²	1/4/2026	\$ 55.50	\$ 58.28	\$ 61.19	\$ 64.25	\$ 67.47	\$ 70.84
Police Officer (Inter POST), Per Diem ²	1/4/2026	\$ 58.28	\$ 59.41	\$ 62.38	\$ 65.50	\$ 68.78	\$ 72.22
Police Records Specialist I, Per Diem ¹	1/4/2026	\$ 34.79	\$ 36.53	\$ 38.35	\$ 40.27	\$ 42.28	\$ 44.40
Police Records Specialist II, Per Diem ¹	1/4/2026	\$ 36.53	\$ 38.35	\$ 40.27	\$ 42.28	\$ 44.40	\$ 46.62
Recreation Leader ⁴	1/1/2026	\$ 18.95	\$ 19.90	\$ 20.90	\$ 21.95	\$ 23.05	
Recreation Program Coordinator ¹	1/5/2025	\$ 37.54	\$ 39.42	\$ 41.39	\$ 43.46	\$ 45.64	\$ 47.92
Recreation Specialist I ⁴	1/1/2026	\$ 22.94	\$ 24.09	\$ 25.29	\$ 26.55	\$ 27.88	
Recreation Specialist II ⁴	1/1/2026	\$ 25.23	\$ 26.49	\$ 27.81	\$ 29.20	\$ 30.66	

City of Belmont Master Employee Pay Schedule - Calendar Year 2025 - 2026

Exhibit A

Adopted December 9, 2025

Unrepresented Per Diem Positions

Position	Effective Date	Hourly Pay Rates					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Senior Lifeguard ⁴	1/1/2026	\$ 23.97	\$ 25.17	\$ 26.43	\$ 27.75	\$ 29.14	
Senior Rec Leader ⁴	1/1/2026	\$ 20.85	\$ 21.89	\$ 22.98	\$ 24.13	\$ 25.34	
Street Sweeper Operator ¹	7/6/2025	\$ 38.17	\$ 38.91	\$ 40.86	\$ 42.90	\$ 45.05	
Teacher ¹	7/6/2025	\$ 25.61	\$ 26.11	\$ 27.41	\$ 28.78	\$ 30.22	
Teacher's Aide ¹	7/6/2025	\$ 22.42	\$ 22.85	\$ 23.99	\$ 25.20	\$ 26.46	
Technology Specialist I ¹	1/4/2026	\$ 46.88	\$ 49.23	\$ 51.69	\$ 54.27	\$ 56.98	\$ 59.83
Technology Specialist II ¹	1/4/2026	\$ 58.13	\$ 61.04	\$ 64.09	\$ 67.30	\$ 70.66	\$ 74.20
Technology Specialist III ¹	1/4/2026	\$ 64.12	\$ 67.33	\$ 70.69	\$ 74.23	\$ 77.94	\$ 81.84
Van Driver ⁴	1/1/2026	\$ 22.94	\$ 24.09	\$ 25.29	\$ 26.55	\$ 27.88	

Notes

Unrepresented per diem: A position having a workweek of fewer hours than the workweek established for full-time positions in the class

** Building Attendants I and II are eligible to receive a weekend differential of \$1.00 per hour for work performed on Saturdays and Sundays

¹ Hourly pay rates derived by multiplying full-time equivalent monthly rate by 12 (months in year) and dividing by 2080 (hours in work year)

² Hourly pay rates derived by multiplying full-time equivalent monthly rate by 12 (months in year) and dividing by 2184 (hours in work year)

³ Hourly pay rates derived by multiplying full-time Police Dispatcher by 12 (months in year) adding 13% and dividing by 2080 (hours in work year)

⁴ Tied to Belmont minimum wage as follows:

Recreation Leader - Adjusted to Minimum Wage

Building Attendant I*- 5% Above Recreation Ldr

Building Attendant II*- 10% Above Building Attendant I

Lifeguard I - 5% Below Lifeguard II

Lifeguard II - 15% Above Rec Leader

Nutrition Site Coordinator - Tied to Recreation Specialist II

Recreation Specialist I - 10% Above Sr. Rec Leader

Recreation Specialist II - 10% Above Rec Spec I

Sr Rec Leader - 10% Above Rec Leader

Sr. Lifeguard - 10% Above Lifeguard II

Van Driver - Tied to Recreation Specialist I

⁵ "Facilities" added to position title

City of Belmont Master Employee Pay Schedule - Calendar Year 2025 - 2026

Exhibit A

Adopted December 9, 2025

Revision History

Resolution 2018-04 Initial Adoption	March 13,2018
Resolution 2019-019 Revised Adoption	February 23,2021
Resolution 2022-093 Revised Adoption	September 27,2022
Resolution 2022-109 Revised Adoption	November 8, 2022
Resolution 2023-058 Revised Adoption	June 27, 2023
Resolution 2023-074 Revised Adoption	September 26, 2023
Resolution 2023-094 Revised Adoption	November 28, 2023
Resolution 2024-02 Revised Adpotion	January 9, 2024
Resolution 2024-19 Revised Adpotion	March 26, 2024
Resolution 2024-53 Revised Adoption	June 25, 2024
Resolution 2024-69 Revised Adoption	September 24, 2024
Resolution 2024-80 Revised Adoption	December 3, 2024
Resolution 2025-23 Revised Adoption	March 25, 2025
Resolution 2025-52 Revised Adoption	July 8, 2025
Resolution 2025-55 Revised Adoption	August 26, 2025
Resolution 2025-77 Revised Adoption	November 25, 2025



STAFF REPORT

Meeting Date: December 9, 2025
Agency: City of Belmont
Staff Contact: Elizabeth Wada, Public Works, (650) 595-7468, ewada@belmont.gov
Agenda Title: 800 Laurel Ave Permanent Encroachment – PG&E Utility Pole
Agenda Action: Resolution

Recommendation

Adopt a resolution approving a Permanent Encroachment Agreement for the 800 Laurel Avenue townhome development project to allow for the relocation of an existing utility pole from the intersection of Laurel Avenue and Hill Street to the public right-of-way in front of Garden Hills Apartments at 941 Hill Street.

Strategic Focus Area

Infrastructure and Mobility

Background

On November 23, 2021, the City Council approved a 16-unit townhome development at 800 Laurel Avenue (APNs 045-152-350, 045-152-600, 045-152-610, 045-152-620, 045-152-630, 045-152-640, 045-152-650, 045-152-660 & 045-152-120). In July 2023, the developer submitted the final map and building permit applications for the project, which are currently under review.

To comply with PG&E's Rule 20C underground requirements for onsite overhead utilities, an existing utility pole located at the intersection of Laurel Avenue and Hill Street must be relocated. The relocated pole will function as a riser, providing the primary line connection between the new underground utility system and the existing distribution network. This configuration ensures continued power service to the project site and surrounding properties, consistent with PG&E standards and the City's undergrounding program. In addition, pursuant to the City's Subdivision Ordinance No. 530, Section 6.9(M), the applicant is required to underground dry utilities and make all necessary arrangements with the respective utility providers for installation of these facilities.

The proposed relocated pole location is within the public right-of-way in front of Hill Garden Apartments at 941 Hill Street, as shown on Exhibit A. Because the pole will permanently encroach into the public right-of-way, the developer submitted a Permanent Encroachment Application on November 20, 2025. The approved entitlement plans include a condition that improvements within the public right-of-way require City Council approval through a Permanent Encroachment Agreement.

Analysis

The Major Encroachment Permit (via an Agreement) is required under Belmont City Code (BCC) section 22-6, which regulates encroachments into the public right-of-way. This section gives the City Council the



sole authority to issue permits for “major or unusual encroachments,” including above-ground structures such as retaining walls, fences, poles, and awnings. This class of encroachment is commonly referred to as a “permanent encroachment.” However, the City retains the right to revoke the permit and require removal if the structure is not being used or if it interferes with planned public improvements. Section 22-6(b) requires the Director of Public Works to review all Permanent Encroachment applications. If the Director finds the application is in compliance with the BCC, the Director will recommend approval with any conditions necessary to protect the health and safety of the public and the City.

The developer of 800 Laurel Avenue has submitted a Permanent Encroachment application to relocate an existing utility pole from the intersection of Laurel Avenue and Hill Street to the frontage of 941 Hill Street, as shown in Exhibit A. Staff and the Public Works Director have reviewed the application and confirmed that it complies with City Code requirements. Under the Municipal Code the City Council may approve or conditionally approve the Agreement only if it determines that the encroachment provides a public benefit. BCC Section 22-6(e)(1) outlines examples of qualifying public benefits, including added off-street parking, improved sidewalk or sight distance, reduced grading, or the replacement or improvement of an existing undesirable physical condition.

The proposed utility pole within the right-of-way provides a clear public benefit. It will energize the project, remove existing overhead wiring, improve aesthetics, reduce potential hazards, and strengthen service reliability. These improvements are consistent with the City of Belmont’s Utilities Undergrounding Program, which focuses on eliminating overhead utilities to improve public safety and the community’s visual character. The new pole maintains the existing alignment and does not affect driveway access for Hill Garden Apartments. In accordance with BCC Section 22-6(d), notices were sent to all affected properties within 300 feet of the project location, advising that the City Council would be considering this request.

Alternatives

1. Take no action.
2. Refer back to staff for more information.

Attachments

- A. Resolution
- B. Exhibit A – Site Plan showing location of the relocated utility pole.

Fiscal Impact

- ☐ No Fiscal Impact
- ☒ Funding Source Confirmed: Applicant has paid the applicable permit fee.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Other*

*Notice sent to all affected properties within 300 feet of the project location.

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING A PERMANENT ENCROACHMENT AGREEMENT FOR THE 800 LAUREL AVENUE TOWNHOME DEVELOPMENT PROJECT TO ALLOW FOR THE RELOCATION OF AN EXISTING UTILITY POLE FROM THE INTERSECTION OF LAUREL AVENUE AND HILL STREET TO THE PUBLIC RIGHT-OF-WAY IN FRONT OF GARDEN HILLS APARTMENTS AT 941 HILL STREET

WHEREAS, the City of Belmont is authorized by Belmont City Code (BCC) Section 22-6 to issue encroachment permits for construction of structures in the public right-of-way; and

WHEREAS, the developer has applied for a Permanent Encroachment Agreement to allow a utility pole within the public right-of-way as indicated in Exhibit A; and

WHEREAS, the relocated utility pole will energize the project, eliminate existing overhead wiring, improve aesthetics, reduce potential hazards, and enhance service reliability; and

WHEREAS, the Public Works Director has reviewed the application and determined that the application is in accordance with the requirements of BCC Chapter 22, Section 6(e); and

WHEREAS, the encroached structure in connection with this agreement shall be constructed in accordance with City standards with the location as shown in Exhibit A.

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

SECTION 1 The City Council finds:

(a) There is a public benefit to the encroachments as the encroachment will allow a new utility pole to energize the project, eliminate existing overhead wiring, improve aesthetics, reduce potential hazards, and enhance service reliability; and

(b) The encroachment will not unduly restrict the public right-of-way or public water course for other typical uses; and

(c) The City will be duly protected from liability for injury to persons and property; and

(d) The required bonds will guarantee the faithful performance of all conditions and requirements specified in the encroachment agreement.

SECTION 2. Authorizes the City Manager to execute the Permanent Encroachment Agreement on behalf of the City of Belmont.

SECTION 3. Authorizes the City Clerk to file said Agreement with the County Recorder.

SECTION 4. The Permanent Encroachment Permit is approved subject to following conditions of approval which must be strictly complied with:

(a) The encroached structure shall be constructed according to the approved plans unless otherwise approved by the Director of Public Works and be included as part of the project; and

(b) The property owners shall be responsible and bear all costs necessary to remove the encroachment in the event as determined by the Director of Public Works; and

(c) The property owners shall be responsible for any restoration required as a consequence of work authorized by the City of Belmont within the public right-of-way; and

(d) The applicant agrees to begin and complete said improvements to the City's satisfaction within 180 calendar days (or as extended by the Public Works Director) from and after the passage date of this Council Resolution approving this agreement.

* * *

ADOPTED December 9, 2025 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

EXHIBIT A

HILL GARDEN APARTMENTS
941 HILL STREET
BELMONT, CA 94002

EX. PG&E OVERHEAD PRIMARY
ELECTRIC, SECONDARY ELECTRIC, CATV,
TELEPHONE & SPAN WIRE TO REMAIN

PROPOSED NEW JOINT POLE WITH SLAC
SPAN TO BE INSTALLED BY PG&E INLINE
WITH EXISTING POLE.

PROPOSED 52"x34"x14"
CATV SPLICE BOX (B48)

EX. POLE WITH PRIMARY ELECTRIC & RISER,
SECONDARY ELECTRIC, TELEPHONE, CATV,
STREET LIGHT SINGLE ARM ANCHOR TO REMAIN
EX. CATV BOX TO
REMAIN

Upgrade requested by PG&E
– replacement of the existing
pole with a Class 1 pole.
Please refer to the attached
PG&E comment sheet

Betterment requested by PG&E – replacement of the existing gray service. Please refer to the attached PG&E comment sheet

New pole – City of Belmont letter required for installation permit, as requested by PG&E. Please refer to the attached PG&E comment sheet.

EX. PG&E OVERHEAD PRIMARY
ELECTRIC, CATV & TELEPHONE
TO REMAIN

EX. PG&E OVERHEAD PRIMARY
ELECTRIC, CATV & TELEPHONE
TO REMAIN

EX. 1040, 1006 HILL STREET,
BELMONT, CA 94002

EX. VORALTO AT BELMONT,
900 6TH AVE, BELMONT, CA
94002

PROPOSED 36"x48"x30"
CATV SPLICE BOX (B40)

EX. 200A SPLICE PRIMARY
ENCLOSURE

EX. TELEPHONE SERVICE
BOX (FVT)
EX. CATV SPLICE BOX
(B36) (FVT)

PROPOSED BOX TO BE INSTALLED
ON THE SIDEWALK, CONTRACTOR
TO ADJUST BOX TO GRADE

SEE 1 3 STA. 1+27±
DETAIL JT3 JT3 3 PROPOSED 3'x5'x3'6"
PG&E SUBSURFACE SPLICE BOX.

STA: 1+47±
PROPOSED 30"x48"x34"
TELEPHONE SERVICE BOX

STA: 1+53±
PROPOSED PUBLIC STREET
LIGHT, SINGLE ARM

PG&E #2 BOX POINT OF SERVICE FOR



STAFF REPORT

Meeting Date: December 9, 2025

Agency: City of Belmont

Staff Contact: Karen Clark, Management Analyst, kclark@belmont.gov; Kathy Kleinbaum, Assistant City Manager, kkleinbaum@belmont.gov; Brigitte Shearer, Parks and Recreation Director, bshearer@belmont.gov

Agenda Title: Authorize a Contract with InCharge Energy, Inc. for Design, Construction, and Maintenance of Electric Vehicle Chargers at Three City Sites

Agenda Action: Motion

Recommendation

Motion to authorize the City Manager to negotiate and execute a contract with InCharge Energy, Inc. for the design, construction, and maintenance of electric vehicle chargers at three City sites in the amount of \$301,367.33 and to authorize a 15 percent construction contingency in the amount of \$45,000.

Strategic Focus Area

Infrastructure and Mobility

Background

The City is committed to advancing sustainability initiatives and reducing greenhouse gas emissions in alignment with local, regional, and state climate action goals. As part of this commitment, through the annual strategic planning workshop, the City has identified a priority to fund electric vehicle (EV) charging at municipal facilities.

Peninsula Clean Energy (PCE), a local community choice energy provider, offers funding opportunities for clean energy projects. In December 2023, the PCE Board of Directors authorized a one-time allocation of surplus funds to member agencies through its Member Agency Energy Grants Program. Belmont's allocation of \$379,799 was based on its year-end 2023 load share/customer count. PCE also offers free technical support and incentives for the installation of EV charging infrastructure through its EV Ready Program incentives.

To secure its full share of the Member Agency Energy Grant funds, the City submitted a proposal to PCE for the installation of EV chargers at three City sites for a combination of public and municipal fleet use. This infrastructure will help encourage the use of electric vehicles in our community and support the City's long-term climate and sustainability goals, including the transition to a lower emissions fleet. All charger placements were identified in collaboration with PCE's EV Ready Technical Assistance Program, which helped evaluate electrical capacity and ADA accessibility at various City sites.

In July 2025, the Belmont City Council authorized the City Manager to negotiate and execute a grant agreement with PCE for the purchase, installation, and maintenance of electric vehicle chargers at



municipal facilities. The selected project locations, charger installations, and intended uses are as follows.

- City Hall Complex – Police Lot: Two Level 2 charging ports and two make-ready ports, designated for municipal fleet use
- City Hall Complex – Manor House: Four Level 2 charging ports and two make-ready ports, available for public use
- Belmont Sports Complex: Four Level 2 charging ports and six make-ready ports, available for public use.
- Corporation Yard: Two solar-powered Level 2 charging ports, designated for municipal use

In addition to Member Agency Energy Grant funds, the City received confirmation from PCE that upon installation of the EV chargers at all sites, it will receive an additional \$80,000 in funding through the EV Ready Program.

Analysis

On March 1, 2023, the City issued an Invitation for Sealed Bids for the installation of electric vehicle chargers at two City Hall sites. No bids were received by the April 5, 2023, deadline. Under California Public Contract Code (PCC) Section 22038, when no bids are received after a formal solicitation, an agency operating under the Uniform Public Construction Cost Accounting Act may proceed with the work by negotiated contract or by using its own forces. This provision allows the City to move forward without reissuing a new bid package, so long as the negotiated process ensures fair pricing and remains consistent with the intent of competitive procurement.

Given the importance of expanding EV charging infrastructure to support Belmont's sustainability goals, staff exercised this authority and initiated a negotiated procurement process. PCC Section 22038(c) expressly permits the City to solicit proposals and negotiate a best-value contracts in situations where formal bidding yields no responses. Following this statutory pathway, staff prepared updated technical specifications and issued a Request for Proposals (RFP) in September 2025 for the design, construction, and maintenance of EV chargers at the two City Hall locations and the Belmont Sports Complex. Although included in the Member Agency Energy Grant proposal, the issued RFP did not include chargers for the Corporation Yard. Solar-powered charging units for that site will be procured separately after completion of the electrically powered chargers at City Hall and the Sports Complex, subject to funding availability.

In response to the RFP, the City received three proposals. These were submitted by InCharge Energy, Ethos Electric, and Trico Construction in the respective amounts of \$282,343.64, \$501,998.60, and \$612,056.00. Each proposal was evaluated in accordance with the best-value criteria established in the RFP, including technical approach, system reliability, installation plan, service capabilities, price, and long-term operating value. Following this evaluation, staff identified InCharge Energy as offering the best overall value and initiated scope refinement and price negotiations.

During negotiations, staff and InCharge agreed to several scope adjustments, including the substitution of ChargePoint branded chargers in place of Autel equipment. Following these refinements, the negotiated contract amount is \$301,367.33. InCharge's revised proposal is included as Attachment A.



All chargers included in the project will be dual-port units offering cable management and load balancing to optimize system performance as additional make-ready ports are activated in the future. Because the City intends to recover electricity costs through user fees, the charging equipment will incorporate point-of-sale capabilities and integrated revenue remittance. The charging system will also include cloud-based management software for monitoring, billing, reporting, and performance analytics.

Before installation begins, the Contractor will complete an onsite validation of design plans, including electrical capacity, transformer and panel conditions, breaker configurations, conduit and wiring pathways, and cellular connectivity. Installation will comply with all published equipment requirements and applicable building and electrical codes. The negotiated contract includes a five-year warranty and maintenance period beginning upon commissioning of the chargers.

With the recommended actions, the current project budget is as follows.

REVENUE	
PCE Member Agency Energy Grant	\$379,999
PCE EV Ready Incentives	\$70,000
General Facilities Fund 308	\$64,000
Subtotal - Revenue	\$513,999
EXPENSES	
Project and Construction Management (Sean Rose Engineering)	\$50,640
Construction (InCharge Energy, Inc.)	\$301,367
Construction Contingency (15%)	\$45,000
Subtotal - Expenses	\$397,007

After the project is complete, staff will evaluate whether the remaining budget is adequate to procure and install the additional solar-powered chargers at the Corporation Yard. If sufficient funding are available, the City would qualify for additional PCE EV Ready incentives, valued at \$5,000 per port, which would further offset implementation costs.

If the Council approves the recommended action, staff plans to execute the contract with InCharge in December 2025. Project initiation is scheduled to begin early in 2026. Staff anticipates completing design validation/permitting by early spring 2026 and completing construction by summer 2026.

This project is exempt from environmental review under CEQA Guidelines Section 15301 (Existing Facilities), which allows for minor alterations to existing facilities involving negligible or no expansion of use.

Alternatives

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



Attachments

A. InCharge Energy, Inc. Proposal

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

The \$443,999 budget for this project from the PCE Member Agency Energy Grant and the General Facilities Fund 308 was approved in the Fiscal Year 2025-26 Capital Improvement Program (CIP) budget under EV Charging Stations Project #8090, with the PCE Member Agency Energy Grant and EV Ready Program revenue sources identified. Grant revenue will be received in two installments: half upon entering the Grant Agreement and half following project completion.

Source:

Staff

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda

December 3, 2025

RFP for Design, Construction, and Maintenance of Electric Vehicle Charging Stations *CCN 2025-641*

City of Belmont, CA

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Cover Letter

December 3, 2025

Belmont City Hall
1 Twin Pines Lane
Belmont, CA 94002

Subject: RFP for Design, Construction, and Maintenance of Electric Vehicle Charging Stations at Three City Sites

To the City of Belmont,

InCharge Energy, Inc. is pleased to submit our proposal in response to the City of Belmont's City Contract Number: 2025-641. We understand the City is requesting the support of qualified Contractors to design, construct, furnish, install, and maintain five (5) Networked Level 2 electric vehicle (EV) charging stations with billing capabilities and ten (10) level 2 make-ready ports at three separate sites on City-owned property through a turnkey solution.

Based in California and formed in 2018, InCharge Energy was established with the leadership and support of industry veterans with over 100 years of combined electric vehicle and charging experience. Since our founding, we have established ourselves as a leading turnkey provider of electric vehicle charging solutions for a wide network across North America including school districts, leading distribution companies, public municipalities, commercial fleets, autonomous vehicles, and more. Today, we actively provide turnkey services for major customers including:

- **Public Agencies across North America**, such as the County of Riverside, City of Richmond, Tahoe City, City of Oakland, City of Sedona, Water District of Southern California, Los Angeles County Sanitation Districts, and many more.
- **250+ School Districts Nationwide** including Moreno Valley School District CA, Black Oak Mine School District, Twin Rivers School District, Turlock School District, Boston Public Schools, and many more.
- **More than 40% of the largest electric fleets in the US**, including PepsiCo, FedEx, UPS, Sysco, Walmart, Waymo, Cruise, Quality Custom Distribution, and Boston Public Schools.
- **Eight of the ten largest auto dealer groups**, including AutoNation, Morgan, Lithia Motors, Inc. Group 1, Hendrick, Penske, Asbury, and Sonic.
- **Most major vehicle OEMs** including General Motors, BMW, Honda, Hyundai, Nissan, Volvo Trucks, Blue Bird, International, Kalmar Ottawa, and more.

InCharge Energy stands apart in the industry as one of the few providers that is completely vertically integrated from site planning, EV charging hardware, fleet management software, installation, support, and service. Our vertical integration simplifies the process for our customers, effectively serving as a one-stop-shop for diverse charging needs.

Additionally, we hold an active C-10 electrical contractor license, maintain in-house technicians and staff based in Northern California, and have a proven track record of installing over 11,000 chargers across North America. We are fully equipped to deliver the City of Belmont's scope of work and confirm we have the capacity to self-perform and meet the City's desired timeline.

Unlike any other charging manufacturer in the industry, we approach our customers' charging experience holistically. We are a reseller of all major charging equipment and have designed our maintenance packages to go beyond supporting our own hardware - they also service all major chargers deployed in the field, such as ChargePoint, Autel, ABB, BTC Power, Tesla, and many more. This comprehensive, vendor-agnostic approach will allow us to deliver the highest level of end-to-end support to the City of Belmont.

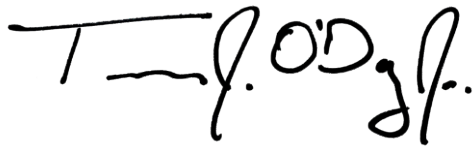
Cover Letter

Furthermore, we have built deep connections with vendors, ancillary service providers, and electrical utility companies, which can be leveraged for below-market pricing and efficient service times. We leverage years of hands-on, on-site charger installation, management, and maintenance experience, and provide industry-leading uptime on all projects.

ABB, the world leader in e-Mobility, has been a lead investor in InCharge Energy since January 2022. Backed by enduring investor confidence from ABB E-Mobility, InCharge Energy is financially sound and strategically positioned, making the company a stable, reliable, and long-term partner for the City of Belmont.

We applaud the City of Belmont's leadership towards promoting the advancement of electrification and we hope to support you in carrying out the scope of this work.

Best Regards,



Terry O'Day, Chief Operating Officer
terry.oday@inchargeus.com | (833) 772-4638
InCharge Energy, Inc.
3760 Motor Ave. Los Angeles, CA 90034

Erica Madden, Regional Account Executive
erica.madden@inchargeus.com | 714-350-8718

Point of Contact for the City of Belmont

*Authorized to sign and negotiate on behalf of
InCharge Energy*

Project Approach

Project Goals

We understand that the City of Belmont is seeking qualified proposals to design, furnish, construct, install, and maintain five (5) dual-port networked Level 2 EV chargers, along with ten (10) Level 2 make-ready ports, for both public and municipal use across three City-owned sites.

We recognize some of the City's key goals and requirements, which include:

- Full compliance with Peninsula Clean Energy's (PCE) EV Ready Program requirements.
- Deployment of comprehensive and networked EV charging hardware and software platform for real-time monitoring and management.
- Implementation of point-of-sale functionality with automated revenue collection and remittance to the City via a mobile app for public users.
- Provision of reliable, long-term maintenance and support to ensure optimal charger performance.
- Delivery within an expedited 60-working-day construction schedule.
- A cost-effective proposal that maximizes long-term value for the City.

Project Approach

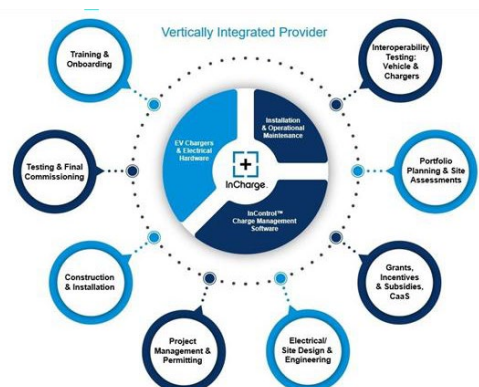
InCharge delivers scalable, end-to-end EV infrastructure solutions—covering hardware, software, and long-term operational support for all major charging brands. Our vertically integrated model ensures turnkey execution for every project, from site evaluation through commissioning and beyond. We will collaborate closely with the City of Belmont to deliver the full scope of work.



InCharge operates and maintains thousands of chargers. Blue dots indicate locations not quantities.

Vertical Integration

Our approach to achieving the City's goals is rooted in our vertically integrated project delivery model. Our in-house team based in Northern California will deliver a turnkey solution covering the entire project lifecycle, from initial site assessments to design, engineering, construction, installation and commissioning, and to ongoing operations and maintenance and extended warranty, ensuring seamless coordination across all stakeholders, including utilities like PG&E and authorities having jurisdiction (AHJs). To successfully deliver projects, InCharge will employ a structured and detail-oriented approach which



Project Approach

encompasses all installation services and quotation process. Our comprehensive fleet planning services provide the City of Belmont with a holistic, multi-phase, and long-term end-to-end solution outlined below:

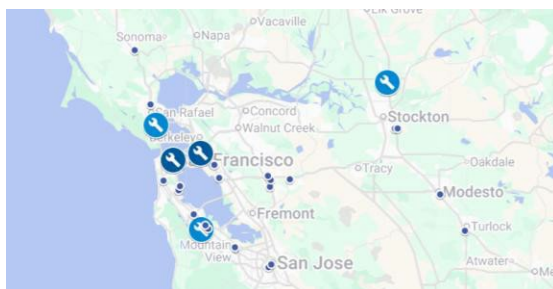


InCharge provides solutions to accelerate electrification of the industry. These solutions are scalable, turnkey, and end-to-end. Our offerings present four critical advantages:

- **PRODUCTION:** Designing, engineering, building EV charging and behind-the-meter infrastructure harnessing all available federal, state, local tax/unit incentives, and grants.
- **OPERATION:** Providing ongoing maintenance, certification, software integration and energy management.
- **SAVINGS:** Minimizing installation costs by utilizing low-cost mounting solutions, optimizing energy use, eliminating demand charges, and reducing operating expenses.

Local Presence

With corporate headquarters in California and in-house technicians and project managers permanently based in Northern California, InCharge is committed to maintaining a highly trained, local service and support workforce for the City of Belmont. This regional presence enables faster response times, stronger project oversight, and more efficient issue resolution, ensuring higher charger uptime and superior service reliability. In addition to our team of EV charger technicians depicted in the map below, InCharge also maintains a workforce of project managers and corporate employees based in Northern California.



The map above depicts our trained and licensed EV charger installation & service technicians permanently based in Northern California. Small blue dots represent subcontractor partnerships.

Project Approach

Experience Working with Utilities and AHJs

InCharge Energy possesses extensive nationwide experience in managing the complex interactions between utilities like PG&E and Authorities Having Jurisdiction (AHJs). Our operating procedures incorporate the necessary coordination between all stakeholders, including City staff, utility engineers, authorities having jurisdiction (AHJs), and permitting departments, to minimize delays and ensure smooth execution. We maintain strong relationships with local utilities such as PG&E, allowing us to help expedite installation projects.

We manage every facet of the AHJ permitting process, including:

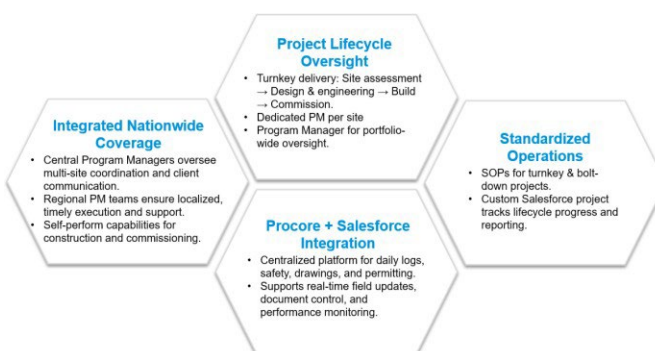
- Conducting pre-application meetings to align on project requirements.
- Managing all necessary plan reviews, including electrical, building, and fire.
- Coordinating all required site inspections.
- Securing the final sign-off and Certificate of Occupancy to ensure a fully compliant and operational site.

We proactively establish direct lines of communication, identifying and engaging specific contacts within each jurisdiction and utility provider. This relationship-based model, built on our experience with major utilities across the USA, provides the technical knowledge and administrative insight needed to streamline approvals, prevent delays, and ensure seamless project execution. We prepare and submit all permit applications and manage the approval process, ensuring timely energization.

In-House Project Management

InCharge Energy will manage all aspects of the installation process, ensuring efficient, compliant, and high-quality results. InCharge Energy project managers are involved from the beginning stages of the assessment, through design, engineering, execution, and operation. Our experienced team understands the level of coordination and detail required of EV infrastructure projects and adheres to a developed operating procedure that considers the typical process and timeline of each party involved (i.e., the customer, internal engineers, utility engineers, AHJs, and permitting departments).

At InCharge Energy, our project management approach is driven by transparency, structure, and adaptability across all phases of deployment. We utilize custom project-level Gantt charts to track progress in real time, with each schedule designed to reflect site-specific milestones, dependencies, and delivery requirements. For larger programs, these project schedules roll up into a program-level Gantt view, giving stakeholders a clear, centralized snapshot of overall timeline health across multiple sites.



