



## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

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### APPLICATION SUBMITTAL GUIDELINES

The following guidelines have been prepared for the submittal of applications for Planning Commission review (e.g., Use Permit, Variance). The guidelines are written to apply to the majority of applications, although exact requirements may differ for any specific application.

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#### **A. APPLICATION SUBMITTAL – GENERAL INFORMATION**

- 1) A complete application includes the following elements:

##### **REQUIRED**

- **Development Permit Application & Agreement to Pay Fees** (p. 3)
- **Data Sheet** (p. 4)
- **Project Plans** (p. 5 - 12)
- **Project Description** (p. 12)
- **Applicable Fee** (as stated in the City of Menlo Park Master Fee Schedule, available on the Finance Department web site: [http://www.menlopark.org/departments/dep\\_finance.html](http://www.menlopark.org/departments/dep_finance.html))

##### **CONDITIONALLY REQUIRED OR OPTIONAL** (p. 12 - 13)

- **Arborist Report**
- **Flood Elevation Certificate**
- **National Pollutant Discharge Elimination System (NPDES) Checklist**
- **Hydrology Report**
- **Variance Letter**
- **Color and Materials Board**

- **California Environmental Quality Act (CEQA) Initial Study and Environmental Information Form**
  - **Subdivision/Parcel Map**
  - **Homeowners Association Approval Letter**
  - **Photographs**
  - **Correspondence**
- 2) All documents are available at the Development Services Counter, by mail, and by fax. You may also view most application forms and handouts on the Planning page of our web site at: <http://www.menlopark.org>
  - 3) A **preliminary review** with Planning staff before submittal of any application is recommended. Planning staff provides service for walk-in customers Monday through Thursday, 1:00 p.m. to 5:30 p.m., and alternate Fridays, 1:00 p.m. to 5:00 p.m. Appointments outside of these hours may be scheduled by contacting [planning@menlopark.org](mailto:planning@menlopark.org) or 650-330-6702.
  - 4) For residential projects of three or more dwelling units and non-residential projects, the City has a **Development Review Team (DRT)** that consists of representatives from the City's Building, Engineering, Planning, and Transportation Divisions, from the Menlo Park Fire Protection District, and from other agencies on an as-needed basis. The role of the DRT is to define and resolve any issues early in the application process or at any point during the review and construction of a project. DRT is scheduled to meet every Thursday morning, and parties may arrange to be on the agenda by contacting Mary Jane Cabildo ([mjcabildo@menlopark.org](mailto:mjcabildo@menlopark.org) or 650-330-6702). Applicants are required to submit five (5) sets of project plans in 11" x 17" format. Reservations must be made and project plans must be submitted **a minimum of one week in advance of the meeting**. These meetings are working sessions; the discussion is not formally recorded nor is any formal action taken.
  - 5) **Applications are accepted by appointment only.** Please contact the Planning Division to set up an application submittal appointment ([planning@menlopark.org](mailto:planning@menlopark.org) or 650-330-6702).
  - 6) Once an application is filed with the City's Planning Division, the application becomes **public record** and is available to anyone for inspection.
  - 7) The project applicant is expected to **attend the Planning Commission and/or City Council meetings** to present the proposal and respond to questions.
  - 8) The Transportation Division reviews project plans for compliance with the City's parking standards. All **parking spaces**, covered and uncovered, as well as handicap spaces, should be noted on the plans. For detailed information, please refer to the "*Parking Stalls and Driveway Design Guidelines*" handout. For additional information regarding parking standards, contact the Transportation Division at (650) 330-6770 and/or review the Transportation Division web site ([http://www.menlopark.org/departments/dep\\_transportation.html](http://www.menlopark.org/departments/dep_transportation.html)).
  - 9) For Architectural Control and Use Permit applications that involve the construction or alteration of structures, the project plans that are reviewed by the Planning Commission must accurately depict all structures and site improvements as they are to be constructed. If the proposal is approved by the Planning Commission, the associated building permit application must be **substantially in conformance** with the approved project plans, and the Planning Division has limited discretion to approve modifications to these plans. Please review your proposal and verify that no substantial changes will be requested in the future. Full building permit plan sets

are not required at this stage, but applicants should analyze the proposal in relation to **building code requirements and projected budget**. In particular, please verify that no future modifications will be requested with regard to building height, window size/placement, exterior materials, and parking and vehicle access.

