



PLANNING COMMISSION ACTIONS

Regular Meeting
December 15, 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), Pagee, Sinnott, Soffer

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

A. PUBLIC COMMENTS

- Bob Creamer spoke regarding an opinion piece in the Country Almanac written by Patti Fry.

B. CONSENT – None

C. PUBLIC HEARING

1. **Use Permit/John and Cathy Garagozzo/201 Pope Street:** Request for a use permit to demolish an existing single-story residence and construct a new two-story residence and detached single-story garage on a property that is substandard in regard to lot width. **COMMISSION ACTION: M/S Fergusson/Halleck to continue to a meeting no sooner than February 9, 2003, with direction to resolve the issues regarding the location of property lines prior to returning to the Planning Commission, 7-0.**
2. **Use Permit Revision/The Phillips Brooks School/2245 Avy Avenue:** Request for a use permit revision to allow the Phillips Brooks School to maintain a student enrollment of 276 students instead of 228 students, to maintain 33 teachers instead of 22 teachers, to substitute the limitation on teachers for a limitation on employees with a maximum of 50 employees, and to maintain three portable buildings on the site for the remainder of the School's 19-year lease. **COMMISSION ACTION: M/S Bims/Pagee to approve as recommended in the staff report with the following modification, 7-0:**

Revise condition o.: The Community Development Director shall review any complaints received by the City regarding the expanded student enrollments and staff numbers at Phillips Brooks School. The Community Development Director and his/her designee shall work with the School and the neighbors to try to resolve such complaints, when possible. The Community Development Director shall have the discretion to bring complaints to the Planning Commission for review. Any future changes to the conditions of approval based on these complaints, including revocation of the use permit revision, shall be effective within six months of the Planning Commission decision, or shall coincide with the beginning of the new school year, at the Planning Commission's discretion.

3. **Use Permit and Architectural Control/The Henry J. Kaiser Family Foundation/2498 Sand Hill Road:** Request for a use permit and architectural control for the development of a new 8,600 square foot office building and underground parking on the southwesterly corner of the Quadrus office complex. **COMMISSION ACTION: M/S Halleck/Soffer to approve as recommended in the staff report with the following modification, 7-0:**

Add condition y: Prior to building permit issuance the applicant shall submit revised plans to modify the left gable on the south elevation, facing Sand Hill Road, to be similar in architectural style to the existing buildings on site. The revisions should include changes to mullions and fascia board and the addition of outriggers to match existing buildings. The revised plan shall be subject to review and approval by the Planning Division.

D. REGULAR BUSINESS – None

E. STUDY ITEM

1. **General Plan Amendment, Use Permit, Architectural Control, Tentative Parcel Map, Right-of-Way Abandonment/Willow Corners, LLC/1283 Willow Road:** General Plan Amendment to change the land use designation of the property from Medium Density Residential to Retail/Commercial, use permit and architectural control review to construct a new structure for retail and office (Police/City Service Center) uses operating 24 hours per day in the C-2-B zoning district, tentative parcel map to create a condominium subdivision, and right-of-way abandonment along Willow Road. **COMMISSION DISCUSSION:** Commissioners provided individual comments to the applicant on the proposed project. Comments covered the following topics: appropriateness of changing the General Plan designation from Medium Density Residential and retaining the zoning classification of C-2-B; parking, access and circulation, especially potential safety issues that may arise from police officers leaving the site to respond to an emergency; focusing on uses that would provide a benefit to the surround residential neighborhood while minimizing adverse impacts such as noise and litter; and architectural style.
2. **General Plan Amendment/City of Menlo Park /1305 Willow Road:** General Plan Amendment to change the land use designation of the property from Medium Density Residential to Retail/Commercial. **Discussed as part of Item E1.**

F. COMMISSION BUSINESS, REPORTS, AND ANNOUNCEMENTS

- Chair Fry reported on a request from the Community Mediation Service Committee that the Planning Commission consider ways for using the services of the Committee.
- Chair Fry made sure that all of the Commissioners were aware of the letter from Mayor Duboc regarding the Commission’s role in preparing for the Council budget goal-setting workshop. The letter will be discussed at the January 12, 2004 Commission meeting.
- Chair Fry announced that the chair selection for next calendar year would be scheduled for the upcoming Commission meeting on January 12, 2004.

ADJOURNMENT – 11:30 pm

Future Planning Commission Meeting Schedule

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