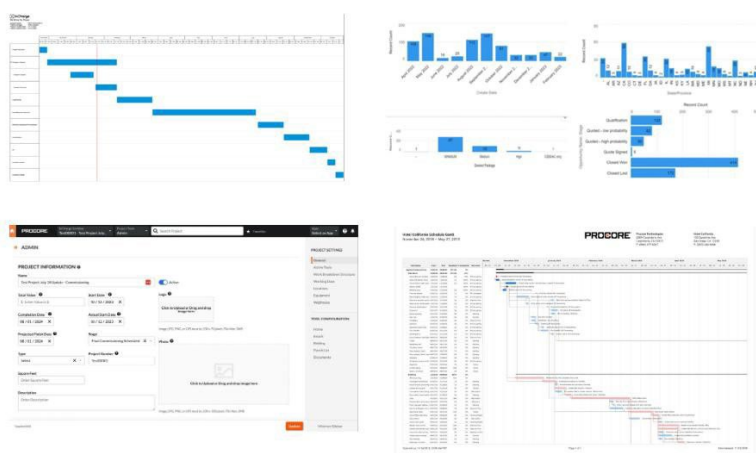
Project Management Process & Organization

Project Approach

To ensure clear communication and accountability, our teams leverage real-time dashboards in Salesforce, tracking each site and order by stage. Procore complements this by enabling granular task-level management, capturing progress updates, documenting field conditions with photo logs, and organizing critical site documents for all stakeholders to access.

On the ground, we emphasize agile issue management and strong communication loops. Site-level issues are addressed directly by the assigned Project Manager and escalated to the Program Manager when needed. Throughout the project lifecycle, customer feedback can be tracked through Salesforce, supporting proactive updates and fast alignment with evolving customer needs.

All of our Project Managers undergo OSHA 30 and NFPA 70E training, empowering them to safely oversee commissioning and respond effectively to site challenges. We also offer on-site customer training post-installation, ensuring smooth system adoption and long-term operational success.



Digital Tools Supporting Project Delivery

Brand-Agnostic Reseller and Service Provider



Unlike any other charging manufacturer in the industry, we approach our customers' charging experience holistically. We are a reseller of all major charging equipment and have designed our maintenance packages to go beyond supporting our own hardware - they also service all major chargers deployed in the field.

As a nationally recognized reseller, InCharge Energy maintains partnerships with a curated group of best-in-class EVSE manufacturers. This allows us to offer a wide range of hardware choices, integrate diverse features, and negotiate highly competitive pricing for our clients. We also maintain a comprehensive understanding of each partner's installation requirements, service protocols, and product roadmaps. Our current reseller agreements include the following manufacturers: Autel, Beam, Blink, BTC Power, ChargePoint, Delta, Eaton, Enphase, FreeWire, Kempower, LiteOn, Tritium, Zemetrix, Zerova. These partnerships allow InCharge Energy to act as a trusted advisor, offering our customers a tailored hardware selection strategy that matches project priorities, operational requirements, and funding constraints.

InCharge also provides industry-leading brand-agnostic service through InService, our dedicated maintenance & repair offering. InService provides a network of dedicated in-house trained technicians and electricians, delivering quality maintenance and operational services throughout the lifespan of the City of Belmont's charging equipment.

Project Approach

InService is designed to provide the most accessible and flexible maintenance and repair plans for EV fleet chargers in the industry. Our InService plans are brand-agnostic, available to customers with a wide range of charging equipment including InCharge, Autel, ABB, ChargePoint, Blink, BTC Power Zemetric, Tritium, Eaton, Beam, Tesla, and more. Additionally, InService plans can support out-of-warranty equipment and on-site electrical support.

Our standard response time is 2 hours, with a 3-5 business day dispatch for non-emergency repairs. However, we offer a range of customizable plans and options with varying rates.

Proposed Scope of Services

Scope of Services Across All Belmont Sites

The following section outlines our action plan to fulfill all tasks defined in the Scope of Services. Subsequent sections provide detailed Implementation Plans, Recommended Revisions, and Schedules, organized by each site.

Design of EV Charging Infrastructure

Site Assessment

Our first step is to schedule an electrification site assessment. With a thorough analysis of a site's electrical capacity, accessibility, available space for chargers, and safety and regulatory standards, the assessment provides key insights into optimizing a location for EV fleet charging.

We understand that businesses want answers fast and with as little disruption to daily operations as possible. That's why InCharge Energy offers industry-leading site assessment options - typically based on a single site visit - that can be delivered in as little as 2 weeks.

There are a few main benefits of our site assessment:

- The site assessment chosen by the City of Belmont remains their property and is invaluable for obtaining quotes or coordinating with the local utility or Authority Having Jurisdiction (AHJ).
- We can provide our site assessments in as little as two weeks, even for multiple locations, thanks to our extensive coverage across North America.
- We can conduct assessments at several locations simultaneously, saving you time.
- Our assessments include engineering-ready data and CAD drawings that deliver high-level insights for the City.
- Our in-house engineers develop high-level concept designs to ensure that requirements are reliable, and bids are accurate.

Depending on the selected site assessment package, the City can access various offerings and additional features beyond the standard site assessment. Below is a table detailing the different site assessment plans provided by InCharge Energy, along with the items included in each plan.

Included Items	Core	Plus	Advanced	Bid-ready
Comprehensive Site Plan	✓	✓	✓	✓
Proposed Parking Layout	✓	✓	✓	✓
Equipment Layout Options	✓	✓	✓	✓
Electrical Single Line Drawing	✓	✓	✓	✓
Transformer Details	✓	✓	✓	✓
Preliminary Schedule	✓	✓	✓	✓
Engineering First Look		✓	✓	✓
3D 360° Site Survey		✓	✓	✓
Proposed Layout Review Call		✓	✓	✓
AHJ & Utility Coordination Feasibility Report			✓	✓
Engineering Design (IFP) 10 Charging Ports (AC or DC)				✓

Site Assessment Options Overview

Drone Survey: To maximize assessment accuracy and minimize disruption to the City's operations, InCharge Energy can employ our proprietary 3D and 360-degree drone survey process at all sites. This solution captured both external and interior site conditions, such as

Proposed Scope of Services

rooftops, trench paths, electrical rooms, and general infrastructure enabling rapid conversion of real-world conditions into CAD-ready formats. These visuals also allow City of Belmont stakeholders to review site layouts side-by-side, existing vs. proposed, enhancing visibility and decision-making as the project progresses.

Standard Site Assessment Methodology: An InCharge Energy in-house team completes three key site assessment activities: route analysis to assess miles driven, dwell time, and operational flow, vehicle review to assess charging rates, electric rates/demand, and thermal load, and lastly, an in-person visit to assess all site conditions, including available power, panel location, logistics, charging port locations, and future proofing analysis. Combined, this allows our team to make the most efficacious recommendations that optimize the location of the chargers based on cost, customer's operations, and OEM requirements.

Additionally, we analyze the electrical system, grid connections, and existing infrastructure, ensuring that we account for vehicle operations and requirements, ideal charger placement, and utility coordination. We also consider advanced options like microgrids, solar, and battery storage to enhance the site's overall design, when it is viable.

Furnish Level 2 EV Charging Stations

Under this scope of work, we are proposing the procurement and deployment of ChargePointCP6000 AC Level 2 charging stations across all three sites. The proposed charging hardware fully complies with the equipment specifications outlined in the RFP and aligns with the requirements established by Peninsula Clean Energy (PCE).

Product Information

INPUT/OUTPUT POWER RATING AND CURRENT CONNECTOR	80A (up to 19.2kW) J1772, optional with Omni Port (J1772 and NACS)
CARD READER	MV contactless credit/debit reader -CHIP models also have an EMV chip reader

Configuration

Number of Ports	Single, Dual
Mounting	Wall, Pedestal
FHWA	Buy America compliant options available

User Interface

STATUS INDICATION	8" (inch) interactive display with full color, UV protection, gesture touch controls and multi-language support
CONNECTIVITY	4G LTE with GSM as backup, Wi-Fi LA
COMMUNICATION PROTOCOLS	OCPP 2.0.1

Certifications & Standards

CERTIFICATION	CTEP/NTEP, UL Listed, Energy STAR Certified
---------------	---



Engineering & Permitting

Once the initial site assessment is complete, our engineering team validates the data, provides initial single lines/drawings, confirms electrical calculations, and completes value engineering to reduce the cost of the installation and meet local requirements. Electrical engineering is an in-house capability. We believe it is critical to have in-house staff providing direct service to achieve the turnaround and quality that customers like the City of Belmont require. We design, engineer, and build EV charging and behind-the-meter infrastructure harnessing all available federal, state, local tax/unit incentives, and grants.

Proposed Scope of Services

Our engineering capabilities include, but are not limited to: turnkey engineering, permitting & utility upgrades, operations workflow support, value engineering (reduction in up-front costs & ongoing operating expenses as well as improvement in overall redundancy & site reliability), construction supervision, microgrid & energy storage integration, energy management & demand response support, weather-specific site adaptations (including snow, flooding, high temperature, low temperature, sea/salt spray, high dust), and field construction & commissioning support.

Under this scope of work, the InCharge Engineering team will prepare a complete draft concept plan for each site, followed by 65% and 100% design plans and specifications developed in accordance with City and PG&E standards. We will provide formal responses to City comments and incorporate feedback through at least two rounds of plan reviews to ensure alignment with project goals.

We will coordinate with PG&E and other relevant regulatory agencies to secure any required permits and electrical service agreements. All site designs will include full ADA compliance, including accessible paths of travel and a curb ramp at the Sports Complex ADA access aisle. We also confirm that under this scope of work, the EV charging infrastructure will be connected to meters associated with active Peninsula Clean Energy (PCE) customer accounts in order to adhere to funding requirements under their EV Ready program.

Throughout design and installation, InCharge will ensure full compliance with all applicable federal, state, and municipal laws, ordinances, rules, codes, standards, and regulations. Additionally, we will obtain and adhere to all required City Encroachment and Building Permits to ensure a seamless and fully authorized project delivery.

Construction and Installation

To ensure complete execution of hardware and software offerings, InCharge Energy offers complete installation & commissioning for all products. This includes site development, engineering, permitting, and self-performance capabilities.

Under this Scope of Work, InCharge Energy will furnish and install all materials, equipment, and labor required for the construction and installation of the EV chargers and associated make-ready ports, electrical systems, and electrical panels or subpanels, including any upgrades as needed. We will provide and install all EV charger signage as approved by the City and remove any existing signage where necessary.

Our team will also complete all trenching required for installation and restore pavement and landscaping areas to their original condition. Parking stall pavement striping and markings will be installed in accordance with approved plans, consistent with industry standards, City requirements, and State and federal guidelines.

Once the installation of our selected ChargePoint Level 2 chargers is complete, InCharge will perform a commissioning appointment. The InCharge commissioning process is a comprehensive procedure that ensures the safety, functionality, and longevity of EV infrastructure. During the appointment, stations are tested to ensure they are installed to OEM specifications before the stations can be fully energized.

Our technicians inspect the installation, verifying proper mounting, wiring, and utility connections to prevent damage and ensure user safety. We initiate charger's warranty and conduct rigorous testing, including power and connectivity checks, screen functionality validation, and a simulated first charge session. An endurance test simulates multiple charging cycles to assess long-term reliability, and we confirm the emergency stop functionality. This meticulous process optimizes



Manage charging with ease

Flexible software simplifies charging management and makes it easy to update settings as you go. Monitor usage, set pricing, manage energy and simplify reporting across all your stations, including hardware already installed.

Comprehensive

Eliminate uncertainty and make charging work for your business by accessing all the controls, real-time status and analytics you need.

Dynamic

Make your investment go further through flexible pricing policies, driver access control, Waitlist and more.

Optimised

Reduce electrical upgrade and energy costs while serving more drivers with Power Management.

Prepare for tomorrow

CP6000 is ready to serve your drivers now and grow with your changing needs to meet new demand. Future-proof your charging with modular station hardware and automatic software updates for the latest features.

Scalable

Manage costs and complexity as you grow with a solution designed to anticipate future requirements.

Configurable

Tailor charging to your needs, thanks to flexible power inputs, station configurations and installation options.

Modular

Simplify installation and field servicing with a modular station design.

Keep your drivers happy

Reduce operational headaches, keep stations in use, improve productivity and generate positive brand association by enhancing driver satisfaction. ChargePoint provides everything you need to give your drivers a superior charging experience.

Effortless

Deliver unique value to your organization by giving drivers charging designed for convenience and accessibility.

Supported

Provide excellent service without additional effort by relying on our multi-language driver support.

Connected

Attract drivers and make charging easier with our broad charging network, roaming partnerships, mobile app and driver services.

Charge with confidence

Reliable charging is critical for your business and your drivers. Choose the solution you can depend on to maximize charging availability, minimize operational disruption and control total cost of ownership.

Reliable

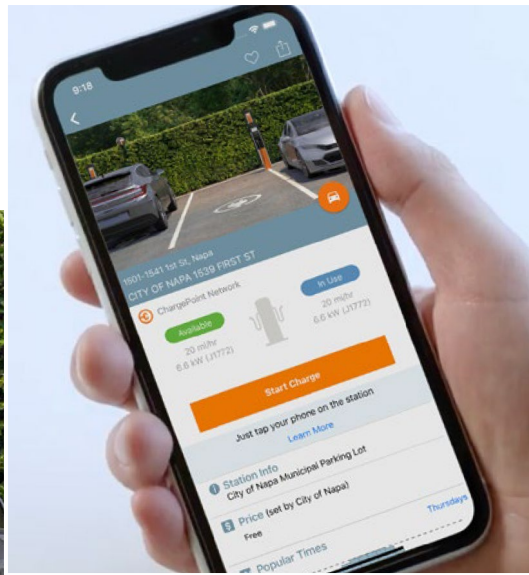
Keep charging ready with tested solutions engineered for quality, safety and continuous use.

Integrated

Save time and effort with a complete solution and a single partner for your software, hardware, service and support needs.

Protected

Succeed without distractions thanks to ChargePoint Assure, our industry-leading maintenance and management service package.



Benefits of the ChargePoint 6000 Series



Focus on your core business by relying on ChargePoint Assure for proactive monitoring, uptime guarantees, and committed service levels.



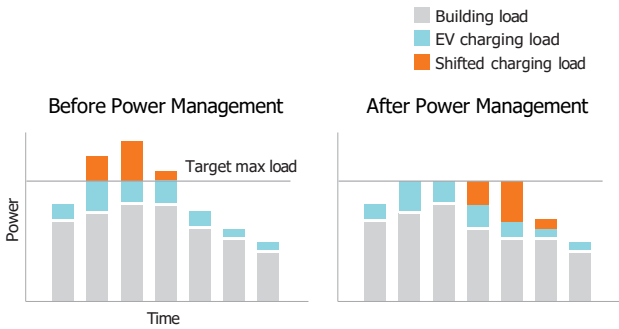
Turn capital expenses into a predictable operational expense by getting the CP6000 solution as a subscription through ChargePoint as a Service.®



Gain peace of mind by relying on ChargePoint support to help drivers get charging faster.

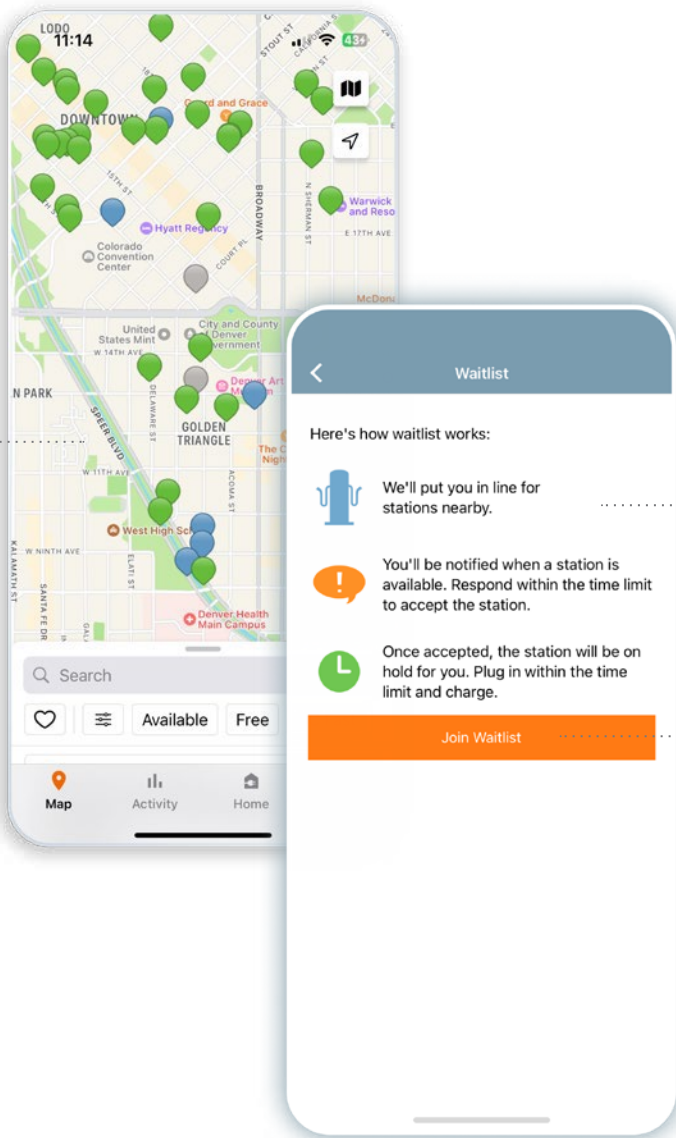


Make your investment go further with flexible settings, pricing policies, dashboards, analytics and more. Manage your existing Open Charge Point Protocol (OCPP) compliant stations with ChargePoint network software.



Avoid electrical upgrades, reduce electricity bills and serve more drivers with Power Management.

Attract drivers by making your stations part of the broad ChargePoint network.



Enhance driver satisfaction with the user-friendly ChargePoint app. Integrations with vehicle systems and navigation apps provide drivers seamless access to your stations and the ChargePoint network wherever they go.

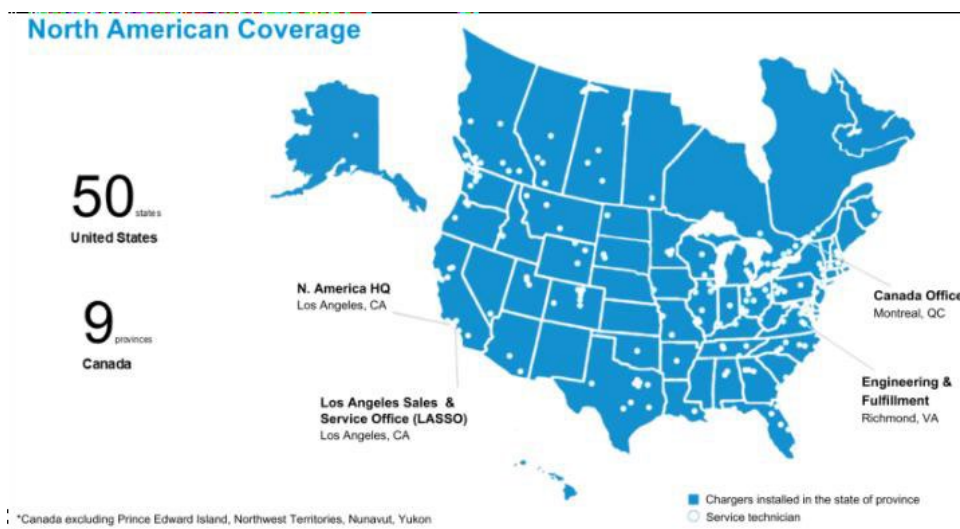
Maximize station use and save time with Waitlist, which lets drivers enter a queue if all ports are in use and get notified when it is their turn to plug in.

Proposed Scope of Services

Ongoing Maintenance

With in-house service technicians based throughout Northern California, the InCharge team will ensure all equipment is properly checked, tested, and activated for proper operation at all times for a minimum of five (5) years from the date of acceptance by the City.

We believe it is critical to have in-house staff providing direct service to achieve the turnaround and quality that discerning clients like the City of Belmont requires. This also allows our team to funnel field-based learning from our technicians, project managers, engineers, and service coordinators to produce immediate service improvements and technology advancements for our customers. Our approach places InCharge at the forefront of the industry – anticipating and responding to changes and technological challenges ahead of our competitors and other service providers.



Hardware and Software Agnostic Support

Through InService, InCharge Energy's dedicated maintenance & repair offering, we can provide the City with a network of dedicated in-house trained technicians and electricians based in Northern California and delivering quality maintenance and operational services across North America.

InService is designed to provide the most accessible and flexible maintenance and repair plans for EV fleet chargers in the industry. Our InService plans are brand-agnostic, available to customers with a wide range of charging equipment including InCharge Energy, ABB, ChargePoint, Blink, BTC Power Zemetrix, Tritium, Eaton, Beam, Tesla, and more. Additionally, InService plans can support out-of-warranty equipment and on-site electrical support.

Proposed Scope of Services



InCharge Energy offers Charger Manufacturer-agnostic Support

Monitoring and Customer Support

InCharge Energy provides continuous 24/7 remote monitoring of EV charging stations to ensure optimal performance and to identify errors or potential issues. As part of InCharge Energy's maintenance solution, the InCharge Energy Support Operations Center (SOC) will provide regular reports at an agreed upon cadence of charger performance, usage, incidents and perform remote resets as needed. Our SOC utilizes various communication channels, including a dedicated phone number and email (support@inchargeus.com) which allows users to submit support tickets directly from the dashboard. We will also provide a dedicated 1-800 number and email address for the City, along with facility ticket integration and tracking. Users can easily monitor the status of their open cases through live ticket tracking.

We offer proactive monitoring and customer support, with a support line available 24/7. Our remote charger diagnostics and proactive monitoring often address charger issues before customers are even aware that a problem exists. Our response times depend on the service level package: we offer a standard response time of 2 hours and a standard dispatch of 3-5 days.

We integrate with facility support systems and third-party property management companies. Through our SOC and in-house technicians, we strive to solve issues remotely. When on-site support is necessary, we ensure swift resolution with the correct tools and parts, further minimizing disruption to the operations.

Proposed Scope of Services

Service and Maintenance Plans (InService)

We offer proactive monitoring and customer support, with a support line available 24/7. Our remote charger diagnostics and proactive monitoring often address charger issues before customers are even aware that a problem exists. Our response times depend on the service level package: we offer a standard response time of 2 hours and a standard dispatch of 3-5 days.

We integrate with facility support systems and third-party property management companies. Through our SOC and/or NOC and in-house technicians, we strive to solve issues remotely. When on-site support is necessary, our technicians ensures swift resolution with the correct tools and parts, further minimizing disruption to the City of Belmont's operations.

Our InService plans are brand-agnostic and can be customized to provide the most accessible and flexible maintenance for the City of Belmont. **Under this proposal, we have quoted InService Standard which will adhere to the City's requirements.**

- **InService Standard:** Includes dedicated service account manager, labor coverage, parts at cost plus 20%, annual preventative maintenance, standard 2-hour response time, and 3-5 business day dispatch.
- **InService Dedicated:** This is an upgraded version of the Standard plan, providing customers with dedicated technicians on-site (either full-time or fractional). It covers labor for warranty and non-warranty service events, as well as preventative maintenance services. Parts can also be purchased at a 20% discount. Dispatch and response times are customizable based on the customer's preferences.
- **InService Premium:** Offers dedicated service account manager, comprehensive labor and parts coverage, customized preventative maintenance schedules, customized uptime guarantees, customized response times, and customized dispatch times.

Extended Warranty	Preventative Maintenance	InService Standard	InService Dedicated	InService Premium
				
3- or 5-year Coverage (New Installs only) Additional coverage on hardware. • Extends standard warranty for another 1 or 3 years (3 or 5 years of total coverage) • Parts only	Scheduled Check-Ups Tune-ups for chargers. • Customizable schedule options • Labor and travel time included • Parts purchased at cost + 30%	Labor-focused Support Affordable coverage with discounted parts. • Labor coverage for warranty/non-warranty, & PM service events • Parts purchased at cost + 20%	Labor-focused Support Dedicated technicians for your site. • Dedicated technician (FTE or fractional) • Labor coverage for warranty, non-warranty, & PM service events • Parts purchased at cost + 20%	All-Inclusive Parts & Labor No worries. • Fully customized solution • Complete parts & labor coverage* • Includes discounted InControl Charger Maintenance Software bundle**

*Parts coverage as outlined in the T&C's.

**Includes Data Plan

Proposed Scope of Services

Preventative Maintenance

Our preventative maintenance includes a full inspection and detailed care of each charging station and its surrounding area. Our expert service technicians adhere to an organized preventative maintenance scope of work that consists of a thorough checklist for each major part of the project: the charging station, plug and cords, pedestal, and the surrounding area.

While inspecting the station and surrounding area, our technicians will scan for signs of rust, cracks or damage, vandalism, and animal or insect infestations. In addition, they will torque wire connections to proper settings, clean the entire station with an eco-friendly solution and a microfiber cloth, wipe down related signage, clean up trash from the surrounding area, perform testing to verify the station is operational, and initiate a repair process if required. The team will also undergo additional steps as required by the manufacturer and model of charger.

While tending to the plug and cords, InCharge Energy service technicians will check for the presence of frays in a cord, confirm the connector is intact and operational, clear any debris in the plug connector, wipe down each cable with an eco-friendly solution and microfiber cloth, as well as take any additional actions as required by the charger manufacturer and model of equipment.

During the pedestal inspection (if applicable), technicians will check that the cable holster is secure on the pedestal, confirm that LED lights and photocells are operating correctly, inspect for rusting or corrosion, clean the entire pedestal with an eco-friendly solution and microfiber cloth, verify that the pedestal retractor is pulling and retracting with ease, as well as take any additional steps as required by the charger manufacturer and model of equipment.

At the conclusion of this process, the InCharge Energy technician will provide the City of Belmont with a detailed report for each charging station. This report will include each charging station's performance against the full preventative maintenance checklist, along with any additional notes, reported issues, and suggested maintenance accompanied by relevant photos.

Warranty

We confirm that we will provide a manufacturer's warranty on all EV charging station equipment, hardware, and software for a minimum of five (5) years from the date of acceptance by the City. We understand that the warranty must include all materials, equipment, parts, tools, labor, and incidentals, as well as all vendor- or manufacturer-recommended upgrades. The warranty must cover complete repairs or replacements and site visits, as necessary. A local in-house service technician employed by InCharge will always be deployed to fulfil the service appointments.

InCharge Energy has significant experience with warranty claims and working with manufacturers for repairs under warranty. Because we service a variety of brands, including InCharge Energy, ABB, BTC Power, Autel, and ChargePoint, we're familiar with the specific warranty processes and requirements of each. Our large volume of support tickets and maintenance orders gives us a deep understanding of common issues and how they relate to warranty coverage. When a repair is needed, our team works directly with the respective manufacturer to ensure the warranty process is followed correctly, minimizing any out-of-pocket expenses for the City of Belmont. If required by the manufacturer's warranty process, the customer will need to return failed parts. We understand that if there is a failure of the EV charging stations during the warranty period, we will replace such components or parts within 72 hours of notification (dependent on part availability).

We offer comprehensive maintenance and repair services, encompassing all aspects of charging station upkeep, including charger cable replacement, SIM card replacement, and display repair,

Proposed Scope of Services

whether under warranty or not. Our InService plans provide coverage for all repair types, regardless of warranty status.

Innovative Funding Mechanisms

Grants, Rebates Incentives

InCharge Energy has an experienced Government and Public Affairs team dedicated to tracking incentives, applying for, and winning, grants, and identifying funding opportunities/incentives that can reduce the CapEx and OpEx of the project. This team brings experience and varied industry backgrounds, and has secured multiple funding opportunities, accounting for tens of millions of dollars in project funding for our customers.



Track & Research Funding Opportunities

- Rebates
- Incentives
- Tax credits



Proposal & Grant Writing

- Proposal support & submission
- Grant applications



Present Eligible Opportunities

- Customer Q&A
- Sales support

With an InCharge partnership, the City of Belmont will get free access to the support of the InCharge Government and Public Affairs team. This team will be responsible for tracking local, state, and federal grants and incentives. The InCharge team will then bring them forward prior to or promptly to the City upon release of the funding opportunity. Our team meticulously monitors funding updates, release of new opportunities, and will support the City of Belmont throughout the entire application process to ensure you are positioned to capitalize on incentives.

InCharge Energy's GOPA team helps customers:

- Capture a higher amount for grants & incentives across the US
- Prioritize upcoming incentives for new site & market expansion
- Track funding opportunities (including utility make-ready rebates)
- Track relevant legislation/tax credits to lower project costs
- Complete grant, incentive, and rebate applications
- Low Carbon Fuel Standard tracking and administration

InCharge has a success rate of nearly 80% with our grant applications for customers. For example, we have supported the following customers to identify and secure grant and incentive funding:

- Moreno Valley School District : Secured \$1.7 million in grants and incentives from five different sources including state, federal and local utility. We leveraged diverse government funding from the EPA Airshed Program, SCAQMD Carl Moyer Program, CEC EnergIIZE Fast Track, and SCE Charge Ready Transport. We were able to stack funds across federal, state, local and utility funds to reduce the upfront project cost. We also supported another \$4.5 million in grant vehicle funding
- Twin Rivers Unified School District : InCharge supported Twin Rivers School District to secure \$7,440,788 from CARB's California Capital Pilot Project: Showcasing Zero-Emission Mobility in Schools. Throughout the entire process, InCharge worked closely

Proposed Scope of Services

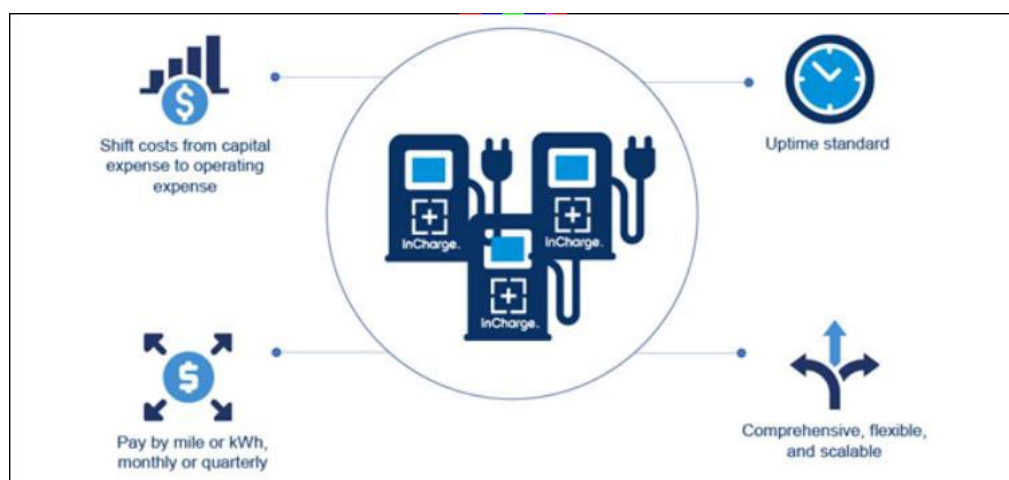
with Sacramento Municipal Utility District (SMUD) to identify the electrical needs and connect the charging infrastructure to the grid. In addition to this funding, InCharge supported the district to secure additional Sacramento Metropolitan Air Coast Quality Management (SMAQMD) funds to offset vehicle costs. SMAQMD supported the funding of up to 18 private access only EVSEs to be used by heavy-duty TRUSD vehicles.

Our team has completed an initial review of funding opportunities that would be available to projects within Belmont's 94002 zip code. We have identified that the two open and relevant funding opportunities would be through Peninsula Clean Energy (PCE) programs. Since this project is already being funded by PCE's EV Ready Program, and fleet projects are typically eligible for funding through either the Public GovEV Program or the EV Ready Program (but not both), we are confident the City is currently maximizing available incentives.

