



PLANNING COMMISSION ACTIONS

Regular Meeting

May 9, 2005

7:00 p.m.

City Council Chambers

701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:00 p.m.

ROLL CALL – Bims (Vice-chair), Deziel, Henry, Keith ([arrived at 7:04 p.m.](#)), Pagee (Chair), Riggs, Sinnott ([absent](#))

INTRODUCTION OF STAFF – Chow, Cramer, Stone

A. PUBLIC COMMENTS - None

B. CONSENT CALENDAR

1. [Architectural Control/Century Patio/11 Carriage Court](#): Request for architectural control approval for exterior alterations to an existing townhouse to enclose an existing balcony with a solarium.
2. [Architectural Control/Maria Ly/120 Forest Lane](#): Request for architectural control to add 44 square feet to the third floor on the front of the property, new windows on the second floor, and a new front door at the entry.
3. [Architectural Control Review/Peggy Lo/ 2480 and 2490 Sand Hill Road](#): Request for architectural control review for exterior modifications to enclose two 329 square-foot decks at 2480 Sand Hill Road and to enclose a 200 square-foot deck at 2490 Sand Hill Road to increase office and conference room space.

COMMISSION ACTION: M/S Deziel/Bims to approve the three items on the consent calendar as recommended in the staff reports, 5-0 (with Commissioners Keith and Sinnott absent).

C. PUBLIC HEARINGS

1. [Use Permit/Jaime Gonzalez/1053 Oakland Avenue](#): Request for a use permit to construct additional square footage to an existing one-story, single-family residence on a parcel that is substandard in regard to lot width. **COMMISSION ACTION:** M/S Keith/Deziel to approve with the following modifications to the conditions (6-0, with Commissioner Sinnott absent):
 - [Modify condition "i"](#): Prior to building permit issuance, the applicant shall submit revised plans showing a maximum building coverage not to exceed the allowed maximum coverage for a lot that is 8,672 square feet in size, and plans, clearly dimensioned and labeled, for the detached two-car garage, subject to the review and approval of the Planning Division.
 - [Modify condition "j"](#): The arborist report shall be revised to include a discussion and protection measures for the tree on the rear property line and recommendations for the

proposed driveway, including identification of materials and construction/pruning techniques to help preserve the health of the trees during and after construction. The report would be subject to review and approval of the City Arborist.

2. **Use Permit/Emanuel Revival Church/1100 O'Brien Drive:** Request for a use permit to locate Emanuel Revival Church in an approximately 2,100 square-foot tenant space within an existing building. **COMMISSION ACTION:** M/S Keith/Bims to approve as recommended in the staff report, 6-0 (with Commissioner Sinnott absent).

3. **Public Utility Easement Abandonment/Sharon Heights Golf Club/2900 Sand Hill Road:** Consideration of a recommendation that the City abandon a portion of the Public Utility Easement (PUE) at the Sharon Heights Golf Course property at 2900 Sand Hill Road which conflicts with the location of the newly constructed swimming pool. The only utility located in the PUE, a 12-kilovolt PG&E main line, has been relocated to a new private electrical facilities easement along the perimeter of the property. **COMMISSION ACTION:** M/S Deziel/Riggs to recommend approval to the City Council as presented in the staff report, 6-0 (with Commissioner Sinnott absent).

4. **Use Permit/Mike McDonald/151 Commonwealth Drive:** Request for a use permit to allow outside storage of two 60,000 gallon tanks without screening. **COMMISSION ACTION:** M/S Keith/Bims to approve as recommended in the staff report, 6-0 (with Commissioner Sinnott absent).

D. REGULAR BUSINESS

1. Consideration of the excerpts of the April 11, 2005 Planning Commission meeting for Commercial Streamlining. **COMMISSION ACTION:** M/S Riggs/Keith to approve with the following modifications (6-0, with Commissioner Sinnott absent):
 - Page 3, line 36: Insert “not” between “were” and “included”;
 - Page 6, line 23: Change “renting” to “renters”;
 - Page 6, line 37: Change “dealt with” to “deal”
 - Page 6, line 37: Change “such as” to “so”;
 - Page 6, line 38: Replace with the following: “a building. The changes in uses do not relate to the individual tenant’s uses but only to the building as a whole.”;
 - Page 6, line 40: End sentence at “1994,” start new sentence “In the late 1990’s” and delete “at which time”;
 - Page 12, line 21: Insert “to” after “had”;
 - Page 12, line 21: Insert “and” after “Commission”;
 - Page 12, line 22: Change “of the Commission” to “by the Commission”; and
 - Page 13, line 1: Change “should not be changed” to “should be changed”

2. Consideration of the minutes of the November 8, 2004 Planning Commission meeting. **COMMISSION ACTION:** M/S Keith/Pagee to approve with the following modifications (5-0-1, with Commissioner Sinnott absent and Riggs abstaining):
 - Page 11, line 33: Delete “value” after “property”
 - Page 15, line 24: Replace “Driveway” with “tree”
 - Page 15, line 30: Insert “it” between “and” and “should”
 - Page 16, line 29: Insert “four-sided” between “a” and “lot”
 - Page 17, line 26: Change “Of” to “If”

Under Regular Business, Commissioner Riggs requested that the Commission reconsider its recommendations on the changes to regulations for single-family residential development.

