



REGULAR MEETING AGENDA

Date: 9/12/2016
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

C. Reports and Announcements

Under “Reports and Announcements,” staff and Commission members may communicate general information of interest regarding matters within the jurisdiction of the Commission. No Commission discussion or action can occur on any of the presented items.

D. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda, and items listed under Consent Calendar. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

E. Consent Calendar

E1. Approval of minutes from the August 15, 2016 Planning Commission meeting. ([Attachment](#))

E2. Architectural Control/Ted Wegner/35 Hallmark Circle:
Request for architectural control to make exterior modifications to the front, right side, and rear elevations and enclose an existing recessed area of an existing townhome located in the R-E-S(X) (Residential Estate Suburban, Conditional Development) zoning district zoning district. ([Staff Report #16-073-PC](#))

E3. Sign Review/DES Architects and Engineers/1020-1080 Marsh Road:
Request for sign review for two monument signs on one street frontage, and one monument sign for each building for a total of six monument signs, where only one monument sign per street frontage is allowed. The signage would be located on a lot with four buildings in the M-2 (General Industrial) zoning district. ([Staff Report #16-074-PC](#))

F. Public Hearing

- F1. Use Permit/Clara Ting/1045 Trinity Drive:
Request for a use permit to demolish an existing two-story, single-family fire-damaged residence and construct a new two-story, single-family residence with a basement on a substandard lot with regard to lot width in the R-E-S (Residential Estate Suburban) zoning district. *Item continued to a future meeting.*
- F2. Use Permit/Janaina Almen/828 Hamilton Avenue:
Request for a use permit to allow construction of a two-story residence on a substandard lot with regard to lot width and area, in the R-1-U (Single-Family Urban Residential) zoning district. The proposal, which includes retention of a small portion of the existing first floor, would exceed 50 percent of the existing floor area and is considered equivalent to a new structure. (Staff Report #16-075-PC)
- F3. Use Permit/Phillip Mazzie/140 Royal Oak Court:
Request for use permit for excavation to construct a new retaining wall within the required 20 foot rear setback in the R-1-S (Single Family Suburban Residential) zoning district. (Staff Report #16-076-PC)
- F4. Use Permit/Off the Grid Services LLC/Menlo Park Civic Center:
Request for a use permit for a recurring special event (weekly food truck market) on a portion of the Menlo Park Civic Center, at 701 Laurel Street in the P-F (Public Facilities) zoning district. The market would be located in the parking lot along Alma Street, between the Library and the Arrillaga Family Gymnasium. Additional alternate Civic Center locations could also be considered in the future. The event would occur on Wednesday evenings between 5:00 p.m. and 9:00 p.m., with setup starting at 3:00 p.m. and cleanup concluding at 10:30 p.m. The event would include amplified live music and generator use, which may exceed Noise Ordinance limits. The event would replace the existing weekly food truck market at the Caltrain station parking lot, which is being discontinued at that location. (Staff Report #16-077-PC)
- F5. Use Permit and Architectural Control/DES Architects + Engineers/1525 O'Brien Drive:
Request for a use permit and architectural control to modify an existing office, research and development (R&D), and cafe building by removing an existing storage mezzanine, balcony, and office space, and constructing a new lobby on a property in the M-2 (General Industrial) zoning district. The applicant is also requesting a use permit to allow the storage and use of hazardous materials (diesel fuel) associated with an emergency generator to be placed on the site. In addition, the applicant is requesting a parking reduction based on the uses within the building and the proposed tenants' operations. 239 parking spaces would be provided (including 10 spaces on the adjacent property, usable through a parking easement), after the removal of three existing spaces to accommodate the proposed generator, where 246 parking spaces are required by the M-2 square-footage-based parking requirements. *Continued from the meeting of August 29, 2016.* (Staff Report #16-078-PC)
- F6. Architectural Control and Use Permit/1275 LLC/1275 El Camino Real:
Request for architectural control to construct a new mixed-use development consisting of retail or

café space on the first floor, office space on the second floor and three residential units on the third floor in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The proposal includes a use permit for outdoor seating associated with the potential café use. The proposal also includes a request to create three residential condominium units and one commercial condominium unit on one parcel. As part of the proposed project, a heritage coast live oak tree located near the middle of the rear property line is proposed for removal. ([Staff Report #16-079-PC](#))

G Regular Business

- G1. Architectural Control/Maximus Real Estate Partners/350 Sharon Park Drive: Request for architectural control review of exterior modifications of eighteen existing apartment buildings, one existing clubhouse and three accessory buildings in the R-3-A-X (Garden Apartment, Conditional Development) zoning district. The proposed exterior modifications would include replacing balcony railings, siding, patio screens, modifying the exterior color scheme, new landscaping and improvements to the site amenities. In conjunction with the proposed improvements, 39 heritage trees located throughout the site are proposed for removal due to poor health, structure, location, or limited long-term value. ([Staff Report #16-080-PC](#))
- G2. General Plan and M-2 Area Zoning Update/City of Menlo Park: Review and comment on the Draft Fiscal Impact Analysis (FIA) prepared for the General Plan and M-2 Area Zoning Update (ConnectMenlo). No action on the FIA or project will occur at the meeting. The objective of an FIA is the projection of changes in public revenues and costs associated with development of a project, and is an informational tool. ([Staff Report #16-081-PC](#))

H. Informational Items

- H1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.
- Regular Meeting: September 26, 2016
 - Special Meeting: October 19, 2016 (Wednesday)
 - Regular Meeting: October 24, 2016
 - Regular Meeting: November 7, 2016

I. Adjournment

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.org and can receive e-mail notification of agenda and staff report postings by subscribing to the “Notify Me” service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting the Planning Division at (650) 330-6702. (Posted: 9/7/16)

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a

public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.