## **B. DEVELOPMENT PERMIT APPLICATION & AGREEMENT TO PAY FEES**

- 1) The Development Permit Application & Agreement to Pay Fees is available on our web site at: <http://www.menlopark.org/departments/pln/devperapp.pdf>
- 2) Applications are to be made only by the owner of the property, or by lessee, authorized agent, purchaser in escrow, or optionee with the consent of the owner. **The owner of the property must sign the application in order for it to be valid.** Photocopied or faxed signatures are not acceptable.
- 3) When filling out the application form, it must be **typed or clearly printed**.

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## C. DATA SHEET

A completed Data Sheet must accompany every application. The Data Sheet provides basic site information, such as lot dimensions and area, setbacks, building size, etc. for use in reviewing the application. The Data Sheet is available at the following location: <http://www.menlopark.org/departments/pln/datasheetcom.pdf>

### DATA SHEET FOR RESIDENTIAL PROJECTS

Please provide the appropriate information pertaining to your application. It is important to complete the existing and proposed development items even if the existing structure is being demolished or if there is no specific Zoning Ordinance requirement.

<b>LOCATION:</b>	1301 Any Street				
<b>EXISTING USE:</b>	Single family residence		<b>APPLICANT:</b>	Alan Smithee	
<b>PROPOSED USE:</b>	New single family residence		<b>PROPERTY OWNER(S):</b>	Alan & Nala Smithee	
<b>ZONING:</b>	R-1-S		<b>APPLICATION(S):</b>	Use Permit	
<b>DEVELOPMENT STANDARDS</b>	<b>PROPOSED DEVELOPMENT</b>		<b>EXISTING PROJECT</b>		<b>ZONING ORDINANCE</b>
Lot area	9,000	sf	9,000	sf	10,000 sf min.
Lot width	120	ft.	120	ft.	100 ft. min.
Lot depth	75	ft.	75	ft.	80 ft. min.
Setbacks					
Front	28	ft.	30	ft.	20 ft. min.
Rear	30	ft.	55	ft.	20 ft. min.
Side (left)	15	ft.	30	ft.	10 ft. min.
Side (right)	17	ft.	24	ft.	10 ft. min.
Building coverage	2,508	sf	1,700	sf	3,150 sf max.
	28	%	19	%	35 % max.
FAR (Floor Area Ratio)*	n/a	sf	n/a	sf	n/a sf max.
		%		%	% max.
FAL (Floor Area Limit)**	3,234	sf	1,700	sf	3,300 sf
Square footage by floor					
below grade	0	sf	0	sf	
1 <sup>ST</sup>	2,308	sf	1,000	sf	
2 <sup>ND</sup>	726	sf	0	sf	
garage	200	sf	450	sf	
accessory building(s)	0	sf	250	sf	
other	0	sf	0	sf	
Square footage of buildings	3,234	sf	1,700	sf	sf max.
Building height	26	ft.	15	ft.	28 ft. max.
Landscaping***	270	sf	270	sf	n/a sf min.
	3	%	3	%	% min.
Paving***	180	sf	180	sf	n/a sf min.
	2	%	2	%	% min.
Parking	2 covered	spaces	2 covered	spaces	2 spaces
Define Basis for Parking	(Example: 1 covered/1 uncovered per residential unit or # of spaces/X square feet)				
	1 covered/1 uncovered per residential unit				
Trees	# of existing <b>Heritage</b> trees	2	# of existing <b>non-Heritage</b> trees	5	# of new trees 3
	# of existing <b>Heritage</b> trees to be removed	0	# of <b>non-Heritage</b> trees to be removed	0	<b>Total</b> # of trees 10

\* Commercial and Multiple-residential properties | \*\* Single family residential and R-2 zoned properties | \*\*\* Commercial, Multiple-residential, and R-2 zoned properties