That said, InCharge Energy continuously monitors all active funding opportunities across California, and additional programs may become available. If awarded, our team will compile an up-to-date list of applicable grants, rebates, and incentives based on the project's specific locations. We will gather additional details regarding use cases, sites, and utility partnerships, then provide the City with a curated breakdown of available opportunities and support the next steps in securing eligible funding. For the City of Belmont in particular, we would look to BAAQMD, CEC, and PG&E for additional funding opportunities.

Charging-as-a-Service (CaaS)

InCharge Charging as a Service (CaaS) is an EV charging subscription offering that provides commercial fleets with the infrastructure they need, coupled with a desired uptime standard, and paid for on a monthly or variable basis. CaaS removes the stress of directly owning and maintaining charging infrastructure, transforming charging from an up-front capital investment into an operational expenditure. CaaS is a perfect option for public fleets wanting a flexible EV charging solution that will scale as they add more EVs to their ranks without having to raise bonds or use funds from other programs. InCharge bundles all the costs of EV charging infrastructure into a monthly fee that varies based on utilization, making it much simpler for fleets to forecast and shift the cost from a capital expenditure (CapEx) to an operating expenditure (OpEx).



Our comprehensive, all-inclusive, hassle-free charging model makes electrifying your fleet simple and affordable.

InCharge Charging-as-a-Service includes the following end-to-end support for fleet customers:

Proposed Scope of Services

- Planning and engineering of the charging infrastructure, whether the customer chooses an existing site or needs assistance with new site acquisition.
- Future proofing to meet current and future charging energy demands.
- Commissioning of charging hardware and any other additional equipment as needed.
- Installation of the commissioned charging hardware and other equipment.
- Service and maintenance of the chargers, with issue response times within 24 hours.
- Processing rebates and incentives

InCharge CaaS offers the following benefits to customers:

- Customizable: While the overall concept remains the same for every customer - the bundling of EV charging solutions into a low monthly payment - the specific solutions are completely customizable to meet the unique needs of every fleet.
- Peace of mind thanks to shifting of risk: InCharge takes on the variety of risks involved with developing a fleet's EV charging infrastructure - from site issues to utility upgrades to extended deadlines – letting the customer focus on conducting their business.
- Payment via OpEx rather than CapEx: InCharge as a Service makes it much simpler for fleets to forecast their expenses and gain internal approval by shifting the cost of charging infrastructure from a capital expenditure (CapEx) to an operating expenditure (OpEx).
- Scalable and Interoperable: InCharge as a Service is a perfect option for fleets wanting a flexible EV charging solution that will scale as they add more EVs to their ranks. Plus, InCharge conducts extensive interoperability testing, ensuring a faster and easier installation.
- One-Stop Shop: As the only vertically integrated CaaS provider, InCharge can perform each touchpoint of the service in-house, including on-going services with InControl and in-house technical and IT support, allowing for quicker execution and better uptimes.
- InControl Charger Management Software: Scalable with existing systems and seamless to operate, InControl provides fleet managers with a simple dashboard and easy tools to minimize charging costs and maximize vehicle uptime.

Customers have three payment options – by the mile, on a kWh basis, or a fixed monthly payment. With the per-kWh option, customers pay based on their monthly usage of the charging infrastructure. As a customer's electrified fleet grows, so will their usage.

Site 1: Belmont City Hall Complex – Police Lot

Implementation Plan

Provide and Install:

- (1) CHARGEPOINT AC L2 + FUTURE MAKE-READY
- (1) 400A/208Y 3PH 4W DISTRIBUTION PANEL
- (1) PANEL RACK/MOUNT SYSTEM
- (1) 400A/208V RATED 3P BREAKER
- (6) 100A/240V RATED 2P BREAKERS
- (1) CONCRETE PAD
- (1) CHRISTY BOX (MAKE-READY)

Proposed Scope of Services

Includes: Distribution equipment, conduit, wire, installation, civil work, engineering, commissioning, safety provisions, equipment rental & permit.

Excludes:

- Any additional scope of work not listed above
- Equipment found defective / needing repair
- Primary/Secondary service feed
- Utility Meter/CT Cabinet/Poles
- Utility Transformer / Fees
- Unforeseen conditions
- Unforeseen subsurface conditions
- Load Study

Notes:

***Electrical works shall comply with NEC 2023 and any other local, national code or regulations.*

**Any changes to the schedule that occur as a direct result of the AHJ shall be subject to a Change Order to the Owner for an adjustment of time.*

**Any deviations from the above SOW shall be subject to a Change Order.*

**All work areas to be clear of equipment/vehicles prior to project start date.*

**Existing equipment/conduits are assumed to be installed per NEC requirements / guidelines, any deviations from NEC guidelines will be subject to a Change Order.*

**Proposal based on powering new charger off the existing 200A/208Y electrical infrastructure. If discovered the existing service cannot handle the incoming load a service upgrade will be presented in the form of a change order.*

**Taxes will apply at time of purchase, processed during invoicing, and apply to local tax rates.*

Recommended revisions or additions to the list of tasks

After a thorough review, we believe the scope of work is straightforward and anticipate a smooth deployment if awarded. We don't have any recommended revisions or additions to the list of tasks for this site.

Schedule

Please find below a comprehensive schedule for the Police Lot site. The schedule is based on an anticipated contract award in December 2026 and aligns with the City's request to complete the scope of work across the three sites within 60 working days.

Task Name	Duration	Start	Finish
Belmont Police Lot	47 Days	Mon 12/1/25	Tue 2/3/26
Notice to Proceed (Quote Sign+1 Day)	0 days	Mon 12/1/25	Mon 12/1/25
Engineering	18 Days	Mon 12/1/25	Wed 12/24/25
Design	3 wks	Mon 12/1/25	Fri 12/19/25
Issue for Permit Set Issued	3 days	Mon 12/22/25	Wed 12/24/25
Permitting	22 Days	Thu 12/25/25	Thu 12/25/25
AHJ and Utility Review	1 mon	Thu 12/25/25	Wed 1/21/26
Permit Approval	0 days	Wed 1/21/26	Wed 1/21/26
Issue for Construction Set Issued	2 days	Thu 1/22/26	Fri 1/23/26
Equipment	40 Days	Mon 12/1/25	Fri 1/23/26
EV Chargers	20 days	Mon 12/1/25	Fri 12/26/25
Procurement	3 wks	Mon 12/1/25	Fri 12/19/25
Delivery	1 wk	Mon 12/22/25	Fri 12/26/25
Electrical Gear (PANELBOARD)	25 Days	Mon 12/22/25	Fri 1/23/26
Procurement	4 wks	Mon 12/22/25	Fri 1/16/26

Proposed Scope of Services

Delivery	1 wk	Mon 1/19/26	Fri 1/23/26
Installation	23 days	Fri 1/2/26	Tue 2/3/26
Site Preparation	1 day	Mon 1/26/26	Mon 1/26/26
Civil/ Trenching	3 days	Tue 1/27/26	Thu 1/29/26
Electrical Cabling	3 days	Fri 1/2/26	Thu 1/6/26
Install Chargers	1 day	Wed 1/7/26	Wed 1/7/26
Install Electrical Gear	1 day	Mon 1/26/26	Mon 1/26/26
Substantial Completion	0 days	Mon 1/26/26	Mon 1/26/26
Commissioning	1 day	Tue 1/27/26	Tue 1/27/26
Final Closeout Documentation	1 wk	Wed 1/28/26	Tue 2/3/26

Site 2: Belmont City Hall Complex – Manor House

Implementation Plan

Provide and Install:

(2) L2 CHARGEPOINT CHARGERS + FUTURE MAKE-READY

(1) 200A/208Y 3PH 4W DISTRIBUTION PANEL

(1) PANEL RACK/MOUNT SYSTEM

(3) 100A/240V RATED 2P BREAKERS

(2) CONCRETE PADS

(6) POLYMER WHEEL-STOPPS

(1) CHRISTY BOX (MAKE-READY)

Includes: Distribution equipment, conduit, wire, installation, civil work, engineering, commissioning, safety provisions, equipment rental & permit.

Excludes:

- Any additional scope of work not listed above
- Equipment found defective / needing repair
- Primary/Secondary service feed
- Utility Meter/CT Cabinet/Poles
- Utility Transformer / Fees
- Unforeseen conditions
- Unforeseen subsurface conditions
- Load Study

Notes:

***Electrical works shall comply with NEC 2023 and any other local, national code or regulations.*

**Any changes to the schedule that occur as a direct result of the AHJ shall be subject to a Change Order to the Owner for an adjustment of time.*

**Any deviations from the above SOW shall be subject to a Change Order.*

**All work areas to be clear of equipment/vehicles prior to project start date.*

**Existing equipment/conduits are assumed to be installed per NEC requirements / guidelines, any deviations from NEC guidelines will be subject to a Change Order.*

**Proposal based on powering new charger off the existing 200A/208Y electrical infrastructure. If discovered the existing service cannot handle the incoming load a service upgrade will be presented in the form of a change order.*

Proposed Scope of Services

**Taxes will apply at time of purchase, processed during invoicing, and apply to local tax rates.*

Recommended revisions or additions to the list of tasks

After a thorough review, we believe the scope of work is straightforward and anticipate a smooth deployment if awarded. We don't have any recommended revisions or additions to the list of tasks for this site.

Schedule

Please find below a comprehensive schedule for the Manor site. The schedule is based on an anticipated contract award in December 2026 and aligns with the City's request to complete the scope of work across the three sites within 60 working days.

Task Name	Duration	Start	Finish
Belmont Manor House	47 Days	Mon 12/1/25	Tue 2/3/26
Notice to Proceed (Quote Sign+1 Day)	0 days	Mon 12/1/25	Mon 12/1/25
Engineering	18 Days	Mon 12/1/25	Wed 12/24/25
Design	3 wks	Mon 12/1/25	Fri 12/19/25
Issue for Permit Set Issued	3 days	Mon 12/22/25	Wed 12/24/25
Permitting	22 Days	Thu 12/25/25	Thu 12/25/25
AHJ and Utility Review	1 mon	Thu 12/25/25	Wed 1/21/26
Permit Approval	0 days	Wed 1/21/26	Wed 1/21/26
Issue for Construction Set Issued	2 days	Thu 1/22/26	Fri 1/23/26
Equipment	40 Days	Mon 12/1/25	Fri 1/23/26
EV Chargers	20 days	Mon 12/1/25	Fri 12/26/25
Procurement	3 wks	Mon 12/1/25	Fri 12/19/25
Delivery	1 wk	Mon 12/22/25	Fri 12/26/25
Electrical Gear (PANELBOARD)	25 Days	Mon 12/22/25	Fri 1/23/26
Procurement	4 wks	Mon 12/22/25	Fri 1/16/26
Delivery	1 wk	Mon 1/19/26	Fri 1/23/26
Installation	23 days	Fri 1/2/26	Tue 2/3/26
Site Preparation	1 day	Mon 1/26/26	Mon 1/26/26
Civil/ Trenching	3 days	Tue 1/27/26	Thu 1/29/26
Electrical Cabling	3 days	Fri 1/2/26	Thu 1/6/26
Install Chargers	1 day	Wed 1/7/26	Wed 1/7/26
Install Electrical Gear	1 day	Mon 1/26/26	Mon 1/26/26
Substantial Completion	0 days	Mon 1/26/26	Mon 1/26/26
Commissioning	1 day	Tue 1/27/26	Tue 1/27/26
Final Closeout Documentation	1 wk	Wed 1/28/26	Tue 2/3/26

Site 3: Belmont Sports Complex

Implementation Plan

Provide and Install:

- (2) CHARGEPOINT DUAL L2 EVCS + FUTURE MAKE-READY
- (1) 200A/208Y MCB 3PH 4W DISTRIBUTION PANEL
- (1) PANEL RACK/MOUNT SYSTEM

Proposed Scope of Services

- (1) 200A/240V RATED 3P BREAKER
- (4) 100A/240V RATED 2P BREAKERS
- (2) 50A/240V RATED 2P BREAKERS
- (2) CONCRETE PADS
- (3) IN-GROUND CHRISTY BOX (MAKE-READY)
- (1) ADA RAMP W/TRUNCATE DOMES

Includes: Distribution equipment, re-stripe, conduit, wire, ADA ramp, installation, civil work, engineering, commissioning, safety provisions, equipment rental & permit.

Excludes:

- Any additional scope of work not listed above
- Equipment found defective / needing repair
- Primary/Secondary service feed
- Utility Meter/CT Cabinet/Poles
- Utility Transformer / Fees
- Unforeseen conditions
- Unforeseen subsurface conditions
- Load Study

Notes:

***Electrical works shall comply with NEC 2023 and any other local, national code or regulations.*

**Any changes to the schedule that occur as a direct result of the AHJ shall be subject to a Change Order to the Owner for an adjustment of time.*

**Any deviations from the above SOW shall be subject to a Change Order.*

**All work areas to be clear of equipment/vehicles prior to project start date.*

**Existing equipment/conduits are assumed to be installed per NEC requirements / guidelines, any deviations from NEC guidelines will be subject to a Change Order.*

**Proposal based on powering new charger off the existing 200A/208Y electrical infrastructure. If discovered the existing service cannot handle the incoming load a service upgrade will be presented in the form of a change order.*

**Taxes will apply at time of purchase, processed during invoicing, and apply to local tax rates.*

Recommended revisions or additions to the list of tasks

After a thorough review, we believe the scope of work is straightforward and anticipate a smooth deployment if awarded. However, we want to bring one item to the City's attention. The available kVA at the Sportsplex will support the chargers identified in this scope, but a utility upgrade may be required to sufficiently future-proof the site for additional chargers. At this time, there is limited physical space in the panel for a 400A frame breaker, and recent utility bills are needed to confirm the site's current peak load and demand to determine whether an upgrade is necessary.

Based on this review and to align with the City's budget, our design includes a 200A panel sized appropriately for the chargers specified in the RFP.

Schedule

Please find below a comprehensive schedule for the Belmont Sports Complex site. The schedule is based on an anticipated contract award in December 2026 and aligns with the City's request to complete the scope of work across the three sites within 60 working days.

Proposed Scope of Services

Task Name	Duration	Start	Finish
Belmont Sports Complex	52 Days	Mon 12/1/25	Tue 2/10/2026
Notice to Proceed (Quote Sign+1 Day)	0 days	Mon 12/1/25	Mon 12/1/25
Engineering	23 Days	Mon 12/1/25	Wed 12/31/25
Design	4 wks	Mon 12/1/25	Fri 12/26/25
Issue for Permit Set Issued	3 days	Mon 12/29/25	Wed 12/31/25
Permitting	22 Days	Thu 1/1/26	Fri 1/30/26
AHJ and Utility Review	1 mon	Thu 1/1/26	Wed 1/28/26
Permit Approval	0 days	Wed 1/28/26	Wed 1/28/26
Issue for Construction Set Issued	2 days	Thu 1/29/26	Fri 1/30/26
Equipment	45 Days	Mon 12/1/25	Fri 1/30/26
EV Chargers	25 days	Mon 12/1/25	Fri 1/2/26
Procurement	4 wks	Mon 12/1/25	Fri 12/26/25
Delivery	1 wk	Mon 12/29/25	Fri 1/2/26
Electrical Gear (PANELBOARD)	25 Days	Mon 12/29/25	Fri 1/30/26
Procurement	4 wks	Mon 12/29/25	Fri 1/23/26
Delivery	1 wk	Mon 1/26/26	Fri 1/30/26
Installation	28 days	Fri 1/2/26	Tue 2/10/26
Site Preparation	1 day	Mon 2/2/26	Mon 2/2/26
Civil/ Trenching	4 days	Tue 2/3/26	Fri 2/6/26
Electrical Cabling	5 days	Fri 1/2/26	Thu 1/8/26
Install Chargers	1 day	Fri 1/9/26	Fri 1/9/26
Install Electrical Gear	1 day	Mon 2/2/26	Mon 2/2/26
Substantial Completion	0 days	Mon 2/2/26	Mon 2/2/26
Commissioning	1 day	Tue 2/3/26	Tue 2/3/26
Final Closeout Documentation	1 wk	Wed 2/4/26	Tue 2/10/26

Adherence to PCE EV Ready Program Standards

We understand this project includes funding from Peninsula Clean Energy (PCE) EV Ready program. We have reviewed program requirements and confirm the proposed L2 ChargePoint chargers and our turnkey installation is in alignment with the Program requirements.

Level 2 Charging Station Eligibility	Adherence (Y/N)
1. SAE J1772 or North American Charging Standard (NACS)/SAE J3400 connector	Y
2. NEMA 3R rated (outdoor rated hardware) minimum	Y
3. Hardware must be new. No refurbished or repurposed equipment can be installed (e.g., equipment previously used as display or returned)	Y
4. If software is utilized, it must use an open standard protocol, such as Open Charge Point Protocol (OCPP)	Y

InCharge Energy ensures the turnkey installation adheres to PCE Program Standards.

Program Requirement	Adherence (Y/N)
All work performed on projects under this agreement must be performed by contractor companies that hold a valid California C-10 license.	Y
Installations must comply with all federal, state, and municipal laws, ordinances, rules, codes, standards, and regulations.	Y

Experience and Qualifications

Electrical Contractors License

InCharge Energy holds an active C-10 electrical contractor's license as well as an A – General Engineering License.

InCharge Energy CA Contractor License

License #: 1079236

Business Name: INCHARGE ENERGY INC

Address: 1433 5TH STREET, LOS ANGELES, CA 90401

Business Phone Number: (562) 805-3828

Entity: Corporation

Issue Date: 08/04/2021

Expire Date: 08/31/2027

Classifications: C10 – Electrical, A - General Engineering



InCharge Energy CA Contractor License

InCharge technicians hold **Electric Vehicle Infrastructure Training Program (EVITP)** certification:

- Brent Elliot #4041853
- Clinton Smith #4045463
- Gus Eleopoulos #4043046

InCharge is a **Registered Service Agency** through CDFA.

InCharge Energy holds an **in-house Electrical Engineering** License.

Past Experiences

Over the last 7 years, InCharge has established itself as one of the only vertically integrated firms in the industry, offering turnkey services for public agencies, leading distribution companies, dealerships, commercial fleets, school districts, autonomous vehicles, and more.

InCharge specializes by serving as a one-stop-shop for public agencies, offering everything from site assessments, equipment procurement, engineering, installation, training, charge management software, and ongoing maintenance. Our vertically integrated model ensures seamless execution and superior uptime, minimizing project issues and achieving project timelines.

Experience and Qualifications



InCharge has installations in every state, depicted in the map above. Blue dots indicate locations not quantities.

By leveraging our turnkey capabilities, we've supported many public agencies in California and across North America to electrify encompassing scopes that include design, construction/installation, and maintenance of EV charging infrastructure. Some examples of our partnerships include the County of Riverside, Tahoe City Public Utility CA, City of Garden Grove Public works CA, Imperial Irrigation District CA, Metropolitan Water District of California, LA County Sanitation Districts, Harris County TX, Frederick County MD, State of Maryland Port Administration, City of Sedona AZ, Clarke County VA, City of Richmond VA, Los Angeles Department of Water and Power, City of Culver City CA, and more. In our references section below we highlight in further detail our successful work with local public agencies for the City's review.

InCharge is also a leading provider of turnkey EVSE solutions to California Public School Districts. We actively provide turnkey services for 250+ School Districts nationwide. In California, we support upwards of 30 school districts and have deployed over 150 chargers to California School Districts.

InCharge has provided comprehensive EVSE solutions from design and engineering, project management, charging equipment, charge management software, and ongoing maintenance, to more than 25 school districts across California including: Black Oak Mine Unified School District, Downey Unified School District, Eastside Union School District, El Cajon Valley Unified School District, Jamestown School District, Lakeside Union School District, La Mesa-Spring Valley School District, Menifee Union School District, Montebello Unified School District, Moorpark Unified School District, Moreno Valley Unified School District, Mother Lode Union School District, Napa Valley Unified School District, Placentia-Yorba Linda School District, Porterville Unified School District, Redlands Unified School District, San Marcos Unified School District, San Mateo Union High School District, St. Helena Unified School District, Torrance Unified School District, Twin Rivers Union High School District, and Victorville Elementary School District, and more.

References

Please find below a comprehensive list of references that demonstrate our proven ability to deliver turnkey projects for public agencies in California. As a locally based turnkey provider with a

Experience and Qualifications

dedicated team in Northern California, we will not rely on subcontractors or external service providers under this scope of work. This approach offers a distinct advantage to the City by ensuring the highest level of project quality, cost-effective solutions, greater project transparency, and expedited service. Our references highlight our full-scope expertise encompassing design and engineering, construction and installation, software and hardware integration, as well as ongoing maintenance and support.

Reference #1: Moreno Valley School District, CA

Scope of Work: InCharge spearheaded the Moreno Valley Charging Project, assisting the district to convert 38 school buses from diesel to electric. This project serves as one of the largest electric school bus fleet in California, serving 31,000 students at 42 schools and saves the district approximately \$600,000/year in fuel and maintenance costs. InCharge provided a turnkey installation of 38 ICE 30 kW DC fast chargers in October of 2022 and incorporated solar PV into the installation. We also future-proofed the site for 46 DC fast chargers, by pre-wiring and networking when needed. We also developed a unique jersey barrier mounting system that reduced the installation cost by 30%. InCharge supported the district to secure \$1.6M in government funding to offset the ABe cost by leveraging a variety of programs including the EPA Airshed Program, SCAQMD Carl Moyer Program, CEC EnergIIIZE Fast Track, and SCE Charge Ready Transport. The project includes InControl software including load management features such as demand charge management in addition to time-of-use peak charges avoidance (4P - 9P) therefore charging the buses remotely at 9P, 1A, and 5A such that the school district takes advantage of fuel prices that are less than half of peak electricity prices. Additionally, we implemented a load constraint through smart charging measures to guarantee school bus charging operation and further cost savings. Finally, we completed the next phase of installation which included the final 8 charging stations in August 2025.

Point of Contact: Jim Burleson, Executive Director, Transportation

Email: jburleson@mvusd.net

Reference #2: Tahoe City Public Utility District, CA

Scope of Work: InCharge successfully delivered a custom turnkey EV charger solution for the Tahoe City Public Utility District. This project began with a comprehensive consultative fleet transition plan which included vehicle selection, route analysis, Optimal EV chargers, and EPC services. The InCharge team provided a 5-Year Fleet & Equipment Plan encompassing the entire Public Utility District Fleet, considering factors such as:

- Annual budget and distribution across different departments (Water, Sewer, Parks, Recreation, and Tech Services)
- Existing fleet composition and end of life analysis
- Analysis of all possible ZEV alternatives
- EV charger optimization
- Charging profile to reduce demand and energy costs
- EV charger location to reduce construction costs
- Phased EV charger installation to meet the needs of the city for the next 4 years

Following the development of the 5-Year Fleet & Equipment Plan, InCharge proceeded with the subsequent project phases, including engineering, project management, electrical distribution upgrade, circuit construction work, civil construction work, hardware selection, installation, commissioning, and InControl software integration. For the Tahoe City Public Utility District, InCharge provided a custom installation of one (1) Buy America Compliance ICE Dual 80A and one (1) ICE 180kW DC Fast Charger.

Point of Contact: Anna Klovstad, Construction Project Manager

Email: aklovstad@tcpud.org

Experience and Qualifications

Reference #3: City of Garden Grove Public Works, CA

Scope of Work: InCharge successfully delivered a comprehensive and phased fleet transition plan for a diverse fleet of 63 vehicles, encompassing light-duty pickup trucks, medium-duty vehicles, and heavy-duty tractors. We began by conducting an in-depth analysis of current vehicle categories and operational use cases, identifying market-available electric vehicle (EV) alternatives that met the functional and performance requirements of each vehicle type. This analysis formed the basis of a strategically phased vehicle procurement schedule, aligned with the rollout of the required charging infrastructure to ensure seamless integration into daily operations. Our team performed a detailed assessment of EV charging patterns, which included developing and validating charging session models to optimize charging station utilization and energy consumption. These models accounted for dwell times, energy demands, and operational schedules to design infrastructure that maximized efficiency and minimized downtime for the fleet. Additionally, InCharge's engineering and project management teams collaborated closely with Southern California Edison (SCE) to navigate the utility's requirements and rebate programs. By recommending an SCE-approved design option, we ensured the project captured the maximum amount of available utility rebates, reducing upfront infrastructure costs and delivering a cost-effective solution for the client.

Point of Contact: Steve Sudduth, Public Works Supervisor, Vehicle Maintenance Division

Email: stevesu@ggcity.org

Reference #4: Imperial Irrigation District, CA

Scope of Work: The Imperial Irrigation District is a state agency that serves the Imperial Valley and a large portion of the Coachella Valley in the Colorado Desert region of Southern California. Thus far, InCharge has provided turnkey hardware, software, installation and commissioning across seven (7) Imperial Irrigation District sites located in Southern California. The charging hardware we have selected and installed includes the ICE 30kW DCFC, ICE 60kW DCFC, and the ICE 40A Level 2 charger.

Point of Contact: Samuel Singh Superintendent, Customer Development Services

Email: SESingh@IID.com

Reference #5: Black Oak Mine Unified School District, CA

Scope of Work: Turnkey installation of 12 EV chargers, consisting of 8 ICE-80 AC chargers and 4 ICE-30 DC chargers. The installation was carried out in close coordination with PG&E to establish new service. Our team provided custom installation, engineering, and full project management to meet the district's operational needs. The deployment marked a significant step in supporting the district's transition to electric vehicles by expanding charging capacity with a mix of AC and DC fast charging solutions.

Point of Contact: Mark Koontz, Director of Facilities, Maintenance, Operations, Transportation

Email: mkoontz@bomusd.org

Reference #6: Rocklin Unified School District, CA

Scope of Work: This project involved the procurement of fifteen (15) ICE-30 chargers and one (1) ICE-60 charger, which were supplied to the district as part of a multi-phase deployment. Following delivery, our team managed the commissioning process and software integration, ensuring that all chargers were properly configured and ready for service. In addition, we provide ongoing preventive maintenance and service support to sustain reliable operations and maximize charger uptime.

Point of Contact: Matt Hebb, Director of Transportation

Email: mhebb@rocklinUSD.org

Experience and Qualifications

Reference #7: The Metropolitan Water District of Southern California

Scope of Work: InCharge supplied and deployed twelve (12) DCFCs and InControl software for the Metropolitan Water District of Southern California. The scope of work included site and fleet assessments, charger procurement, installation and commissioning, and software.

Point of Contact: Matt Hebb, Director of Transportation

Email: nwallace@mwdh2o.com

Reference #8: ABM Janitorial

Scope of Work: ABM Janitorial manages sites for Waymo & Cruise – two of the largest autonomous vehicle providers in the nation. We have worked closely with ABM Janitorial, Waymo, and Cruise across 5 different sites and spanning 4 states to provide electric vehicle charger installations, commissioning, warranty work, break-fix item repair like cables, and preventative maintenance.

Point of Contact: Jeremy Richmond, EV Charging Program Manager

Email: jeremyrichmond@google.com

Reference #9: Quality Custom Distribution (QCD)

Scope of Work: InCharge designed and implemented a solar PV, BESS, and microgrid solution for Quality Custom Distribution (QCD), a leader in quick-service restaurant logistics. This agreement was executed via a design-build model and financed as a Charging-as-a-Service (CaaS) solution. This project involved the implementation of a solar PV, BESS, and microgrid solution for QCD's facility in La Puente, CA. We designed a solution that includes 9 ICE-480 DC fast chargers with 18 dispensers to support 30 Class 8 Volvo VNR Electric Trucks.

To maximize efficiency and production, and increase resiliency, we sized a 1,300-kW solar PV system with 770 kW/3,080 kWh of BESS, a 1,500-kW natural gas generator and a microgrid controller. The microgrid will be capable of delivering emergency power to the site during periods when there is a utility power outage and coordinating parallel operation of the emergency power system with the solar PV and BESS to decrease the site's use of natural gas during a grid outage.

Point of Contact: Shane Blanchette, Vice President, Continuous Improvement

Email: sblanchette@qualitycustomdistribution.com

Team Organizational Structure

The InCharge team assisting the City of Belmont is based in Northern California and consists of a group of experts who have a proven track record in transportation, clean energy infrastructure, EV charger service, engineering, and project management. As a turnkey infrastructure provider, InCharge has the advantage of being able to perform the scope of this work in-house and not utilize subcontractors.

We have ensured that all key staff members are available to commit the necessary time and resources to this project, guaranteeing that we can meet the project schedule, goals, and objectives effectively. We also assure you that changes to the designated project team will not be made without the prior written consent of the City. Below, we present the qualifications and short resumes of the key personnel proposed for this project.

Yadira Cerrato, Project Manager

Office Location: Oakland, CA

Yadira has over 8 years of project management experience and joined InCharge in 2023 as a Project Manager in the Western region working across multiple programs including Navistar, AutoNation, Chevy, and Nissan. Yadira has leveraged her experience in site acquisition, development, and permitting in the telecommunications industry to successfully deploy over 300 wireless projects in the City of San Francisco.

Marcus Kilgo, Director of Project Management, West

Office Location: Los Angeles, CA

Marcus has over 15 years of operations, construction, and project management experience. He monitors project progress, oversees subcontractors, coordinates with the local AHJ's and utilities, manages costs, and solves any issues that may arise to ensure customer satisfaction. He has managed large-scale infrastructure deployments from design to build and deployment for customers such as Sysco, QCD, and some of the largest charging sites in CA. Marcus is a Project Management Professional (PMP), Certified ScrumMaster (CSM), Lean Six Sigma Black Belt (LSSBB), has received his MBA in Project Management, and is OSHA 30 certified.

Clint Smith, Senior Electrical Estimator, EVITP Certified, Licensed ME, JE

Office Location: Reno, Nevada

Clint has over 22 years of experience in commercial, industrial, and public electrical systems. He is an expert in electrical installations, design, and code compliance. Clint is OSHA 30 Certified, a Licensed Master Electrician, Journeyman Electrician, EVITP certified and a Licensed Electrical Contractor.

Cal Crader, Lead Electrical Infrastructure Engineer

Office Location: Missouri

Cal brings over 20 years of electrical engineering experience to the team. He plays a pivotal part in shaping the future of sustainable transportation by providing expert engineering design, review, and analysis for EV charging infrastructure projects. His expertise includes renewables, power generation, and has Professional Engineer (PE) stamps in 4 states (CA, FL, TX, and MO).

Mike Vassallo, Site Superintendent

Office Location: San Francisco, CA

Mike is an experienced EV charging expert and eMobility leader with over 30 years of relevant experience. Mike serves as a Site Superintendent, Project Manager, and Estimator at InCharge – expertly equipped to take navigate complex EV charging projects.

Team Organizational Structure

Dustin Hayes, Lead EVSE Technician - Northern CA

Office Location: San Carlos, CA

With close to a decade in renewable energy and EV charging installation, Dustin joined InCharge in 2023 and leads the Northern California technician team.

Aaron Tejero, EVSE Technician

Office Location: Lodi, CA

Aaron has 11 years of electrical experience and over 6 years specializing in the EV field. He has been an integral member of our Northern CA team for over 2.5 years.

Martha Rivera, EVSE Technician

Office Location: Corte Madera, CA

Martha brings over seven years of electrical experience across residential and commercial projects and has been a valued member of the InCharge team since January 2024.

Erica Madden, Account Executive

Office Location: Los Angeles, CA

With over 3+ years of experience in EV Charging and Transportation, Erica excels at fostering strong client relationships with public agencies in her role at InCharge Energy.

Appendix B: Cost Proposal Form

Appendix B: Cost Proposal Form

Please find our completed form on the following page. We have provided a lump sum cost for all sites in accordance with the RFP specifications and have also provided site-specific cost breakdowns..

