



PLANNING COMMISSION ACTIONS

Regular Meeting

May 23, 2005

7:00 p.m.

City Council Chambers

701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:03 p.m.

ROLL CALL – Bims (Vice-chair), Deziel, Henry, Keith, Pagee (Chair), Riggs, Sinnott

INTRODUCTION OF STAFF – Chow, Cramer, Heineck, Hutcheson

A. PUBLIC COMMENTS - None

B. CONSENT CALENDAR

1. **Request for Clarification of Use Permit and Variance Approval for 825 Woodland Avenue:** Review of substantial compliance of use permit and variance approval for modifications to the project plans with regard to a new dormer on the front façade and other minor changes to windows and doors in association with a new residence at 825 Woodland Avenue. **COMMISSION ACTION:** M/S Deziel/Riggs to approve as recommended in the memorandum, 7-0.

C. PUBLIC HEARINGS

1. **Variance/Denise Lyon Henry/650 Lemon Street:** Request for a variance to allow for a six-foot, eight-inch right side setback where a minimum setback of 10 feet is required in association with enclosing an existing nonconforming carport and a variance to allow for the second required parking space to be located within the side yard setback. **COMMISSION ACTION:** M/S Sinnott/Keith to approve as recommended in the staff report with the following modification to condition “f”, 7-0:
 - Prior to building permit issuance, the applicant may submit a revised front elevation to modify the front garage doors to add windows or other design elements to enhance the compatibility of the garage door with the existing structure. A revised elevation would be subject to review and approval by the Planning Division.
2. **Use Permit and Architectural Control/Joe Colonna/888 Santa Cruz Avenue:** Request for a use permit to exceed a 100 percent floor area ratio and to allow office uses on the second floor and a request for architectural control for the construction of a new commercial building in the C-3 (Central Commercial) zoning district. **COMMISSION ACTION:** M/S Sinnott/Riggs to approve as recommended in the staff report with the elimination of condition “i”, 7-0.

D. REGULAR BUSINESS

1. **Architectural Control/1933 Menalto Avenue/Ramiro Chavez:** Request for architectural control for exterior modifications and site improvements, including changes to the existing parking lot at an existing market in the C-2 (Neighborhood Shopping) zoning district.

COMMISSION ACTION: M/S Keith/Bims to continue the review of the project to a future meeting date with direction to the applicant to revise the plans as follows (7-0):

- Replace the proposed metal roof and canopy on the front elevation with a fabric awning; provide information on the shape and color of the fabric awning.
- Provide a sample of the paint colors; the colors should be earth tones;
- Work with the Police Department and Planning Division staff to redesign the configuration of the storefront doors and windows to maximize the size of the windows on the right side of the door; the applicant should consider reducing the size of the interior customer service area to maximize the size of the storefront windows;
- Provide an arborist report for the existing heritage trees in the parking lot that focuses on tree preservation measures. The report should address the impact of the existing plastic barriers on the health of the trees. In coordination with an arborist, the applicant shall submit a landscaping plan that shows the addition of new trees, where appropriate, in the parking lot.
- Work with the Transportation and Planning Division staff to revised the plans to incorporate bicycle racks on the site;
- Work with the Environmental Program Coordinator and BFI to provide the location and design of trash and recycling receptacles for customers;
- Work with the Transportation and Planning Division staff to relocate the shopping cart corral to a new location on the property; provide architectural designs for the new corral structure;
- Where possible, provide new location for newspaper racks;
- Continue to work the Public Works Department and Planning Division, as well as with the two other commercial property owners on the block, on the feasibility of widening the sidewalk along the edge of the building and the location and design of a cross walk from Oak Court to the front of the market;
- Work with the Planning Division to determine an appropriate location for outdoor seating, if feasible.
- Redesign the proposed parking lot lighting and trellis on the side of the building to increase the number of trellises and relocate or redesign the proposed wall-mounted lighting. The lighting shall be pedestrian in scale and shall not cast glare on adjacent residential properties.

The applicant shall submit revised plans for review at a future meeting by the Planning Commission.

