



PLANNING COMMISSION ACTIONS

Regular Meeting
January 12, 2004
7:00 p.m.

City Council Chambers
801 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:05 p.m.

ROLL CALL – Bims (Absent), Fergusson, Fry (Chair), Halleck (Vice-chair), Pagee, Sinnott, Soffer

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

A. PUBLIC COMMENTS – None

B. CONSENT

1. Consideration of the minutes of the February 24, 2003 Planning Commission meeting.
COMMISSION ACTION: M/S Fry/Fergusson to approve with the following changes, 5-0-1 (Commissioner Sinnott abstaining):
 - On page 4, 2nd paragraph, last line, change the “the parking image would be removed” to “the visibility of the parking would be reduced”.
 - On page 8, bullet at bottom of page, beginning on the 2nd line, delete “and some of the differences”.
2. Consideration of the minutes of the March 3, 2003 Planning Commission meeting.
COMMISSION ACTION: M/S Fry/Fergusson to approve with the following changes, 5-0-1 (Commissioner Sinnott abstaining):
 - Change all references of “Wested” to “WestEd”.
 - On page 6, 1st paragraph, 3rd line, insert “, Don Brawner,” after “...one member of the public...”.

C. PUBLIC HEARING

1. **Use Permit/Filiberto Alvarez/1420 Mills Court:** Request for a use permit to demolish an existing single-story residence and construct a new two-story residence on a lot that is substandard in regard to lot width. **COMMISSION ACTION: M/S Halleck/Fergusson to approve with one additional condition as follows, 6-0:**
Add condition i): The applicant shall have flexibility to reduce the size or modify the two second-story windows located in the master bedroom on the west elevation. Changes shall be subject to review and approval by Planning Division staff.
2. **Use Permit Revision/Brock Properties/801-877 El Camino Real:** Request for a use permit revision to revise the list of allowable uses in Victoria Lane. **COMMISSION ACTION: M/S Fry/Sinnott to approve as recommended in the staff report, 6-0.**

D. REGULAR BUSINESS – None

E. STUDY ITEM

1. **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 and review of potential alternatives. **COMMISSION DISCUSSION:** The applicant presented four alternative concepts in order to receive feedback from the Commission on a preferred course of action. Alternatives 1 and 2 were for townhouse development of different unit counts and bedroom numbers. Alternative 3 was for high-density studio units. Alternative 4 was for a mixed-use medical office and six studio units. Commissioners asked questions of staff for additional context such as other proposed projects in the vicinity, especially along San Antonio Street, the Housing Element sites lists and affordability requirements, the need for an Environmental Impact Report to pursue changes to the General Plan and Zoning Ordinance to accomplish Alternatives 1, 2 and 3. Commissioners provided individual comments to the applicant on the proposed project. Comments covered the following topics: preferences for townhouse units, preferences for smaller units, such as the studios because of their affordability, preferences for a mix of townhouse and studio units; considering another residential use, such as assisted living; balancing the proper mix of uses and densities that minimizes traffic impacts and provides adequate on-site parking for tenants and visitors; exploring the possibility of achieving more flexibility in the PD (Planned Development) zoning in order to provide more housing in lieu of constructing permissible office uses.

F. COMMISSION BUSINESS, REPORTS, AND ANNOUNCEMENTS

1. Potential Connections to the Community Mediation Service Committee. **The Commission deferred this discussion to a later date to allow the Committee Chair to appear at a future Commission meeting and provide a brief written description of ideas or questions ahead of time.**
2. Discussion of the December 10, 2003 Letter from Mayor Duboc Related to Commission Goals, Council Budget Priorities, and Streamlining Operations. **The Commission considered the three questions posed in the letter and provided ideas which will be summarized and submitted to the Council.**
3. Chair and Vice-Chair Selection for Calendar Year 2004. **The Commission selected Commissioner Halleck as the Chair and Commissioner Pagee as the Vice-Chair.**
 - Commissioner Fergusson made a request to reconsider the December 15, 2003 use permit approval for The Phillips Brooks School located at 2245 Avy Drive in order to revisit a condition of approval. **COMMISSION ACTION: M/S Fergusson/Halleck to reconsider the approval and schedule a public hearing on the next available meeting, 6-0.**
 - In other business, Chair Fry reported that the Council Liaison to the Commission is Councilmember Jellins and staff reported on upcoming items on the next Council agenda of potential interest to the Commission.

ADJOURNMENT – 10:33 pm

Future Planning Commission Meeting Schedule

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
Study Meeting	March 29, 2004
Regular Meeting	April 5, 2004
Regular Meeting	April 19, 2004