PLANNING COMMISSION ACTIONS

February 8, 2010
7:00 p.m.
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:01 p.m.

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

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

A. PUBLIC COMMENTS - None

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 January 11, 2010 Planning Commission meeting

   COMMISSION ACTION: Unanimous consent to approve the minutes with the following modifications:

   - Page 6, last full paragraph, 1st line: Replace "Mr. Steve John" with "Mr. Steve Chong"; global replace "Mr. John" with "Mr. Chong" where applicable
   - Page 6, last full paragraph, 4th line: Insert "so they installed interior shades" at the end of the sentence.
   - Page 6, last full paragraph, 5th line: Replace "to paint they would have to remove the awnings and they were considering replacement those awnings with ones that would provide more shade in the interior." with "to paint the building they would have to remove the awnings and proposed not to reinstall them."
   - Page 7, 2nd paragraph, 2nd line: Replace the word "sconces" with "awnings"
   - Page 7, 6th paragraph, 6th line: Replace "said she would like" with "asked about the"
   - Page 10, 2nd paragraph, 5th line: Insert the word "the" between the words "with" and "largest"

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. ***Continued to the meeting of February 22, 2010.***

2. **Use Permit/Charles Holman/1750 Holly Avenue:** Request for a use permit for interior and exterior modifications and an addition to the rear of the residence that would exceed 75 percent of the replacement value of the existing non-conforming residence located on a standard size lot in the R-1-S (Single Family Suburban) zoning district. **COMMISSION ACTION:** M/S Pagee/Keith to approve the item as recommended in the staff report; 7-0.

3. **Variance, Use Permit, Minor Subdivision, and Environmental Review/Richard Tincher/433-439 O'Connor Street:** Request to subdivide one parcel into two lots in the R-1-U (Single-Family Urban) zoning district, and a request for a variance to reduce the minimum lot width to 52.7 feet where 65 feet is the minimum. In addition, a request for a use permit to construct one new, two-story single-family residence on one of the newly created substandard lot with regard to lot width. Due to the variance request, the proposed project is not categorically exempt from the California Environmental Quality Act and a Negative Declaration is being prepared to analyze the potential environmental impacts. As part of this development, the following heritage tree is proposed for removal: A cedar in the front yard with a 34-inch diameter at breast height (DBH) in fair condition. **COMMISSION ACTION:** M/S Pagee/Riggs to approve the item as recommended in the staff report; 7-0.

D. REGULAR BUSINESS

1. Review of Five-Year Capital Improvement Program
COMMISSION ACTION: M/S Pagee/Keith to continue the item to the meeting of February 22, 2010, with direction to staff to 1) provide written information, if available, on the financial breakdown of the numbers in the CIP document in advance of the next meeting and 2) request attendance from a member of the City Manager's Office at the next meeting to address questions; 7-0.

E. COMMISSION BUSINESS

1. Update on pending planning items.

   A. El Camino Real/Downtown Specific Plan (Phase II) Process
   B. 101-155 Constitution Drive and 100-190 Independence Drive (Menlo Gateway Project)
   C. Appeal of Administrative Action for 515 El Camino Real

F. REPORTS AND ANNOUNCEMENTS

ADJOURNMENT – 8:14 p.m.

Future Planning Commission Meeting Schedule

Regular Meeting	February 22, 2010
Regular Meeting	March 8, 2010
Regular Meeting	March 22, 2010
Regular Meeting	April 5, 2010
Regular Meeting	April 19, 2010
Regular Meeting	May 3, 2010
Regular Meeting	May 17, 2010
Regular Meeting	May 24, 2010 (Potential Study Meeting)

This Agenda is posted in accordance with Government Code Section §54954.2(a) or Section §54956. (Date Posted: February 3, 2010) 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 b y 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.

Revised: 4/11/07