



PLANNING COMMISSION ACTIONS

Regular Meeting
December 1, 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, Fergusson, Fry (Chair), Halleck (Vice-chair) (Arrived at 7:05), Pagee, and Sinnott present; Soffer absent

INTRODUCTION OF STAFF – O'Connell, Murphy, Smith, Thompson

A. PUBLIC COMMENTS – None

B. CONSENT – None

C. PUBLIC HEARING

1. **Use Permit/Dean Sivara/945 Arbor Road:** Request for a use permit for an addition to a detached accessory structure that is legal but non-conforming in regard to setbacks.
COMMISSION ACTION: M/S Sinnott/Pagee to approve as recommended in the staff report with the following additional conditions, 6-0:
 - **Add condition f:** Prior to building permit issuance, the applicant shall submit a tree protection plan for the birch trees in the rear yard of the subject property for review and approval by the Building Division.
 - **Add condition g:** No cooking facilities shall be installed within the accessory structure.
2. **Conditional Development Permit Revision and Architectural Control/Vika Wills/310 Market Place:** Request for a Conditional Development Permit Revision to allow for a church and private school use, and architectural control approval to allow for the demolition of a single-story building with three residential units and the construction of a new two-story building that would accommodate three residential units and a church/private school use.
COMMISSION ACTION: M/S Sinnott/Halleck to recommend approval to the City Council with the following modified and additional conditions, 6-0:
 - **Modify condition M to read:** Prior to issuance of building permits, a detailed landscape and irrigation plan shall be submitted and approved by the Planning Division. The landscape plan shall provide screening for the adjacent neighbors to the north and west without blocking neighbor access to sunlight, and shall comply with the Water Efficient Landscaping Ordinance. All landscaping shall be in place prior to final inspection. Landscape controls shall be incorporated into the plans to ensure efficient irrigation, appropriate landscape design, and proper maintenance.

- **Modify condition N to read:** Prior to issuance of building permits, the applicant shall submit a plan showing site lighting and a photometric study for review and approval by the Planning Division. The on-site lighting shall not create offensive glare and light on adjoining properties.
 - **Modify condition P to read:** The hours of religious instruction on the site shall be limited to Tuesday through Saturday evenings from 5:00 pm to 7:30 pm, and the hours of church services shall be limited to Sundays from 11:00 am to 1:00 pm. In addition, the church may hold special events up to ___ times a year that are outside these hours of operation. These special events shall not begin before 8:00 am, and shall end by 10:00 pm.
 - **Add condition R:** Prior to building permit issuance, the applicant shall submit revised plans showing an additional window on the second floor on both the south and north building elevations. These revised plans shall be submitted for the review and approval of Planning Division staff.
 - **Add condition S:** Prior to building permit issuance, the applicant shall submit revised plans showing improved window treatments to provide greater architectural interest to the building. These revised plans and manufacturer's specifications shall be submitted for the review and approval of Planning Division staff.
 - **Add condition T:** Prior to building permit issuance, the applicant shall submit revised plans showing perimeter fencing for the site. These plans shall include a new fence to replace the existing fence on the right side property line. These revised plans shall be submitted for the review and approval of Planning Division staff.
3. **Use Permit/Jing Quan/20 Kelly Court:** Request for a use permit to construct a mezzanine of approximately 1,384 square feet and modify the mix of office, assembly and warehouse uses on the existing first floor of a nonconforming building in which the value of the new work exceeds 25 percent of the assessed valuation of the structure and a use permit for the storage and use of hazardous materials on the property. **COMMISSION ACTION: M/S Pagee/Bims to approve as recommended in the staff report, 6-0.**
 4. **Use Permit/Larry Tyson/3757 Haven Avenue:** Request for a use permit to allow for the outside storage of vehicles in association with a self-storage business. **COMMISSION ACTION: M/S Fergusson/Bims to approve as recommended in the staff report with the following additional condition, 6-0:**
 - **Add condition d:** Within 60 days of the Planning Commission approval, the applicant shall submit documentation indicating reciprocal access and use easements among the following properties as referenced by the Assessor's Parcel Number (APN): 055-170-280, 055-170-290, and 055-170-300. Specifically, the agreement(s) shall indicate that the property referred to as APN 055-170-300 shall grants rights to the property referred to as APN 055-170-280 to allow the parking of 14 vehicles to straddle the property line between the two aforementioned properties.
 5. **Review of Use Permit/Beth Whiteley, Sunset Publishing/80 and 85 Willow Road:** Review of the use permit granted by the Planning Commission in November 2002 to allow Sunset Magazine to hold an annual open house weekend event in May, 2003, as well as a second annual event some time in the spring of 2004. **COMMISSION ACTION: M/S Halleck/Fergusson to modify the condition recommended in the staff report and add another condition, 6-0:**

- **Modify the seventh bullet under condition a to read:** The applicant shall ensure that the public shall have pedestrian and bicycle access through the closed portion of Willow Road during the open house weekend. The applicant shall provide clear signage both in advance of the event and during the event that notifies pedestrians and bicyclists that they can pass through the event to the other end of Willow Road without paying a fee for the event. This signage shall be added to the road closure signs erected prior to the event, and also to both Willow Road entrances of the event. The two entrances to the event include the east entrance located at the intersection of Willow Road and Middlefield Road, and the west entrance located near the intersections of Willow Road with both Willow Place and Waverley Street.
- **Add an eleventh bullet under condition a:** Planning and Transportation Division staff shall work with the Police Department to see if both left turn lanes on westbound Willow Road can remain open for vehicular traffic during the event.

D. REGULAR BUSINESS – None

E. STUDY ITEM

Use Permit, Architectural Control and Variance/John Hansen/1421 & 1423 San Antonio Street: Request for a use permit and architectural control to construct a new approximately 6,164-square-foot office building and one new residential unit and request for a variance to provide 36 parking spaces where 39 parking spaces are required.

COMMISSION DISCUSSION: Commissioners provided individual comments to the applicant on the proposed project. Comments covered the following topics: the appropriateness of medical use; the possibility of increasing the number of residential units, especially given the available Floor Area Ratio (FAR); alternatives to the proposed parking, including exploring the possibilities of providing underground parking, moving the driveway to one side of the building to eliminate the drive-through feature; and/or eliminating the parking in front of the building; the lack of a pedestrian scale of the building; the recognition that the applicant may need to propose the removal of additional heritage trees to address some of the other comments; and general support for the architectural style of the building.

F. COMMISSION BUSINESS, REPORTS, AND ANNOUNCEMENTS

- Staff reported on the distribution of the Council Report on the “Roadmap to a Successful Partnership Between the City Council and Advisory Boards” and upcoming Council meetings on the Housing Element and Residential Review Ordinance.
- Commissioner Fergusson asked whether there are Council Actions comparable to Commission Actions that are distributed after a meeting. Staff was only aware of the Council Minutes.
- Commissioner Fry asked about when it is necessary for the Planning Commission to review Council-directed modifications to proposed ordinances. Staff indicated that the City Attorney makes the decision on a case-by-case review of the proposed modifications.

ADJOURNMENT – 10:07

Future Planning Commission Meeting Schedule

Regular Meeting	December 15, 2003
Regular Meeting	January 12, 2004
Regular Meeting	January 26, 2004
Regular Meeting	February 9, 2004
Regular Meeting	February 23, 2004
Regular Meeting	March 8, 2004
Regular Meeting	March 22, 2004