



PLANNING COMMISSION ACTIONS

Regular Meeting
February 9, 2004
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, Halleck (Chair), Pagee (Vice-chair), Sinnott, Soffer present

INTRODUCTION OF STAFF – Murphy, Smith, Thompson

A. PUBLIC COMMENTS – None

B. CONSENT

1. [Review of State Department of Alcoholic Beverage Control \(ABC\) Applications](#) for Person-to-Person Transfer of Ownership for Alcoholic Beverage Licenses for Baba Koichi of Koma Sushi located at 211 El Camino Real. **COMMISSION ACTION: M/S Fry/Sinnott to approve as recommended in the staff report, 7-0.**

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. ***Continued to a future meeting at the request of the applicant.***
2. **Use Permit and Variance/Steve Borlick/117 Pope Street:** Request for a use permit to convert an existing detached garage into a secondary dwelling unit, and a variance to allow the secondary dwelling unit to encroach two feet into the five-foot required left side yard setback. **COMMISSION ACTION: M/S Fergusson/Sinnott to approve as recommended in the staff report with the following modifications to the conditions, 4-3 (Commissioners Bims, Fry and Pagee dissenting):**
 - **New Condition j.:** Prior to building permit issuance, the applicant shall submit plans for the review and approval of the Menlo Park Fire Protection District. The applicant shall comply with all requirements of the Menlo Park Fire Protection District.
 - **New Condition k.:** Prior to building permit issuance, the applicant shall submit revised plans indicating the proposed alley improvements. These revised plans shall be submitted for the review and approval of the Planning Division, Engineering Division, and Menlo Park Fire Protection District with the goal of improving both the functionality and the appearance of the alley.

- **New Condition I.:** Prior to building permit issuance, the applicant shall submit revised plans indicating any outdoor lighting for the new secondary dwelling unit. The revised plans shall indicate methods such as shielding to prevent light and glare from negatively affecting surrounding neighbors. These revised plans shall be submitted for the review and approval of the Planning and Building Divisions.
3. **Use Permit Revision/The Phillips Brooks School/2245 Avy Avenue:** Reconsideration of 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. (This item was previously considered at the Planning Commission meeting of December 15, 2003.) **COMMISSION ACTION: M/S Fergusson/Bims to approve as recommended in the staff report, 6-0-1 (Commissioner Fry abstaining).**
 4. **Use Permit/Curtis Allen/980 Hamilton Avenue:** Request for a use permit for structural alterations to a building resulting in a change of use, the outside storage of equipment, and the use and storage of hazardous materials in relation with a light manufacturing business. **COMMISSION ACTION: M/S Fry/Sinnott to approve as recommended in the staff with modifications to eliminate Condition "e" related to roof mounted equipment and to add the following condition, 7-0:**
 - **New Condition e.:** Prior to building permit issuance, the applicant shall submit revised plans indicating that the cooling tower shall be painted to match the building, and that all new screening enclosures shall use white or off-white vertical slats to approximately match the color of the building. These revised plans shall be submitted for the review and approval of the Planning Division.
 5. **Tentative Parcel Map/Kier Wright/1392-1394 Hamilton Avenue:** Request for a tentative parcel map to subdivide an existing property in the M-2 (General Industrial) zoning district into two conforming parcels. **COMMISSION ACTION: M/S Pagee/Soffer to approve as recommended in the staff report with the staff clarifications regarding building sizes and required parking as presented at the meeting, 7-0.**
 6. **Tentative Parcel Map/Kier Wright/1003 Hamilton Court:** Request for a tentative parcel map to subdivide an existing property in the M-2 (General Industrial) zoning district into two conforming parcels. **COMMISSION ACTION: M/S Pagee/Fry to approve as recommended in the staff report, 7-0.**

D. REGULAR BUSINESS

1. Consideration of the minutes of the April 7, 2003 Planning Commission meeting. **COMMISSION ACTION: M/S Fry/Pagee to approve as presented, 6-0-1 (Commissioner Pagee abstaining).**
2. Consideration of the minutes of the April 21, 2003 Planning Commission meeting. **COMMISSION ACTION: M/S Fry/Pagee to approve with the following modifications, 7-0:**
 - Page 8, Item 3, Staff Comment, 2nd line: Change "overage" to "coverage".
 - Page 11: Change "Commissioner withdrew his motion." to "Commissioner Soffer withdrew his motion."

E. COMMISSION BUSINESS, REPORTS, AND ANNOUNCEMENTS

- Commissioner Soffer suggested the following two topics for Commission discussion at a future meeting:
 - Impacts of non-residential projects in residential neighborhoods.
 - Use and maintenance of alleyways.
- Commissioners reviewed drafts of the attendance report that will be submitted to the City Clerk's office for City Council review.

ADJOURNMENT – 10:00 p.m.

Future Planning Commission Meeting Schedule

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
Study Meeting	April 26, 2004