## D. PLAN SET COMPONENTS

**PLEASE NOTE: The applicant is responsible for submitting accurate, clear and readable information, maps and drawings. The applicant is responsible for any processing delays caused by inaccurate or unclear information, maps or drawings. The letter-size plan sets will be attached to staff reports, and as such need to be readable and reproducible.**

- 1) An initial application submittal must be accompanied by **multiple plan sets in these sizes:**

full-size (36" x 24")
half-size (18" x 12") or tabloid (11" x 17")
letter (8-1/2" x 11")

The required number of plan sets differs by the type of application. **Prior to submittal, applicants must confirm with a planner how many sets are required for that particular application.** Additional plan sets will be requested before the Planning Commission hearing.

### 2) **Drafting** Instructions

- a) Plans shall be scaled as noted below, unless permission has been granted by the Planning Division to reduce the scale.
- b) A bar scale is required for every scaled drawing in order to preserve a scale on the reduced plans (see example below).



- c) North arrow is necessary for site orientation on all plan drawings (see example below).

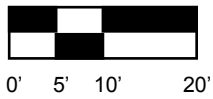
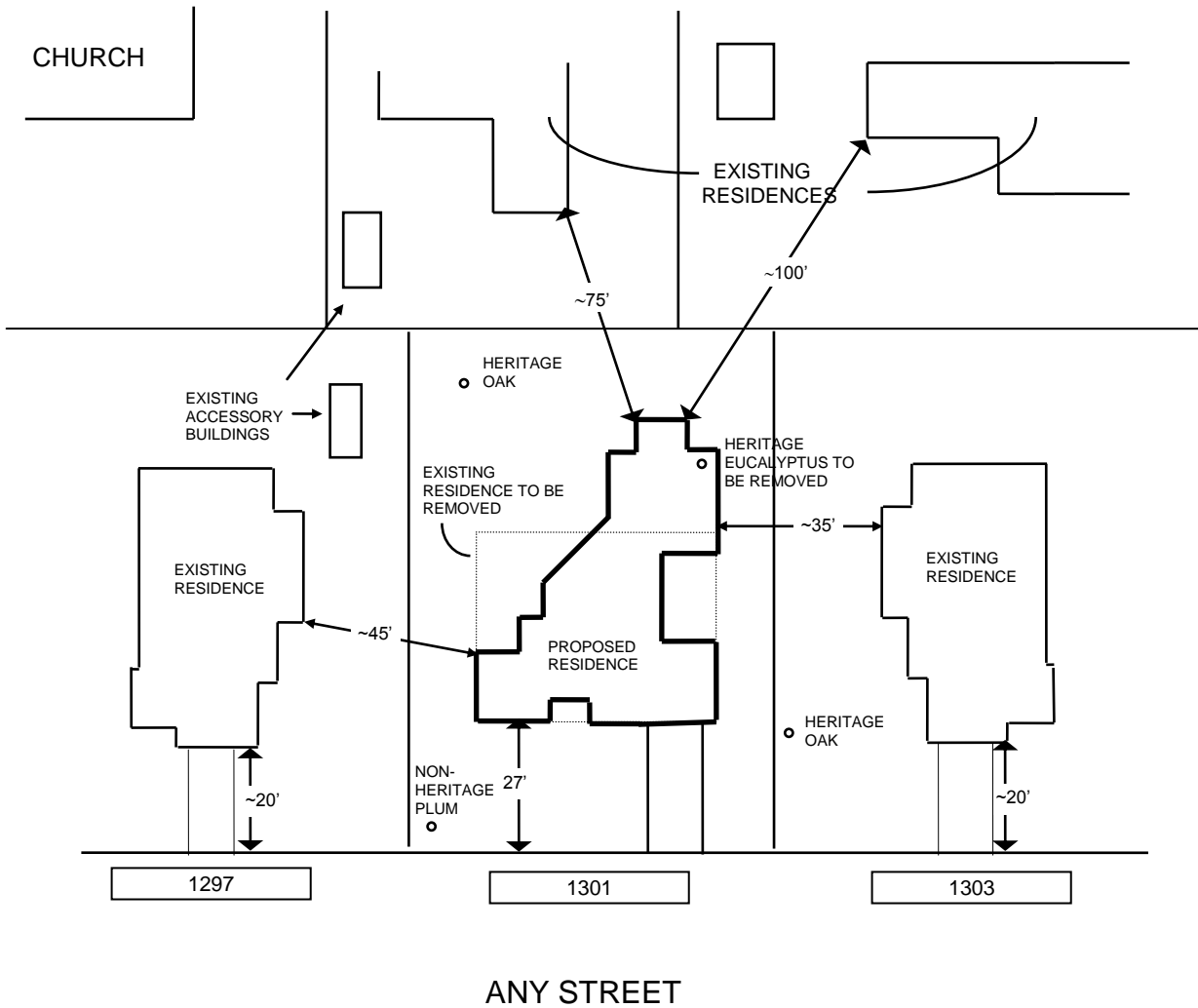


