



PLANNING COMMISSION ACTIONS

March 23, 2009

7:00 p.m.

City Council Chambers

701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:03 p.m.

ROLL CALL – Bressler, Ferrick ([absent](#)), Kadvany ([absent](#)), Keith, O'Malley (Vice chair), Pagee, Riggs (Chair)

INTRODUCTION OF STAFF – Deanna Chow, Senior Planner; Thomas Rogers, Associate Planner; Justin Murphy, Development Services Manager ([arrived 8:30 p.m.](#))

A. PUBLIC COMMENTS

Under “Public Comments,” the public may address the Commission on a consent calendar item or any subject not listed on the agenda within the jurisdiction of the Commission. When you do so, please state your name and city or political jurisdiction in which you live for the record. The Commission cannot respond to non-agendized items other than to receive testimony and/or provide general information.

B. CONSENT

Items on the consent calendar are considered routine in nature, require no further discussion by the Planning Commission, and may be acted on in one motion unless a member of the Planning Commission or staff requests a separate discussion on an item.

1. [Approval of minutes from the February 23, 2009, Planning Commission meeting.](#) Unanimous consent to approve the minutes with the following modifications; 5-0 (with Commissioners Ferrick and Kadvany absent).
 - Page 1, 4th line: Delete the word “Planning” before the word “Commissioners”
 - Page 2, 2nd paragraph, 1st line: Replace “Mayor Heywood” with “Mayor Robinson”; remove extra word “had”
 - Page 2, 3rd paragraph, last line: Add a phrase “and noted a council liaison to our commission was a great idea” at the end of the paragraph after the word “together”
 - Page 3, 3rd full paragraph, 8th line: Replace the phrase “use permits and the applicant” with “use permits and one applicant in particular ...”
 - Page 6, 1st full paragraph, 5th line: Add the word “later” between the word “do” and “as”
 - Page 11, 5th paragraph, 2nd to last line: Add the word “product” after the word “work”
 - Page 11, 6th paragraph, last line: Add the word “itself” between the word “goal” and “but”
 - Page 11, last paragraph, 2nd line: Replace “because” with “and that” between the words “property” and “no one”.
 - Global Change: Replace “Heywood” with “Heyward” and “Mayor Heywood” with “Mayor Robinson”, where appropriate.

C. PUBLIC HEARING

1. [Use Permit/Roger K. Kohler/430 Claremont Way:](#) Request for a use permit to construct first- and second-story additions to an existing single-story, single-family, nonconforming residence that would exceed 50 percent of the replacement value of the existing structure in a 12-month period in the R-1-U (Single-Family Urban) zoning district. [M/S O'Malley/Keith to approve the item](#)

as recommended in the staff report with the following modifications; 5-0 (with Commissioners Ferrick and Kadwany absent).

Add condition 4a: As part of a complete building permit application, the plans shall include an elevator as shown on the plans or the plans shall be modified to reduce the floor area limit to not exceed 3,109 square feet should the elevator not be part of the building permit for the proposed project, subject to review and approval of the Planning Division. If the elevator is part of the building permit, the elevator shall be installed prior to final inspection, subject to review and approval of the Building Division.

Add condition 4b: As part of a complete building permit application, the right side, first floor elevation shall be modified by extending the use of cedar shingles to where the roof line changes on the first floor, which is approximately 22 feet in length from the front of the house, subject to review and approval of the Planning Division.

2. **Use Permit/Danielle Paye/761 Partridge Avenue:** Request for a use permit to demolish two single-story, single-family dwelling units and construct two two-story, single-family dwelling units on a substandard lot with regard to lot width in the R-2 (Low Density Apartment) zoning district. As part of this development, the following heritage tree is proposed for removal: a multi-trunk fig at the left rear of the property with a 36-inch diameter at the point the trunks diverge, in poor condition. M/S Pagee/Keith to continue the item with direction to the applicant on the following items; 4-1 (with Commissioner O'Malley opposed and Commissioners Ferrick and Kadwany absent).

