



PLANNING COMMISSION ACTIONS

January 24, 2011

7:00 p.m.

City Council Chambers

701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:00 p.m.

ROLL CALL – Bressler (Chair), Eiref, Ferrick (Vice Chair), Kadvany, O'Malley, Riggs – [All Present](#)

INTRODUCTION OF STAFF – Deanna Chow, Senior Planner; Megan Fisher, Associate Planner ([Absent](#)); Kyle Perata, Planning Technician; Thomas Rogers, Associate Planner

A. REPORTS AND ANNOUNCEMENTS

Under “Reports and Announcements,” staff and Commission members may communicate general information of interest regarding matters within the jurisdiction of the Commission. No Commission discussion or action can occur on any of the presented items.

1. Update on Pending Planning Items.
 - A. City Council action on revisions to 1460 El Camino Real – January 11, 2011
 - B. City Council Determination on Tree Removal at 240 University Drive – January 25, 2010
 - C. Planning Commissioner Appointment

B. 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.

C. 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 December 13, 2010 Planning Commission meeting.](#) **COMMISSION ACTION:** Unanimous consent to approve the minutes with the following modifications:
 - Page 5, 1st full paragraph, last line: Replace “gensap” with “generator set”
 - Page 7, 6th paragraph, 4th line: Replace “rec In-lieu funds” with “recreation in-lieu funds”
 - Page 12, 4th paragraph, 4th bullet: Replace “Campus has over a million square foot of buildings” with “Campus has over one million square feet of buildings”

D. PUBLIC HEARING

1. [Use Permit Revision/William Park and Jung Choi/600 Cotton Street:](#) Request for a revision to a use permit granted in 1999 for the construction of a two-story, single-family residence on a substandard lot with regard to lot width and lot area in the R-E (Residential Estate) zoning district. The use permit revision is for an addition to the first floor and basement of the residence, an addition to an existing accessory building, and approval of an expansion to an existing

detached garage. The applicant is also proposing to remove a heritage-size cedar tree located in the front, right corner of the site that is 25.6 inches in diameter and potentially hazardous. **Deferred from the meeting of January 10, 2011. COMMISSION ACTION:** M/S O'Malley/Ferrick to approve the item as recommended in the staff report with the following modification; 6-0:

Add condition 4c: Simultaneous with the submittal of a complete building permit application, the applicant shall provide an updated arborist report that includes additional details about the existing condition of tree #30 (deodar cedar) as identified in the Mayne Tree Expert Company, Inc. report dated September 13, 2010. The updated report is subject to review by the Planning Division and City Arborist prior to issuance of a heritage tree permit.

2. **Use Permit/Anatole Zelkin/1923-1929 Menalto Avenue:** Request for a use permit to operate a retail flower shop in an existing commercial building on a property that is substandard with regard to parking in the C-2 (Neighborhood Shopping) zoning district. **COMMISSION ACTION:** M/S Ferrick/Riggs to approve the item as recommended in the staff report; 6-0.
3. **Use Permit Revision/Verizon Wireless/2884 Sand Hill Road:** Request for a use permit revision to extend the time limit for an existing wireless facility on a rooftop of an existing building in the C-1-C (Administrative, Professional, and Research, Restrictive) zoning district. **COMMISSION ACTION:** M/S Riggs/Eiref to approve the item as recommended in the staff report; 6-0.
4. **Use Permit Revision/Ellen Ackerman for MTR/1235 Hamilton Court:** Request for a revision to an existing use permit for indoor storage and use of hazardous materials for the manufacturing of membrane materials and processes at an existing building located in the M-2 (General Industrial) zoning district. MTR conducts Research and Development (R&D) at other sites within the AMB Willow Park complex. **COMMISSION ACTION:** M/S O'Malley/Riggs to approve the item as recommended in the staff report; 6-0.

E. REGULAR BUSINESS

1. **Review of Planning Commission's Transmittal Memorandum to the City Manager on the Draft 2012-2016 Capital Improvement Program**

The Commission unanimously agreed to clarify points and modify the language in the draft memorandum, including 1) the addition of the C-2 zoning district as part of the proposed permit streamlining efforts, 2) to note that the Housing Commission should provide input as part of modifications to the Below Market Rate (BMR) housing guidelines, and 3) to clarify that the City should establish a structure for coordination of code administration with adjacent jurisdictions.

The Commission selected Commissioner Riggs to speak on behalf of the Commission at a future City Council meeting when the CIP is discussed.

F. COMMISSION BUSINESS - None

ADJOURNMENT – 8:39 p.m.

Future Planning Commission Meeting Schedule

Regular Meeting	February 7, 2011
Regular Meeting	February 28, 2011
Regular Meeting	March 7, 2011
Regular Meeting	March 21, 2011
Regular Meeting	April 4, 2011
Regular Meeting	April 18, 2011
Regular Meeting	May 2, 2011

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