- d) Area plan, site plan and floor plan should be oriented in the same direction.
- e) The address of the subject parcel should be noted on each plan page.

### 3) **Area plan** (1" = 20' scale)

- a) Subject property and contiguous properties, with addresses listed
- b) All adjacent streets, alleys, and/or easements
- c) All existing and proposed structures on the subject property and contiguous properties (approximate scale is sufficient)
- d) Best estimate of distance between all buildings on subject property and buildings on adjacent parcels
- e) All trees and other significant landscape and site features, including driveways
- f) Projects located at or near "T" intersections should show the intersecting street
- g) Large projects should extend the area plan across the subject street(s) and show driveways on facing parcels

### Example of Area Plan



**AREA PLAN: 1301 ANY STREET**

**1" = 20'**

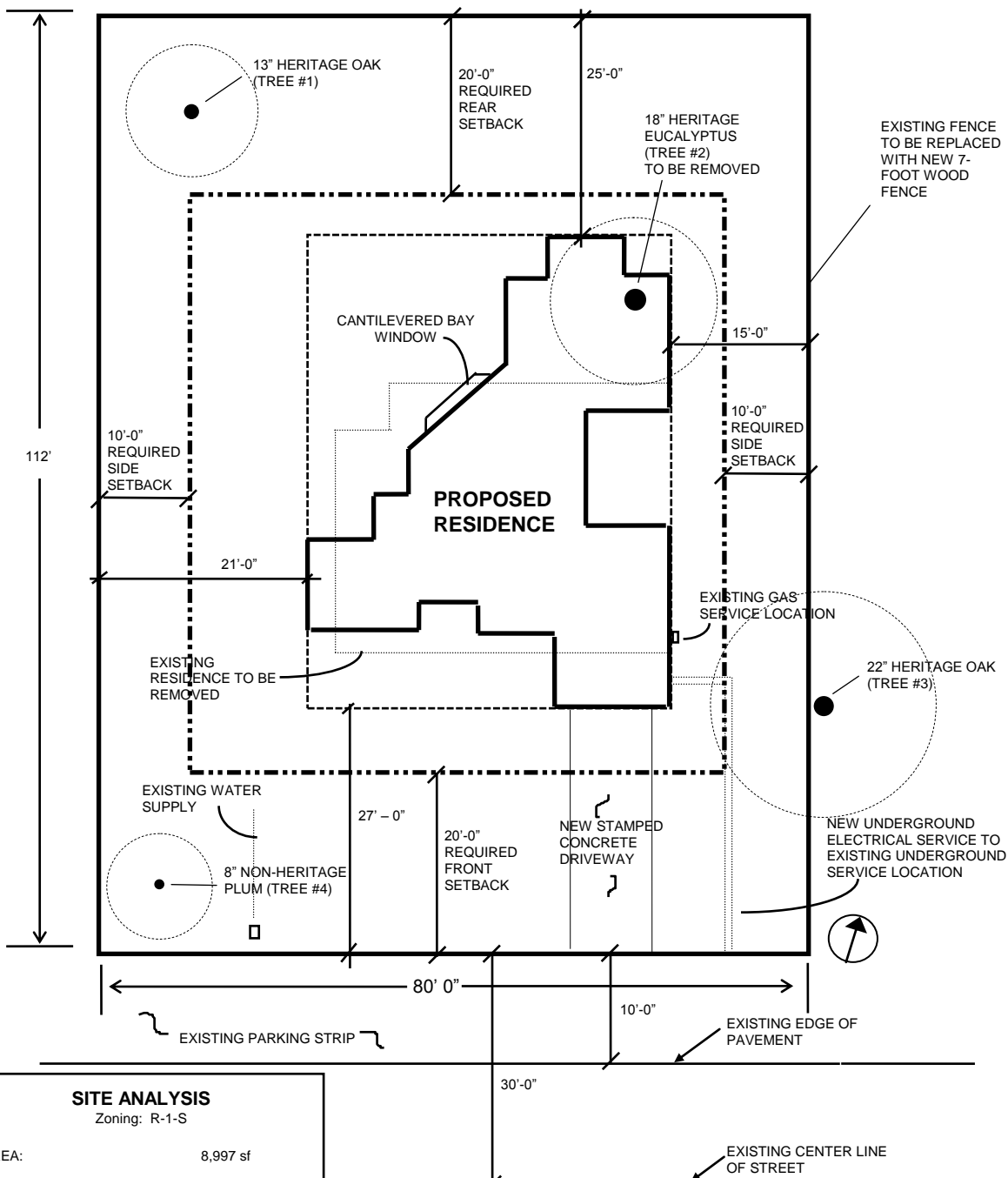
4) **Site plan** (1/8" = 1' scale)