COMMISSION ACTION: M/S Riggs/Keith to request that the Planning Commission reconsider its recommendations to the City Council on the Zoning Ordinance Amendment for proposed

changes to the Zoning Ordinance for single-story, single-family residential development in the R-E (Residential Estate), R-E-S (Residential Estate Suburban), R-1-S (Single-Family Suburban), R-1-S (FG) (Single-Family Suburban Felton Gables), and R-1-U (Single-Family Urban) zoning districts. The reconsideration will focus on the Commission's recommendations on the creation of a new administrative review process for single-story residences on sub-standard lots, deletion of the proposed permeable surface requirement, changes to the proposed lot coverage requirements, as well as to discuss the proposed Zoning Ordinance amendment in the context of all regulations for single-family residential development (6-0, with Commissioner Sinnott absent):

The Commission will review the request for reconsideration at its regular meeting on May 23, 2005.

E. COMMISSION BUSINESS, REPORTS, AND ANNOUNCEMENTS

- Review of upcoming planning items on the City Council agenda.
- The Commission changed the date of the November meeting from November 21, 2005 to November 14, 2005.

ADJOURNMENT 8:30 p.m.

Future Planning Commission Meeting Schedule

Regular Meeting	May 23, 2005
Regular Meeting	June 6, 2005
Regular Meeting	June 20, 2005
Regular Meeting	July 11, 2005
Regular Meeting	July 25, 2005
Regular Meeting	August 8, 2005
Regular Meeting	August 29, 2005



PLANNING COMMISSION MEETING INFORMATION PLANNING DIVISION---650-330-6702

THE PLANNING COMMISSION WELCOMES YOUR ATTENDANCE AT AND PARTICIPATION IN THIS MEETING. THE CITY SUPPORTS THE RIGHTS OF THE PUBLIC TO BE INFORMED ABOUT MEETINGS AND TO PARTICIPATE IN THE BUSINESS OF THE CITY.

ASSISTANCE FOR PERSONS WITH DISABILITIES

PERSONS WITH DISABILITIES WHO REQUIRE AUXILIARY AIDS OR SERVICES IN ATTENDING OR PARTICIPATING IN PLANNING COMMISSION MEETINGS, MAY CALL THE CITY MANAGER'S OFFICE AT (650) 330-6610 OR THE PLANNING DIVISION OFFICE AT (650) 330-6702 PRIOR TO THE MEETING.

PUBLIC TESTIMONY: Members of the public may directly address the Planning Commission on items of interest to the public that are within the subject matter jurisdiction of the Planning Commission. It is the preference of the City that such matters be first presented in writing.

Speaker Request Cards: All members of the public, including project applicants, who wish to speak before the Planning Commission must complete a Speaker Request Card. The cards should be completed and submitted to the Staff Liaison prior to speaking. The cards can be found on the table at the rear of the meeting room.

Use of Microphone: When you are recognized by the Chair, please move to the closest microphone, state your name and address, whom you represent, if not yourself, and the subject of your remarks.

Time Limit: Please present your comments clearly and concisely. A time limit will be enforced for all applicants and other members of the public in cases where there are more than three speakers on the item. If implemented, applicants will be limited to five minutes and other speakers to three minutes.

Public Comment: Under this item, you may address the Planning Commission on any issue within the subject matter jurisdiction of the Planning Commission that is not listed on the Agenda. Generally, the City cannot act on non-Agenda items at the time of meeting when they are raised.

Consent Calendar: Items on the consent calendar are generally routine in nature, require no further discussion by the Planning Commission, and may be acted on in one motion unless a Commissioner requests separate discussion.

MEETING TIME & LOCATION: Unless otherwise posted, the starting time of regular meetings is 7:00 p.m. Meetings will end no later than 11:30 p.m. unless extended at 10:30 p.m. by a three-fourths vote of the Commission. No new Commission business will begin after 11:30 p.m. Unless otherwise posted, Regular Meetings and Study Meetings are held in the Council Chambers.

DISORDERLY CONDUCT: Any member or other person using profane, vulgar, loud or boisterous language at any meeting, or otherwise interrupting the proceedings, and who refuses to be seated or keep quiet when ordered to do so by the Chair or the Vice Chair is guilty of a misdemeanor. It shall be the duty of the Chief of Police or his/her designee, upon order of the presiding officer, to eject any such member or person from the meeting room.

COMMISSION MEETING PROCEDURES POLICY/AGENDA REPORTS: A copy of this policy is posted on the bulletin board. Copies of reports on each Agenda item with their respective plans are available prior to the meeting at the Planning Division counter in the Administration Building, and on the table at the rear of the meeting room during the Commission meeting.

SMOKING: Smoking is **NOT PERMITTED** in the chamber.

RESTROOMS: The entrance to the men's restroom is located outside the northeast corner of the Chamber. The women's restroom is located at the southeast corner of the Chamber.

If you have further questions about the Planning Commission meetings or the services of the City, please contact the City Manager's Office (650-330-6610) or the Planning Division Office (650-330-6702) located in the Administration Building.