Total Cost Across all Three (3) Sites

RFP for Design, Construction, and Maintenance of EV Charging Stations at Three City Sites
City of Belmont
CCN 2025-641

APPENDIX B:

COST PROPOSAL FORM

No.	Bid Item Description	Qty	Unit	Cost
Base Bid Items				
1	Design and preparation of plans and specifications for each of the three sites, including installation layout, civil and electrical plans, signage, and pavement markings **Site Assessment Scoped is Bid Ready Package**	1	LS	\$21,000
2	Install electrical conduits and electric connection to supply power for the complete installation and operation of the EV chargers and make ready ports	1	LS	\$165,720.96
3	Furnish and install EV charger equipment for a complete system	1	LS	\$46,752.41
4	Restore pavement and/or landscape beds that have been impacted by trenching or any other work activity	1	LS	\$9,579.46
5	Install ADA accessibility improvements including regrading pavement and/or installing curb ramps etc. and install pavement markings and signage	1	LS	\$21,352.50
6	Testing, activation, and commissioning of the EV chargers	1	LS	\$6,300.00
7	Coordinate with PG&E and other regulatory agencies to obtain any permit(s), electrical service agreement, and meter installation (if required)	1	LS	\$4,500.00
8	Obtain and comply with City Encroachment and Building Permits	1	LS	\$3,000.00
9	Manufacturer's warranty on all EV charging station equipment, hardware, and software for a minimum of five (5) years from the date of acceptance by the City.	1	LS	\$11,088.00
Total:				\$289,293.33
Alternate Bid Items				

10	5 YRS of Preventative Maintenance for EVSE AC Level 2 Charging Station. Truck Roll Included. Annual Visit.	1	LS	\$4,220.00
11	5 YRS of ChargePoint CP6000 Assure Ongoing maintenance services. Providing timely maintenance services and 24/7 customer support for a minimum 5-year period, including the timeline to notify the City and initiate a resolution for technical issues	1	LS	\$7,854.00
Total:				\$12,074.00
GRAND TOTAL:				\$301,367.33

City of Belmont | Appendix B

Sports Complex

RFP for Design, Construction, and Maintenance of EV Charging Stations at Three City Sites
City of Belmont
CCN 2025-641

APPENDIX B:

COST PROPOSAL FORM

No.	Bid Item Description	Qty	Unit	Cost
Base Bid Items				
1	Design and preparation of plans and specifications for each of the three sites, including installation layout, civil and electrical plans, signage, and pavement markings **Site Assessment Scoped is Bid Ready Package**	1	LS	\$7,500
2	Install electrical conduits and electric connection to supply power for the complete installation and operation of the EV chargers and make ready ports *This pricing includes 2 CP6000 (Dual Port 80A CP6021B-80A-L5.5), CP6000 Mounting Hardware, CP Initial Station Activation & Configuration, CP Commercial Cloud Plan 5 YRs, and EV Shipping and Handling*	1	LS	\$76,674.97
3	Furnish and install EV charger equipment for a complete system	1	LS	\$18,834.75
4	Restore pavement and/or landscape beds that have been impacted by trenching or any other work activity	1	LS	\$3,008.25
5	Install ADA accessibility improvements including regrading pavement and/or installing curb ramps etc. and install pavement markings and signage	1	LS	\$12,453.80
6	Testing, activation, and commissioning of the EV chargers	1	LS	\$2,450
7	Coordinate with PG&E and other regulatory agencies to obtain any permit(s), electrical service agreement, and meter installation (if required)	1	LS	\$1,500
8	Obtain and comply with City Encroachment and Building Permits	1	LS	\$1,000
9	Manufacturer's warranty on all EV charging station equipment, hardware, and software for a minimum of five (5) years from the date of acceptance by the City.	1	LS	\$4,435.20

Total:				\$ 127,856.97
Alternate Bid Items				
10	5 YRS of Preventative Maintenance for EVSE AC Level 2 Charging Station. Truck Roll Included. Annual Visit.	1	LS	\$1,688 (\$844 per Charger for 5 YRs)
11	5 YRS of ChargePoint CP6000 Assure Ongoing maintenance services. Providing timely maintenance services and 24/7 customer support for a minimum 5-year period, including the timeline to notify the City and initiate a resolution for technical issues	1	LS	\$3,141.60 (\$1,570.80 per Charger for 5 YRs)
Total:				\$4,829.60
GRAND TOTAL:				\$132,686.57

City of Belmont | Appendix B

Police Department

RFP for Design, Construction, and Maintenance of EV Charging Stations at Three City Sites
City of Belmont
CCN 2025-641

APPENDIX B:

COST PROPOSAL FORM

No.	Bid Item Description	Qty	Unit	Cost
Base Bid Items				
1	Design and preparation of plans and specifications for each of the three sites, including installation layout, civil and electrical plans, signage, and pavement markings **Site Assessment Scoped is Bid Ready Package**	1	LS	\$7,000
2	Install electrical conduits and electric connection to supply power for the complete installation and operation of the EV chargers and make ready ports 1 CP6000 (Single Port 80A CP6011B-80A-L5.5), CP6000 Mounting Hardware, CP Initial Station Activation & Configuration, CP Commercial Cloud Plan 5 YRs, and EV Shipping and Handling*	1	LS	\$44,957.71
3	Furnish and install EV charger equipment for a complete system	1	LS	\$9,941.56
4	Restore pavement and/or landscape beds that have been impacted by trenching or any other work activity	1	LS	\$3,285.25
5	Install ADA accessibility improvements including regrading pavement and/or installing curb ramps etc. and install pavement markings and signage	1	LS	\$4,918.25
6	Testing, activation, and commissioning of the EV chargers	1	LS	\$1,750
7	Coordinate with PG&E and other regulatory agencies to obtain any permit(s), electrical service agreement, and meter installation (if required)	1	LS	\$1,500
8	Obtain and comply with City Encroachment and Building Permits	1	LS	\$1,000
9	Manufacturer's warranty on all EV charging station equipment, hardware, and software for a minimum of five (5) years from the date of acceptance by the City.	1	LS	\$2,217.60

Total:				\$76,570.37
Alternate Bid Items				
10	5 YRS of Preventative Maintenance for EVSE AC Level 2 Charging Station. Truck Roll Included. Annual Visit.	1	LS	\$844.00 (\$844 per Charger for 5 YRs)
11	5 YRS of ChargePoint CP6000 Assure. Ongoing maintenance services. Providing timely maintenance services and 24/7 customer support for a minimum 5-year period, including the timeline to notify the City and initiate a resolution for technical issues	1	LS	\$1,570.80 (\$1,570.80 per Charger for 5 YRs)
Total:				\$2,414.80
GRAND TOTAL:				\$78,985.17

City of Belmont | Appendix B

RFP for Design, Construction, and Maintenance of EV Charging Stations at Three City Sites
City of Belmont
CCN 2025-641

APPENDIX B:

COST PROPOSAL FORM

No.	Bid Item Description	Qty	Unit	Cost
Base Bid Items				
1	Design and preparation of plans and specifications for each of the three sites, including installation layout, civil and electrical plans, signage, and pavement markings **Site Assessment Scoped is Bid Ready Package**	1	LS	\$6,500
2	Install electrical conduits and electric connection to supply power for the complete installation and operation of the EV chargers and make ready ports *This pricing includes 2 CP6000 (Single Port 80A CP6011B-80A-L5.5), CP6000 Mounting Hardware, CP Initial Station Activation & Configuration, CP Commercial Cloud Plan 5 YRs, and EV Shipping and Handling*	1	LS	\$44,088.28
3	Furnish and install EV charger equipment for a complete system	1	LS	\$17,976.10
4	Restore pavement and/or landscape beds that have been impacted by trenching or any other work activity	1	LS	\$3,285.96
5	Install ADA accessibility improvements including regrading pavement and/or installing curb ramps etc. and install pavement markings and signage	1	LS	\$3,980.45
6	Testing, activation, and commissioning of the EV chargers	1	LS	\$2,100
7	Coordinate with PG&E and other regulatory agencies to obtain any permit(s), electrical service agreement, and meter installation (if required)	1	LS	\$1,500
8	Obtain and comply with City Encroachment and Building Permits	1	LS	\$1,000
9	Manufacturer's warranty on all EV charging station equipment, hardware, and software for a minimum of five (5) years from the date of acceptance by the City.	1	LS	\$4,435.20
Total:				\$84,865.99

Alternate Bid Items				
10	5 YRS of Preventative Maintenance for EVSE AC Level 2 Charging Station. Truck Roll Included. Annual Visit.	1	LS	\$1,688 (\$844 per Charger for 5 YRs)
11	5 YRS of ChargePoint CP6000 Assure. Ongoing maintenance services. Providing timely maintenance services and 24/7 customer support for a minimum 5-year period, including the timeline to notify the City and initiate a resolution for technical issues	1	LS	\$3,141.60 (\$1,570.80 per Charger for 5 YRs)
Total:				\$4,829.60
GRAND TOTAL:				\$89,695.59

City of Belmont | Appendix B

Additional Items & Other Requirements

In the following pages, please find additional items in accordance with the RFP guidelines.

A. Prevailing Wage

InCharge Energy understand that this project requires Prevailing Wage. If awarded, we will comply with certain labor standards and employment requirements including payment of the prevailing wage rates in effect on the date this Request for Proposals was first published.

B. Bonds

Please find InCharge Energy's bid security in the amount of 10% of the bid amount in the following pages.

C. Business License

If awarded, InCharge Energy will obtain and renew annually a City business license during the term of the agreement.

D. Contract Time; Liquidated Damages

If awarded, InCharge Energy will complete the scope of work within the specified 60 working-day timeline. The schedules included in this submission demonstrate our adherence to the project's required timeframe.

E. Addenda

InCharge Energy acknowledges receipt of Addenda No. 1 through 4 issued for this proposal.

City of Belmont Contract Documents

Design, Construction, and Maintenance of Electric Vehicle Charging Stations at Three City Sites

City Contract Number: 2025-641

BID BOND

Bond No. N/A

WHEREAS, InCharge Energy, Inc. ("Principal") submitted a Bid to the City of Belmont ("City") for the Project identified on this Bond, and the terms of the Bid require the Principal to submit bidder's security.

NOW, THEREFORE, Principal and Trisura Insurance Company ("Surety"), are hereby held and firmly bound unto the City in the amount of ten percent (10%) of the Bid Amount set forth in the Principal's Bid (the terms and conditions of which are incorporated herein by reference) for the above referenced Project, for payment of which Principal and Surety hereby bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if Principal's Bid is rejected by the City, or if Principal's Bid is accepted by the City and the Principal properly executes and submits to the City the Agreement and all required documents (including the Faithful Performance Bond, the Labor and Material Bond, and the proof of insurance), then this obligation shall be null and void; otherwise it shall be and remain in full force and effect.

The Surety hereby agrees, for value received, that its obligations under this bond shall in no way be impaired or modified by an agreement between the City and the Principal to extend the time within which the City may accept the Principal's Bid, and the Surety hereby waives notice of any such extension.

In the event suit is brought upon this bond, the surety shall pay reasonable attorneys' fees and costs incurred by the prevailing parties in such suit, which fees and costs shall be in addition to the face amount of the bond.

IN WITNESS WHEREOF, the undersigned represent and warrant that they have the right, power, legal capacity, and authority to enter into and execute this document on behalf of the Principal and the Surety, and have caused this document to be executed by setting hereto their names, titles, and signatures.

Principal	Surety
<u>InCharge Energy, Inc.</u>	<u>Trisura Insurance Company</u>
By: <u>[Signature]</u>	By: <u>[Signature]</u>
Title: <u>President</u>	Title: <u>Kathy R. Mair, Vto</u> <u>v-in-Fact</u>
Date: <u>10/9/2025</u>	Date: <u>October 9, 2025</u>
	Address for Notices to Surety:
	<u>2 Stanford Plaza, Suite 1504, 28 Tresset, Blyde</u>
	<u>Stanford, CT 06901</u>

NOTE: NOTARY ACKNOWLEDGMENT FOR SURETY AND SURETY'S POWER? } !: ATTORNEY MUST BE ATTACHED.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of Orange)

On OCT - 9 2025
DATE

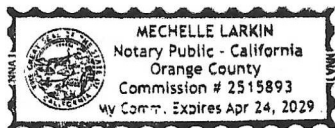
before me, Mechelle Larkin, Notary Public
[Name of Notary Public and Title "Notary Public"]

personally appeared Kathy R. Mair _____,
[Name(s) of Signer(s)]

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



WJJ

Signature of Notary Public Mechelle Larkin

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

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Capacity(ies) Claimed by Signer(s)

Signer's Name: Kathy R. Mair

☐ Corporate Officer - Title(s): _____
☐ Partner - ☐ Limited ☐ General
☐ Individual ☐ Attorney-in-Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____

Signer Is Representing: _____

Signer's Name: _____

☐ Corporate Officer - Title(s): _____
☐ Partner - ☐ Limited ☐ General
☐ Individual ☐ Attorney-in-Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____

Signer is Representing: _____



TRISURA

2 Stamford Plaza
Suite 1504, 281 Tresser Boulevard
Stamford, Connecticut 06901
us.surety@trisura.com

POWER OF ATTORNEY

Bond Number: **18545-Tris-25-02**

Bond issuance date: **October 9, 2025**

KNOW ALL MEN BY THESE PRESENTS: That **TRISURA INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of Oklahoma, authorized to conduct a surety business, and having its principal place of business at 2 Stamford Plaza, Suite 1504, Tresser Boulevard, Stamford, Connecticut 06901, does hereby constitute and appoint:

Brenda Wong, Kathy Mair, Martha Gonzales, My Hua, Mechelle Larkin

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said **TRISURA INSURANCE COMPANY**, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of **TRISURA INSURANCE COMPANY** and is granted under and by authority of the following resolution adopted by the Board of Directors of **TRISURA INSURANCE COMPANY** at a meeting duly held on the 11th day of **December, 2020**.

"RESOLVED, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, **TRISURA INSURANCE COMPANY** have each executed and attested these presents

on this 25th day of February, 2022.

STATE OF Connecticut
County of Fairfield

Geo
r.d'erwning c.irf+cot. Surety



On this 25th day of February, 2022, before me came the individual who executed the preceding instrument, to me pe.,u"d"Y:,"":!"", and, being by me duly sworn, said he is the therein described and authorized officer of **TRISURA INSURANCE COMPANY**; that the said seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.

IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at Fairfield, Connecticut the day and year first above written.

SERENA I. SZEKELY - seal
Notary Public, State of Connecticut
My Commission Expires 10/31/2026

CERTIFICATION

I, the undersigned officer of **TRISURA INSURANCE COMPANY** do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day,

Chad
11ka12rd Grant

TO CONFIRM AUTHENTICITY OF THIS BOND OR DOCUMENT EMAIL: us.surety@trisura.com

ChargePoint 6000 Series

Level 2 AC charging for businesses



Prepare for the future of electric mobility with a complete, connected charging solution.



Maximize charging, minimize complexity

The ChargePoint® 6000 Series (CP6000) makes you part of the future of electric mobility, now. Our integrated electric vehicle (EV) charging solution offers convenient, reliable AC charging for your employees, customers, visitors, residents or fleets. No matter what your organization's goals or your drivers' needs, we provide a complete package that makes it easy to get started and measure success. With flexible software controls, advanced station design and power management capabilities, you can easily scale your charging capacity while controlling costs.

ChargePoint's integrated solution includes:

- + Charging management software
- + Station hardware providing up to 19.2 kW per port
- + Driver app and network
- + Owner and driver support
- + ChargePoint Assure® service program
- + Turnkey installation via partner network

Ready to charge where your business needs it



Workplace



Retail



Parking



Commercial fleet



Hospitality



Multifamily
residential



Healthcare



Education

Specifications

Feature	Description
Connectivity	4G LTE with GSM as backup, Wi-Fi LAN
Interface	8" (inch) interactive display with full color, UV protection, gesture touch controls and multi-language support
Authentication	RFID, tap to charge (NFC), remote via mobile app or in vehicle
Payment	EMV contactless credit/debit reader -CHIP models also have an EMV chip reader
Connector	J1772, optional with Omni Port (J1772 and NACS)
ISO 15118 standard	Supported
Network communication protocol	OCPP 2.0.1
Certifications	CTEP/NTEP, UL Listed, Energy STAR Certified
Status indicators	Multi-color status LED

Configuration options

Feature	Description
Power	50A (up to 12kW), 80A (up to 19.2kW)
Number of ports	Single, dual
Mounting options	Pedestal, wall
Cable length	18', 23'
FHWA	Buy American compliant options available

* Energy Star Certified only applies to dual port versions of the CP6000 hardware.

Pedestal mount

Wall mount



CP6611B-50A-L5.5
CP6611B-80A-L5.5
CP6011B-80A-L5.5
Pedestal mount,
single port, 18' cable



CP6621B-50A-L5.5
CP6621B-80A-L5.5
CP6021B-80A-L5.5
Pedestal mount,
dual port, 18' cable



CP6613B-50A-L5.5
CP6613B-80A-L5.5
CP6013B-80A-L5.5
Wall mount,
single port, 18' cable



CP6623B-50A-L5.5
CP6623B-80A-L5.5
CP6023B-80A-L5.5
Wall mount, dual port,
18' cable



Let's get started

Ready to deploy EV charging for your organization? Our experts will help you identify your charging goals and advise on the best approach.

Learn more and take the interactive 3D product tour at chargepoint.com or email sales@chargepoint.com.

ChargePoint, Inc. ("ChargePoint") reserves the right to alter product offerings and specifications at any time without notice. ChargePoint is not responsible, and disclaims any and all liability, for typographical or graphical errors, inaccuracies, or incompleteness that may appear in this document. This document does not expand or otherwise modify ChargePoint's terms and conditions of purchase, including but not limited to the warranty expressed therein.



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Listed by Underwriters
Laboratories Inc.



ChargePoint Assure

ChargePoint Assure® offers comprehensive monitoring, maintenance, support, and hassle-free issue resolution

With Assure, ChargePoint takes responsibility for safeguarding your charger by providing remote support, proactive monitoring, and coordination of on-site repairs by expert support specialists

Stay on top of operations with proactive monitoring

- + Find out about problems before your drivers do with remote monitoring
- + Enjoy 98% annual uptime, including downtime caused by hardware-related outages
- + Keep your stations up and running with proactive troubleshooting and dispatch
- + Call us for expert support 24 hours a day, 7 days per week

Count on us with a one business day response time

- + We respond to all issues within one business day, and parts are typically shipped 3-5 business days after
- + ChargePoint certified technicians will be on-site to repair your station within one business day of receiving any required parts
- + Fix problems with on-site labor that ChargePoint dispatches and manages

Rest easy with the industry's leading parts and labor warranty

- + We offer the EV charging industry's first and most comprehensive warranty for parts and on-site labor
- + We include labor and travel coverage to repair issues that often aren't covered under warranty, such as vandalism and accidents

Get a glimpse into driver behavior with robust reporting

- + See how stations are being used in an easy-to-read format with monthly summaries
- + Prove success and make improvements with quarterly reports on station utilization, performance, energy usage and environmental impact
- + Compare your station use with organizations like yours

Requirements

Installation quality affects the long-term reliability and availability of EV charging stations, so we require that stations covered by Assure are installed in accordance with our specifications published on ChargePoint University.

Choose one of the following ways to install your station and activate Assure:

1. Complete station installation with an authorized installer that is certified and/or authorized by either ChargePoint or a ChargePoint hardware supplier (note: ChargePoint installation certification is obtained via ChargePoint University).
2. Complete station installation by purchasing Installation from ChargePoint.

ChargePoint DC stations must be commissioned by a ChargePoint Authorized Commissioning Partner. Commissioning is performed after the station is installed, and includes assessments (e.g., confirmation of cellular and local network coverage), energization of the station, and completion of any required configuration and pinpointing steps.

Comparison

	Standard Warranty	Assure
Availability	2 years included with all stations installed by an installer that is certified and/or authorized by either ChargePoint or a ChargePoint hardware supplier ⁽¹⁾	Available for up to 5 years. Stations must be installed and validated by an installer that is certified and/or authorized by either ChargePoint or a ChargePoint hardware supplier ⁽¹⁾
24x7 Technical Support	Included	Included
Proactive Monitoring	Not Included	Included
Parts cost coverage	Included and parts ship to customer	Included and part delivery to service partner coordinated by a ChargePoint technical support engineer
Labor cost coverage	Not included: station owners must pay for labor separately	Included and coordinated by a ChargePoint technical support engineer. Labor cost coverage also included for damage caused by vandalism and accidents
Service Levels	Not Included	Response 1 business day after receipt On-site 1 business day after part delivery 98% annual uptime

⁽¹⁾ Installations performed by someone that is not certified and/or authorized by either ChargePoint or a ChargePoint hardware supplier are not covered under warranty

⁽²⁾ For more information on Standard Warranty and Assure Terms & Conditions visit www.chargepoint.com/legal/support-services

Ordering Information

Description	Order Code
Assure for CT4000 Family	CT4000-ASSURE-n ⁽²⁾
Assure for CP6000 Family	CP6000-ASSURE-n ⁽²⁾
Assure for Express Family	CPE250-ASSURE-n ⁽²⁾ EXPP-BLOCK-ASSURE-n ⁽²⁾ EXPP-PL1000-SINGLE-ASSURE-n ⁽²⁾ EXPP-PL1000-DUAL-ASSURE-n ⁽²⁾ EXPP-PL2000-SINGLE-ASSURE-n ⁽²⁾ EXPP-PL2000-DUAL-ASSURE-n ⁽²⁾
Assure for CPF Family	CPF-ASSUREn ⁽²⁾

⁽²⁾ Substitute n for desired years of service (1, 2, 3, 4 or 5 years)

Companion Services

Description	Order Code
Onboarding, Configuration and Provisioning	CPSUPPORT-ACTIVE
Installation for AC products	CPF-INSTALL-COMMISSIONING CT4000-INSTALL-COMMISSIONING CP6000-INSTALL-COMMISSIONING
Commissioning for Express Family	CPE250-COMMISSIONING CPE250-PAIRED-COMMISSIONING EXPP-PL1000-COMMISSIONING EXPP-PL2000-COMMISSIONING EXPP-BLOCK-COMMISSIONING
Installation for Express Family	CPE250-INSTALL-COMMISSIONING CPE250-PAIRED-INSTALL-COMMISSIONING EXPP-PL1000-INSTALL-COMMISSIONING EXPP-PL2000-INSTALL-COMMISSIONING EXPP-BLOCK-INSTALL-COMMISSIONING



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STAFF REPORT

Meeting Date: December 9, 2025

Agency: City of Belmont

Staff Contact: Laura Russell, Deputy Community Development Director, lrussell@belmont.gov
Rob Gill, Senior Planner, rgill@belmont.gov
Stephanie B. Davis, Contract Principal Planner, sdavis@goodcityco.com

Agenda Title: Second reading of text amendments to the Belmont Zoning Ordinance Section 2 (Definitions), Section 4 (Residential), Section 5A (Corridor Mixed Use-CMU), Section 8 (Parking), Section 9.54 (Accessory Buildings), Section 10 (Procedures), Section 13 (Design Review), and Section 31 Village District (partial, Sec. 31.6 and 31.7 only).

Agenda Action: Ordinance

Recommendation

Approve an Ordinance (Second Reading) amending Belmont Zoning Ordinance Section 2 (Definitions), Section 4 (Residential), Section 5A (Corridor Mixed Use-CMU), Section 8 (Parking), Section 9.54 (Accessory Buildings), Sections 10 (Procedures), Section 13 (Design Review), and Section 31 (Village) with such amendments related to implementation of the certified Housing Element, development standards in the Corridor Mixed Use District, consolidation of parking requirements into one section of the Belmont Zoning Ordinance, and other updates to clarify zoning regulations and improve implementation.

Strategic Focus Area

Economic Development and Housing

Background

The General Plan and Belmont Village Specific Plan were adopted in 2017 and since that time, there has been an increase in development activity in the City. Processing the development applications has provided the opportunity for staff to evaluate land use policies to see how they are working and assess if any changes are necessary. Additionally, State laws related to housing have been updated repeatedly in recent years, leading to changes to City policies to ensure consistency.

In January 2024, the Planning Commission and City Council considered amendments to the Belmont Zoning Ordinance to implement aspects of the Housing Element and State law. At that time, an increase to the height limit was proposed in the Corridor Mixed Use (CMU) District. At their January 16, 2024 meeting, the Planning Commission conducted a public hearing and considered the proposed amendments.

On January 23, 2024, the City Council considered the proposed increase in height in the CMU District along with the other proposed amendments to the Zoning Ordinance related to the Housing Element. The City Council directed staff to further analyze the height and objective standards in the CMU District to ensure the development standards align with the City's vision for the El Camino Real corridor while balancing other priorities. In addition to the proposed height increase for the CMU District, staff had identified additional areas of the Zoning Ordinance that would benefit from analysis and potential amendments

to streamline processing and consolidating parking standards.

Staff retained the services of Lisa Wise Consulting (LWC), a firm that specializes in zoning code amendments and architectural modeling, to assist in the revisions to the CMU development standards and parking section of the Zoning Ordinance. On [July 23, 2024](#), the Council considered a series of potential Zoning Ordinance text revisions. The Council concurred with the recommendations of staff and directed staff to proceed with the proposed amendments.

A community meeting to discuss the proposed revisions to the CMU Zoning District was held online via Zoom on October 24, 2024. Notice of that meeting was sent to all property owners within 300' of the CMU District. Approximately five (5) members of the community attended the meeting and asked a few questions; members of the public did not provide any specific feedback or request revisions to the proposal.

At their [September 16, 2025](#) meeting, the Planning Commission conducted a public hearing, considered the proposed BZO text amendments, received public comment, and recommended Council adoption of the proposed amendments with a series of recommendations as noted below. Notice of that meeting was sent to all property owners within 300' of the CMU District. The [November 25, 2025](#) City Council staff report includes a detailed description of the Commission's recommendations.

Analysis/Discussion

The proposed zoning text amendments can be found in Attachment A, Belmont Zoning Text Amendments (ZTA) Ordinance. On November 25, 2025, the City Council conducted a public hearing, considered the Planning Commission's recommendation, considered an alternative option from staff, and voted 5-0 to introduce the ordinance. Notice of that meeting was sent to all property owners within 300' of the CMU District.

General Plan Goal and Policy Support

The General Plan identified goals, policies and programs that are supported by the proposed zoning text amendments, as follows:

Policy 2.1-1 Maintain consistency between the General Plan and the Zoning Ordinance and Zoning Map.

GOAL H4: Removal of constraints on the production of housing.

Basis of Support: Textual updates proposed in this series of BZO updates, allows specific housing (and other)-related definitions and associated development regulations and procedural processes to be updated in order both support and comply with the adopted Housing Element and its implementation plan, the Belmont Village Specific Plan, as well as comply with State Law.

GOAL 2.6 Promote opportunities for continued economic growth and vitality, resulting in wider shopping and dining opportunities for residents, increased local employment opportunities, enhanced attractions for visitors, increased sales tax revenues, and a stronger community image.

Policy 2.17-2 Support efforts to increase the tax base in Belmont and maintain fiscal sustainability.

Policy 2.20-1 Support the development, redevelopment, and enhancement of private properties along El Camino Real.

Basis of Support: Amending the City's zoning ordinance to update some of the regulations for land uses in the City's CMU District, located on El Camino Real which is a major regional commercial and transit corridor in the City, including a more specific series of development regulations pertaining to hotels in this District, will provide clarity and remove regulatory limitations to

identified, permissible land uses seen with related economic sectors, which may promote economic vitality and expand employment opportunities. Clarifying and consolidating the parking regulations City-wide, will allow standards to align throughout the City, for more efficient implementation of these regulations for future residential, commercial and industrial development; all of which could contribute to a positive tax base increase for the City.

Environmental Review

The proposed amendments to the Zoning Ordinance qualify for the “common sense exemption” in the California Environmental Quality Act (CEQA) Guidelines. CEQA Guideline section 15061(b)(3) provides that a project is exempt from CEQA if the activity is covered by the common-sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The project is consistent with the 15061(b)(3) exemption for the following reasons:

- The amendments are consistent with the land use designations and development densities established in the General Plan and analyzed in the certified General Plan Program Environmental Impact Report (EIR).
- The amendments proposed would not allow for the direct development of properties; instead, each future development application would be subject to the appropriate level of CEQA review at the time of application.
- The amendments to implement the Housing Element are within the scope of the Housing Element Program EIR certified on January 30, 2023.

Based on the above criteria, the project would not have the potential for causing a significant effect on the environment due to the nature and extent of these proposed zoning text revisions and is exempt from further environmental review per CEQA Guideline 15061(b)(3).

Alternatives

1. Suggest alternative language for the BZO text amendments.
2. Refer the item back to staff for further evaluation.

Attachments

A. Zoning Text Amendments Ordinance – Section 2 (Definitions), Section 4 (Residential), Section 5A (Corridor Mixed Use-CMU), Section 8 (Parking), Section 9.54 (Accessory Buildings), Section 10 (Procedures), Section 13 (Design Review), and Section 31 (Village).

Fiscal Impact

- ☒ No Fiscal Impact
- ☐ Funding Source Confirmed:

<u>Source:</u>	<u>Purpose:</u>	<u>Public Outreach:</u>
Staff	Council Vision/Priority	Posting of Agenda

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BELMONT AMENDING BELMONT ZONING ORDINANCE (ORDINANCE NO. 360) TO IMPLEMENT THE 2023-2031 HOUSING ELEMENT AND CONFORM EXISTING REGULATIONS

THE CITY COUNCIL OF THE CITY OF BELMONT DOES ORDAIN AS FOLLOWS:

SECTION 1. FINDINGS

The City Council finds the zoning regulation amendments herein are consistent with the general plan and the Belmont Village Specific Plan.

SECTION 2. BZO § 2.3 AMENDED

Belmont Zoning Ordinance Section 2.3 is amended to read:

- 2.3 ACRE, NET – Means area of a site or lot, excluding land to be dedicated for required easements for vehicles or rights-of-way, either public or private, land that is unbuildable because of flood hazards, and land to be dedicated for parks, schools, and other public uses.

SECTION 3. BZO § 2.33.1 AMENDED

Belmont Zoning Ordinance Section 2.33.1 is amended to read:

- 2.33.1 CABARET – A restaurant, tavern, or lounge which provides live musical entertainment on the premises.

SECTION 4. BZO § 2.45 AMENDED

Belmont Zoning Ordinance Section 2.45 is amended to read:

- 2.45 CONVALESCENT HOME - (See Residential Care Facility)

SECTION 5. BZO § 2.48.3 (DENSITY TRANSFER) AMENDED

Belmont Zoning Ordinance Section 2.48.3 is amended to read:

- 2.48.3 DENSITY TRANSFER - The permanent transfer of residential units in the HRO-2 Zoning District from one group of lots to another noncontiguous site along the same roadway and within the same statistical sub-area as shown on the San Juan Hills Area Plan.

SECTION 6. BZO § 2.48.3 (DAY CARE CENTER) RENUMBERED

Belmont Zoning Ordinance Section 2.48.3 “Day Care Center” is renumbered 2.48.4.

SECTION 7. BZO § 2.57.1 RENUMBERED § 2.57.2

Belmont Zoning Ordinance Section 2.57.1 “Entry level” is renumbered 2.57.2

SECTION 8. BZO § 2.57.1 ADDED

Belmont Zoning Ordinance Section 2.57.1 “Emergency Shelter” is added to read:

- 2.57.1 EMERGENCY SHELTER - As defined in California Health and Safety Code Section 50801(e), housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. Emergency shelters include associated uses such as low barrier navigation centers, emergency bridge housing communities, and respite/recuperative care.

SECTION 9. BZO § 2.59 AMENDED

Belmont Zoning Ordinance Section 2.59 is amended to read:

- 2.59 FAMILY – One or more persons living together in a dwelling unit, with common access to, and common use of all living, kitchen, and eating areas within the dwelling unit.