- a) Dimensions of subject parcel
- b) Location and dimensions of all existing and proposed structures (including garages, carports, storage buildings, arbors, patios, decks, balconies, light wells, air-conditioning equipment, swimming pools and spas, etc.) Proposed additions and new structures should be shown with a thick line weight that clearly delineates the proposed new construction. Structures to be demolished should be noted with dashed lines.
- c) Dimensions of both required and actual setbacks
- d) Location, size, and type of all trees and significant landscape features, including proposed new landscaping. Note whether trees are heritage-size and/or proposed to be removed, and show both the tree's canopy and full trunk outline. All heritage trees located on other parcels, within approximately 10 feet of the property line, must be noted on this plan, and tree protection fencing must be shown. Number and label all trees in accordance with the arborist report.
- e) Dimensions of any permitted intrusions into the required setbacks
- f) Existing and proposed fences, including height and material
- g) Layout of existing and/or proposed driveways
- h) Off-street parking spaces (covered and uncovered) and dimensions of the spaces
- i) Distance between buildings on the same property
- j) Location, dimension, and description of all existing easements
- k) Location and name of adjacent streets. The plan must extend to the center line of all adjacent streets and accurately represent and fully dimension the existing and proposed frontage improvements (curbs, gutters, sidewalks, etc.).
- l) Existing and proposed grade elevations of the property (if grade differential on property is greater than 3 feet)
- m) Location of all utility company equipment (in particular, power poles), fire hydrants, and streetlights
- n) Building pad and finished floor elevations for existing and proposed structures

The following site analysis information should be noted on the plan. The information may be provided in table form.

- o) Total square footage of parcel and net square footage (exclusive of any access easements)
- p) Floor area of all buildings, including separate figures for existing, proposed and total square footage on each floor (please refer to Zoning Ordinance Section 16.04.313, for the definition of *floor area* for single family residential and R-2 zoning districts, and to Section 16.04.325 for the definition of *gross floor area* for R-3 zoning districts)
- q) Percentage and square footage of land covered by all structures (existing and proposed)
- r) Percentage of all paved and landscaped areas
- s) Total number of parking spaces, covered and uncovered

# Example of Site Plan



## SITE ANALYSIS

Zoning: R-1-S

LOT AREA:	8,997 sf
ALLOWABLE FLOOR AREA: (8997-7000) X 20% + 2800 1997 X 20% = 399.4 + 2800 NO ATTIC SPACE OVER 5'0"	3,199.40 sf
PROPOSED FIRST FLOOR AREA:	1,703 sf
PROPOSED SECOND FLOOR AREA:	1,287 sf
TOTAL PROPOSED FLOOR AREA:	2,990 sf
LAND COVERED BY STRUCTURES	19%
LANDSCAPING	67%
PAVED SURFACES	14%
PARKING SPACES	1 COV/1 UNCOV
ALL GRADES TO REMAIN NATURAL	

