



## PLANNING COMMISSION ACTIONS

Regular Meeting  
December 5, 2005  
7:00 p.m.

City Council Chambers  
701 Laurel Street, Menlo Park, CA 94025

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**CALL TO ORDER** – 7:00 p.m.

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

**INTRODUCTION OF STAFF** – Deanna Chow, Senior Planner; Megan Fisher, Assistant Planner; Justin Murphy, Development Services Manager; Thomas Rogers, Assistant Planner

**A. PUBLIC COMMENTS** - None

**B. CONSENT CALENDAR** - None

**C. PUBLIC HEARINGS**

1. **Abandonment/City of Menlo Park/Hamilton Avenue:** Planning Commission review for consistency with the general plan related to proposed abandonment of Hamilton Avenue future street line along the property located at 507 through 563 Hamilton Avenue. **COMMISSION ACTION:** M/S Deziel/Keith to recommend to the City Council as presented in the staff report, 6-0.
2. **Use Permit/Steven Wilber/611 Menlo Avenue:** Request for a use permit for a private recreational use in the C-4 (General Commercial - El Camino Real) zoning district. **COMMISSION ACTION:** M/S Keith/Henry to approve as recommended in the staff report, 6-0.
3. **Use Permit for Hazardous Materials/Cupertino Electric Inc./2498 Sand Hill Road:** Request for a use permit to install a diesel generator in an underground parking garage in the C-1-C (Administrative, Professional and Research, Restrictive) district. **COMMISSION ACTION:** M/S Sinnott/Deziel to approve as recommended in the staff report, 6-0.
4. **Use Permit/MetroPCS/300 Middlefield:** Request for a use permit to install two panel antennas screened within two posts between the tower and platform, one panel antenna flush mounted on an existing lattice tower located on top of the platform, and the installation of two equipment cabinets in an existing room on the second floor of the tower. ***Continued to the next Regular meeting of December 12, 2005 at the request of the applicant.***

**D. STUDY ITEM**

1. **Use Permit, Architectural Control and Tentative Subdivision Map/Pollock Financial Group/321 Middlefield Road:** Request for a use permit and architectural control for the conversion of an existing 48,400-square-foot building from administrative to medical office use and the associated exterior modifications to the building located in the C-1 (Administrative and Professional District, Restrictive) zoning district. Proposed tentative subdivision map for the creation of office condominium units in the existing building. The proposed project requires

environmental review. **COMMISSION ACTION:** As a study session item, the Commission did not take an action. The applicant and architect provided a brief overview of the proposed project. The applicant indicated that the existing building at 321 Middlefield would be reused, but updated on both the exterior and interior. The proposed design was influenced by feedback from doctors, who are the targeted tenants of the building. The interior layout has yet to be finalized because the shape and size will vary dependant upon each tenant's needs. Following the presentation, each Commissioner provided comments on the proposed project. The comments are summarized below:

- Support the street frontage improvements along Middlefield Road and Linfield Drive and the pedestrian access
- Generally support the building for medical office use
- Desire to know the number of condominium units
- Concern about traffic impacts, particularly left turns onto Linfield Drive or into the project site from Middlefield Road
- Need to know the traffic impacts before determining number of units or if medical office use is appropriate
- Reduction in number of driveways aids pedestrian circulation flow
- Clarify the vehicular circulation access and pattern
- Support the improvements to the design of the exterior of the building
- Explore the options of additional landscape reserve parking
- In general, support including more large, spreading shade trees in the parking area to reduce pavement heat absorption and to shade cars. Avoid dense growing trees like magnolia grandiflora and ficus nidida.
- Clarification on other amenities, including on-site cafeteria or bicycle rack parking
- Ensure that plans are oriented in the same direction and provides a north arrow

## E. REGULAR BUSINESS

1. Consideration of the minutes from the June 20, 2005, Planning Commission meeting.  
**COMMISSION ACTION:** Unanimously approved as presented.
2. Consideration of the minutes from the July 11, 2005, Planning Commission meeting.  
**COMMISSION ACTION:** Unanimously approved as presented.
3. Consideration of the excerpts from the November 14, 2005, Planning Commission meeting regarding 2122 Santa Cruz Avenue. **COMMISSION ACTION:** Unanimously approved as presented.
4. Discussion of Mayor's letter on City Council Project Priorities for Fiscal Year 2006-2007. The Commission postponed discussion on this item until a future meeting.

## F. COMMISSION BUSINESS, REPORTS, AND ANNOUNCEMENTS

- Review of upcoming planning items on the City Council agenda.

**ADJOURNMENT 8:50 p.m.**

### Future Planning Commission Meeting Schedule

Regular Meeting	December 12, 2005
Regular Meeting	January 9, 2006
Regular Meeting	January 23, 2006
Regular Meeting	February 13, 2006
Regular Meeting	February 27, 2006
Regular Meeting	March 13, 2006
Regular Meeting	March 27, 2006