



PLANNING COMMISSION ACTIONS

Regular Meeting

August 18, 2003

7:00 p.m.

City Council Chambers

801 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:00 p.m.

ROLL CALL – Bims, Fry (Chair), Halleck (Vice-chair), Pagee, Sinnott, and Soffer present; Fergusson absent.

INTRODUCTION OF STAFF – Murphy, Smith

A. PUBLIC COMMENTS – None

B. CONSENT

1. Consideration of the transcripts of the September 30, 2002 Planning Commission meeting. **COMMISSION ACTION: M/S Fry/Pagee to approve with the following modifications, 4-0-2 with Commissioners Sinnott and Soffer abstaining:**

- Page 52, Line 1: Split “overtime” into two words and change “professed” to “progressed”.
- Page 134, Line 13: Change “advanced” to “events”.
- Page 201, Line 3: Change “product” to “project”.

C. PUBLIC HEARING

1. **Use Permit and Architectural Control/Eddy Shen of LRS Associates/718 Willow Road:** Request for a use permit and architectural control review to construct an approximately 517-square-foot addition to an existing commercial building in the C-4 General Commercial District. **COMMISSION ACTION: M/S Halleck/Sinnott to approve with the following modifications to the conditions, 6-0:**

Additional bullet point in condition g.: The landscaping plan shall indicate a minimum of one new tree in the landscape reserve area at the front of the property.

Add condition j.: Prior to building permit issuance, the applicant shall revise the project plans to add a door at the rear of the building to provide access to the landscaping in the rear of the lot. The applicant shall also have the option of adding a window(s) in the rear wall of the building. In addition, the plans shall be revised to indicate which exam room shall be used as a file room. These revised plans shall be submitted for the review and approval of the Planning and Building Divisions.

Add condition k.: Prior to building permit issuance, a revised parking plan shall be submitted for the review and approval of the Planning and Transportation Divisions. In particular, staff shall review the parking along the right side and rear of the property, and shall determine if a hammerhead is needed in the right rear corner of the property. If such a hammerhead is needed, then the applicant shall modify the parking layout accordingly.

Add condition l.: The applicant shall have the option of removing the gate and fencing connecting the right side of the building with the right side property line, or replacing the fence with a new fence and gate. Any new fence and gate shall be subject to Planning Division review and approval.

D. REGULAR BUSINESS

1. **Sign Review/Philip Tan Nguyen/816 Santa Cruz Avenue:** Request for sign approval for three signs at a new retail store containing the color yellow. **COMMISSION ACTION: M/S Sinnott/Halleck to approve as recommended in the staff report with the following suggestions to the applicant on potential changes to all three signs, 6-0:**
 - ·Consider making the word “Michelle’s” larger and more prominent;
 - ·Consider reducing the size of “Women’s Clothing &”, and consider removing the “&”;
 - ·Consider reducing the amount of verbiage in each sign, particularly on the front awning;
 - ·Consider adding window signs at the pedestrian level on the front of the building. Such window signs shall be permitted to use the color yellow, and shall be limited in size to the limits set forth in the Zoning Ordinance. Any additional signs, including window signs, shall require approval by the Planning Division prior to installation of new signage.

2. **Sign Review/RHL Design Group/1399 Willow Road:** Request for sign approval for two replacement signs at the Chevron service station and mini mart, containing the colors red and orange for a new 7-Eleven store. **COMMISSION ACTION: M/S Sinnott/Soffer to approve as recommended in the staff report, 6-0.**

ADJOURNMENT – 8:00 p.m.

Future Planning Commission Meeting Schedule

Regular Meeting	August 25, 2003
Regular Meeting	September 8, 2003
Special Joint Study Session	September 9, 2003
Regular Meeting	September 22, 2003
Study Meeting	September 29, 2003
Regular Meeting	October 13, 2003
Regular Meeting	October 27, 2003
Regular Meeting	November 3, 2003
Regular Meeting	November 17, 2003