- Work with the neighboring side properties on the location of the front residence.
- Work with the Fire District to see if certain requirements could be modified in exchange for additional safety improvements. For example, determine if the 16-foot driveway could be reduced in width if the rear residence contains fire sprinklers.
- Review and improve the massing and window placement of the front residence.

D. STUDY SESSION

1. **Study Session/100 Middlefield Road Partners, LLC/100 Middlefield Road:** Request for a study session regarding construction of a new 8,986-square-foot, non-medical office building and associated site improvements on an existing vacant lot (formerly a fueling station) located in the C-4 (General Commercial, Other than El Camino Real) zoning district. The proposal would require use permit and architectural control review and approval by the Planning Commission. The applicant, architect and landscape architect presented the project to the Commission. Each Commissioner provided comments regarding the project, including on topics such as design, parking, and landscaping. Planning Commissioners provided the following comments:

- Many of the Commissioners liked the overall design concept of the building and the proposed placement of the building, which is closer to the street with the parking behind the building;
- Several Commissioners highlighted the use of energy efficient design features such as the deep recessed windows and the large overhangs, and noted that this was an opportunity to do a LEED certified building;
- Encourage the use of solar panels, the installation of showers and transit options for additional LEED points;
- Several Commissioners indicated that the proposed parking ratio may be a concern to some people in the neighborhood;
- Commissioners would like to see more details in the drawings; a rendering and colors and materials board should be presented; and
- The proposed landscape design and features was a positive attribute

E. COMMISSION BUSINESS

1. Review of planning items on City Council agendas.

A. El Camino Real/Downtown Specific Plan (Phase II) Process

F. REPORTS AND ANNOUNCEMENTS

ADJOURNMENT – 9:39 p.m.

Future Planning Commission Meeting Schedule

Regular Meeting	April 6, 2009
Regular Meeting	April 20, 2009
Regular Meeting	May 4, 2009
Regular Meeting	May 18, 2009

This Agenda is posted in accordance with Government Code Section §54954.2(a) or Section §54956. (Date Posted: March 18, 2009.) Persons with disabilities, who require auxiliary aids or services in attending or participating in Planning Commission meetings, may contact the City Clerk at (650) 330-6600. Members of the public can view or subscribe to receive future weekly agendas and staff reports in advance by e-mail by accessing the City website at <http://www.menlopark.org>. Agendas and staff reports may also be obtained by contacting Vanh Malathong at 650-330-6736.

Any writing that is distributed to a majority of the commission by any person in connection with an agenda item is a disclosable public record (subject to any exemption under the Public Records Act) and is available for inspection at The Community Development Department, Menlo Park City Hall, 701 Laurel Street, Menlo Park, CA 94025 during regular business hours. Planning Commission meetings are recorded and audio broadcast live. To listen to the live audio broadcast or to past recordings, go to http://menlopark.granicus.com/ViewPublisher.php?view_id=2.



PLANNING COMMISSION

Agenda and Meeting Information

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: Person with disabilities who require auxiliary aids or services in attending or participating in Planning Commission meetings, may call the Planning Division office at (650) 330-6702 prior to the meeting.

COMMISSION MEETING AGENDA AND REPORTS: Copies of the agenda and the staff reports 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. Members of the public can view or subscribe to receive future weekly agendas and staff reports in advance by e-mail by accessing the City website at <http://www.menlopark.org>.

MEETING TIME & LOCATION: Unless otherwise posted, the starting time of regular and study meetings is 7:00 p.m. in the City Council Chambers. 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.

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. The City prefers that such matters be presented in writing at the earliest possible opportunity or by fax at (650) 327-1653, e-mail at planning.commission@menlopark.org, or hand delivery by 4:00 p.m. on the day of the meeting.

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 shall be completed and submitted to the Staff Liaison prior to the completion of the applicant's presentation on the particular agenda item. The cards can be found on the table at the rear of the meeting room.

Time Limit: Members of the public will have **three** minutes and applicants will have **five** minutes to address an item. Please present your comments clearly and concisely. Exceptions to the time limits shall be at the discretion of the Chair.

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.

DISORDERLY CONDUCT: Any 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 person from the meeting room.

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, please contact the Planning Division Office (650-330-6702) located in the Administration Building.