SECTION 10. BZO § 2.59.1 ADDED

Belmont Zoning Ordinance Section 2.59.1 is added to read:

- 2.59.1 FARMWORKER HOUSING. Employee housing as set forth in California Health and Safety Code § 17008 for farmworkers.

SECTION 11. BZO § 2.60 AMENDED

Belmont Zoning Ordinance Section 2.60 is amended to read:

- 2.60 FLOOR AREA, GROSS – means the sum of all finished and unfinished framed-in floor surfaces with an interior vertical height of six and one-half feet or more from floor to ceiling, capable of accommodating living space, measured from exterior walls plus garages, utility rooms, and enclosed accessory structures. Covered decks, porches, patios, carports, and other covered areas which are not enclosed on all sides are not counted as gross floor area. For the purposes of calculating floor area and an associated floor area ratio (FAR) other than for single family or duplex and related accessory structures, the gross floor area does not include underground parking, partially underground parking with no more than three feet above sidewalk level, or parking structures that are interior to a commercial, residential, or mixed-use building.

SECTION 12. BZO § 2.85.2 RENUMBERED § 2.85.3

Belmont Zoning Ordinance Section 2.85.2 “Mixed Use” is renumbered 2.85.3.

SECTION 13. BZO § 2.85.1 RENUMBERED § 2.85.2

Belmont Zoning Ordinance Section 2.85.1 “Maintenance and Repair Service” is renumbered 2.85.2.

SECTION 14. BZO § 2.85.1 ADDED

Belmont Zoning Ordinance Section 2.85.1 is added to read:

- 2.85.1 LOW BARRIER NAVIGATION CENTER. A housing-first service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities

while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter and housing, consistent with California Government Code § 65660.

SECTION 15. BZO § 2.92 AMENDED

Belmont Zoning Ordinance Section 2.92 is amended to read:

2.92 NURSING OR CONVALESCENT HOME - see “Residential Care Facility.”

SECTION 16. BZO § 2.96.1 RENUMBERED § 2.96.2

Belmont Zoning Ordinance Section 2.96.1 “Personal Services, General” is renumbered 2.96.2.

SECTION 17. BZO § 2.96.2 RENUMBERED § 2.96.3

Belmont Zoning Ordinance Section 2.96.2 “Personal Services, Limited” is renumbered 2.96.3.

SECTION 18. BZO § 2.96.1 ADDED

Belmont Zoning Ordinance Section 2.96.1 is added to read:

2.96.1 PERMANENT SUPPORTIVE HOUSING. Housing with no limit on length of stay, that is occupied by the target population and that is linked to on-site or off-site services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community, and consistent with California Government Code Section 65583 and Sections 65650 through 65656. This paragraph is advisory only and not intended to deviate from state law as it may be amended from time to time.

SECTION 19. BZO § 2.97.1 RENUMBERED 2.97.2

Belmont Zoning Ordinance Section 2.97.1 “Prescribed Articulation” is renumbered 2.97.2.
Section 2.97.1 “Plate Height” is unchanged.

SECTION 20. BZO §§ 2.100.1, 2.100.2, 2.100.3, 2.100.4 RENUMBERED

Belmont Zoning Ordinance Section 2.100.1 “Residential Care Facility” is renumbered 2.100.2.

Belmont Zoning Ordinance Section 2.100.2 “Residential Care Facility, Small” is renumbered 2.100.3.

Belmont Zoning Ordinance Section 2.100.3 “Residential Design Criteria” is renumbered 2.100.4.

Belmont Zoning Ordinance Section 2.100.4 “Residential Design Guidelines” is renumbered 2.100.5.

SECTION 21. BZO § 2.102 AMENDED

Belmont Zoning Ordinance Section 2.102 is amended to read:

2.102 REST HOME - (See Residential Care Facility).

SECTION 22. BZO § 2.105.1 ADDED

Belmont Zoning Ordinance Section 2.105.1 added to read:

- 2.105.1 SHORT TERM RENTAL - A dwelling unit, or portion of a dwelling unit, rented to paying guests for short stays of 30 consecutive days or less.

SECTION 23. BZO §§ 2.105.1, 2.105.2 RENUMBERED

Belmont Zoning Ordinance Section 2.105.1 “Signal Access Reasonable” is renumbered 2.105.2.

Belmont Zoning Ordinance Section 2.105.2 “Social Service Center” is renumbered 2.105.3.

SECTION 24. BZO § 2.119a RENUMBERED

Belmont Zoning Ordinance Section 2.119a is renumbered 2.119.1

SECTION 25. BZO §§ 2.122a, 2.122b RENUMBERED

Belmont Zoning Ordinance Section 2.122a is renumbered 2.122.1.

Belmont Zoning Ordinance Section 2.122b is renumbered 2.122.2.

SECTION 26. BZO § 4.2.1 AMENDED

Belmont Zoning Ordinance Section 4.2.1 is amended to read:

4.2.1 PERMITTED USES

- (a) Single family residences in which not more than two paying guests may be lodged or furnished meals.
- (b) Accessory dwelling units in compliance with development standards outlined in Section 24, Accessory Dwelling Unit.
- (c) Crop and tree farms and gardens.
- (d) Accessory buildings, structures, and uses located on sites zoned for single family residences and clearly related to the on-site single family residence. See Section 9.5.4 for general regulations applicable to accessory buildings. Permitted accessory buildings, structures, and uses include the following, but are not limited to:

Accessory Buildings

- (1) Garages and carports. (See Section 9.5.4(a).)
- (2) Greenhouses.
- (3) Storage buildings.
- (4) Recreation rooms.

- (5) Hobby shops provided that no noisy or otherwise objectionable machinery or equipment is used and provided that no sales are made therefrom.

Accessory Structures

- (6) Private swimming pools and spas.
- (7) Garden structures (such as pergola, trellis, etc that require a building permit).
- (8) Playhouse / play structure
- (e) Home occupations as defined in Section 2.68.
- (f) Residential care facilities that serve seven or more persons.
- (g) Residential care facilities, small that serve six or fewer persons.
- (h) Temporary subdivision sales offices in accordance with the provisions of Section 9.5.2 of this Ordinance.
- (i) Temporary buildings or trailers used during construction on the site, for a period not to exceed the duration of such construction.
- (j) Transitional and supportive housing located in single-family residences.
- (k) Signs as regulated in Section 4.2.8 herein.
- (l) Television antennas provided that all such antennas shall be attached to the residence structure.

SECTION 27. BZO § 4.2.2 AMENDED

Belmont Zoning Ordinance Section 4.2.2 is amended to read:

4.2.2 **CONDITIONAL USES** - The following uses shall be permitted only when authorized by a Conditional Use Permit:

- (a) Public parks and playgrounds and other public recreation facilities.
- (b) Golf course, public or private.
- (c) Public, parochial and private elementary schools and high schools.
- (d) Kindergartens, nursery schools and day-care centers.
- (e) Private, non-profit schools and colleges not including business, professional or trade schools and colleges.
- (f) Churches, parish houses, monasteries, convents and other religious institutions.
- (g) Mobile home park.
- (h) Public and private philanthropic institutions.

- (i) Public and private, non-profit libraries, art galleries and museums.
- (j) Public buildings and grounds when found by the Commission to be necessary for the public health, safety or welfare.
- (k) Public utility and public service structures or installations when found by the Commission to be necessary for the public health, safety or welfare.
- (l) Incidental and accessory structures and uses located on the same site with and necessary to the operation of a Conditional Use.
- (m) Television antennas of a height greater than 15 feet.
- (n) Radio transmittal antennas, but excluding commercial broadcasting facilities.

SECTION 28. BZO § 4.2.3 AMENDED

Belmont Zoning Ordinance Section 4.2.3(e) is amended to read:

- (e) HEIGHT (Single-Family Districts) - The maximum height of a primary structure is 28 feet. Except as provided in Section 24, the maximum height of an accessory building or accessory structure is 15 feet.

Belmont Zoning Ordinance Section 4.2.3(g) is amended by deleting Table 6 following (g)(2).

All other portions of Belmont Zoning Ordinance Section 4.2.3 remain unchanged.

SECTION 29. BZO § 4.2.4 AMENDED

Belmont Zoning Ordinance Section 4.2.4 is amended to read:

- 4.2.4 FRONT YARD - Except as provided in Section 9.7.4, the minimum depth of the front yard is as follows: R-1E and R-1H Districts shall be 25 feet; Lots in the R-1A, R-1B and R-1C Districts with frontage on a 50-foot wide public right-of-way shall be 15 feet; lots in the R-1A, R-1B, and R-1C Districts with frontage on a 40-foot wide public right-of-way shall be 20 feet; however, no building occupying property fronting on a private road or easement shall be less than 25 feet from the closest line of such private road or easement. For garages with entrances that are perpendicular to the street, the minimum on-site driveway length from property line to the face of the garage shall be 18 feet. The 18 feet shall be provided entirely within the subject property, except as provided by Section 8.2.4.

SECTION 30. BZO § 4.2.5 AMENDED

Belmont Zoning Ordinance Section 4.2.5 is amended to read:

4.2.5 SIDE YARD

- (a) For a single family dwelling, the minimum width of the side yard on interior lot lines shall be 15 feet in the R-1E Districts; in the R-1A, R-1B, R-1C and R-1H Districts side yard setbacks shall be ten (10) percent of the lot width with a minimum setback of six (6) feet and a maximum setback of nine (9) feet.

- (b) On the side lot line having frontage on a street of a corner lot in any R-1E Districts, the minimum width shall be 25 feet and in any R-1A, R-1B and R-1C Districts the minimum width shall be 15 feet and for a principal building other than a single family dwelling, the minimum width of such side yard shall be not less than one-half the height of the building, but in no case less than 15 feet.
- (c) Except as provided in Section 24, no accessory building or accessory structure on a reversed corner lot shall project beyond the inner line of the front yard required on the adjacent lot to the rear, nor be located less than five feet from the side lot line of such adjacent lot.
- (d) Except as provided in Section 24, a detached accessory building or accessory structure on an interior lot must be located at least five feet from the side lot line.
- (e) Except as provided in Section 24, a detached accessory building or accessory structure on a corner lot must be located at least fifteen feet from side lot line having frontage on a street, and five feet from the interior side lot line.

SECTION 31. BZO § 4.2.6 AMENDED

Belmont Zoning Ordinance Section 4.2.6 is amended to read:

- 4.2.6 REAR YARD - The minimum depth of any rear yard is 30 feet in the R-1E and R-1H Districts, 20 feet in the R-1A Districts, and 15 feet in the R-1B and the R-1C Districts; Accessory buildings and accessory structures (i.e. garages, and storage sheds) may be built to within five feet of any rear lot line in all Single Family Residential (R-1) Districts.

TABLE 6 - SETBACKS FOR LARGER RESIDENCES

Setback (feet)	R-1 District	
	R-1A	R-1B, R-1C
Front	20, 25	20, 25
Rear	25	20
Side	15% lot width or 10 ft. whichever is greater	15% lot width or 10 ft. whichever is greater
Street Side	20	20

SECTION 32. BZO § 4.2.11 AMENDED

Belmont Zoning Ordinance Section 4.2.11 is amended to read:

[Subsections (a) through (b) - text unchanged]

- (c) ADMINISTRATIVE EXCEPTIONS. The Zoning Administrator may administratively approve exceptions to floor area standards for single family homes in Table 4 – Slope/Intensity on lots 5,000 square feet or greater for the following types of projects after making the findings listed under Section 4.2.11(b)(2)(A) – (C).

[Subsections (c)(1) through (c)(2) - text unchanged]

SECTION 33. BZO § 4.3.1 AMENDED

Belmont Zoning Ordinance Section 4.3.1 is amended to read:

4.3.1 PERMITTED USES

- (a) Single family residences meeting R-1B development standards, in which not more than two paying guests may be lodged and/or furnished meals.
- (b) Accessory dwelling units in compliance with Section 24.
- (c) Two family dwellings or duplex structures.
- (d) Accessory buildings, structures and uses located on sites zoned for single family or duplex dwellings and for which the use is clearly related to the on-site single family or duplex dwelling, including, but not limited to, the following:
 - (1) Garages and carports.
 - (2) Garden structures.
 - (3) Greenhouses.
 - (4) Storage buildings.
 - (5) Recreation rooms.
 - (6) Hobby shops provided that no noisy or otherwise objectionable machinery or equipment is used and provided that no sales are made therefrom.
 - (7) Private swimming pools.
- (e) Home occupations as defined in Section 2.68.
- (f) Residential care facilities that serve seven or more persons.
- (g) Residential care facilities, small that serve six or fewer persons.
- (h) Temporary subdivision sales offices in accordance with the provisions of Section 9 of this Ordinance.
- (i) Temporary buildings or trailers used during construction on the site, for a period not to exceed the duration of such construction.
- (j) Transitional and supportive housing located in single-family or two-family residences.
- (k) Signs as regulated in Section 4.2.8 herein.

SECTION 34. BZO § 4.4.1 AMENDED

Belmont Zoning Ordinance Section 4.4.1 is amended to read:

4.4.1 PERMITTED USES

- (a) Any use permitted in the R-2 Residential Districts. New dwelling unit construction on vacant R-3 project sites must contain the minimum density permitted in the district, inclusive of Accessory Dwelling Units that can be constructed without approval of a Variance to a development standard.
- (b) Multi-family dwellings.
- (c) Permanent supportive housing.
- (d) Transitional and supportive housing.
- (e) Farmworker housing.
- (f) Single-family row dwellings.
- (g) Accessory uses which are necessary to multi-family dwellings and single-family row dwellings.
- (h) Accessory Dwelling Units

SECTION 35. BZO § 4.4.3 AMENDED

Belmont Zoning Ordinance Section 4.3.3 is amended to read:

4.4.3 SITE AREA, DIMENSION AND DENSITY LIMITATIONS

(a) LOT AREA

- (1) Every building hereafter erected or structurally altered as a multiple-family dwelling, apartment or row dwelling structure containing more than two dwelling units in the R-3 Districts shall provide a lot area per dwelling unit of not less than 1,950 square feet plus 250 square feet for each bedroom in such unit, and no such use shall be established on a site less than 6,000 square feet in area, except as provided in (a)(2):
- (2) Where a building site is of such size as to provide an excess area over and above the minimum required area of 1,950 square feet per dwelling unit, one additional dwelling unit, not including a bedroom, may be constructed or structurally altered, provided the excess lot area is 1,000 square feet or more.

- (b) LOT AREA - CONDITIONAL USE - The minimum area and dimension of site for Conditional Uses which constitute the principal use of the property shall be prescribed by the Commission at the time a Conditional Use is authorized, but in no case shall any such site be less than 10,000 square feet in area, or less than 75 feet in average width.
- (c) FLOOR AREA RATIO - The floor area ratio of buildings and structures on a building site in this District shall not exceed 0.85.
- (d) HEIGHT LIMITATION - No multi-family structure in any R-3 District shall have a height in excess of two stories designed for living purposes or 35 feet, provided that in the case of structures having frontage on the down slope side of a street the maximum height and number of stories may be measured from top of curb at mid-point of frontage of said lot.

SECTION 36. BZO § 4.5.2 AMENDED

Belmont Zoning Ordinance Section 4.5.2 is amended to read:

- 4.5.2 **CONDITIONAL USES** - The following uses are be permitted only when authorized by a Conditional Use Permit:
- (a) Any Conditional Use permitted in the R-3 Multi-Family Residential Districts.
 - (b) Lodging, boarding or rooming houses as defined in this Ordinance.
 - (c) Private clubs or lodges, except those the chief activity of which is a service normally carried on as a business. The serving of food and meals may be permitted provided that adequate dining room space and kitchen facilities are available. The sale of alcoholic beverages to members and their guests may be allowed in conjunction with the operation of a dining room, or they may be served in a separate room or rooms.
 - (d) Fraternity and sorority houses.
 - (e) Hospitals and sanitariums, but not including animal hospitals.

SECTION 37. BZO § 4.7.2 AMENDED

Belmont Zoning Ordinance Section 4.7.2 is amended to read:

- 4.7.2 **PERMITTED USES** - The following uses are be permitted in the HRO-1, HRO-2 and HRO-3 Districts:
- (a) Single family residences except in the HRO-3 Zone west of Hastings Drive and accessed by Carlmont Drive.
 - (b) Private stables for the keeping of horses as provided for in the City Code.
 - (c) Accessory structures and uses located on the same site as a single family residence for which the use is clearly related to single-family dwelling, including the following:
 - (1) Garages and carports.
 - (2) Garden structures.
 - (3) Greenhouses.
 - (4) Storage buildings.
 - (5) Recreation rooms.
 - (6) Hobby shops provided that no noisy or otherwise objectionable machinery or equipment is used and provided that no sales are made therefrom.
 - (7) Private swimming pools.
 - (8) Accessory Dwelling Units.

- (d) Home occupations as defined in Section 2.68 and associated signs not exceeding one square foot in area.
- (e) Residential care facilities that serve seven or more persons.
- (f) Residential care facilities, small that serve six or fewer persons.
- (g) Temporary subdivision sales offices in accordance with the provisions of Section 9.5.2 of this Ordinance provided such use is for no more than 60 days.
- (h) Temporary buildings or trailers used during construction on the site, for a period not to exceed the duration of the related building permit.
- (i) Transitional and supportive housing located in single-family residences.
- (j) A sign not exceeding 4 square feet in area pertaining to the sale, lease, rental, or display of the property on which the sign is located.
- (k) Small-family day care homes.

SECTION 38. BZO § 4.7.3 AMENDED

Belmont Zoning Ordinance Section 4.7.3 is amended to read:

- 4.7.3 **CONDITIONAL USES** - The following uses are permitted in the HRO-1, HRO-2, and HRO-3 Districts, except as otherwise specified, only when authorized by a Conditional Use Permit:
- (a) Public parks and playgrounds and other public recreation facilities.
 - (b) Public, parochial and private elementary schools and high schools.
 - (c) Kindergartens, nursery schools and large-family day-care homes.
 - (d) Churches, parish houses, monasteries, convents and other religious institutions.
 - (e) Public and private philanthropic institutions.
 - (f) Public and private, nonprofit libraries and museums.
 - (g) Public buildings and grounds when found by the Commission to be necessary for the public health, safety or welfare.
 - (h) Public utility and public service structures or installations when found by the Commission to be necessary for the public health, safety or welfare.
 - (i) Incidental and accessory structures and uses located on the same site with and necessary to the operation of a Conditional Use.
 - (j) Clustered dwelling units in the HRO-1 and HRO-3 zones, and townhouses in the HRO-3 Zone.
 - (k) Density transfer of dwelling units in the HRO-2 Zone.

- (l) Floor area transfer in the HRO-2 Zone.
- (m) Mobile home parks.
- (n) Signs for conditional uses, which do not exceed 10 square feet in area, are not illuminated, and are wall mounted.

SECTION 39. BZO § 4.7.11 AMENDED

Belmont Zoning Ordinance Section 4.7.11 is amended to read:

4.7.11 HRO-2 ZONING DISTRICT STANDARDS

[Subsections (a) through (d) - text unchanged]

- (e) DENSITY TRANSFER - The permanent transfer of residential units in the HRO-2 Zoning District from one group of lots to another noncontiguous site along the same roadway and within the same statistical subarea as shown on the San Juan Hills Area Plan is permitted upon approval of a conditional use permit by the Planning Commission. Density transfer use permits are subject to the following:

[(e)(1) through (e)(3)(F) text unchanged]

- (f) LOT LINE ADJUSTMENTS: Lot line adjustments are permitted in the HRO-2 Zoning District upon approval by the Zoning Administrator. Any lot line adjustment resulting in four or more reconfigured lots shall be subject to a public hearing by the Planning Commission. Lot line adjustment applications are subject to the following:

(1) Application Requirements:

- (A) Site plan of the proposed parcels showing existing property lines, the proposed sizes of the newly configured parcels, and the locations of all homes, driveways, and grading.
- (B) An approved road improvement plan.

(2) Standards for Lot Line Adjustments:

- (A) The lot size standards of Section 4.7.11(a) must be met. They may be waived if the following standards are met:
 - (i) The proposed lot line adjustment is consistent with the policies of the San Juan Hills Area Plan and the Geologic Hazards Ordinance.
 - (ii) The pattern of development which would result is better than could be achieved through the application of this ordinance without lot line adjustment, due to less grading, less street and utility extension, and better building site locations.
 - (ii) The total number of lots is reduced.
 - (iv) No reconfigured lot shall be less than 10,000 sq. ft. and no lot shall be reduced from its present size.

(v) Adequate infrastructure exists or its construction is assured.

(B) For each lot eliminated 900 sq. ft. shall be allowed on the reconfigured site in addition to that which would be allowed on the newly configured lot by the floor area standards of Section 4.7.11(b), up to a maximum of 3,500 sq. ft.

SECTION 40. BZO § 4.7.12 AMENDED

Belmont Zoning Ordinance Section 4.7.12 is amended to read:

4.7.12 HRO-3 ZONING DISTRICT STANDARDS

- (a) RESIDENTIAL DENSITY AND LOT SIZE STANDARDS - Each lot existing as of the time of application of this ordinance and each lot created by land division must comply with the General Density and Lot Size Standards of Section 4.7.9 unless a use permit for clustering of single family homes or townhouses is granted.
- (b) FLOOR AREA - Except as provided in Section 24, the maximum allowable floor area for single-family homes is 3,500 sq. ft. and 3,750 sq. ft. for single-family homes with three-car garages, 2,500 sq. ft. average unit size for townhouse developments, and 2,500 sq. ft. for single-family homes on substandard lots and on lots over 45% average slope.
- (c) CLUSTERING OF SINGLE FAMILY RESIDENCES AND TOWNHOUSES - The grouping of single family residences and townhouses on smaller lots than specified in Table 1 may be allowed in the HRO-3 District with a Conditional Use Permit.
 - (1) Application requirements. A Conditional Use Permit application for clustering or townhouses must include the following:
 - (A) A map showing the existing parcels with dimensioned parcel boundaries, parcel areas, and topography at five foot contour intervals or less.
 - (B) Site plan showing the proposed parcels with dimensioned parcel boundaries, parcel areas, together with proposed locations of all homes, yard areas, driveways, and grading.
 - (C) A proposal for the location, ownership, and management of the permanent open space.
 - (D) A detailed storm drainage runoff analysis of impacts to the respective drainage area together with a schedule of necessary improvements.
 - (E) A hillside road plan for any needed roadway extensions.
 - (F) A preliminary plan indicating how water service will be provided.
 - (G) Documentation that sewage treatment capacity is available.
 - (H) A statement indicating how the proposed project complies with each of the Western Hills Area Plan policies regarding geologic hazards, biotics, land use, open space areas, community design, transportation and circulation, and infrastructure.

(2) Standards for Clustering of Single Family Homes

- (A) Residential density within the development shall be required to meet the density standards of Section 4.7.9 but not the minimum lot size standards.
- (B) The minimum lot size in clustered development is 10,000 sq. ft. for single family residences.
- (C) The lot dimension standards of Section 4.7.4 shall not apply. Clustered lots must not be less than 50 feet in average width, nor have less than 30 feet street frontage.
- (D) Permanent open space must be provided over all open space parcels and over all portions of lots exceeding 10,000 sq. ft.
- (E) Except as provided herein, all other development standards of the HRO-3 district apply.

(3) Standards for Clustering of Townhouses

- (A) Residential density within the townhouse development must meet the density standards of Section 4.7.9 but not the minimum lot size standards.
- (B) No more than 30% of all dwellings constructed in any one development east of Hastings Drive may be townhouses, and all dwellings constructed west of Hastings Drive and accessed by Carlmont Drive must be townhouses.
- (C) The minimum lot size and building setback standards in the townhouse development may be established through the use permit process to assure adequate open space and privacy.
- (D) Fee title lots for individual townhouses must generally conform to each unit's outer perimeter walls, private yards, garages, and driveways.
- (E) Private yards no less than 250 sq. ft. are required for all townhouses.
- (F) All areas not part of developed common area or private townhouse lots must be placed in open space parcels. Permanent open space easements must be provided over all open space parcels.
- (G) Except as provided herein, all other development standards of the HRO-3 district apply.

(4) Conditional Use Permit Findings Required for Planning Commission Approval:

- (A) The development resulting from clustering is consistent with the policies of the Western Hills Area Plan.
- (B) For single family home clustering all standards of Section 4.7.12(c)(2) will be met, and for townhouse clustering all standards of Section 4.7.12(c)(3) will be met.

- (C) The open space areas will not create an enforcement or maintenance problem and will be protected from development by the establishment of an open space or conservation easement over its entirety, and adequate provision for the ownership and management of such property and easements will be provided.
- (D) Adequate new roadways and water, drainage, and sewerage facilities to serve the development are assured.
- (E) The general use permit findings of Section 10 are supported by the nature of the request.

SECTION 41. BZO § 5A.1.2 AMENDED

Belmont Zoning Ordinance Section 5A.1.2 is amended to read:

5A.1.2 PERMITTED USES. Subject to Section 9.5.6, the following are permitted uses:

- (a) Animal sales and services, including animal clinics and grooming, and animal retail sales (pet shops).
- (b) Banks and retail financial institutions without drive-through service.
- (c) Business and professional offices when located above the ground floor; and such uses on the ground floor when not replacing a use permitted in subsections (d), (p), and (q) in a space not to exceed 3,000 square feet unless determined by the Director to be an office use serving walk-in clientele.
- (d) Business services.
- (e) Emergency shelters.
- (f) Government buildings.
- (g) Instructional services.
- (h) Hotels and motels.
- (i) Low-barrier navigation centers.
- (j) Maintenance and repair services.
- (k) Multi-family dwellings when located above the ground floor. A project will be processed by right as defined in Government Code Section 65583.2(i), and only design review based on objective standards shall be required, if at least 20 percent of the units are designated as affordable to lower income households as defined in Government Code Section 65584, no subdivision is required, and the project is proposed wholly on a parcel that is identified in the 2023-2031 Housing Element as subject to by right processing. In such projects, multiple-unit dwellings are permitted on the ground floor, and such projects are exempt from CEQA.
- (l) Nursery and garden center.
- (m) Permanent supportive housing.

- (n) Personal services, general.
- (o) Residential care facilities, and residential care facilities, small.
- (p) Restaurants with indoor or outdoor seating.
- (q) Retail stores engaged in the selling of retail products and services, including but not limited to art, appliance, auto accessories, hardware and variety stores, bakeries, dry cleaning for the retail trade only, food and drug stores, and tailor shops, but excluding building materials and services.
- (r) Transitional and supportive housing.
- (s) Utilities, that are minor in nature and an accessory use intended to serve an existing or planned land use and meet all of the standards of the City Code.
- (t) Restaurants with outdoor seating permissible within the public right-of-way sidewalk area, or an adjacent private parking lot, subject to outdoor dining requirements established by the City.

SECTION 42. BZO § 5A.1.3 AMENDED

Belmont Zoning Ordinance Section 5A.1.3 is amended to read:

5A.1.3 CONDITIONAL USES - Subject to Section 9.5.6, the following uses are allowed with a conditional use permit.

- (a) Automobile rental agency.
- (b) Auto/vehicle sales and services, including dealers and new and used car sales lots, automobile repair services, service stations and electric vehicle charging facilities, and vehicle washing.
- (c) Banks and retail financial institutions on the ground-floor in a mixed use building, not to exceed 3,000 square feet.
- (d) Commercial amusement, entertainment, and health club enterprises, including cinemas, indoor theaters, ice rinks, and related facilities, which may be publicly- or privately-owned.
- (e) Communication facilities, including antennas and transmission towers equipment within buildings.
- (f) Community assembly.
- (g) Day care centers.
- (h) Group residential.
- (i) Health clinics.
- (j) Hospital

- (k) Multi-family dwellings on the ground floor, with a determination by the Planning Commission that a single use building is appropriate for the site and is setback at least 10 feet from the front and street side lot lines. In determining whether a single use building is appropriate for the site, the Commission shall consider whether:
 - (1) The layout and street orientation of the project site, parking and circulation traffic pattern for the project are conducive for the operation of ground floor commercial, retail or restaurant uses.
 - (2) The project would be replacing an existing retail or restaurant use on site.
 - (3) There are existing commercial, retail, or restaurant uses within ¼ mile of the project site that would meet the needs of the building occupants.
 - (4) The project would provide 30% or more units of affordable housing.
- (l) Non-traditional financial institutions, including check-cashing facilities, payday lenders, and pawn brokers.
- (m) Recycling collection facilities.
- (n) Restaurants that sell predominantly take-out meals or provide drive-in or drive-through service.
- (o) Social service center.
- (p) Utilities and other major facilities that are determined by the Director not to be minor and accessory to a permitted or conditional use.

SECTION 43. BZO § 5A.1.5 AMENDED

Belmont Zoning Ordinance Section 5A.1.5 is amended to read:

- 5A.1.5 AUTOMOBILE PARKING AND LOADING FACILITIES - Parking and loading facilities must be provided in accordance with Section 8.

SECTION 44. BZO § 5A.1.6 AMENDED

Belmont Zoning Ordinance Section 5A.1.6 is amended to read:

- 5A.1.6 FLOOR AREA RATIO - Maximum floor area ratios are as follows.

- (a) For hotels, 2.5.
- (b) For all other uses: 2.0; may be increased up to 2.5 with provision of community benefits approved by the City Council under Section 5A.2. This FAR limit applies to the entire development on a site, inclusive of any residential component.

SECTION 45. BZO § 5A.1.8 REPEALED AND RESERVED

Belmont Zoning Ordinance Section 5A.1.8 “Transitional Yards” is repealed and reserved.

SECTION 46. BZO § 5A.1.11 AMENDED

Belmont Zoning Ordinance Section 5A.1.11 is amended to read:

5A.1.11 BUILDING HEIGHT – Maximum building height are as follows.

- (a) For hotels: 65 feet.
- (b) For all other uses: 50 feet; 60 feet with community benefits as prescribed in Section 5A.2.
- (c) Non-habitable building features such as chimneys (up to six feet in width), cupolas, flagpoles, monuments, steeples, roof screens, equipment, and similar structures, covering no more than 20% of the top floor roof area to which they are accessory, may exceed maximum permitted height standards by eight feet.

SECTION 47. BZO § 5A.1.12 AMENDED

Belmont Zoning Ordinance Section 5A.1.12 is amended to read:

5A.1.12 SITE DEVELOPMENT STANDARDS - All development shall conform to the following:

- (a) Minimum lot size shall be 7,200 square feet.
- (b) Minimum lot width shall be 60 feet.
- (c) Minimum setback requirements:
 - (1) Along rear and/or interior side property lines abutting an R-1 District: 10 feet.
 - (2) Everywhere else: None.
- (d) Minimum upper-story step-back from the stories below: Five feet for the third story and above along rear and interior side property lines abutting an R-1 District.
- (e) Minimum ground floor height: 16 feet for non-residential space; 10 feet for residential space.

SECTION 48. BZO § 5A.1.13 AMENDED

Belmont Zoning Ordinance Section 5A.1.13 is amended to read:

5A.1.13 BUILDING DESIGN STANDARDS - All development must conform with the objective design standards in Section 13.6 as applicable and the following:

- (a) Ground Floor Transparency. At least 50% of the exterior walls on the ground floor facing and within 20 feet of a front or street side lot line must include windows, doors, or other openings located between 2.5 and seven feet above the level of the sidewalk.
 - (1) Design of Required Openings. Openings fulfilling this requirement must have transparent or moderately-tinted glazing and provide views into work areas, display areas, sales areas, lobbies, or similar active spaces, or into window displays that are at least three feet deep and five feet wide. Shading or use of drapes or other internal window covering for energy efficiency may be approved.