STREET NAME

**PLEASE NOTE THAT THIS DRAWING IS NOT TO SCALE. THE DRAWING IS INTENDED TO DEMONSTRATE THE FEATURES OF A TYPICAL SITE PLAN.**



**SITE PLAN--1301 ANY STREET**

**1/8" = 1'**

5) **Floor plans** (1/4" = 1' scale)

- a) Complete plans for all **proposed** structures
- b) Complete plans for all **existing** structures (even if structures are proposed to be demolished)
- c) Overall building dimensions to exterior walls and individual room dimensions
- d) Room identification ("Master Bedroom," "Dining Room," etc.)
- e) Window and door locations

6) **Roof plan** (1/8" = 1' scale, minimum)

Plans for all roof levels, showing ridge lines, materials, and pitches. Roof plans should show any roof-mounted equipment and any screening.

7) **Square-Footage Calculation Plans**

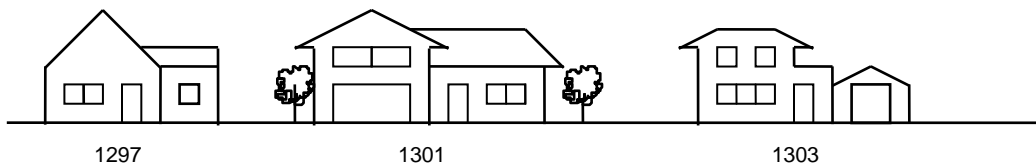
- a) **Floor plan square-footage calculations** are required for all submittals (1/8" = 1' scale, minimum)
  - I. As an overlay of the proposed floor plans (walls and stairs must be visible), divide each floor into a minimum number of discrete polygons, listing the length, width, and area of each. For curves or other non-rectangular shapes, list the method of area calculation.
  - II. Review the Zoning Ordinance's definitions of *floor area* (single-family and R-2 zoning districts) and *gross floor area* (R-3 and non-residential zoning districts) to verify what counts and does not count as floor area. For exempted areas (stairwells, for example), provide a notation describing the specific exemption. Similarly, show calculation boxes for any attic or double-height area that qualifies as floor area under the Zoning Ordinance.
  - III. On the ground floor calculation plan, use a unique area calculation box for the garage or carport space. In addition, show area calculation boxes for covered porches, trellises, or any other area that counts as building coverage but not floor area. Shade the building coverage boxes with a distinct pattern.
- b) **Site plan square-footage calculations** are required for R-2 and R-3 properties and any projects making changes to landscaping/parking, and are recommended for other submittals (1/16" = 1' scale, minimum)
  - I. As an overlay of the proposed site plan, show calculation polygons for Building Coverage, Driveways and Uncovered Parking, and Landscaping.
- c) Summarize the calculations in a **table**. For Floor Area, list totals by floor and by building, and total for the entire site. The totals should match the summary table shown on the site plan sheet.

8) **Building elevation drawings** (1/4" = 1' scale)

- a) All **proposed** exterior building elevations, including all windows, doors, and roof pitches
- b) All **existing** exterior building elevations, including all windows, doors, and roof pitches (even if structures are proposed to be demolished). Photographs may be submitted in lieu of elevation drawings, provided they accurately represent the existing conditions. Photographs must be mounted and labeled on a sheet in the plan set, and must reproduce clearly. Blurry or poorly copied photographs will not be accepted.
- c) Detailed notations for all materials (doors, windows, siding, etc.), listing their type, color, and other attributes. In particular, for multi-pane windows, specify the precise type of divided light (true divided light, simulated divided light, snap-in grids, between-the-glass grilles, etc.).
- d) For all windows, note the sill heights (distance from respective finished floor to sill)
- e) Existing and finish grade on all elevations of structures
- f) Heights above average natural grade of all floors, eaves, and ridges
- g) Daylight Plane notation (single family residences and R-2 properties only)
- h) Label all elevations by both site orientation (front, rear, left side, right side) and direction (North, East, South, West).

