



## **CITY COUNCIL STAFF REPORT**

**MEETING DATE:** November 28, 2022

**ITEM TITLE:** Approve Scheduling a Public Hearing of the City Council to Consider an Appeal of the Planning and Transportation Commission's Decision on the 703 Knoll Drive Project.

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### RECOMMENDATION:

Schedule a public hearing to consider an appeal of the Planning and Transportation Commission's approval of a residential addition at 703 Knoll Drive to the January 9, 2023 City Council meeting agenda.

### FISCAL IMPLICATIONS:

None. The appellant submitted the appeal fee as outlined in the City's adopted fee schedule.

### BACKGROUND:

The Planning and Transportation Commission, at its October 17, 2022 meeting, denied the appeal of Mr. Mark Howitson (Appellant), resident at 731 Knoll Drive, thereby upholding the August 15, 2022 decision of the Residential Design Review Committee to approve a residential addition at 703 Knoll Drive. On October 27, 2022, Appellant filed an appeal of the Planning and Transportation Commission's decision. The appeal was filed within ten (10) days of the date of the decision as required by San Carlos Municipal Code ("SCMC") section 18.21.150.

The Appellant presented three reasons for appeal:

- a. Removal of oak trees protected by San Carlos Ordinance No. 1580
- b. Privacy concerns as to the westerly facing windows
- c. Soil subsidence on the 703/731 Knoll Drive border.

### ANALYSIS:

SCMC section 18.21.150 requires the City Clerk to schedule the appeal for consideration by the City Council within 45 days of the date the appeal is filed. Staff recommends the City Council conduct the public hearing on the appeal on January 9, 2023, in accordance with SCMC guidelines.

### ALTERNATIVES:

The alternatives available to the City Council include:

1. Schedule the appeal hearing for January 9, 2023; or

2. Schedule the appeal hearing for a different City Council meeting.

Respectfully submitted by:

Al Savay, Community Development Director

Approved for submission by:

A handwritten signature in black ink, appearing to read 'J. Maltbie', is positioned above a horizontal line.

Jeff Maltbie, City Manager

ATTACHMENT(S):

1. 703 Knoll Drive Appeal Application