- (2) Exceptions for Parking Garages. Parking garages are not required to meet the building transparency requirement of this subsection.
- (3) Exceptions for residential uses. Ground floor residential uses are not required to meet the building transparency requirement of this subsection.
- (4) Alternatives through Design Review. Alternatives to the building transparency requirement may be permitted through Design Review if:
 - (A) The proposed use has unique operational characteristics with which providing the required windows and openings is incompatible, such as in the case of a cinema or theater; and,
 - (B) Street-facing building walls will exhibit architectural relief and detail, and will be enhanced with landscaping in such a way as to create visual interest at the pedestrian level.
- (b) Building Entrances. The primary pedestrian access to all ground-level commercial uses shall be from a public sidewalk. In mixed-use developments, entrances to residential units shall be physically separated from the entrance to the commercial use and clearly marked with a physical feature such as a recess or projection incorporated into the building or appropriately-scaled element applied to the façade.
- (c) Outdoor Living Area for Residential Units. A minimum of 36 square feet per unit of outdoor living area must be provided for residential units. This requirement may be met by common or private open space or a combination of the two. Common areas may consist of landscaped areas, patios, swimming pools, barbeque areas, and similar improvements designed to serve residents. Landscaped rooftop gardens may fulfill up to 50% of this requirement. Private areas may consist of balconies, decks, fenced yards, and similar areas directly accessible from a unit.

SECTION 49. BZO §§8 AND 8A REPEALED

Belmont Zoning Ordinance Section Sections 8 and 8A are repealed.

SECTION 50. BZO §8 ADDED

Belmont Zoning Ordinance Section 8 is added to read.

SECTION 8 - OFF-STREET PARKING AND LOADING

- 8.1 **SCOPE OF REGULATIONS.** The off-street parking and loading provisions of this Section apply to all existing and new development as follows:
 - 8.1.1 For all buildings and structures erected and all uses of land established after the effective date of this Section, accessory parking and loading facilities shall be provided in accordance with the regulations of the district in which such buildings or uses are located provided, however, that in the event a building permit has been issued prior to the effective date of this Ordinance, and provided that construction is begun within 60 days of such effective date and diligently prosecuted to completion, parking and loading facilities need not be provided as required in this Section.

- 8.1.2 Except as provided in Section 24, Accessory Dwelling Units, when the intensity of use of any building, structure or premises shall be increased through the addition of dwelling units, gross floor area, seating capacity or other units of measurement specified in this Section for required parking facilities, parking facilities as required shall be provided for such increase in intensity of use.
- 8.1.3 Whenever the existing use of a building or structure shall be changed to a new use, parking facilities shall be provided as required for such new use. However, if said building or structure was erected prior to the effective date of this Ordinance, additional parking or loading facilities shall be required only in the amount which the requirements for the new use would exceed those for the existing use, if the latter were subject to the parking and loading provisions of this Ordinance.
- 8.2 **GENERAL REGULATIONS.** Parking must be provided generally as indicated in Table 8.2-1, Minimum Parking in the R-1, HRO, NC, SC, E-1, E-2.1, E-2.2, M, M.E. S-1, and S-2 Special Combining Districts, OS-P, and PS and in Table 8.2-2, Parking Standards in the R-2, R-3, R-4, CMU, RC, HIA-1, HIA-2 and Belmont Village Specific Plan Districts. All parking must be developed and maintained according to the standards of this Subsection 8.2. All square feet (sf) figures represent gross floor area.

Table 8.2-1: Minimum Parking in the R-1, HRO, NC, SC, E-1, E-2.1, E-2.2, M, M.E. S-1, and S-2 Special Combining Districts, OS-P, and PS¹

Residential Uses	
Single-Family Dwelling	
<i>New</i>	4 per unit (2 covered)
<i>With Addition that Expands Bedroom Count of Principal Unit</i>	up to 3 BR = 2 (1 covered) 4-5 BR = 3 (1 covered) 6+ BR = 4 (2 covered)
<i>Existing w/ 1-2 Covered Spaces</i>	Maintain existing on-site covered parking spaces.
<i>Existing w/o Covered Space</i>	Carport may be used for required covered parking
<i>ADUs</i>	Per BZO Sec. 24 (ADUs)
Multi-Family Dwelling	
<i>Studio</i>	1 covered space per unit plus 1 paved open space or covered per unit
<i>1 bedroom</i>	
<i>2 bedrooms</i>	
<i>3 or more bedrooms</i>	
<i>Residential Care Facilities</i>	1 per 3 residents
Fraternities, Sororities, and Dormitories	1 per 5 residents
Emergency Shelters	1 per staff member
Low Barrier Navigation Centers	1 per staff member
Transitional, Supportive, and Permanent Supportive Housing	None beyond what is required for the housing type
Commercial Uses	
Lodging	
<i>Hotels, Motels</i>	0.5 per unit or lodging room

Table 8.2-1: Minimum Parking in the R-1, HRO, NC, SC, E-1, E-2.1, E-2.2, M, M.E. S-1, and S-2 Special Combining Districts, OS-P, and PS¹

<i>Rooming Houses, Lodging Houses</i>	1 per 2 lodging rooms
Retail and Service	
<i>Retail / Retail Stores</i>	1 per 250 sf accessible to public
<i>Furniture and Appliance Stores, Household Equipment or Furniture Repair Shop</i>	1 per 600 sf
<i>Mortuary</i>	1 per 100 sf of assembly area
<i>Service and Repair Facilities (other than Auto Service Station)</i>	1 per 500 sf + 1 per 2,000 sf of exterior area
Automobile/Vehicle Sales and Services	
<i>Automobile Service Stations</i>	2 per working bay + 1 per employee on largest shift
<i>Car Wash</i>	1 per 2 employees + 3 stacking spaces + 1 per 300 sf retail
<i>Motor Vehicle Sales and Machinery Sales</i>	As determined by Parking Demand Study
Commercial Recreation	
<i>Bowling Alley</i>	2 per alley
<i>Theaters (indoor)</i>	2 per 1,000 sf
Eating and Drinking Establishments	
<i>Establishments Dispensing Food or Beverages for Consumption on the Premises</i>	1 space / 100 sf
Offices	
<i>Offices - Business, Professional, Financial and Government</i>	1 per 300 sf
<i>Offices - Business, Professional, Financial and Government when Office and Retail Uses are Mixed</i>	1 per 400 sf
Research and Development Facilities	1 per 600 sf
Warehouse/Storage Facilities	
<i>Wholesale Establishment (not including warehouses and storage buildings other than accessory)</i>	1 per 600 sf
<i>Warehouse and Storage Buildings</i>	1 per 2,000 sf
Public/Institutional Uses	
Educational Institutions	
<i>Auditoriums for Schools and Colleges</i>	1 per 6 permanent seats
<i>High Schools, Colleges, Universities, Church Schools, and Business, Professional and Trade Schools</i>	1 per employee + 1 per 20 students on premises at any one time
<i>Schools - Nursery, Elementary and Intermediate (public or private)</i>	1 per classroom
Community and Religious Assembly	
<i>Places of Assembly, including Religious Assembly, Public/Private Community Rooms & Recreation Buildings, and other similar uses, with fixed seats</i>	1 per 4 fixed seats
<i>Places of Assembly, including Religious Assembly, Public/Private Community Rooms & Recreation Buildings, and other similar uses, without fixed seats</i>	1 per 60 sf of the main meeting room
<i>Libraries, Art Galleries and Museums - Public</i>	1 per 1,000 sf

Table 8.2-1: Minimum Parking in the R-1, HRO, NC, SC, E-1, E-2.1, E-2.2, M, M.E. S-1, and S-2 Special Combining Districts, OS-P, and PS¹

<i>Stadiums, Arenas, Auditoriums (other than college or school), Convention Halls, Dance Halls, Exhibition Halls, Skating Rinks and other similar places of assembly</i>	1 space per 400 sf of floor area open to the public
<i>Private Clubs and Lodges (without sleeping facilities for guests)</i>	Spaces for 10% of capacity of persons
<i>Public Utility and Public Service Uses</i>	1 per 3 employees on-duty at any time plus spaces determined by Community Development Director
Medical Facilities	
<i>Hospital</i>	1 per 1,000 sf
<i>Clinic</i>	1 per 300 sf
<i>Skilled Nursing Facility</i>	1 per 3 beds
Combined and Other Uses	
2+ uses located on same site or within same building	Spaces equal to the sum of the separate requirements for each use
Non-listed uses	Spaces to be provided as required for the "most similar listed use" or as determined by the Community Development Director

Note:

¹ Minimum parking standards do not apply for residential, commercial, and industrial development on properties located within one half-mile radius of a major transit stop; however, minimum parking standards may be required for certain projects if the findings provided in Assembly Bill 2097 / Government Code Section [68563.2](#) can be made in the affirmative.

Table 8.2-2: Parking Standards in the R-2, R-3, R-4, CMU, RC, HIA-1, HIA-2 and Belmont Village Specific Plan Districts^{1, 2}

	Minimum	Maximum
Residential Uses		
Single-Family Dwelling		
<i>New</i>	4 per 1 unit (2 covered)	-
<i>With Addition that Expands Bedroom Count of Principal Unit</i>	up to 3 BR = 2 (1 covered) 4-5 BR = 3 (1 covered) 6+ BR = 4 (2 covered)	-
<i>Existing w/ 1-2 Covered Spaces</i>	2	-
<i>Existing w/o Covered Space</i>	Carport may be used for required covered parking	-
<i>ADUs</i>	Per BZO Sec. 24 (ADUs)	-
Multi-Family Dwelling		
<i>Studio</i>	0.5 per unit	2 per unit plus 0.5 per unit for guest parking
<i>1 bedroom</i>	1 per unit	
<i>2 bedrooms</i>	1.5 per unit	
<i>3 or more bedrooms</i>	2 per unit	
Emergency Shelters	1 per staff member	-
Low Barrier Navigation Centers	1 per staff member	-
Transitional, Supportive, and Permanent Supportive Housing	None beyond what is required for the housing type	-

Table 8.2-2: Parking Standards in the R-2, R-3, R-4, CMU, RC, HIA-1, HIA-2 and Belmont Village Specific Plan Districts^{1, 2}

	Minimum	Maximum
Commercial Uses		
Lodging		
Hotels, Motels	0.5 per unit or lodging room	1 per room in the BVSP only; no max in all other zones
Retail and Service		
Retail / Retail Stores	2 per 1,000 sf	4 per 1,000 sf
Furniture and Appliance Stores, Household Equipment or Furniture Repair Shop	2 per 1,000 sf	4 per 1,000 sf
Mortuary	2 per 1,000 sf	4 per 1,000 sf
Service and Repair Facilities (other than Auto Service Station)	2 per 1,000 sf	4 per 1,000 sf
Automobile/Vehicle Sales and Services		
Automobile Service Stations	2 per 1,000 sf	4 per 1,000 sf
Car Wash	2 per 1,000 sf	4 per 1,000 sf
Motor Vehicle Sales and Machinery Sales	As determined by Parking Demand Study	
Commercial Recreation		
Bowling Alley	2 per 1,000 sf	4 per 1,000 sf
Theaters (indoor)	2 per 1,000 sf	4 per 1,000 sf
Eating and Drinking Establishments		
Establishments Dispensing Food or Beverages for Consumption on the Premises	2 per 1,000 sf	4 per 1,000 sf
Offices		
Offices - Business, Professional, Financial and Government	3 per 1,000 sf	4 per 1,000 sf
Offices - Business, Professional, Financial and Government when Office and Retail Uses are Mixed		
Research and Development Facilities	1 per 600 sf	1 per 500 sf

Note:

¹ Minimum parking standards do not apply for residential, commercial, and industrial development on properties located within one half-mile radius of a major transit stop; however, minimum parking standards may be required for certain projects if the findings provided in Assembly Bill 2097 / Government Code Section [68563.2](#) can be made in the affirmative.

² For non-residential uses, on-street parking spaces located immediately adjacent to the frontage of the property may be counted toward required off-street parking.

8.2.1 MINIMUM REQUIREMENTS

- 8.2.1.1 **No Reduction in Off-Street Parking and Loading Spaces** Off-street parking and loading spaces established as of the effective date of the ordinance codified in this section may not be reduced in number during the life of the building or land use below that which would be required for a new building or use of a similar type under the requirements of this section. Off-street parking and loading spaces must remain permanently available and accessible for the parking or loading of vehicles by occupants of the property, except that any surplus spaces

may be rented out to non-occupants, or otherwise made publicly accessible with the provision that such spaces must be vacated on 30 days notice if they become needed by occupants of the property.

- 8.2.1.2 **Separate Parking and Loading Spaces.** No area may be utilized and counted both as a required parking space and a required loading space. However, maneuvering aisles and driveways may serve both required parking spaces and loading spaces if they meet the requirements specified in this Section for both parking and loading facilities.
- 8.2.1.3 **Parking for Persons with Disabilities.** The number, design, designation, and location of parking spaces for Persons with Disabilities must comply with State law. Such spaces will be counted towards the parking requirements of this Section.
- 8.2.1.4 **Nonconforming Parking Facilities.** Existing land uses with off-street parking and loading facilities that do not conform to the requirements of this section may be enlarged or expanded, provided that an in-lieu parking fee is paid, if established, or additional parking and loading facilities are added, either on-site or off-site, so that the parking needs for the enlarged or expanded portion of the building are met. Exceptions to this requirement may be granted by the Planning Commission for small sites and projects determined by the Commission to provide community benefits.
- 8.2.1.5 **Unbundled Parking.** The following rules will apply as conditions of approval to the rental of parking spaces in new Multi-Unit Residential buildings with ten or more rental units. The Community Development Director may grant an exception from the requirements of this subsection for affordable rental units that include financing for affordable housing that requires that costs for parking and housing be bundled together.
- (a) All off-street parking spaces that are beyond a base allowance of one per unit must be rented separately from the rental fees for dwelling units for the life of the dwelling units, such that potential renters have the option of renting a residential unit with only one parking space at a price lower than would be the case if there were a single price for both the residential unit and all of the parking space(s).
 - (b) In cases where there are fewer parking spaces than dwelling units, the parking spaces shall be offered first to the potential renters of three bedroom or more units, second to potential renters of two bedroom units, and then to potential renters of other units.
 - (c) Potential renters of affordable units must have an equal opportunity to rent a parking space on the same terms and conditions as offered to potential renters of market-rate units, at a price proportional to the rent of their units as compared to comparable market-rate units. This requirement must be included in any agreement recorded between the City and developer pertaining to the affordable housing units under Section 29 (Affordable Housing).
 - (d) Parking spaces must be offered only to residents of the dwelling units served by the off-street parking, except that any surplus spaces may be rented out to non-residents, or otherwise made available for public use, with the provision that such spaces must be vacated on 30 days' notice if they are needed by residents. Required visitor spaces shall not be rented out, but may be made available for public use.
- 8.2.1.6 **Garages/Carports/Uncovered Residential Parking.** For residential uses, required off-street parking located in the front half of a lot or within 25 feet of the side street on a corner lot must be covered with carport, garage or roofed structure except as allowed below.

Uncovered off-street parking may be located in the rear half of the lot when more than 25 feet from a side street.

8.2.1.7 **Surface Parking Lots.** Surface parking lots are subject to the following restrictions and standards. The area of a surface parking lot must include all features within the lot's outer edges, including all parking spaces, maneuvering aisles, access driveways, and perimeter and interior landscaping, walkways, and other features.

(a) **Large Parking Lots.** If on-site parking for more than 50 spaces is needed, the parking facilities must be designed to have exceptional landscaping or design features, be located such that it is not highly visible from public rights-of-way, be provided within buildings or parking structures or in separate lots that are each less than two acres in size, or be otherwise covered by a structure that serves a non-parking function, such as solar panels, recreational facilities, roof deck, or green roof.

(b) **Pedestrian Circulation.** Parking lots containing 25 or more spaces must have walkways separated from motor vehicle maneuvering aisles and driveways connecting the principal building or buildings served by the lot to the farthest point of the lot from the main pedestrian entrance of such building or buildings.

(1) **Materials and Width.** Walkways must provide at least four feet of unobstructed width and be hard-surfaced.

(2) **Identification.** Pedestrian walkways must be clearly differentiated from driveways, parking aisles, and parking and loading spaces through the use of elevation changes, curb separation, different paving material, or similar method.

(3) **Separation.** Where a pedestrian walkway is parallel and adjacent to an auto travel lane, it must be raised and separated from the travel lane by a raised curb at least six inches high, bollards, or other physical barrier.

8.2.2 CALCULATION OF REQUIRED SPACES

8.2.2.1 **Fractions.** When calculating required parking or loading spaces, fractions of a space greater than 0.5 are rounded up to the next highest whole number.

8.2.2.2 **Multiple Uses.** When two or more principal uses are located on the same lot, the estimated peak period parking demand shall be the sum of the estimated demand of the various individual uses during the period of peak combined demand for all uses, as determined through a parking study prepared by a qualified individual or firm.

8.2.2.3 **Area-Based Estimates.** All area-based estimated peak period parking demands shall be computed on the basis of gross floor area, excluding parking and loading areas.

8.2.2.4 **Exclusion of First 2,500 Square Feet.** For all nonresidential uses, the first 2,500 square feet of active uses, as defined in Section 2.4.1 Active Use, shall be subtracted from the gross square footage of the use when calculating the estimated parking demand.

8.2.2.5 **Motorcycle Parking.** Every four motorcycle parking spaces are credited as one automobile parking space, not to exceed five percent of the total number of automobile parking spaces required. Motorcycle parking spaces must be no less than four feet wide by eight feet long with an aisle width of no less than 10 feet and clearly marked.

- 8.2.2.6 **Minimum Parking Requirements.** Except as otherwise provided in this Section and Government Code Section 65863.2, no less than the minimum number of parking spaces in Table 8.2-1 and Table 8.2-2 must be provided for each use or site.
- 8.2.2.7 **Maximum Private Parking Requirements.** Except as otherwise provided in this Section, no more than the maximum number of private, off-street parking spaces, as specified in Table 8.2-1 and Table 8.2-2, may be provided for each use or site.
- 8.2.3 **DESIGN STANDARDS.** The parking area design standards of this section apply to all off-street parking. All required parking spaces and associated maneuvering aisles, driveways, and other related features must be designed and arranged so as to provide motor vehicles with adequate ingress to and egress from all required parking spaces, and to provide pedestrians with adequate access to parked vehicles.
- 8.2.3.1 **Parking Layout and Dimensions.** The layout and dimensions of off-street parking facilities must conform to Figure 8.2.3-1 and Table 8.2.3-1, as further provided below.
- (a) **Regulatory and Calculated Dimensions.** Stall width, stall length, and aisle width, as shown in Table 8.2.3-1, are regulatory. Other dimensions shown in Table 8.2.3-1 are calculated from these required dimensions and are provided for convenience.
 - (b) **Stall Width and Length.** As indicated in Table 8.2.3-1, the required minimum stall width and length for various parking angles are as set forth below.
 - (1) **Width.** For parking angles of more than 30 degrees the minimum stall width is eight feet six inches. For parking angles of 30 degrees or less, the required minimum stall width is eight feet.
 - (2) **Length.** For all parking angles other than parallel parking, the minimum stall length is 18 feet. For parallel parking, the minimum stall length is 20 feet.
 - (c) **Aisle Width for Parking Angles Not Shown.** For parking angles not shown in Table 8.2.3-1, the required aisle width is interpolated from the values in the table. For example, for a parking angle of 70 degrees, which is two-thirds of the increment between 60 degrees and 75 degrees, the required one-way aisle width is 18 feet eight inches, which is two-thirds of the increment between the required aisle widths for 60-degree parking and 75-degree parking, 16 feet and 20 feet respectively.
 - (d) **Alternate Maneuvering Aisle and Parking Space Widths.** For parking angles equal to or greater than 45 degrees and less than 90 degrees, one-way aisle width may be decreased by three inches for each one-inch increase in stall width, up to a maximum stall width of nine feet two inches. For 90-degree parking, one-way and two-way aisle width may be decreased by three inches for each one-inch increase in stall width, up to a maximum stall width of nine feet two inches and a minimum aisle width of twenty-two feet.
 - (e) **Two-Way Modules.** Table 8.2.3-1 provides the dimensions for parking modules with one-way traffic. For parking modules with two-way traffic, add the difference in width between a two-way aisle and a one-way aisle. For example, for a two-way module with a parking angle of 45-degrees, add eight feet, which is the difference between a two-way aisle (20 feet) and a one-way aisle (12 feet).

- (f) **Overhang.** Parking stall lengths, except for parallel spaces, may be reduced by two feet where the parking stall is designed to abut a landscaped area a minimum of five feet wide, such that the front of the vehicle can overhang the landscaped area.
- (g) **Spaces Abutting Walls or Posts.** For each side of a parking space abutting a wall or post, an additional foot of width shall be required.

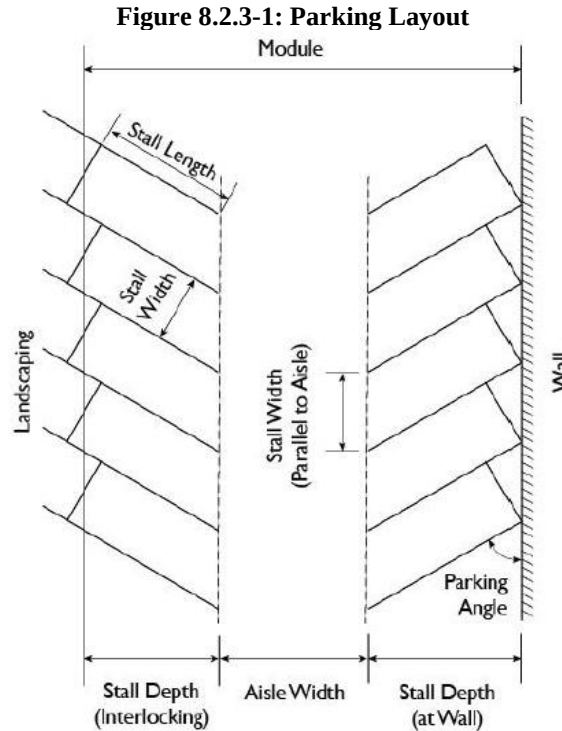


Table 8.2.3-1: Parking Dimensions

Parking Angle	Regulatory				Calculated for Reference					
	Stall Width	Stall Length	Aisle Width		Stall Width Parallel to Aisle	Stall Depth		Module (one-way)		
			One-Way	Two-Way		Interlocking	At Wall	Non-Interlocking	Interlocking	Half-Interlocking ¹
Parallel	8'-0"	20'-0"	12'-0"	20'-0"	--	--	--	28'-0"	--	--
30°	8'-0"	18'-0"	12'-0"	20'-0"	16'-0"	12'-6"	15'-11"	43'-10"	36'-11"	40'-5"
45°	8'-6"	18'-0"	12'-0"	20'-0"	12'-0"	15'-9"	18'-9"	49'-6"	43'-6"	46'-6"
60°	8'-6"	18'-0"	16'-0"	20'-0"	9'-10"	17'-9"	19'-10"	55'-8"	51'-5"	53'-7"
75°	8'-6"	18'-0"	20'-0"	20'-0"	8'-10"	18'-6"	19'-7"	59'-2"	57'-0"	58'-1"
90°	8'-6"	18'-0"	24'-0"	24'-0"	8'-6"	18'-0"	18'-0"	60'-0"	--	--

¹ One side is interlocking and the other side is non-interlocking.

8.2.3.2 **Driveways and Access.** The layout and dimensions of off-street parking facilities shall be as set forth in Figure 8.2.3-1 and Table 8.2.3-1, as further provided below.

(a) **Driveway Width.**

- (1) Parking facilities containing fewer than 15 required parking spaces shall have only a single driveway of no less than nine feet and no more than 10 feet in width.
- (2) Parking facilities containing 15 or more required parking spaces may have one lane driveways of no less than nine feet and no more than 10 feet in width, and two-lane driveways of no less than 18 feet and no more than 20 feet in width.

(b) **Vehicle Flow.**

- (1) Except for those serving four or fewer residential units, all parking areas shall be designed so that a motor vehicle leaving the parking area will enter the public right-of-way traveling in a forward direction.
- (2) Parking areas shall be designed so that a vehicle will not have to enter a public right-of-way to move from one location to another within the parking area.

(c) **Semi-Circular Driveways.**

- (1) Notwithstanding the requirements in Section 8.2.4(c)(1), R-1 and R-2 Zones, semi-circular driveways may be permitted in Single (R-1) or Duplex Residential (R-2) Districts, provided all of the following minimum property standards/requirements are met:

Table 8.2.3-2: Semi-Circular Driveways	
Maximum percentage of allowed hardscape between the front of the dwelling and the front property line	35%
Minimum Lot Size	10,000 sq ft
Minimum Lot Frontage on Street	100 ft
Minimum Setback of Dwelling to Front Property Line	35 ft
Maximum Width of Semi-Circular Driveway	12 ft
Maximum allowed cross slope between the front of the dwelling and the front property line	10%
Access Opening From Street	10-12 ft

- (2) A maximum of two curb cuts and maximum sum total of 29 lineal feet for curb cuts per property are permitted in conjunction with a semi-circular driveway.
- (3) Semi-circular driveways do not count towards the satisfaction of required parking.
- (4) No portion of a semi-circular driveway may be located within the required side yard setback area for the property.

- (5) Semi-circular driveways are not be allowed to span or be connected to both street frontages on corner lots.
- (6) Establishment, replacement, or modification of a semi-circular driveway are subject to the Building and Encroachment Permit processes for the City. A landscape plan is required as part of the permit.
- (7) Any new or replaced semi-circular driveway must be constructed with a permeable surface.
- (8) Permanent or temporary structures are not permitted to be located on a semi-circular driveway.
- (9) Recreational vehicles, trailers, camper shells, boats, boat or personal watercraft trailers, or any combination thereof may not, at any time, be parked or located on a semi-circular driveway.
- (10) Abandoned, wrecked, dismantled, inoperative or unregistered motor vehicles, vans, minivans, pickup trucks or similar vehicles may not, at any time, be parked or stored on a semi-circular driveway.
- (11) Any modification from these standards and requirements is subject to the procedure and findings in Section 10.

8.2.3.3 **Surface.** All outdoor parking spaces, driveways, and maneuvering areas must be designed, built and permanently maintained to avoid dust, mud and standing water and to maximize permeability, where feasible and appropriate. These surfaces may include traditional asphalt and concrete as well as pervious pavements, sand-set pavers, and supported turf systems. A combination of surfaces may be used; for example, two track driveways of concrete strips with pervious areas between the strips and on the edges.

- (a) **Cross-grades.** Cross-grades must be designed for slower stormwater flow and to direct stormwater toward landscaping, bio-retention areas, or other water collection/treatment areas.
- (b) **Landscaping Alternative.** Up to two feet of the front of a parking space as measured from a line parallel to the direction of the bumper of a vehicle using the space may be landscaped with ground cover plants instead of paving.
- (c) **Permeable Paving.** Permeable paving, sand-set pavers, supported turf systems, and vegetation must be used in all overflow parking areas and installed in accordance with manufacturer recommended specifications.
- (d) **Turf Grids/Grassy Pavers.** Turf grids/grassy pavers must be installed in areas of low traffic or infrequent use wherever feasible.

8.2.3.4 **Striping and Marking.** In all parking facilities with four or more spaces, each parking space must be clearly striped with paint or similar distinguishable material, except that the Director may approve alternate means of marking spaces.

8.2.3.5 **Perimeter Curbing.** A six-inch wide and six-inch high concrete curb must be provided along the outer edge of the parking facility pavement, except where the pavement abuts a fence or

wall. Curbs separating landscaped areas from parking areas must be designed to allow stormwater runoff to pass through.

- 8.2.3.6 **Separation from On-Site Buildings.** Parking areas must be separated from the front and side exterior walls of on-site buildings by walkways a minimum of four feet in width. Commercial buildings with 10,000 square feet or more of gross floor area must be separated from on-site parking on all sides by a walkway a minimum of five feet in width, as well as a planter area at least three feet in width. These requirements do not apply to parking areas containing five or fewer spaces.
- 8.2.3.7 **Vertical Clearance.** All covered parking must have a minimum vertical clearance of seven feet and six inches except for spaces in parking lifts. The minimum vertical clearance for parking for persons with disabilities must comply with the Building Code.
- 8.2.3.8 **Tandem Parking.** Required parking may be arranged as tandem spaces, provided that pairs of spaces in tandem are assigned to the same residential unit or to employees of the same nonresidential establishment, or that a full-time parking attendant supervises the parking arrangements during periods of peak demand for the uses served. The required stall width, stall length, and aisle width apply to tandem spaces, except that the required stall length is doubled for each pair of tandem spaces.
- 8.2.3.9 **Parking Lifts.** Required parking may be provided in parking lifts. If it is necessary to remove one vehicle from the lift to access another vehicle, the parking must comply with the provisions for tandem parking. Parking lifts allowing each vehicle to be independently accessed have no such restrictions. The dimensional standards for 90-degree parking apply to parking lifts, including the requirement for an aisle of 24 feet. Exterior parking lifts must be screened from public view.
- 8.2.3.10 **Landscaping and Screening.** Uncovered Parking Areas. Landscaping of parking areas must be provided and maintained as follows.
- (a) **Landscape Area Required.** A minimum of 10 percent of the interior of any parking lot area must be landscaped.
 - (b) **Minimum Planter Dimension.** Landscape planters counted toward the required landscape area must be smaller than 25 square feet in area, or four feet in any horizontal dimension, excluding curbing.
 - (c) **Layout.** Landscaped areas must be well-distributed throughout the parking lot area. Parking lot landscaping may be provided in any combination of:
 - (1) Landscaped planting strips at least four feet wide between rows of parking stalls
 - (2) Landscaped planting strips between parking areas and adjacent buildings or internal pedestrian walkways
 - (3) Landscaped islands located between parking stalls or at the ends of rows of parking stalls; and
 - (4) On-site landscaping at the parking lot perimeter.

- (d) ***Required Landscaped Islands.*** A landscaped island at least six feet in all interior dimensions and containing at least one 15-gallon-size tree must be provided at each end of each interior row of parking stalls and between every six consecutive parking stalls.
- (e) ***Landscaped Buffer for Open Parking Adjacent to Right-of-Way.*** A landscaped area at least five feet wide must be provided between any surface parking area and any property line adjacent to a public street, unless a different dimension is specified in the base district standards applicable to a site.
- (f) ***Landscaped Buffer for Open Parking Abutting Interior Lot Line.*** A landscaped area at least three feet wide must be provided between any surface parking area and any adjacent lot for the length of the parking area.
- (g) **Trees.**
 - (1) *Number Required.* One for each five parking spaces.
 - (2) *Distribution.* Trees must be distributed relatively evenly throughout the parking area.
 - (3) *Species.* Tree species must be selected from a list maintained by the City.
 - (4) *Size.* All trees must be a minimum 15-gallon size with a one-inch diameter at 48 inches above natural grade.
 - (5) *Minimum Planter Size.* Any planting area for a tree must have a minimum interior horizontal dimension of five feet. Additional space may be required for some tree species.
- (h) ***Protection of Vegetation.***
 - (1) *Clearance from Vehicles.* All required landscaped areas must be designed so that plant materials, at maturity, are protected from vehicle damage by providing a minimum two-foot clearance of low-growing plants where a vehicle overhang is permitted, or by wheel stops set a minimum of two feet from the back of the curb.
 - (2) *Planters.* All required parking lot landscaping must be within planters bounded by a concrete curb at least six inches wide and six inches high. Curbs separating landscaped areas from parking areas shall be designed to allow stormwater runoff to pass through.
- (i) ***Visibility and Clearance.*** Landscaping in planters at the end of parking aisles *may* not obstruct driver's vision of vehicular and pedestrian cross-traffic. Mature trees *must* have a foliage clearance maintained at eight feet from the surface of the parking area. Other plant materials located in the interior of a parking lot *may* not exceed 30 inches in height.

8.2.3.11 Landscaping for Parking Structures.

- (a) ***Landscaped Buffer for Parking Structure.*** A parking structure that does not incorporate ground-floor nonresidential or residential use or is not otherwise screened or concealed at street frontages on the ground level, must provide a landscaped area at least 10 feet wide between the parking garage and public street.

