



PLANNING COMMISSION ACTIONS

July 27, 2009

7:00 p.m.

City Council Chambers

701 Laurel Street, Menlo Park, CA 94025

Teleconference with participation by Commissioner Keith from:
13073 Northwoods Blvd.
Truckee, CA 96161
(Posted July 23, 2009)

CALL TO ORDER – 7:01 p.m.

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

INTRODUCTION OF STAFF – Deanna Chow, Senior 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.

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 June 1, 2009, Planning Commission meeting](#)
(Continued to a future meeting date)
2. [Approval of minutes from the June 15, 2009, Planning Commission meeting](#) **COMMISSION ACTION:** Approve the item with the following modifications; 5-0-2, with Commissioners Riggs and O'Malley abstaining).
 - Page 4, 5th full paragraph, 3rd line from the bottom: Replace “Commissioner Keith said the Commission was seeing the project because the addition was essentially a new project” with “Commissioner Keith said the Commission was seeing the project because the addition required a use permit on a non-conforming lot, even if project regulations were met.”
 - Page 9, 3rd full paragraph, 3rd line from bottom: Insert “Commissioner” in front of “Kadvany”
 - Page 11, 2nd paragraph, 1st line: Replace the word “own” with “owned”

C. PUBLIC HEARING

1. [Use Permit/Reza Raji/1921 Oakdell Drive](#): Request for a use permit to modify the first floor and construct a second-story addition 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 on a lot in the R-1-S (Single-Family Suburban) zoning district. **COMMISSION ACTION:** M/S Keith/Pagee to approve the item as recommended in the staff report; 7-0.

2. **Use Permit, Architectural Control/Joseph Comartin/1081 Santa Cruz Avenue:** Request for a use permit and architectural control for the demolition of an existing single-family residence and the construction of four attached single-family dwelling units in the R-3 (Apartment) zoning district. The use permit request includes a proposal for excavation within the front setback for a ramp to a basement garage. As part of this development, the following five heritage trees are proposed for removal: one valley oak in the rear yard with a 41-inch diameter at breast height (DBH) in poor condition, one deodar cedar at the front right corner with a 38-inch DBH in fair condition, and three Italian cypresses at the front left corner with 20-inch DBH in fair condition. **COMMISSION ACTION:** M/S Pagee/Ferrick to approve the item with the following modifications; 6-0, with Commissioner Keith temporarily absent due to a technical issue with the teleconferencing system:

Add condition 5b: Concurrent with submittal of a complete building permit application, the applicant shall submit revised plans in accordance with the Unit 2 and 3 interior side window modifications that were submitted at the July 27, 2009 Planning Commission meeting, subject to review and approval by the Planning Division.

Add condition 5c: Concurrent with submittal of a complete building permit application, the applicant shall submit a revised landscape plan that specifies that the four new trees along the rear property line (shared between 1081 and 1085 Santa Cruz Ave) be a minimum 24-inch box size at installation, subject to review and approval by the Planning Division.

Add condition 5d: Concurrent with submittal of a complete building permit application, the applicant may submit revised plans that exclude the 242.8 square feet of garage stairways and landings from gross floor area and reallocate that area to extend the rear of the building by approximately 17 inches, subject to review and approval by the Planning Division.

3. **Use Permit/Penelope Huang, Taylor & Huang Properties, Inc./825 Santa Cruz Avenue:** Request for a use permit for a real estate office on the ground floor of an existing commercial building in the C-3 (Central Commercial) zoning district. **COMMISSION ACTION:** M/S Riggs/Kadvany to approve the item with the following modification; 7-0:

Delete condition 4b.

4. **Use Permit/Tyco Federal Credit Union/3715 Haven Avenue:** Request for a use permit for a credit union to locate on the second floor of an existing commercial building and a new automatic teller machine (ATM) associated with the credit union to be installed on the first floor exterior of the building located in the M-2 (General Industrial) zoning district. **COMMISSION ACTION:** M/S Pagee/Keith to approve the item as recommended in the staff report; 7-0.

D. REGULAR BUSINESS

1. **Review of Substantial Conformance/351 Terminal Avenue:** Review of proposed roof changes on an existing single-family residence for substantial conformance with a previously approved use permit. **COMMISSION ACTION:** M/S Pagee/Bressler to find the proposed revisions in substantial conformance with the approved use permit; 7-0.

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

ADJOURNMENT - 9:43 p.m.

Future Planning Commission Meeting Schedule

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|-----------------|--------------------|
| Regular Meeting | August 10, 2009 |
| Regular Meeting | August 24, 2009 |
| Regular Meeting | August 31, 2009 |
| Regular Meeting | September 14, 2009 |
| Regular Meeting | September 21, 2009 |

This Agenda is posted in accordance with Government Code Section §54954.2(a) or Section §54956. (Date Posted: July 22, 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.