



PLANNING COMMISSION ACTIONS

Regular Meeting
November 18, 2013 at 7:00 p.m.
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:02 p.m.

ROLL CALL – Bressler, Eiref (Vice Chair), Ferrick, Kadvany (Chair), Onken, Riggs, Strehl – [All Present](#)

INTRODUCTION OF STAFF – Deanna Chow, Senior Planner; Justin Murphy, Development Services Manager; Kyle Perata, 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.

A1. Update on Pending Planning Items

- a. El Camino Real/Downtown Specific Plan Initial Review - City Council – November 19, 2013

B. PUBLIC COMMENTS - [none](#)

Under “Public Comments,” the public may address the Commission on any subject not listed on the agenda within the jurisdiction of the Commission and items listed under Consent. 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.

C1. [Approval of minutes from the October 28, 2013 Planning Commission meeting](#)

COMMISSION ACTION: M/S Ferrick/Kadvany to approve the minutes with the following modifications, 5-0-2, with Commissioners Bressler and Eiref abstaining.

- Page 15, 3rd paragraph, 1st line: Replace “Commissioner Riggs said Chair Kadvany’s definitions were good but it was not clear how they would fit into the Plan.” with “Commissioner Riggs said Chair Kadvany’s definitions were good.”
- Page 23, 5th paragraph, 4th line: Replace “and” with “but”
- Page 27, 4th paragraph, 4th line: Insert “the plan envision” between “said” and “bicyclists”

C2. [Confirmation of Voting Tallies for El Camino Real/Downtown Specific Plan Planning Commission Recommendations \(considered on October 28 and November 4, 2013\)](#)

COMMISSION ACTION: M/S Riggs/Strehl to approve the item as recommended in the staff report with a clarification regarding Item H2; 4-1-2, with Commissioner Kadvany opposed and Commissioners Bressler and Eiref abstaining.

D. PUBLIC HEARING

- D1. [Use Permit and Architectural Control/Kathy Absher/2484 Sand Hill Road](#): Request for use permit and architectural control to add approximately 169 square feet of gross floor area to the main floor level, of an existing multi-level commercial building, in the C-1-C (Administrative, Professional and Research, Restrictive) zoning district. The proposed expansion would be located within the existing overhang of the upper floor level. In addition, the applicant is requesting approval of a Below Market Rate (BMR) In-Lieu Fee Agreement for this project.
COMMISSION ACTION: M/S Bressler/Ferrick to approve the item as recommended in the staff report; 7-0.

E. PUBLIC MEETING ITEM

- E1. [General Plan Amendment and Zoning Ordinance Amendments/City of Menlo Park: Implementation and Update of the Housing Element of the General Plan](#): Review and comment on the implementation of several Housing Element programs, including 1) the creation of an Emergency Shelter for the Homeless overlay zone and identification of potential overlay areas, zoning for transitional and supportive housing, and establishing procedures for reasonable accommodation, and 2) the modification of zoning requirements for secondary dwelling units and accessory structures on single-family properties. In addition, the meeting will focus on review and comment on the Preliminary Draft Housing Element Update. The Planning Commission's comments will be forwarded to the City Council for review and consideration at a meeting in December 2013. The City is scheduled to submit the Draft Housing Element to the State Department of Housing and Community Development (HCD) for review and comment by the end of December 2013. In early 2014, the City will consider the comments from HCD and prepare a Final Draft Housing Element, as well as associated Zoning Ordinance Amendments. The final documents will be reviewed by the Planning Commission and City Council during public hearings on the items. Additional noticing will be conducted for the future public hearings.

COMMISSION ACTION: The Planning Commission reviewed and provided comments on the proposed Housing Element implementation programs and the Housing Element Update for the 2014-2022; no action was taken on the item.

After hearing staff's presentation and public comment, the Commission asked clarifying questions on the various topics and provided feedback. The Commission generally supported the preliminary draft ordinance amendments related to transitional and supportive housing and reasonable accommodation, and the approach to the proposed modifications to the secondary dwelling unit and accessory structure/building ordinances. The Commission also supported the work that has been done on the Housing Element Update and recommended it be submitted to the State Housing and Community Development Department (HCD) for initial review and comment. The Commission did not have any initial changes to the preliminary draft initial study that is being prepared as part of the environmental clearance for the Housing Element Update.

Much of the Commission's discussion focused on the proposed Emergency Shelter for the Homeless Overlay Zone. A summary of the Commission's discussion is provided below by topic area:

The five potential sites received mixed reviews. The following are general comments that were made about the sites:

Area A – site has lack of connection (transportation services); alter the boundary to exclude the area bordering the Lorelei Manor residential neighborhood

Area B – least disruptive to the community because of the existing uses on the site; existing infrastructure and services to support the homeless population; served by good public transportation; large veteran homeless population; alter the boundary to eliminate the parcels along Coleman Avenue across from the single-family residential uses

Area C – seems like an anomaly

Area D – duplexes in the area, where a shelter could reuse and weave into the existing fabric should be lower priority given the bicycle and pedestrian routes to Laurel School and Nativity School in the area

Area E - duplexes in the area, where a shelter could reuse and weave into the existing fabric

Some Commissioners asked whether there were any sites on the El Camino Real corridor that should be considered. One Commissioner mentioned the Planet Auto site as a potential given its proximity to good public transportation and the existing homeless population in the general area.

The Commission supported an approach of identifying Area B, with a reduced footprint on Coleman Avenue, as the potential area for the overlay zone. The Commission suggested that the remaining four potential areas remain on the list, and should only be considered if the State Housing and Community Development Department (HCD) does not support the approach. If HCD comments that additional areas be considered, the Planning Commission would like to regroup to discuss the topic.

The Commission also provided feedback on the proposed overlay zoning ordinance amendment. The Commission supported modifying the preliminary draft language to include staffing and services or transportation to such services to assist clients to obtain permanent shelter and income.

F. REGULAR BUSINESS

F1. Review of Draft 2014 Planning Commission Meeting Dates

COMMISSION ACTION: Continued to 12/9 meeting, but approved January and February dates.

G. COMMISSION BUSINESS – None

ADJOURNMENT – 10:47 p.m.

Future Planning Commission Meeting Schedule

Regular Meeting	December 9, 2013
Regular Meeting	December 16, 2013

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