



PLANNING COMMISSION ACTIONS

Regular Meeting
February 23, 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 (absent), Fergusson, Fry, Halleck (Chair), Pagee (Vice-chair), Sinnott, Soffer

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

A. PUBLIC COMMENTS – None

B. REGULAR BUSINESS

1. Appeal of a staff determination of a compliance with a condition of approval related to landscaping at 940 Cotton Street. **COMMISSION ACTION: M/S Fergusson/Sinnott to approve the landscape plan with the following modification, 5-1 (Commissioner Fry dissenting):**
 - The applicant shall plant a 36-inch box evergreen tree in lieu of the 36-inch box deciduous tree proposed at the rear of the property. The evergreen tree shall be planted within 30 days of the effective date of the Planning Commission action. The owners of the property to the rear shall have the option of paying for the difference in cost to increase the size of the tree.
2. Consideration of the minutes of the April 28, 2003 Planning Commission meeting. **COMMISSION ACTION: Approve as presented with the following modification, 5-0-1 (Commissioner Fergusson abstaining):**
 - **Page 11, 1st paragraph, delete paragraph and insert the following:** Chair Fry noted that she was a former Midwesterner and had lived in Chicago, but was happy to be in California. She is a graduate of Stanford University where she received her BS and MBA degrees. She said that she had worked for IBM in sales and consulting management roles for over 20 years during which time she worked with many companies including a number of dot coms as they went up and down the boom-bust roller coaster. However, her clients mostly were in the financial services, health and life sciences industries.
3. Consideration of the minutes of the May 5, 2003 Planning Commission meeting. **COMMISSION ACTION: Approve as presented, 5-0-1 (Commissioner Fergusson abstaining).**

C. PUBLIC HEARING

1. **Use Permit/Karen Smith/940 College Avenue:** Request for a use permit for first and second floor additions to an existing single story residence that is non-conforming in regard to the right side yard setback. **COMMISSION ACTION: M/S Sinnott/Soffer to approve as recommended in the staff report, 6-0.**
2. **Use Permit/Daren Wagoner/503 Gilbert Avenue:** Request for a use permit for additions and remodeling to an existing two-story residence that is legal but non-conforming in regard to the right side setback. **COMMISSION ACTION: M/S Soffer/Sinnott to approve as recommended in the staff report, 6-0.**
3. **Tentative Parcel Map/Chuck Kinney/838-840 Partridge Avenue:** Request for a tentative parcel map to convert two residential units into two condominium units with a shared common area on a property that is zoned R-2 (Low Density Apartment). **COMMISSION ACTION: M/S Sinnott/Soffer to approve as recommended in the staff report, 6-0.**
4. **Use Permit/Conor Medsystems/1003 Hamilton Court:** Request for a use permit for the use and storage of hazardous materials in connection with a research facility use. **COMMISSION ACTION: M/S Fry/Fergusson to approve as recommended in the staff report, 6-0.**
5. **Use Permit Revision and Architectural Control Revision/RHL Design Group, Inc./500 Willow Road:** Request for a use permit revision and architectural control revision to expand the size of the previously approved convenience store from 1,337 square feet to 1,676 square feet. The proposal involves the demolition of structures associated with an existing gas station and car wash facility and the construction of new structures associated with a gas station that would operate 24 hours a day and an approximately 1,675-square-foot convenience store that would operate from 5:00 AM to 11:00 PM seven days a week. The original use permit and architectural control approvals for the construction of a new gas station and convenience store were granted on November 3, 2003. **COMMISSION ACTION: M/S Fergusson/Soffer to approve as recommended in the staff report with the following modification, 5-1 (Commissioner Pagee dissenting):**
 - **Add condition hh:** Prior to building permit issuance, the applicant shall submit revised plans showing the trellis of the face of the building with a depth and pitch similar to that of the trellis structure in the plans approved by the Planning Commission on November 3, 2003. These revised plans shall be submitted for the review and approval of Planning Division staff.

D. CONSENT – None

E. STUDY SESSION

1. **Rezoning, Tentative Parcel Map, Planned Development Permit, Environmental Review/Beltramo's Investment Company Inc./1460 El Camino Real:** Request for rezoning from C-4 (General Commercial District, Applicable to El Camino Real) to P-D (Planned Development District), and approval of a Tentative Parcel Map, Planned Development Permit, and environmental review for the merging of four existing parcels, the demolition of the existing structures on the combined site, and the construction of a new approximately 26,800-square-foot, two-story office building with submerged parking and 16 two-story rental townhouse units with partially submerged parking on a property located at 1460 El Camino Real. The proposed office building would front onto El Camino Real, while the proposed townhouses would front onto San Antonio Street.

Commissioners provided individual comments to the applicant on the proposed project. Comments covered the following topics:

- ensuring the proposed parking for each use is adequate in light of the request to provide less than the required parking and share parking between uses;
- exploring the potential for retail use of the ground floor of the commercial building and designing the building to accommodate retail uses that could be adequately served by the proposed parking;
- providing more detail on the quality of materials, such as the stucco, and more details on the architectural elements, such as the eave overhangs;
- increasing the architectural differentiation between the commercial building and the residential units.

Commissioners also commented on the benefits of the improved pedestrian experience with the new sidewalks on San Antonio Street and El Camino Real and the pedestrian connection between the two streets.

F. COMMISSION BUSINESS, REPORTS, AND ANNOUNCEMENTS

1. Appointment of a Commission representative to work on updating the City's Mission Statement and discussion of the Mission Statement. [The Planning Commission appointed Commissioners Pagee and Soffer to serve as representatives.](#)

ADJOURNMENT – 10:37

Future Planning Commission Meeting Schedule

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
Regular Meeting	May 3, 2004
Regular Meeting	May 17, 2004