2. **Architectural Control/SZFM Design Studio, Inc./773 Santa Cruz Avenue:** Request for architectural control to construct a new retail building in the C-3 zoning district. **COMMISSION ACTION:** M/S Sinnott/Keith to approve as recommended in the staff report, 7-0.

3. **Zoning Ordinance Amendment and Negative Declaration/City of Menlo Park:** Reconsideration of the Planning Commission's 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 **COMMISSION ACTION:**

1. M/S Deziel/Bims to recommend to the City Council approval of the Negative Declaration; 5-2 with Keith and Pagee opposed. (This action was taken on April 25, 2005.

2. M/S Riggs/Deziel to modify the Planning Commission's April 25, 2005 recommendation to the City Council on the draft ordinance amendment as follows, 7-0:

- Recommend approval of Section 1 of the draft ordinance amendment related to changes in definitions;
- Recommend approval of Sections 2, 3, 4 and 5 of the draft ordinance amendment related to the individual zoning districts to: (1) establish a lot coverage requirement for single-story residences of 40 percent for lots with an area of 7,000 square feet or less with the coverage requirement decreasing on an even gradient for lots with an area of between 7,000 and 10,500 square feet such that a lot with an area of 10,500 square feet or greater would have a maximum allowed coverage of 35 percent; (2) delete the proposed permeable surface requirement; and (3) establish a new daylight plane requirement of 12 feet, 6 inches in height at a 45 degree angle and a prohibition of dormer intrusions in the R-1-U and R-1-S districts for single-story residences, excluding the R-1-S (FG) district);
- Recommend approval of Section 6 of the draft ordinance amendment related to development on substandard lots;
- Recommend approval of Section 7 of the draft ordinance amendment related to legal nonconforming structures;
- Recommend approval of Section 8 of the draft ordinance amendment related to the deletion of the chapter on nonconforming families;
- Recommend modifying the draft ordinance amendment to establish a new requirement for a use permit for any development that proposes new vehicular alley access;
- Recommend modifying the draft ordinance amendment to establish a new requirement for a courtesy notice for all applications for demolition and building permits for the demolition, construction, addition or alteration of a single-family residence, with the exceptions of repair to an existing building, re-roofing an existing building and interior alterations, given to contiguous neighbors.
- Recommend modifying the draft ordinance amendment to establish a new requirement for discretionary review by the Planning Commission in situations where a property owner has constructed a one-story residence with a higher lot coverage specifically allowed for single-story residences and proposes to add a second floor while maintaining the higher lot coverage;
- Recommend that the City Council consider discussing whether to address permeable surface issues specifically related to front yard aesthetics; and
- Recommend that the impacts of the draft ordinance amendment be reviewed by the Planning Commission one year from the date of adoption, with the Commission forwarding any issues, concerns and/or recommendations for changes to the City Council.

4. Consideration of the excerpts of the March 28, 2005 Planning Commission meeting for 510 Central Avenue. **COMMISSION ACTION:** M/S Pagee/Bims to approve with the following modifications (7-0):

- Page 3, Line 16: Add “provides” after “driveway and”;
- Page 4, Line 39: Change “pf” to “of”;
- Page 5, Line 11: Change “said that” to “asked if”;
- Page 6, Line 32: Change “her” to “herself”;
- Page 8, Line 15: Add “space” after parking and delete “might”;
- Page 9, Line 52: Change “it” to “he”;
- Page 9, Line 43: Change “nine” to “approximately ten”; and
- Page 14, Line 1: Change “4-3” to “3-4”.

E. COMMISSION BUSINESS, REPORTS, AND ANNOUNCEMENTS

- Review of upcoming planning items on the City Council agenda.
- Report on Planning Commission Training Session sponsored by the League of California Cities
- Discussion of memo dated, April 11, 2005 from Commissioner Deziel to the Planning Commission with regard to changes to the C-3 (Central Commercial) zoning district parking requirements.

ADJOURNMENT 11:34 p.m.

Future Planning Commission Meeting Schedule

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