9) **Streetscape** (1/16" = 1' scale)

Simple silhouette drawing showing a front view of the proposed building and the buildings on each side. If the property is on a corner, views from both streets should be submitted.

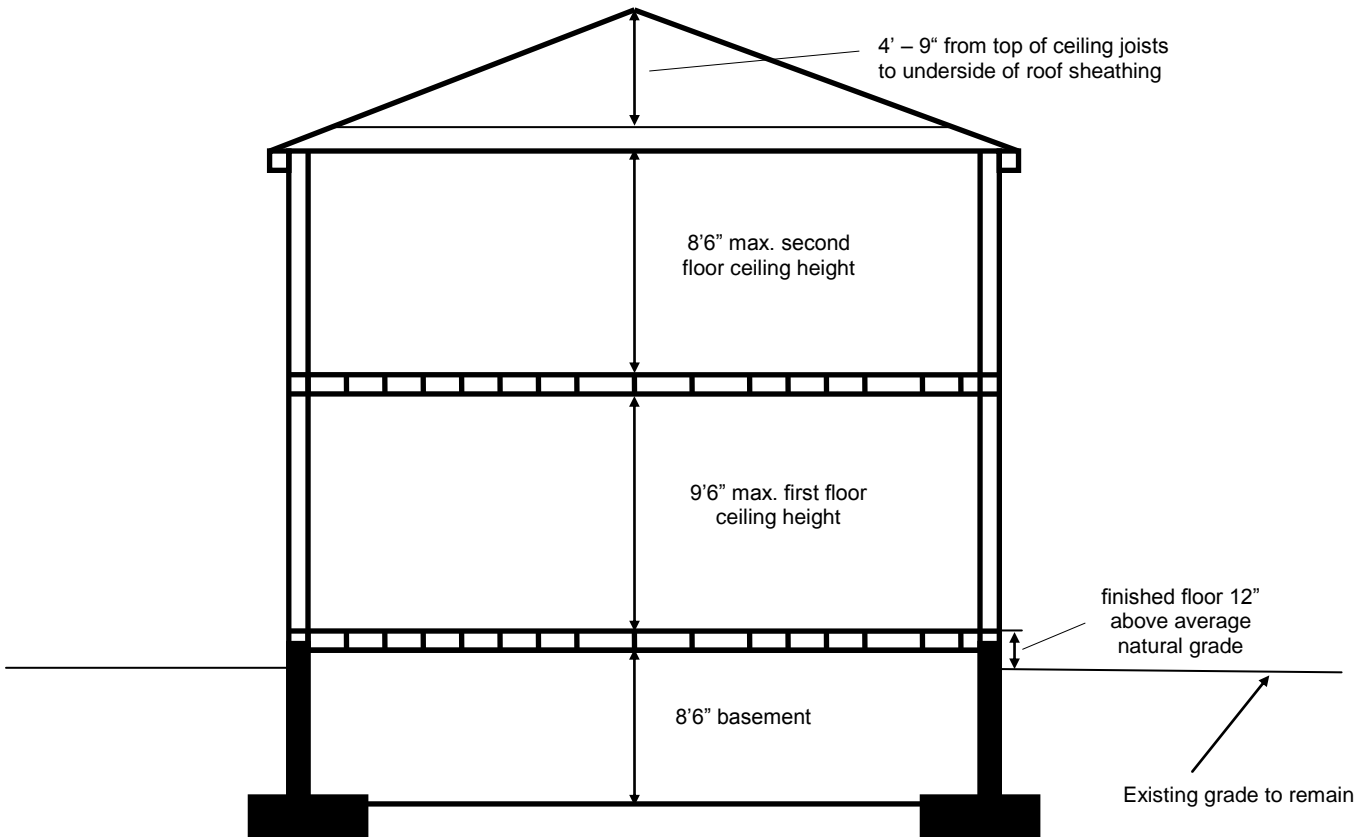


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10) **Cross Sections of Building** (1/4" = 1' scale)

At least two cross sections of the building should be included. The drawings should show ceiling heights of each floor (including basements and attics), first story finished floor elevation, base flood elevation (if applicable), and the existing and proposed grade of the property. The set should include at least one transverse section and one longitudinal section. At least one of the sections should go through the highest point of the building. If any area could appear from the elevations to include "non-standard" FAL/FAR area (such as attic areas five feet or greater), provide additional sections though that area to clarify.