- (b) ***Residential Districts and Institutional Premises.*** All open automobile parking areas containing more than four parking spaces must be effectively screened on each side adjoining or fronting on any property situated in a Residential District or any institutional premises by a wall, fence or densely planted compact hedge not less than four feet nor more than six feet in height. Screening must conform with the front and side yard setback requirements of the district in which the parking is located.
- (c) ***Parking Structure Rooftop Planting.*** Uncovered parking on the top level of a parking structure must have rooftop planters with a minimum dimension of 24 inches around the entire perimeter of the top floor.

8.2.3.12 **Screening.** To the extent feasible, new parking areas should be screened from public streets and adjacent lots in a more restrictive district, according to the following standards.

- (a) ***Height.*** Screening of parking lots from adjacent public streets *must* be three feet in height. Screening of parking lots along interior lot lines that abut residential districts shall be six feet in height, except within the required front setback of the applicable zoning district, where screening *must* be three feet in height.
- (b) ***Materials.*** Screening may consist of one or any combination of the methods listed below.
 - (1) ***Walls.*** Low-profile walls consisting of brick, stone, stucco, or other quality durable material and including a decorative cap or top finish as well as edge detail at wall ends. Plain concrete blocks are not allowed as screening wall material unless capped and finished with stucco or other material.
 - (2) ***Fences.*** An open fence of wrought iron or similar material combined with plant materials to form an opaque screen. Use of chain-link or vinyl fencing for screening purposes is prohibited.
 - (3) ***Planting.*** Plant materials consisting of compact evergreen plants that form an opaque screen. The plant materials must achieve a minimum height of two feet within 18 months after initial installation.
 - (4) ***Berms.*** Berms planted with grass, ground cover, or other low-growing plant materials.

8.2.3.13 **Lighting.** Except for those facilities serving four or fewer residential units, all open parking areas must have with exterior lighting meeting the following minimums:

- (a) The lighting system must provide not less than one footcandle and not more than five footcandles overall average illumination with a minimum of one-fourth footcandles on the parking surface.
- (b) All lighting must be on a time clock or photo-sensor system so as to be turned off during daylight hours and during any hours when the parking area is not in use. This requirement does not apply to security lighting.
- (c) All parking area lighting must meet applicable energy efficiency requirements of the Building Codes.

- (d) All lighting must be designed to confine direct rays to the premises. No light fixture *may* emit any direct light above a horizontal plane through the fixture. No spillover beyond the lot line is permitted, except onto public thoroughfares.

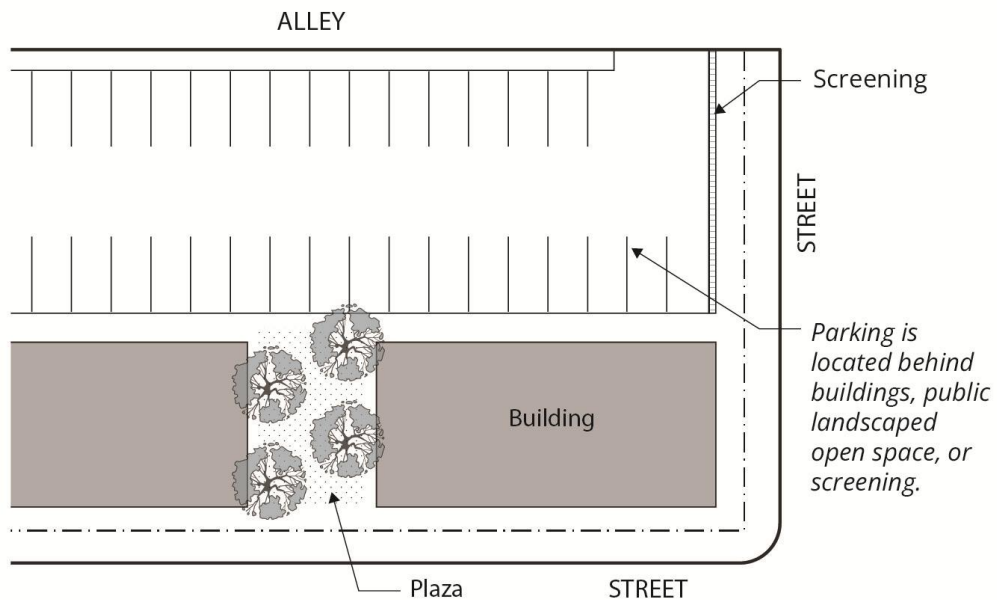
8.2.3.14 **Electric Vehicle Charging Stations.** The number of required electric vehicle (EV) charging stations must be consistent with the number required by applicable Building Codes and the City's Reach Codes at the time of permit application. These spaces may be counted towards parking requirements.

- (a) **Size.** Electric vehicle charging stations *must* be the same size as other spaces, and electric vehicle charging equipment shall not reduce the size of the space.
- (b) **Signage.** Each electrical vehicle charging station *must* be clearly marked with a sign reading "Electrical Vehicle Charging Station" and the associated California Vehicle Code restrictions, and only a vehicle that is connected for electric charging *may* park in the stalls or spaces so designated.
- (c) **Equipment.** Electrical vehicle charging stations must be wired for a minimum of 240 volts and 32 amps, designed to allow for future provision of higher amperage conduit, equipped with electrical outlets, and may also be equipped with card readers, controls, connector devices and other equipment, as necessary for public use.

8.2.4 LOCATION OF REQUIRED SPACES

- (a) **Location.** Parking must be located either underground, or behind habitable, landscaped, or public plaza space or otherwise appropriately screened from view from a public street. For purposes of this requirement, alleys are not considered public streets. Parking is not permitted to be located between a public street and a building, except on corner lots, if approved as a modification to development standards in accordance with Section 8.3.
- (b) **Non-residential Uses.** Required parking spaces serving commercial, office, and other non-residential uses must be located on the same lot as the use they serve, or in an off-site parking facility as provided in Subsection 8.2.5, Off-site Parking Facilities.

Figure 8.2-4: Parking Location



(c) **Residential Uses.**

(1) *R-1 and R-2 Zones.* For uses in a Single (R-1) or Duplex Residential (R-2) District, the following standards apply.

(A) Parking and garage space accessory to dwellings must be located on the same site as the use served.

(B) Uncovered parking spaces may extend into the unused portion of the right-of-way up to the outside edge of street improvements, such as sidewalk, provided they would not obstruct any existing or possible future street improvements that are necessary for public use (i.e., future sidewalk, curb or gutter installation, utility needs, etc.), as determined by the Public Works Director.

(C) A required driveway area for a single or duplex residential dwelling may be used to satisfy the off-street uncovered parking requirement for such use(s) provided minimum stall dimensions as required Table 8.2.3-1 “Parking Dimensions” are met.

(D) Paving between the front of the dwelling and the front property line is limited to required driveways and one paved walkway to the front building entrance, of no more than 48 inches in width.

(2) *All other Residential Zones.* Required parking for residential uses must be located on the same lot as the dwelling served, or in a common parking area not more than 400 feet from the dwellings served. Parking may not be located within a required front setback area or yard or street-facing side setback area or yard.

8.2.5 **OFF-SITE PARKING FACILITIES.** A parking facility serving one or more non-residential uses located on a site other than the location of the use(s) may be used to satisfy the use’s on-site parking requirement so long as the parking is available under an enforceable parking agreement and approved by the Director if the standards of this subsection are met.

- (a) **Location.** Any off-site parking facility must be located within 1,000 feet, along a pedestrian route, of the principal entrance containing the use(s) for which the parking is required.
- (b) **Parking Agreement.** A written agreement between the landowner(s) and the owner of the use in a form satisfactory to the City Attorney and recorded against the parking lot property in favor of the use property, which includes:
 - (1) A guarantee among the landowner(s) for access to and use of the parking facility; and
 - (2) Reasonable notice provisions so that replacement spaces can be secured if use of the off-site parking facility is terminated.

8.3 **PARKING EXCEPTIONS, REDUCTIONS AND ALTERNATIVE COMPLIANCE.** The number of required on-site motor vehicle parking spaces may be modified in accordance with the provisions of this Subsection through the modification to development standards review process.

8.3.1 **PARKING ANALYSIS.** In order to evaluate a proposed project's compliance with any the criteria within Section 8.3, the Community Development Director may require submittal of a parking analysis prepared by an independent traffic engineering professional approved by the City that substantiates the basis for granting any exception, reduction, and/or alternative compliance.

8.3.2 **PARKING SPACES BELOW THE MINIMUM.** To provide less than the minimum number of private parking spaces allowed by Table 8.2-1 or Table 8.2-2, the Community Development Director may approve the reduction, subject to the following criteria:

- (a) The subject property is not zoned R-1;
- (b) That adequate measures will be put in place through a Transportation Demand Management (TDM) program, to the satisfaction of the Community Development Director to reduce parking demand, such as promoting use of public transit, bicycling, and walking, and allowing modified working hours and telecommuting; and
- (c) The use will adequately be served by the proposed parking; and,
- (d) The use proposed is compatible with the surrounding area and would enhance development in the vicinity.

8.3.3 **REDUCTION FOR SHARED PARKING.** Where a shared parking facility serving more than one use will be provided, the total number of required parking spaces may be reduced by the Community Development Director, subject to the following criteria:

- (a) The peak hours of use will not overlap or coincide to the degree that peak demand for parking spaces from all uses will be greater than the total supply of spaces;
- (b) The adequacy of the quantity and efficiency of parking provided will equal or exceed the level that can be expected if parking for each use were provided separately;

- (c) In the case of a shared parking facility that serves more than one property, a parking agreement has been prepared consistent with the provisions for Off-site Parking Facilities.
- (d) The use will adequately be served by the proposed parking; and,
- (e) The Community Development Director finds that the use proposed is compatible with the surrounding area and would enhance development in the vicinity.

8.3.4 **PARKING SPACES ABOVE THE MAXIMUM.** To provide more than the maximum number of private parking spaces allowed by Table 8.2-1 or Table 8.2-2, the Community Development Director may approve the increase in parking spaces above the maximum, subject to the following criteria:

- (a) **For Excess Parking not Intended to be Shared.** That the applicant has demonstrated that the additional parking is required to meet the anticipated parking demand of the proposed uses and that the additional parking will not adversely affect transit, bicycle, or pedestrian access to the site or other adjacent uses.
- (b) **For Excess Parking to be Shared.** That all such excess spaces are designed and operated to be shared and publicly accessible parking spaces available for public use at any time. Property owners may charge an hourly, daily, or monthly fee for use of any such public access parking provided in excess of the maximum off-street parking limits of this subsection.

8.3.5 **ALTERNATIVE COMPLIANCE.**

- (a) **Alternative Parking and Loading Plan.** Where an applicant can demonstrate to the satisfaction of the Community Development Director that variations in the standards or dimensions otherwise required by this section are warranted for uses with unique needs, an alternative parking area design and loading plan may be allowed. To grant such exception the Community Development Director may approve the alternative parking and loading plan, subject to the following criteria:
 - (1) That the applicant has demonstrated that the alternative plan is a superior solution and the requested modifications in the design standards are warranted; and
 - (2) That the alternative parking arrangement will be in place at all times during operation of the principal uses to be served by the parking.
- (b) **Valet Parking Permit.** The Community Development Director can establish an administrative process to consider a Valet Parking permit. Valet Parking Permits may be issued as a means of satisfying all or a portion of the off-street parking requirement. Valet parking may be used to accommodate more parking spaces on the site of the principal use served by the parking than could be accommodated in conformance with the design standards of this section. It may also be used to provide off-site parking. The Community Development Director may issue a Valet Permit upon finding that the valet parking shall not cause interference with the public use of rights-of-way or imperil public safety.

8.4 **BICYCLE PARKING**

8.4.1 **MINIMUM.** Two short-term (Class 2) bicycle parking spaces are required per site plus the following:

- (a) Multi-family Residential Uses. 1 additional Class 1 space per 20 units.
 - (b) Retail and Service Uses. For buildings over 10,000 square feet gross floor area, 1 additional short-term (Class 2) space and 1 additional long-term (Class 1) space per incremental 10,000 square feet occupied by tenants with more than 2,500 square feet of space.
 - (c) Office Uses. 1 additional short-term (Class 2) space per 20,000 square feet, and 1 additional long-term (Class 1) space per incremental 5,000 square feet.
 - (d) Exemptions for Small Sites. The Director may grant an exemption from the bicycle parking requirement for sites with less than 10,000 square feet if on-street (Class 2) public bicycle parking is provided on the block face.
- 8.4.2 LONG-TERM (CLASS 1) BICYCLE PARKING. Long-term bicycle parking must be located on the same site as the use it serves, and must be in an enclosed bicycle locker, or a fenced, covered, and locked bicycle storage area.
- 8.4.3 SHORT-TERM (CLASS 2) BICYCLE PARKING.
- (a) Short-term bicycle parking must be located within 100 feet of the primary building entrance and must be visible from the street or from the main building entrance. Shared bicycle parking facilities are encouraged, when in compliance with these standards.
 - (b) Bicycle parking must be located on private property, unless the Public Works Director approves an encroachment permit for bicycle parking within the public right-of-way. Any bicycle parking in the right-of-way must be located in the curb zone; a minimum of four feet width of clear sidewalk or 10 feet width of public alley must remain unobstructed for pedestrian or vehicle uses.
- 8.4.4 STANDARDS FOR ALL BICYCLE PARKING.
- (a) **Class 1 Long-Term Bicycle Parking Spaces.** Class 1 spaces must be located with direct access for bicycles without requiring use of stairs. The location of such spaces must allow bicycles users to ride to the entrance of the space or the entrance of the lobby leading to the space. The design must provide safe and convenient access to and from bicycle parking facilities. Use of elevators to access Class 1 spaces must be minimized. In residential buildings, Class 1 space may not be provided within dwelling units, on balconies, or in required outdoor living area. Class 1 bicycle parking must be located:
 - (1) On the ground floor within 100 feet of a major entrance to the lobby. There must be either:
 - (A) Convenient access to and from the street to the bicycle parking space and another entrance from the bicycle parking space to the lobby area, or
 - (B) A minimum five foot wide hallway or lobby space that leads to the bicycle parking entrance, where direct access to bicycle parking space from the street does not exist. Such access route may include up to two limited constriction points, such as doorways, provided that these constrictions are no narrower than three feet wide and extend for no more than one foot of distance.

- (2) In a structured parking facility, on the first level of automobile parking either above or below grade, near elevators or other pedestrian entrances to the facility.
- (b) **Class 2 Short-Term Bicycle Parking Spaces.** Class 2 spaces must be located, as feasible, near all main pedestrian entries to the use to which they are accessory. Class 2 bicycle parking may be on a sidewalk or in place of an on-street auto parking space, within 100 feet of a main entry to the building. If existing Class 2 bicycle parking in the required quantities already exists in a public right-of-way immediately fronting a project site, and such spaces are not satisfying bicycle parking requirements for another use, such parking shall be deemed to meet the Class 2 requirement for that project.

(c) **Design and Installation.**

- (1) A bicycle parking space must be in a paved, level, drained, lighted area with access to a right-of-way without the use of stairs, and must consist of either:
 - (A) One side of a securely fixed rack element that supports the bicycle upright by its frame, prevents the bicycle from tipping over, and allows the frame and at least one wheel to be locked to the rack element with one lock;
 - (B) For Class 1 long-term parking only, a bicycle locker constructed of theft-resistant material with a lockable door that opens to the full width and height of the locker. Bicycle lockers must be weather-proof if exposed to the elements; or
 - (C) For Class 1 long-term bicycle parking only, wall-mounted racks or wall- or ceiling-mounted hooks so that bicycles may be hung vertically.
- (2) Each bicycle parking space must be no less than 15 inches wide, by six feet deep, with an overhead clearance of no less than seven feet. This can be satisfied by placing racks, each of which supports two bicycles, 30 inches apart.
- (3) Each row of bicycle parking spaces must be served by an aisle no less than four feet wide. Rack elements must be placed two feet from walls, fences or curbs.
- (4) Required bicycle parking may not be tandem; parking or removing a bicycle may not require moving another parked bicycle.
- (5) Bicycle rack elements must be fixed, securely anchored to the ground or to a structure by means that resist tampering or removal. Bicycle locker edges must be secured with no exposed fittings or connectors. The Director may specify preferred installation methods, such as, but not limited to, embedded mounting in poured-in-place concrete, recessed bolt heads or grouted-in anchoring.

(d) **Location.**

- (1) Direct access from the bicycle parking to the public right-of-way must be provided by means of access ramps, if necessary, and pedestrian access from the bicycle parking area to the building entrance shall also be provided.
- (2) Where bicycle parking is not directly visible and obvious from the right-of-way, signs must be provided, except that directions to long-term bicycle parking may be posted or distributed by the building management, as appropriate.

- (3) Bicycle parking must be separated from automobile parking by a sufficient distance to prevent damage from moving automobiles or their loading and unloading.
- (4) All long-term bicycle parking areas must be equipped with at least one electrical outlet that supports e-bike charging.
- (5) Bicycle parking may be provided inside a building provided it is easily accessible from a building entrance and a bicyclist does not have to use stairs to reach it.
- (6) The placement of bicycle parking, bicycle rack elements and bicycle lockers may not interfere with pedestrian circulation.

8.4.5 **REMOVAL OF ABANDONED BICYCLES.** Property owners must remove abandoned bicycles from short-term and long-term parking associated with their property on a quarterly basis after posting a notice of removal warning on such bicycles for one month. This requirement does not preclude provision of seasonal bicycle storage.

8.5 **LOADING REQUIREMENTS**

8.5.1 **NUMBER OF SPACES REQUIRED.** The off-street loading requirements are specified in Table 8.5-1 below.

Table 8.5-1: LOADING REQUIREMENTS		
<i>Use Type</i>	<i>Number of Spaces</i>	<i>Size (See Sec. 8.5.2 below)</i>
Residential Use Types		
Multi-Unit		
Less than 50 units	none	
50 to 149 units	1	small
150 units, or more	2	small
Commercial and Institutional Use		
Offices – All		
Less than 25,000 gross square feet	none	
25,000 to less than 100,000 gross square feet	1	medium
100,000 or more	2	medium
Research and Development Facilities		
10,000 to 99,999 gross square feet	1	medium
100,000 to 199,999 gross square feet	2	medium
200,000 or more	3	medium
All Other		
Less than 10,000 gross square feet	none	
10,000 to less than 20,000 gross square feet	1	medium
20,000 to less than 40,000 gross square feet	2	medium

40,000 to less than 80,000 gross square feet	2	large
Each additional 40,000 gross square feet or fraction of one-half or more thereof	1	large

8.5.2 SIZE OF SPACES. The size of each type of loading space shall be as follows:

- (a) **Small.** Small loading spaces must have a width of no less than 10 feet, a length of no less than 25 feet, and a vertical clearance of no less than eight feet
- (b) **Medium.** Medium loading spaces must have a width of no less than 12 feet, a length of no less than 35 feet, and a vertical clearance of no less than 14 feet.
- (c) **Large.** Large loading spaces must have a width of no less than 12 feet, a length of no less than 50 feet, and a vertical clearance of no less than 14 feet.

8.5.3 MODIFICATIONS. In approving a project, the Director or the Planning Commission, as the case may be, may modify the number and size of loading spaces required because of the nature of the use or the design of the project.

8.5.4 MANEUVERING AREAS. All off-street loading spaces must be designed and located so that there is sufficient off-street maneuvering area to accommodate vehicles using the loading spaces. Maneuvering areas must be designed to accommodate the largest vehicle intended to use the loading spaces and must not be encumbered by parking stalls or physical obstructions.

8.5.6 SURFACE AND MAINTENANCE. Loading spaces and the maneuvering areas and driveways serving them must be paved and maintained with concrete, asphalt, or similar material of sufficient thickness and consistency to support anticipated traffic volumes and weights; graded for drainage; and maintained in good condition free of weeds, dust, trash, and debris.

8.5.7 LOCATION.

- (a) Loading spaces must be located on the same lot on which the use for which they are required is located except as provided in (b).
- (b) With a conditional use permit, loading spaces may be provided in a common loading area serving multiple adjacent uses and located on an adjacent lot within 300 feet of the lot on which the use requiring the loading spaces is located. To grant such a conditional use permit, the Planning Commission must make the following findings in addition to the findings otherwise required:
 - (1) That the common loading area results in a more efficient design than individual loading areas serving each use separately;
 - (2) That the total number of loading spaces provided in the common loading area is no less than the number of loading spaces that would be required if the uses served were located in a single facility; and
 - (3) That the common loading area will be in place at all times during operation of the principal uses to be served by the loading spaces.

- (c) No loading berth for vehicles over two tons in capacity is closer than 50 feet to any property in a Residential District unless completely enclosed by building walls, or a uniformly solid fence or wall, or any combination thereof, not less than six feet in height. No permitted or required loading berth is located within 25 feet of the nearest point of any street intersection.

- 8.5.8 ACCESS TO TENANT SPACES SERVED BY LOADING SPACES. Buildings served by loading spaces must be designed such that there is a direct interior path of travel between the loading spaces and each tenant space served by the loading spaces of sufficient width and height to accommodate all material to be loaded and unloaded.
- 8.5.9 AVAILABILITY AND UTILIZATION OF LOADING SPACES. All loading spaces must be made readily available to pick-up and delivery vehicles during all hours when pick-ups and deliveries are allowed. Owners of property containing such loading spaces must advise drivers of pick-up and delivery vehicles of the location and hours of such loading spaces, require drivers to use such loading spaces, and not allow pick-up and delivery vehicles to be loaded in the public right-of-way.
- 8.5.10 IDLING. Where adjacent to residential uses, vehicles may idle no longer than is reasonably necessary to load or unload passengers. Idling vehicles while goods are loaded or unloaded is prohibited.
- 8.5.11 LANDSCAPING AND SCREENING. All loading spaces and the maneuvering areas and driveways serving them must be landscaped and screened as required by this section.
- 8.5.12 LIGHTING. All exterior loading spaces and the maneuvering areas and driveways serving them must be provided with lighting meeting the minimums established for parking areas.
- 8.6 TRANSPORTATION DEMAND MANAGEMENT. All projects are subject to the requirements of the Belmont Transportation Demand Management Program (TDM). The Program's Report and Guidebook, summary information sheet, and application form are available at the Belmont Community Development Department and on the City's Community Development webpage.

SECTION 51. BZO §9.5.4 AMENDED

Belmont Zoning Ordinance Section 9.5.4 is amended to read.

9.5.4 ACCESSORY BUILDINGS

- (a) Accessory buildings as regulated herein are permitted in any district, if constructed either at the same time as the main building on the lot, or subsequently.
- (b) In any R District, non-habitable one story detached accessory buildings and accessory structures (i.e. garages and storage sheds) may occupy part, but not more than 40 percent, of the required yard areas; provided however, that no detached accessory building shall be located in front of the main building.
- (c) Detached accessory dwelling units may occupy required yard areas, as provided in Section 24.

SECTION 52. BZO §10.3 AMENDED

Belmont Zoning Ordinance Section 10.3 is amended to read:

- 10.3 ZONING ADMINISTRATOR. In accordance with Government Code Section 65900, there is hereby established the office of Zoning Administrator. The Director of the Community Development Department is to perform the functions of the Zoning Administrator which the Director may delegate to staff of the Community Development Department under the Director's supervision. Decisions either by the Director or the Community Development Department in general that are authorized by the Zoning Ordinance are decisions by the office of the Zoning Administrator.

SECTION 53. BZO §10.8.2 AMENDED

Belmont Zoning Ordinance Section 10.8.2 is amended to read:

10.8.2 Application Requirements.

- (a) An applicant may request an alternative application format if necessary to ensure accessibility.
- (b) The applicant may be the person with the disability or his or her representative.
- (c) The application must include:
 - (1) The basis for the claim that the individual is considered disabled under fair housing laws;
 - (2) The zoning provision, regulation or policy from which reasonable accommodation is being requested;
 - (3) An explanation why the reasonable accommodation is necessary to make the specific property accessible to the individual;
 - (4) Plans showing the details of the proposal.
- (d) If the project for which the request for reasonable accommodation is being made also requires some discretionary approval under this Ordinance (including but not limited to a conditional use permit, design review, variance, or zoning amendment), the application for reasonable accommodation must be submitted with the related applications and reviewed at the same time.

SECTION 54. BZO §10.8.4 AMENDED

Belmont Zoning Ordinance Section 10.8.4 is amended to read:

10.8.4 Findings And Decision.

- (a) Any decision on an application under this Section shall be supported by written findings addressing the criteria set forth in this subsection. An application under this Section for a reasonable accommodation shall be granted if all of the following findings are made:
 - (1) The housing, which is the subject of the request, will be used by an individual disabled under the Federal Fair Housing Act and the California Fair Employment and Housing Act.

- (2) The requested reasonable accommodation is necessary to make specific housing available to an individual with a disability under the Federal Fair Housing Act and the California Fair Employment and Housing Act.
 - (3) The requested reasonable accommodation would not impose an undue financial or administrative burden on the city.
 - (4) The requested reasonable accommodation would not require a fundamental alteration in the nature of a city program or law, including but not limited to land use and zoning.
 - (5) There are no reasonable alternatives that would provide an equivalent level of benefit without requiring a modification or exception to the city's applicable rules, standards and practices.
- (b) In granting a request for reasonable accommodation, the approving authority may impose any conditions of approval deemed reasonable and necessary to ensure that the reasonable accommodation would comply with the findings required by subsection (a).

SECTION 55. BZO §13.2.1 AMENDED

Belmont Zoning Ordinance Section 13 is amended to read:

13.2.1 SCOPE

- (a) Design Review approval under Section 13 ("Design Review") is required for all new structures and exterior alteration of structures not governed by Section 13A ("Single Family and Duplex Design Review) and Section 24 ("Accessory Dwelling Units")
- (b) "Exterior alteration" includes replacing elements such as windows or doors and repainting or refinishing with design, elements, materials or colors different than previously approved.

SECTION 56. BZO §13.3.1 AMENDED

Belmont Zoning Ordinance Section 13.3.1 is amended to read:

13.3.1 PROJECT REQUIREMENTS

- (a) Landscape design features must occupy at least 10% of the gross site area unless the district regulations specify otherwise.
- (b) Required landscape design features must consist of one or more of the following:
 - (1) Plantings of live plant materials.
 - (2) Large-scale sculptures, fountains and similar urban art related to building design.
 - (3) Specially designed plazas, courtyards, sitting areas or walkways.
- (c) For new or substantially altered landscape plans, preferred tree and plant species identified in the City's preferred tree species list and the Green Infrastructure Plan, as applicable, must comprise at least 75% of the overall planting materials, except as

required to meet water efficiency and vegetation management requirements. For the purposes of this subsection, “substantial alteration” means altering more than 50% of the site’s total landscape area.

- (d) Landscape plans must be consistent with the Water Efficiency in Landscape Ordinance (WELO), adopted by the City’s water provider, Mid-Peninsula Water District (MPWD), as applicable.
- (e) Unless specifically exempted by the Fire Marshal, properties within high or very high fire hazard severity zones must include vegetation management plans (VMP), as part of the landscape plan submittals.
- (f) All landscaped areas including, but not limited to: lawns, shrub areas, ground cover areas, tree wells and raised or on grade planters must be equipped with a complete underground irrigation system.
 - (1) The system must be operated by an automatic time clock when the number of sprinkler control valves is five or more.
 - (2) When the landscaped areas are small or of such design as to warrant, in the judgment of the Community Development Director, the irrigation of all or some planting areas may be accomplished by quick coupler valves or hose bibs.
- (g) All new surface parking lots must include landscaping and screening consistent with Section 8.2.3.

SECTION 57. BZO §13.4.4 AMENDED

Belmont Zoning Ordinance Section 13.4.4 is amended to read:

13.4.4 APPEALS

- (a) Design Review entitlement decisions are governed by Section 10.11 except as follows.
- (b) For CDD determinations, the applicant may appeal a Design Review determination to the Planning Commission. A decision on review by the Planning Commission is final unless appealed by the applicant.
- (c) For ZA determinations, the applicant and a property owner within 300 feet of the project site may appeal the determination to the Planning Commission. The Planning Commission may either affirm the underlying determination or forward the appeal to the City Council with a recommendation to approve, approve with conditions, or deny the project.
- (d) The City Council finds that the Design Review determinations ordinarily made at the CDD level shown in Table 13.4 do not have the potential to substantially or significantly adversely affect the property rights of other property owners, and that Design Review determinations at the ZA level shown in Table 13.4 do not have the potential to substantially or significantly adversely affect the property rights of other property owners beyond neighboring property owners. The City Manager, in consultation with the City Attorney, may expand the scope of notice and opportunity to appeal from CDD or ZA level determinations if necessary due to facts peculiar to the proposed project to provide due process.

SECTION 58. BZO §13.6 AMENDED

Belmont Zoning Ordinance Section 13.6 and all its subsections are amended to read:

13.6 OBJECTIVE DESIGN STANDARDS. The objective design standards under Section 13.6 apply to new or substantially modified buildings within the scope of Section 13.2 unless the regulations for the particular use or district provide otherwise. For the purposes of this Section, a substantial modification means an addition of, or an alteration to, more than 50% of exterior building walls of the existing building.

13.6.1 BUILDING DESIGN

- (a) Buildings shall carry the same design theme on all elevations. For the purposes of this design standard, a theme includes primary (non-accent) materials and colors. Except in cases when the entire building is remodeled, building renovations and additions shall be consistent with the original structure in form, style, materials, and colors.
- (b) Affordable units and market rate units in the same development shall be constructed of the same or similar exterior materials and details such that the units are not distinguishable.
- (c) Buildings of three stories or greater must provide a ground floor elevation that is distinctive from the upper stories by providing a material change between the first floor and upper floors along at least 75% of the building façade with frontage upon a street, adjacent public park or public open space.
- (d) Buildings of two stories or greater must include one or more articulating features (offsets, recesses, or projections) above the ground floor of the building for at least 50% of the primary frontage and corner street side frontage, and, for multifamily buildings in an R district, any elevation visible from a public right-of-way, public park or public open space. The distance between features shall be no greater than 25 feet. When used, the minimum length and depth of these features shall be as follows:
 - (1) Projection, offset, or recess of the building wall must be at least one foot in depth and five feet in width.
 - (2) Projection of bow, greenhouse or garden windows must be at least eight inches in depth at the farthest point from the exterior walls of the building and five feet in width.
 - (3) Projection of bay windows must be at least 10 inches in depth measured at the farthest point and five feet in width.
 - (4) Projection of dormers must be at least two feet in depth measured at the farthest point from the exterior walls or roof surface of the building and four feet in width.
 - (5) Balconies and decks must be at least four feet in depth and five feet in width.
 - (6) Projected or recessed covered porch areas must be at least four feet in depth and width.
- (e) In mixed-use and commercial building design, tenant-designed storefronts and associated outdoor spaces may have diverse styles that will not necessarily match the rest

of the façade. However, individual tenant façade designs shall not span vertically beyond the ground floor height of the building and there shall be elements of the tenant-designed frontages that unify its design as provided below.

