



PLANNING COMMISSION ACTIONS

February 22, 2010

7:00 p.m.

City Council Chambers

701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:02 p.m.

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

INTRODUCTION OF STAFF – Deanna Chow, Senior Planner; Megan Fisher, Associate Planner; Kyle Perata, Planning Technician

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 - NONE

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.

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 from the meeting of February 8, 2010***
2. [Use Permit/John Matthews/900 Cambridge Avenue](#): Request for a use permit for interior modifications and first and second floor additions that would exceed 50 percent of the value of an existing non-conforming two-story residence located on a standard size lot in the R-1-U (Single-Family Urban) zoning district. The proposed project would also include three feet of excavation within the required 12-foot corner side yard for an expansion of a non-habitable basement. **COMMISSION ACTION:** M/S Riggs/Keith to approve the item as recommended in the staff report with the following modifications; 6-0 (with Commissioner Ferrick absent):
 - o **Modify condition 3g:** Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance. Prior to the building permit issuance, the applicant shall implement the tree protection plan and technique recommendations in the Arborist Report [and supplemental memo \(dated 2/19/10\)](#) for all applicable heritage trees. [If the location of the garage changes from the identified 17-foot setback, the arborist shall submit a revised memorandum that identifies](#)

potential impacts and recommendations to maintain the health of the tree subject to the review and approval by the Planning Division prior to building permit issuance.

- **Modify condition 4a:** Prior to building permit issuance, the applicant shall submit revised plans showing the garage with a minimum ~~20-foot~~ 15.5-foot setback, with the ability to increase the setback to match the neighbor's existing garage setback from the corner side property line subject to review and approval of the Planning Division.
- **Delete condition 4b.**

3. **Use Permit/Sunset Publishing/80-85 Willow Road:** Request for a use permit extension to allow Sunset Publishing to conduct an open house (commonly known as Sunset Celebration Weekend) for one weekend in either late May or early June on an annual basis, subject to an annual review by the Planning Division following the event. The open house would involve closing Willow Road from Middlefield Road to Paulson Circle, starting at 7:00 p.m. on the Friday before the event until 10:00 p.m. on Sunday after the close of the event. Activities would include, but are not limited to, a cooking stage, gardening demonstrations, wine seminars, activities booths, food and craft vendors, and live amplified music. The event hours would generally be between 10:00 a.m. to 5:00 p.m. on Saturday and Sunday of the event weekend. Event set-up typically occurs during the week before the event between 8 a.m. and 5:00 p.m. with break-down of the event between the same hours until the Wednesday after the event. The proposed event would exceed the daytime noise limits established under Section 8.06.030 of the Menlo Park Municipal Code. The proposed request is for a period of five years. **COMMISSION ACTION:** M/S Keith/Riggs to approve the item as recommended in the staff report with the following modifications; 6-0 (with Commissioner Ferrick absent):

Modify condition 3bii. The applicant shall work with City staff to develop parking restrictions to prevent event parking in the following areas:

- area bounded by Willow Road, Blackburn Avenue, Middlefield Road, and Woodland Avenue;
- Willow Road from western entrance of event to Alma Street;
- Waverley Street from Willow Road to Laurel Street;
- Linfield Drive from Middlefield Road to East Creek Drive;
- Santa Margarita Avenue from Middlefield Road to Nash Avenue;
- Santa Monica Avenue to Middlefield Road to Nash Avenue;
- Paulson Circle (Lane Woods development);
- Morgan, Pearl and Ballard Lanes (Morgan Lane development);
- Driveway behind Willow Market; and
- McKendry Drive;
- Robin Way; and
- Marmona Drive

Add condition 3bx. The applicant shall be responsible for monitoring the access points with a security guard to the Lane Woods community on Paulson Circle and the Morgan Lane community on Morgan Lane.

Add condition 3ciii. The applicant shall provide additional restrooms at the eastern end of the event to minimize noise impacts to the nearby residences.

D. REGULAR BUSINESS

1. Review of Five-Year Capital Improvement Program. *Continued from the meeting of February 8, 2010* The Commission made the following actions on the CIP.

M/S Riggs/Keith to support the prioritization of the projects; 6-0 (Commissioner Ferrick absent).

M/S Pagee/Keith to generally agree with the projects and criteria listed in the document; 6-0 (Commissioner Ferrick absent).

M/S Riggs/O'Malley to determine that the projects do not appear to conflict with the Council goals; 4-0-2 (Commissioners Keith and Pagee abstaining and Commissioner Ferrick absent).

M/S Keith/Bressler to support staff's current projects. With regard to the El Camino Real/Downtown Specific Plan, the Commission recommends the scope of work be modified to allow the Planning Commission to have a more ongoing role in the project; 5-1 (Commissioner O'Malley opposed and Commissioner Ferrick absent). Commissioner O'Malley opposed the motion because he does not feel the CIP document is the appropriate place for discussion of the Specific Plan.

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)

F. REPORTS AND ANNOUNCEMENTS

Staff provided the Commission with handouts on the upcoming 2010 Census and encouraged them to reach out to others on the importance of completing the survey.

ADJOURNMENT – 10:43 p.m.

Future Planning Commission Meeting Schedule

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 17, 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 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.

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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.

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