



PLANNING COMMISSION ACTIONS

Regular Meeting

March 22, 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, Smith, Stone, Thompson

A. PUBLIC COMMENTS – None

B. CONSENT – None

C. PUBLIC HEARING

1. [Use Permit/Pablo Mendoza/1455 Woodland Avenue](#): Request for a use permit for first floor and second floor additions to an existing single-story residence on a property that is substandard in regard to lot width, and for a use permit to allow a fence and hedge to exceed the four-foot height limit within the 20-foot front setback. **COMMISSION ACTION: M/S Halleck/Sinnott to approve as recommended in the staff report with the following modifications, 6-0:**
 - Add condition “f”: Prior to building permit issuance, the applicant shall submit revised plans that include articulation on the left side elevation, including variations in wall length, additional second floor setbacks, or a dormer. The articulation shall not be exclusively cosmetic, but may also include differentiation of materials or horizontal banding. The plans shall be subject to review and approval by the Planning Division.
 - Add condition “g”: Prior to building permit issuance, the applicant shall submit revised plans that include specific window details. The applicant shall use simulated divided-light windows, excluding snap-on or no profile grids. The plans shall be subject to review and approval by the Planning Division.
 - Add condition “h”: Prior to building permit issuance, the applicant shall submit a construction parking and materials storage plan. The plan shall be subject to review and approval by the Planning, Building and Transportation Divisions. The plan shall be become part of the approved building plans and be available at all times as part of the on-site job plans. The plan shall include the location of debris storage, materials storage, parking, and traffic circulation.
 - Add condition “i”: Prior to building permit issuance, the applicant shall submit revised plans that include the addition of a new window located above the proposed picture window on the second floor of the front elevation. The plans shall be subject to review and approval by the Planning Division.

- Add condition “j”: Prior to building permit issuance, the applicant shall submit revised plans to locate the solar panels on the rear one-half of the residence to minimize the view of the panels from the street. The plans shall be subject to review and approval by the Planning Division.

2. **Use Permit and Architectural Control/Menlo Park Presbyterian Church/700 Santa Cruz Avenue:** Request for a use permit to allow for a conditionally-permitted social hall use in conjunction with a permitted retail use, and for architectural control to make exterior modifications to the facade of the structure. **COMMISSION ACTION: M/S Fergusson/Halleck to approve as recommended in the staff report with the following modifications, 3-2-1 (Commissioners Fry and Soffer dissenting and Commissioner Page abstaining):**

- Modify condition “d”: The social hall shall be limited to the following hours of operation: Tuesdays from 6:30 P.M. to 8:00 P.M.; Wednesdays from 7:00 P.M. to 9:30 P.M.; and Sundays from 9:00 A.M. to 12:00 P.M., and 4:00 P.M. to 9:30 P.M. In addition, the social hall shall be limited to no more than two events per month that are outside of these established hours of operation. These additional events shall be limited to no more than 75 attendees, and shall be limited to the hours of 6:00 p.m. and 11:00 p.m. Monday through Friday, and 8:00 a.m. and 6:00 p.m. on weekends. These hours of operation for special events shall be inclusive of set up and break down times for the events.
- Modify condition “e”: Prior to building permit issuance, the applicant shall submit a detailed circulation and drop off/pick up loading area plan for the review and approval of the Planning, Transportation, Building, and Engineering Divisions, as well as the Police Department. The circulation plan shall indicate that attendee pick up and drop off shall only occur in the public plaza area to the north of the subject building, and the applicant shall explore options such as carpooling to reduce the number of vehicle trips to the site.
- Modify condition “f”: During the period of the Use Permit, the applicant or property owner shall pay a fee (plus applicable yearly Business License fees) to the City in lieu of sales tax for the 8,255 square feet of area occupied by the applicant. The fee for the first year (base year) shall be \$2.00 per square foot. The fee for each year thereafter shall be adjusted annually according to the percentage change in the All Urban Consumer Price Index (CPI) for the San Francisco-Oakland-San Jose area. Any annual sales tax generated for the City by the hardware store would offset this sales tax in lieu fee. The procedure for collecting the in lieu fee shall be established by the Finance Division.
- Modify condition “g”: During any time that the front 3,000-square-foot tenant space is not open for business and operating as a hardware store, the property owner shall pay to the City an in lieu fee of four dollars (\$4.00) per square foot per year, pro-rated for such vacancy period.
- Modify condition “h”: In the event that the front tenant space is not utilized for purposes of a hardware store for a continuous period of six (6) months, the use permit for the social hall shall be subject to revocation.
- Add condition “i”: Prior to building permit issuance, the applicant shall submit a delivery plan indicating how deliveries for the hardware store use would be made at the site. The delivery plan shall be submitted for the review and approval of the Planning and Building Divisions.