- (1) Awnings and Marquees. When used, awnings and marquees on a multiple storefront building need not be identical in design but shall be located within the building elements framing storefront openings and shall be of the same height above the adjacent sidewalk. The rigid framework for awnings, and marquees shall be no lower than eight feet above the sidewalk under it.
 - (2) Base Panel. When used on a multiple storefront building, a base panel shall be provided across the entire width of the storefront bay and between the vertical elements framing the bay for all of the storefronts within the building. The base panels shall be 30" or lower, measured above the sidewalk.
 - (3) Signage Band. When used, a horizontal band or frieze that could be used as a signage band shall be incorporated at the top of all of the storefronts within a multiple storefront building.
- (f) Blank walls on the ground floor (facades without doors or windows) shall be no greater than 25 feet in length along sidewalks, pedestrian walks, or publicly accessible outdoor space areas. Such blank wall areas shall include landscape screening (trees, shrubs, or green wall) for the entire length of the wall area at a minimum of 50% of the height of the wall. An exception to this standard may be granted by the reviewing authority when an alternative means is proposed that would articulate 50% or more of the affected building wall, or when a public art project or mural is approved, which separately or together extend along the entire length of the affected building wall.
- (g) On multifamily buildings in R districts, window wall openings for garage ventilation must screen the view of vehicles parked within the garage, as seen from public vantage points.
- (h) Rooflines shall be vertically articulated at least every 50 feet along the street frontage through the use of architectural elements such as parapets, varying cornices, reveals, clerestory windows, and varying roof height or form.
- (i) Trim surrounds of no less than one inch in depth shall be provided at all exterior window and door openings. In lieu of exterior door and window trim, windows and doors may be recessed from wall plane by a minimum of two inches.
- (j) When used, belly bands, timbering and stone/brick base must be at least two inches in depth.
- (k) A minimum of 5/8-inch thickness is required for panel siding. For board and batten siding, the battens are required to be a minimum of 5/8-inch thickness.

13.6.2 **ROOFTOP EQUIPMENT.** All roof-top equipment shall be screened from visibility from the surrounding public vantage points (right-of-way, public trails, open space and parks). The point of view for determining visibility shall be five feet above grade at the ground floor level of the building. If the roof structure does not provide this screening, an equipment screen shall be included in the building design. Said screen shall incorporate the same architectural design, colors, and materials as the building.

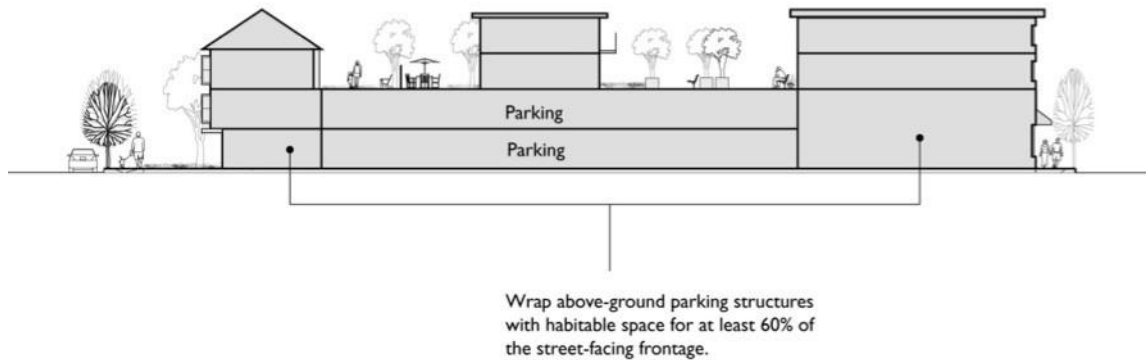
- 13.6.3 GROUND EQUIPMENT SCREENING. All exterior trash, recycling, and storage utility boxes, wood service poles, and electric and gas meters shall be screened from visibility from the surrounding public vantage points (right-of-way, public trails, open space and parks). Said screening shall incorporate the same architectural design, colors, and materials as the building, perimeter fencing, or landscaping.
- 13.6.4 REFUSE CONTAINERS. Refuse containers must be designed in accordance with the following standards:
- (a) When individual garbage cans are used, they must either fit in the garage or into a special enclosure.
 - (b) When dumpsters are to be used, designers shall coordinate with the refuse pickup provider to determine the size and number of dumpsters required.
 - (c) All dumpster enclosures shall be a minimum of six feet tall and shall be sized to accommodate the needed dumpsters and recycling containers.
 - (d) Dumpster enclosures shall be located so that no dwelling is closer than 20 feet (including those on abutting properties) or more than 100 feet from a residential unit. No minimum distance from dwellings is required if dumpsters are located within a fully enclosed room.
- 13.6.5 LIGHTING DESIGN. Lighting must be designed to provide the minimum lighting levels required for safety without undue glare off-site. All exterior lighting shall include fully cut-off fixtures in accordance with Section 2.72.1. Surface parking lot lighting shall be consistent with Sections 8.2.13 and 8.5.12. Flood light, up-lighting, flashing, pulsating or similar dynamic lighting shall not be used. An exception to allow for up-lighting may be approved by the decision maker when a mural or public art project is approved that utilizes up-lighting.
- 13.6.6 COLOR OF EXTERIOR MATERIALS. Exterior building facades, roofing materials, fences, walls, and other structures visible from public vantage points shall be muted or earth-tone colors. Extreme colors and unpainted or untreated metallic surfaces shall not be used when visible from public vantage points. For the purposes of this section, extreme color shall be defined as unmuted primary colors, neon colors, and metallic colors. An exception to this standard may be approved by the reviewing authority.

SECTION 59. BZO §31.6 AMENDED

Belmont Zoning Ordinance Section 31.6 and all its subsections are amended to read (all subsections not shown are deleted):

- 31.6 PARKING STANDARDS.
- 31.6.1 **Parking.** Parking shall be provided generally as indicated in Section 8, Table 8.2-1: Minimum Parking in the R-1, HRO, NC, SC, E-1, E-2.2, E-2.3, M, M.E. S-1 and S-2 Special Combining Districts, OS-P and P2 and Table 8.2-2: Minimum Parking in the R-2, R-3, R-4, CMU, RC, HIA-1, HIA-2 and Belmont Specific Plan Districts.
- 31.6.2 **Parking Structures.**
- (a) **Wrapping.** At least 60 percent of the street-facing perimeter of above-ground parking structures should be wrapped with habitable space.

Figure 31-7: Above Ground Parking Structures Wrapped with Habitable Space



(b) ***Reduction through Development Standard Modification.*** Modifications to the percent of the perimeter required to be wrapped with habitable space may be allowed through the modification process if the Planning Commission finds that:

- (1) The design quality of the garage is equivalent to habitable space; and,
- (2) The ground level is screened with landscaping.

SECTION 60. EFFECTIVE DATE.

This Ordinance takes effect 30 days after its adoption.

* * *

The City Council of the City of Belmont, California introduced the foregoing ordinance, on [insert date], 2012 and adopted the ordinance at a regular meeting held on [insert date], 2012 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: December 9, 2025
Agency: City of Belmont City Council
Staff Contact: Laura Russell, Deputy Community Development Director, lrussell@belmont.gov
Agenda Title: Harbor Industrial Area Specific Plan - Amendment to Services Agreement
Agenda Action: Motion

Recommendation

Authorize the City Manager to negotiate and execute an amendment to the Services Agreement with Good City Company for the completion of the Harbor Industrial Area Specific Plan and Environmental Impact Report (EIR).

Strategic Focus Areas

Economic Development and Housing

Background

The City is currently engaged in the preparation of a specific plan for the Belmont Harbor Industrial Area (HIA). The 62.9-acre 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.

The HIA Specific Plan process commenced in early 2023, with City Council approval of a service agreement with Good City Company for preparation of the Specific Plan and Environmental Impact Report. Data collection and community outreach commenced, and on January 23, 2024, the City Council affirmed a set of Guiding Principles and land use framework.

On May 12, 2025, the City held a community workshop to provide an update on the HIA Specific Plan progress to date and receive feedback on the proposed development standards and public realm improvements. On August 2, 2025, the City hosted a community meeting specifically for residents of the Mobile Home Park that covered the same material with emphasis on issues related to the Mobile Home Park residents. On October 14, 2025, the City Council provided feedback on the proposed development standards and Harbor Blvd streetscape design.

Discussion

On January 30, 2023, the City Council authorized the City Manager to enter into a Services Agreement with Good City Company for \$1,117,119. The original scope of work and budget were based on the original contract for the Belmont Village Specific Plan (BVSP) level of effort. However, the BVSP budget was subsequently amended and increased several times through the course of that process to cover scope items not originally anticipated that were necessary for the completion of a Specific Plan.

The HIA scope of work has proven to be meaningfully different than the BVSP in terms of the analysis



necessary, especially related to infrastructure. Over the last several months, staff has worked with the consultant team to modify the scopes of work to meet the City’s needs and determine the budget to reach completion. Staff in the Public Works Department have worked closely with Planning staff to confirm the appropriate level of analysis. The proposed contract amendment includes the following work that is beyond what was originally projected:

- **Infrastructure Analysis:** The original scope of work assumed that existing City reports would be sufficient to complete the majority of the infrastructure analysis. The infrastructure conditions are more complex than anticipated, and additional technical analysis is needed, especially related to sewer and stormwater systems.
- **Development Standards:** The staff/consultant team has considered different alternatives to balance community concerns around proposed development standards with economic development goals. This effort is ongoing.
- **Community Outreach:** The amended scope includes an expanded program of outreach events and materials to support the completion of the Draft and Final Specific Plan. In total, the project assumes up to nine engagement activities, spanning three stages:
 - Near Term: Office Hours, one virtual event, and one in-person event.
 - Draft Plan Stage: Community-wide Open House, Mobile Home Park-focused meeting, HIA Luncheon, and a virtual engagement component (e.g., survey or digital feedback tool).
 - Final Plan Stage (if needed): Community-wide Open House and Mobile Home Park-focused meeting.
- **Environmental Review:** The EIR process is requiring research and analysis on topics where the City does not have existing policy or practices. Examples include sea level rise, localized flooding, data centers and life science uses.
- **Evolving Context:** Since the Specific Plan process started, there have been critical changes in the context, including market conditions, State laws, and regional policy updates (Plan Bay Area 2050 and MTC Transit Oriented Communities) that have required additional research and analysis.

The budget for the additional services is \$689,000 resulting in a total not-to exceed contract of \$1,806,119. Attachment A includes a budget spreadsheet.

At this time, the final budgets for the EIR and infrastructure analysis are still being finalized and may be reduced. For that reason, staff recommends that City Council approve a not-to-exceed contract authorization; the final contract may be less. The City has undertaken this specific plan with the assumption that when/if the City completes the annexation process, some of the costs of the Specific Plan and EIR will be recovered over the long term when future development occurs.

Alternatives

1. Recommend alternative approaches to the ongoing work on the HIA Specific Plan and EIR

Attachments

- A. Budget Summary

Fiscal Impact

- ☐ No Fiscal Impact



☒ Funding Source Confirmed:

The General Plan Maintenance Fund (Account# 212-5-906-8351) accounts for long-range planning efforts and associated environmental review services. The current fiscal year (FY) 2025-26 budget includes sufficient funds to cover the revised scope that is anticipated to be performed in this FY; any remaining scope of work that does not get completed this FY and its remaining funding balance will be incorporated into the next FY 2026-27 budget and subject to Council approval.

Source:

Staff

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda

Service	Firm	Original Amount	Requested Increase	Subtotal with Requested Increases	Project Management Credit to City
Project Management & Draft Plan	Good City	\$ 380,100	\$ 444,907.05	\$ 825,007.05	\$ 40,000.00
Design	Urban Field Studio	\$ 32,100	\$ -	\$ 32,100.00	
Engagement	Plan to Place	\$ 92,600	\$ -	\$ 92,600.00	
Engineering & Infrastructure	Mark Thomas Company	\$ 67,960	\$ 74,964.58	\$ 142,924.58	
Environmental	MIG	\$ 180,559	\$ 118,987.00	\$ 299,546.00	
Streetscape and Placemaking	Bottomley Design and Planning	\$ 37,000	\$ 7,500.00	\$ 44,500.00	
Transportation (Network)	W-Trans	\$ 159,880	\$ 68,458.00	\$ 228,338.00	\$ 22,000.00
Transportation (Bike/Ped)	Alta Planning + Design	\$ 47,982	\$ -	\$ 47,982.00	
Subtotals		\$ 998,181	\$ 714,816.63	\$ 1,712,997.63	\$ 62,000.00
Contingency		\$ 99,818.00			
Subtotal w/ Contingency		\$ 1,097,999.00			
Optional Tasks		\$ 19,120.00			
Total w/ Contingency & Optional Tasks		\$ 1,117,119.00			

Proposed Amendment	\$ 714,817
Proposed Contingency for Amendment	\$ 35,741
Subtotal of Amendment with Contingency	\$ 750,557
Credits	\$ (62,000)
Total Requested	\$ 688,557
Total Requested (Rounded)	\$ 689,000
Original Budget (SOW + Optional Tasks)	\$ 1,117,119
Proposed Not to Exceed Amount (Original Budget + Total New Requested)	\$ 1,806,119



STAFF REPORT

Meeting Date: December 9, 2025
Agency: City of Belmont
Staff Contact: Jozi Plut, City Clerk, jplut@belmont.gov, 650-595-7414
Agenda Title: Appointment of Vice Mayor and Council Intergovernmental Assignments for Calendar Year 2026
Agenda Action: Motion

Recommendation

It is recommended that the City Council:

1. Appoint a Vice Mayor for Calendar Year 2026 in accordance with the City Council Protocols.
2. Review and approve the City Council Intergovernmental Assignments for Calendar Year 2026, including any modifications desired by the Council.
3. Consider the formation of a City Council Ad Hoc Housing & Long-Range Planning Subcommittee and appoint two Councilmembers should the Council choose to establish this new body.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

City Councilmembers serve in a variety of roles that extend beyond their regular Council duties. These include participation on regional boards, intergovernmental committees, policy bodies, and liaison assignments that support the City's interests at local, countywide, and regional levels. Councilmembers also serve on several City subcommittees that provide guidance on focused policy or operational areas. These assignments are typically reviewed and updated each year following the annual reorganization of the City Council or upon the seating of newly elected members. The City Council last updated its external and internal assignments on February 11, 2025, based on Councilmember interest and availability.

Vice Mayor Selection Protocols

The City Council Protocols provide direction for the selection of the Vice Mayor:

- The Vice Mayor role rotates annually.
- Selection occurs at the first regular meeting in December during non-election years, or at the meeting certifying new Councilmembers in election years.
- To ensure equitable rotation, the Council is encouraged to nominate the member with the longest contiguous tenure of more than one year who has not yet served as Vice Mayor.
- If a tie exists, the following tiebreakers apply in order:
 1. Fewest prior terms served as Vice Mayor.
 2. Alphabetical order of last name.
 3. Alphabetical order of first name.



Request for New Ad Hoc Subcommittee

At the November 25, 2025, City Council meeting, Councilmembers Latimerlo and Jordan raised the need for a venue to track and assess the growing impacts of State housing legislation on the City's long-term planning, zoning, and policy development. They requested formation of a City Council Ad Hoc Housing & Long-Range Planning Subcommittee composed of two Councilmembers. This subcommittee would serve as a communication bridge helping ensure that Council remains informed on the broader regulatory and legislative context affecting local planning and development efforts.

Analysis

1. Appointment of Vice Mayor

Based on the Council Protocols, the Council should nominate and appoint a Vice Mayor for 2026 by majority vote. Staff has reviewed the rotation criteria and will support the Council in confirming which member is next in line based on tenure, prior service as Vice Mayor, and protocol tiebreakers. The Council may discuss the rotation and proceed with an appointment consistent with the established guidelines.

2. Review of Intergovernmental Assignments

The annual review of assignments provides an opportunity for the Council to:

- Confirm existing representation where current roles remain appropriate.
- Modify assignments due to new priorities, workload considerations, or availability.
- Ensure the City maintains effective participation in regional policy forums and partnerships.

Councilmembers may also identify subcommittees that are no longer active, duplicative, or no longer necessary, and either restructure or sunset them as appropriate.

3. Consideration of New Ad Hoc Subcommittee

Given the volume and complexity of new State housing laws and their direct implications for Belmont's local planning and policy framework, formation of an Ad Hoc Housing & Long-Range Planning Subcommittee may provide the Council with a consistent and focused venue for monitoring developments, receiving staff updates, and discussing emerging issues. If established, the Council should appoint two members to serve for the duration of the subcommittee's work.

4. Adoption of Assignments for Calendar Year 2026

Following Council discussion, staff will update the 2026 Assignments Matrix to reflect the Council's decisions. Upon approval, assignment changes will take effect immediately, and staff will notify applicable external agencies and internal bodies of new representative appointments.

Alternatives

1. Defer to future meeting
2. Take no action

Attachments

- A. 2025 IGR Assignment List



Fiscal Impact

- ☒ No Fiscal Impact
☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda



Council Committee and Intergovernmental Assignments (IGR) 2025

Committee	Delegate/ Representative	Alternates	Schedule	Meeting Location	Contact
2+2 Ad hoc Committee with Mid-Peninsula Water District	McCune Jordan	n/a	As Needed		Public Works Director
2+2+2 BRSSD Committee Multi agency committee to discuss/share issues of interest between the Belmont Redwood Shores School District, Redwood City, and Belmont"	Pang- Maganaris Latimerlo	n/a	First Weds: October January May	FY 2025/26: School District FY 2026/27: Redwood City FY 2027/28: Belmont	City Manager
Audit Committee The Audit Committee provides independent review and oversight of the City's financial reporting processes, internal controls and independent auditors and participates in the budget review process	Pang - Maganaris Jordan	Latimerlo	Quarterly		Finance Director
Belmont-SC Fire Dept JPA - Oversight of the legacy Fire Department with San Carlos	Mates	McCune	As Needed		City Manager/ Finance Director
(C/CAG) C/CAG operates as a Joint Powers Authority and has membership that includes each of the 20 cities and the County in San Mateo	Mates	Pang- Maganaris	Monthly 2nd Thursday, 7:00 p.m..		650-599-1406 Public Works Director

County. It works on issues that affect the quality of life in general; transportation, air quality, stormwater runoff, airport/land use compatibility planning, hazardous waste, climate planning, energy and water resource strategies, and solid waste and recycling.					
Belmont Community Foundation Ad-Hoc Committee	Mayor and Pang-Maganaris				
Four Corners Ad-hoc Committee Alameda de Las Pulgas Corridor Improvement Project is a multi-agency regional transportation improvement project involving cities of Belmont, San Carlos, and two School Districts (Sequoia Union High School and San Carlos School District) along the Alameda de Las Pulgas and San Carlos Ave Corridor.	McCune and Pang-Maganaris	n/a	As Needed		City Manager Public Works Director
Liaison to Senior Citizen Advisory Committee	McCune	Latimerlo	Odd Months 4th Tuesday, 3:00 P.M. (time may change in 2024)	Twin Pines Senior & Community Center Craft Room	Parks and Rec
Liaison to Chamber San Mateo County – Governmental Relations Committee	Mayor	Jordan	Every other Month		Amy Buckmaster/ Mary Parden
Public Safety Committee – The Public Safety Committee’s duties are to consider policy matters related to police and public safety services in Belmont, provide a forum for presentation and discussion of	Vice Mayor		Quarterly/As Needed		City Manager/ Police Chief

specific information related to public safety policy and practices.					
Silicon Valley Clean Water JPA for Wastewater Treatment	McCune	Jordan	Monthly, 2nd Monday, 8:00 a.m.		Teresa Herrera, P.E. Manager 650-832-6220
Youth Advisory Committee - Belmont Youth (grades 7-12) focused on civic engagement through planning and hosting activities and events.	McCune	Pang-Maganaris	YAC meetings 2x Month Thursdays 6:30 pm; school year only; Delegate attendance only as needed	Barrett Community Center; Hideout Room	Parks and Rec

Joint Powers Authorities/Intergovernmental Agencies

ABAG General Assembly - Regional planning agency for land use, housing, environmental quality, and economic development- Association of Bay Area Governments, mission is to strengthen cooperation and collaboration across local governments to build healthier, stronger communities. -ABAG is part regional planning agency and part local government service provider. We	Mayor	Vice Mayor	April, November General Assembly Meetings		Fred Castro Clerk of the Board fcastro@bayareametro.gov
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accomplish our goals by providing planning services and cost-effective ABAG member services to local governments struggling with rising costs and diminishing incomes					
Caltrain Local Policy Maker Group (LPMG)- LMPG provides policy and stakeholder input to Caltrain staff on the Caltrain Modernization Program (CalMod), and Business Plan.	Pang-Maganaris	Jordan	Last Thurs of Month 6-8 pm		Bella Conferti, Government & Community Affairs Specialist Cell Phone: 650.647.3498 Email: Confertil@caltrain.com
Grand Boulevard – The Grand Boulevard is a collaboration of 19 cities, counties, local and regional agencies united to improve the performance, safety, and aesthetics of El Camino Real. The initiative brings together all the agencies having responsibility for the condition, use and performance of the street.	Mates	Pang-Maganaris	2-3 times annually		Community Development Director, Carlos de Melo
Home For All Initiative - The mission of Home for All initiative is to establish a climate in San Mateo County where a diversity of housing is produced and preserved so that San Mateo County is a culturally, generationally, and economically diverse community with housing for all. Home for All SMC is a collaborative initiative comprised of the County of San Mateo, local governments, school districts, community-based organizations, faith-based organizations, advocacy groups and businesses.	Mates	Latimerlo	As Needed		City Manager

Housing and Regional Trust (HEART) Member Agency Committee – HEART is a 501(c)(3) that was founded in 2003 as a public/private partnership among the cities in San Mateo County, the County, and the business, nonprofit, education, and labor communities to create more affordable housing in San Mateo County. HEART’s mission is to create and preserve affordable housing for low- and moderate-income families by raising and investing money from public and private sources.	Latimerlo	Pang-Maganaris	2-3 annually, 3rd Wed, 7:30 a.m.		HEART Exec Director, (650) 204-5640
Regional Housing Needs Policy Committee	Latimerlo	Jordan	As Needed		Carlos de Melo C/CAG - Sean Charpentier (650)-599-1409
Peninsula Traffic Congestion Relief Alliance (Commute.org) – Commute.org’s mission is to reduce the number of vehicle miles traveled (VMT) by commuters to decrease congestion, improve the environment, and enhance quality of life. The Board has five scheduled meetings each year for the purpose of adopting a work plan and budget, developing policy, and reviewing Commute.org performance.	Latimerlo	Jordan	Even months 3rd Thursday, 8 am		Public Works Director
Peninsula Clean Energy (PCE) - Peninsula Clean Energy is a community-controlled, not-for-profit, joint powers agency formed as a Community Choice Aggregation (CCA) program by San Mateo	McCune	Mates	4th Thursdays 6:30 p.m.		City Manager

County and all 20 of its cities and towns in 2016 and joined by the City of Los Banos in 2020.					
Peninsula Division, League of CA Cities - State and local legislative issues (All Councilmembers invited)- The Peninsula Division includes 36 cities in San Francisco, San Mateo, and Santa Clara counties and provides members with the opportunity to exchange ideas and information and share the advantages of cooperative advocacy.	Mayor	Vice Mayor	Quarterly dinner meetings		League of CA Cities
San Mateo County Library JPA - Policy direction, oversee budget, services & library programs for the JPA related library system	Mates	Pang-Maganaris	Quarterly plus one 2nd Monday, 8:00 A.M.		Ann-Marie Despaine, Library Director
San Mateo County Mosquito and Vector Control District - Independent Special District, the Board of Trustees consists of 21 members, one from each city and one representative for the County at-large. Trustees are appointed by their respective City Council to govern the Mosquito and Vector Control District	Citizen Representative: Chuck Cotton Term expires 12/24	n/a	Monthly 2nd Tuesday, 7:30 pm		650-344-8592
San Mateo County Pre-Hospital Emergency Services JPA – The San Mateo County Pre-Hospital Emergency Medical Services Group provides service to the residents and visitors of San Mateo County to advance life support first response fire companies to respond to all 911 emergency medical	Pang-Maganaris	McCune	Quarterly		North County Fire Authority (650) 991-5531 esolis@northcountyfire.gov

requests, to work in tandem with hospital transport and support partners.					
San Mateo County Emergency Service Council- Disaster Preparedness	McCune	Pang-Maganaris	Quarterly 3rd Thursday, 5:30 p.m., Courthouse		dem_roc@smcgov.org 650-363-7490
San Mateo County Council of Cities/City Selection Committee- (All Councilmembers invited)	Mayor	Vice Mayor	Monthly- Dinner meeting 4th Friday, 6:00 p.m.		Sukhmani Purewal 650) 363-1802 spurewal@smcgov.org
SBWMA (South Bay Waste Management Authority – “RethinkWaste”) - RethinkWaste, also known as the South Bayside Waste Management Authority (SBWMA), is a joint powers authority formed by eleven local government jurisdictions in San Mateo County, California. The agency provides oversight, support and management of service providers that collect, process, recycle and dispose of materials on behalf of RethinkWaste agencies.	McCune	Latimerlo	4th Thursdays, 2:00 p.m., San Carlos		Public Works Director
SFO Roundtable - The Airport/Community Roundtable was established in 1981 to address community noise impacts from aircraft operations at San Francisco International Airport (SFO).	Jordan McCune		1st Wednesday of Month 6 x yr., 7:00 p.m.		Diane Estipona, Clerk of the Roundtable destipona1@smcgov.org
San Mateo Consolidated Fire Department - established January 2019 The department was formed by the establishment of a Joint	Mates	McCune	Quarterly		City Manager

Powers Authority (JPA) and represents the merger of fire departments in San Mateo, Foster City, and Belmont. The Board of Directors for the Department is comprised of a Council member from each partner city.					
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THESE APPOINTMENTS ARE MADE BY THE CITY SELECTION COMMITTEE (Council of Cities):		
Association of Bay Area Governments Regional planning agency for land use, housing, environmental quality, and economic development	Local Agency Formation Commission (LAFCO) Authority over all reorganizations & boundary changes within County	Bay Area Air Quality Management District Works to reduce air contaminants within the District
Metropolitan Transportation Commission (MTC) Reviews applications for state & federal transportation funds, maintains regional transportation plan for Bay Area	California Identification System (Cal-ID) Determine the placement of Random-Access Network equipment within the County	Peninsula Corridor Joint Powers Board (Caltrain) Set policy for operation of Peninsula Commute Service
Community Development Committee	Supplemental Law Enforcement Oversight Committee Review Supplemental Law Enforcement Service Fund expenditures	Domestic Violence Council Evaluate efforts to reduce domestic violence, raise public awareness and collect statistics
San Mateo County Transit District (SamTrans)	San Mateo County Transportation Authority (SAMTAC)	HEART (Housing Endowment and Regional Trust) Board

THESE APPOINTMENTS ARE MADE THROUGH C/CAG:		
2020 Peninsula Gateway Corridor	Airport Land Use Committee (ALUC)	Bicycle and Pedestrian Advisory Committee (BPAC)

Congestion Management Program and Environmental Quality Committee (CMEQ)	Congestion Management Program Technical Advisory Committee (TAC)	
National Pollutant Discharge Elimination Technical Advisory Committee (NPDES) -	Integrated Waste management (SWAC)	Utilities Sustainability Task Force (USTF)



STAFF REPORT

Meeting Date: December 9, 2025
Agency: City of Belmont
Staff Contact: Jozi Plut, City Clerk, jplut@belmont.gov, 595-7414
Agenda Title: Reappointment to Mosquito and Vector Control District
Agenda Action: Motion

Recommendation

The City Council to discuss and decide whether to reappoint Chuck Cotten to the San Mateo County Mosquito and Vector Control District and determine whether the appointment should be for a two-year or four-year term.

Strategic Focus Area

Not Applicable

Background

The City of Belmont is represented on the Board of Trustees of the San Mateo County Vector Control District by one appointee of the City Council, The City's current representative, Chuck Cotten, was appointed to serve a term that expires on December 31, 2025.

Under the Health and Safety Code, each city or town within the District may appoint one person to the Board of Trustees. The term of office for a trustee is two or four years, at the discretion of the appointing authority. Statute further provides that terms of office begin at noon on the first Monday in January, following appointment

Analysis

During his tenure as Trustee for Belmont to the Mosquito and Vector Control District, Chuck Cotten has provided the City Council and Belmont residents with periodic updates on the District's activities relative to mosquito and vector control.

Mr. Cotten has requested to be appointed to an additional four-year term to expire in December 2029.

Historically, the City Council has appointed a Belmont resident to serve as the City's trustee on the District Board. In 2002, SB 1588 clarified that a City Council Member may also serve without creating an incompatibility of offices. This provides added flexibility for the Council but does not change the requirement that the appointee may be either a Council Member or any other qualified Belmont resident.

To ensure continued representation of Belmont's interests on the District Board, the City Council is being asked to make an appointment for the term beginning January 1, 2026, and ending either December 31, 2027 (two-year term) or December 31, 2029 (four-year term). Following the Council's action, staff will



transmit a formal letter to the District confirming the appointee and term length as required.

Alternatives

1. Consider a two-year appointment instead of four years.
2. Exercise the option to appoint a member of the City Council to this position.
3. Direct staff to recruit for additional candidates for consideration for this appointment.

Attachments

- A. Letter From the San Mateo Vector Control District
- B. Letter From Chuck Cotten Requesting Reappointment

Fiscal Impact

- ☒ No Fiscal Impact
- ☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

Request for Reappointment as the City of Belmont's Vector Control Representative

Dear esteemed members of City Council and Madam Mayor.

I am writing to formally request my reappointment as the City of Belmont's Vector Control Representative for a new four-year term. It has been my privilege to serve in this capacity over the past two years, during which I have dedicated myself to the responsibilities and missions of this role.

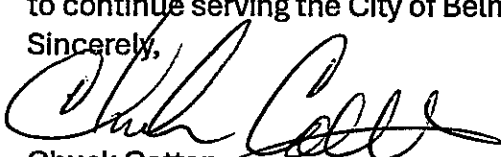
During my tenure, I have successfully completed the Special District Leadership Academy, which has equipped me with enhanced skills and knowledge to serve our community more effectively. This intensive program has deepened my understanding of special district governance, best practices, and innovative approaches to local government issues. I also recently completed the Special District Leadership Academy Governance Foundations certification. Finally, have also attended the California State Vector control convention getting additional education on policies and emergency outbreak plans by other cities in the state.

Moreover, I have diligently presented numerous reports to city representatives, ensuring that they are well-informed on vector control activities, challenges, and successes. My reports have included data analysis, strategic recommendations, and updates on our progress in controlling vector populations to safeguard public health.

Community outreach has also been a significant focus of my efforts. I have actively engaged with residents, providing education on vector control measures, addressing their concerns, and fostering a collaborative approach to maintaining a healthy environment. These interactions have helped build trust and awareness within our community. In light of these accomplishments and my unwavering commitment to the well-being of Belmont's residents, I am eager to continue serving as the Vector Control Representative. I am confident that my experience and dedication will contribute positively to our ongoing efforts to protect public health and enhance the quality of life in our city.

Thank you for considering my request for reappointment. I look forward to the opportunity to continue serving the City of Belmont in this important capacity.

Sincerely,


Chuck Cotten



**SAN MATEO COUNTY
MOSQUITO & VECTOR
CONTROL DISTRICT**

Protecting public health since 1916

1351 Rollins Road
Burlingame, CA 94010

phone (650) 344-8592
fax (650) 344-3843

www.smcmvcd.org

October 30, 2025

City of Belmont
Attn: City Clerk
One Twins Pine Lane #330
Belmont, CA 94002

Dear City Clerk,

The current term of office for Chuck Cotten, representative to the Board of Trustees of this District from the City of Belmont, will expire on December 31, 2025.

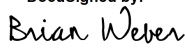
It is kindly requested that the City Council make an appointment or reappointment for the next term, commencing January 1, 2026, and extending through December 31, 2027, or through December 31, 2029. According to the California Health and Safety Code, Section 2020-2030, which dictates appointments to Vector Control District Boards:

- The city council of each city or town may appoint one person to the board of trustees.
- The term of office for a member of the board of trustees shall be for a term of two or four years, at the discretion of the appointing authority.
- Terms of office begin at noon on the first Monday in January.

The common law incompatibility of office doctrine was addressed in SB 1588 (2002), and as a result, a City Council member may now be appointed to the Board of Trustees.

Once an appointment has been made, please forward a letter stating that fact, indicating the term length (two or four years).

Thank you for your attention to this request,

DocuSigned by:

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Brian Weber, District Manager



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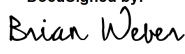
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