



PLANNING COMMISSION ACTIONS

June 15, 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, Kadvany, Keith, O'Malley (Vice chair) ([Absent](#)), Pagee, Riggs (Chair)

INTRODUCTION OF STAFF – Deanna Chow, Senior Planner; Megan Fisher, Associate Planner; Thomas Rogers, Associate Planner

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.

Three members of the public, all either current or former members of the Library Commission, spoke about the pending Burgess Gymnasium project. The speakers generally raised concerns about parking consistency with past City Council actions regarding parking improvements, the loss of parking spaces, and the location of the proposed gym in close proximity to the existing library and recreation buildings and the potential parking congestion and safety impacts that would result.

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 May 18, 2009, Planning Commission meeting.](#)
Unanimous consent to approve the minutes as submitted; 6-0, with Commissioner O'Malley absent.

C. PUBLIC HEARING

1. [Use Permit/Neil Swartzberg and Loreli Cadapan/277A Willow Road:](#) 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 and would add more than 50 percent of the existing square footage on a substandard lot with regard to lot width and area in the R-1-U (Single-Family Urban) zoning district. The proposed remodeling and expansion are considered to be equivalent to a new structure. [M/S Keith/Bressler to continue the item with the following direction; 4-0-1, with Commissioner Ferrick abstaining, Commissioner Pagee recused due to a potential conflict of interest and Commissioner O'Malley absent.](#)

- Redesign to interrupt the left side two-story vertical wall with setbacks (five feet has been acceptable in the past);
- Consider adding articulation to the left side two-story vertical wall;

- Work with the left side neighbors on window placement and/or obscuring windows on the left side of the second story; and
- Show revised plans to the adjacent neighbors and work with them to help address their comments.

2. **Minor Subdivision/Cupertino Development Corp./2199 Clayton Drive:** Request for a minor subdivision to create three single-family residential parcels where one parcel currently exists in the R-1-S (Single-Family Suburban) zoning district. The proposal would include the removal of 16 heritage trees. M/S Pagee/Keith to approve the item with the following modifications; 6-0, with Commissioner O'Malley absent:

Add condition 4b: Concurrent with the parcel map submittal, the applicant shall revise the plans to establish a no-build easement with the objective of protecting the redwood grove in the eastern corners of Lots 1 and 2 (adjoining 2171 Clayton Drive and 122 Campo Bello Lane). The no-build easement shall prohibit the construction of any structures (including accessory structures) and hardscaping in this area. The extent of the easement shall be reviewed and approved by the Planning Division and the City Arborist prior to the approval and recordation of the parcel map.

Add condition 4c: Concurrent with the parcel map submittal, the applicant shall revise the plans so that the 30.54-foot southeasterly property line of Lot 1 is part of the rear property line and shown with a 20-foot setback. The revisions shall be reviewed and approved by the Planning Division prior to recordation of the parcel map.

Add condition 4d: Concurrent with the parcel map submittal, the applicant shall revise the plans to add a notation that a construction management plan is required prior to grading and the construction of new residences. Concurrent with the submittal of building permits for the construction of new residences, the applicant shall submit a draft construction management plan, detailing how potential impacts such as traffic, parking, noise, hours of activity, and safety will be minimized. The plan shall also specify that the contact information for the on-site supervisor be prominently displayed and/or distributed to neighbors in advance of construction. The construction management plan shall be reviewed and approved by the Planning Division prior to the issuance of building permits.

Add condition 4e: Concurrent with the parcel map submittal, the applicant may revise the plans to modify the vehicular access to Lots 1 and/or 3 to come from the central access driveway of Lot 2. Any revisions shall be reviewed and approved by the Planning Division prior to approval and recordation of the parcel map.

Add condition 4f: The applicant shall continue to working with staff to address all applicable requirements with regard to hydrology.

3. **Use Permit, Variance, and Architectural Control/Scott Stotler, Stotler Design Group/849 & 865 University Drive:** Request for a use permit and architectural control to demolish two single-family houses and to construct four single-family houses and associated site improvements in the R-3 (Apartment) zoning district. Request for variances for uncovered parking to encroach five feet into the left and right side setbacks and to reduce the distance between buildings on the subject and adjacent property on the right side to less than 20 feet. M/S Riggs/Ferrick to approve the item with the following modifications; 4-2, with Commissioners Pagee and Kadwany opposed and Commissioner O'Malley absent:

Add condition 6c: Simultaneous with the submittal of a complete building permit application, the applicant shall revise the landscape plan to add a minimum of two street trees with a minimum planting size of 15 gallons, subject to review and approval by the Planning Division and City Arborist.

- Add condition 6d:** Simultaneous with the submittal of a complete building permit application, the applicant shall revise the plans to indicate that the windows shall have the divided lights expressed on the exterior, subject to review and approval by the Planning Division.
- Add condition 6e:** Simultaneous with the submittal of a complete building permit application, the applicant shall revise the landscape plan to reduce irrigation around the root zone of the existing oak trees. The landscaping and irrigation plan shall demonstrate compliance with Chapter 12.44 (Water-Efficient Landscaping) of the City of Menlo Park Municipal Code, subject to review and approval by the Planning Division.
- Add condition 6f:** Simultaneous with the submittal of a complete building permit application, the applicant shall revise the proposed elevations and floor plans to add windows with five-foot window sill heights or obscured glass to the second story of Units 1 and 3 to provide cross-ventilation in the bedrooms, subject to review and approval by the Planning Division.
- Add condition 6g:** Simultaneous with the submittal of a complete building permit application, the applicant shall revise the site plan to relocate the condensing units for Units 1 and 3 out of the side setbacks, subject to review and approval by the Planning Division.
- Add condition 6h:** Prior to the submittal of a complete building permit application, the applicant shall discuss the possibility of narrowing the driveway width to 20 feet and using pavers for the driveway with the Menlo Park Fire Protection District.
- Add condition 6i:** Simultaneous with the submittal of a complete building permit application, the applicant shall provide a revised grading and drainage plan showing the proposed grade under Units 1 and 3 closer or equal to the existing grade, subject to review and approval by the Planning and Engineering Divisions.
- Add condition 6j:** Simultaneous with the submittal of a complete building permit application, the applicant shall revise the proposed elevations and floor plans for Units 1 and 3 on the property line sides to add a window (such as a window in the current master bathroom linen closet), subject to review and approval by the Planning Division.
4. **Use Permit/Verizon Wireless/2180 Sand Hill Road:** Request for a use permit to install wireless telecommunications antennas on three sides of an existing building. The nine antennas would be flush mounted on the building and covered with fiberglass reinforced panels. Associated equipment cabinets and a natural gas generator would be installed on the roof of the building, which is located in the C-1(X) (Administrative and Professional, Conditional Development) zoning district. *M/S Keith/Pagee to approve the item as recommended; 6-0 with Commissioner O'Malley absent.*

D. REGULAR BUSINESS - None

E. COMMISSION BUSINESS

1. Review of planning items on City Council agendas.
 - A. El Camino Real/Downtown Specific Plan (Phase II) Process
 - B. Burgess Gymnasium and Gymnastics Center

F. REPORTS AND ANNOUNCEMENTS

Future Planning Commission Meeting Schedule

Regular Meeting	June 29, 2009
Regular Meeting	July 13, 2009
Regular Meeting	July 27, 2009
Regular Meeting	August 10, 2009

This Agenda is posted in accordance with Government Code Section §54954.2(a) or Section §54956. (Date Posted: June 10, 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.