- Add condition “m”: Prior to building permit issuance, the applicant shall submit a youth supervision plan indicating how youth would be supervised on the site, with the goal of ensuring that youth actually attend the events at the social hall, and that loitering before, during, and after the events is minimized. The youth supervision plan shall be submitted for the review and approval of the Planning Division.
- Add condition “n”: Prior to building permit issuance, the applicant shall submit a noise abatement plan for the project, with the goal of eliminating noise impacts from the social hall use on the neighboring tenants. This noise abatement plan shall be submitted for the review and approval of the Planning and Building Divisions.
- Add condition “o”: Prior to building permit issuance, the Menlo Park Fire Protection District shall review the project plans, and, at the Menlo Park Fire Protection District's discretion, may require that sprinklers be installed in the entire building.
- Add condition “p”: This use permit approval is for a social hall use associated with a separate 3,000-square-foot hardware store that would occupy the front tenant space facing Santa Cruz Avenue.
- Add condition “q”: The applicant shall provide a monitoring report to Planning Division staff on the effectiveness of the circulation plan and the youth supervision plan within two months of the new use beginning operation, and again within six months of beginning operation. The Community Development Director shall review the monitoring report and any complaints received by the City regarding the circulation plan. The Community Development Director shall have the discretion to modify the plans to address problems and/or bring complaints to the Planning Commission for review.

3. **Abandonment/Lo Property Management/Saga Lane:** Planning Commission review for consistency with the General Plan related to proposed abandonment of Saga Lane. **COMMISSION ACTION: M/S Pagee/Fry to recommend to the City Council approve the request for abandonment as presented in the staff report, 6-0.**

D. STUDY SESSION

1. **Use Permit Revision and Architectural Control/ Stoecker & Northway Architects, Inc./ 330 Ravenswood Avenue:** Request for a use permit revision and architectural control review to demolish an existing one-story building and construct a new two-story building with attached one story chapel.

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

- Concern that tree number three on the plans will be appropriately trimmed for construction and well maintained after construction;
- Concern that the visual impacts to adjacent residential properties is addressed;
- Concern that the materials, including windows, are of high quality and compatible with the neighborhood and adjacent buildings on the site;
- Concern that noise impacts to the adjacent residential properties are addressed; and
- Concern that the solar study submitted by the applicant accurately reflect solar conditions.

Commissioners generally expressed support for the project design and use.

E. REGULAR BUSINESS

1. Consideration of the minutes of the July 21, 2003 Planning Commission meeting.
COMMISSION ACTION: M/S Fry/Sinnott to approve with the following modification, 6-0:
 - Page 25, line 18: change “Flanagan” to “Lanagan”

2. Consideration of the minutes of the August 4, 2003 Planning Commission meeting.
COMMISSION ACTION: M/S Fry/Sinnott to approve as submitted, 6-0.

E. COMMISSION BUSINESS, REPORTS, AND ANNOUNCEMENTS

ADJOURNMENT 10:40 p.m.

Future Planning Commission Meeting Schedule

Study Meeting	March 29, 2004- cancelled
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