**Example of Cross Section**



- 11) **Preliminary Landscape Plan** – Required for residential projects of three or more dwelling units and other projects that are making changes to landscaping/parking areas. Show all existing and proposed landscaping in relation to structures and paved surfaces. Note if any trees are proposed to be removed, and summarize these and the trees to remain in a tree inventory. Provide detailed notations for all proposed tree species and sizes (both at planting and typical mature size), and summarize these in a tree schedule.
- 12) **Survey** – Required for all applications that involve the addition of square footage to an existing building or new construction. Advised for other projects in areas with property line discrepancies, and for projects with unusual topographic conditions. Please see the Land Survey Requirements handout for more information (<http://www.menlopark.org/departments/pln/surveys.pdf>).

**Other Plan Set Elements** – Required for certain multi-family residential and commercial/industrial projects. Please see a planner for more information on these requirements.

- 13) **Preliminary Grading and Drainage Plan**
- 14) **Stormwater Treatment Plan**
- 15) **Utilities Plan**
- 16) **Garbage Enclosure Plans and Elevations**
- 17) **Vehicular Circulation Plan** (including turning templates and sight distance triangles)
- 18) **Below Market Rate (BMR) Unit Location Plan**

## E. OTHER APPLICATION ELEMENTS

The following elements are either required, conditionally required, or optional elements of a development permit application.

- 1) **Project Description** – Required for all submittals. On one or more letter-size sheets, describe the project in as much detail as possible, including topics such as:
  - Purpose of the proposal
  - Scope of work
  - Architectural style, materials, colors, and construction methods
  - Basis for site layout
  - Existing and proposed uses
- 2) **Arborist Report** – Required for projects located in close proximity to any Heritage Trees, including any trees on adjacent properties that could be affected by construction, as well as any development proposal including a Heritage Tree Removal Permit application. Information on and forms for the Heritage Tree Ordinance are located at: <http://www.menlopark.org/departments/pln/htree/htree.htm>

Generally, a Heritage Tree is defined as a tree with a trunk of 15 inches in diameter or more measured at 54 inches above natural grade, or any oak tree native to California with a diameter of 10 inches or more measured at 54 inches above natural grade. To remove a Heritage Tree, you must obtain permission from the City. If your project involves the removal of a heritage tree, you should submit to the City of Menlo Park a Heritage Tree Removal Permit application concurrent with or prior to your planning submittal.

Two (2) copies of the arborist report and two (2) copies of any removal application(s) are required at the time of submittal for any development permit. The report shall include recommendations for continued health of the trees. The arborist must review the project plans and conduct the tree analysis within the context of the proposed development. The information presented in the arborist report must be accurately incorporated into the project plans.

- 3) **Flood Elevation Certificate** – Required for all projects taking place in a FEMA-designated flood zone. Any proposed construction within a flood zone must comply with FEMA and City floodproofing regulations. Additional information on these requirements is available on the Public Works web site ([http://www.menlopark.org/departments/bld/fema\\_si.pdf](http://www.menlopark.org/departments/bld/fema_si.pdf)).
- 4) **National Pollutant Discharge Elimination System (NPDES) Checklist** – Required for all projects adding or replacing building footprint area and/or making changes to landscaping/parking areas. This checklist is required by stormwater regulations, and is available on the Planning web site (<http://www.menlopark.org/departments/pln/npdes.pdf>).
- 5) **Hydrology Report** – Required for all projects adding or replacing building footprint area and/or making changes to landscaping/parking areas, with the exception of individual single-family residential developments. For the current hydrology report requirements, review the Public Works web site ([http://www.menlopark.org/departments/dep\\_publicworks.html](http://www.menlopark.org/departments/dep_publicworks.html)) or contact the Public Works department (650-330-6740).
- 6) **Variance Letter** – Required for projects requesting a variance. The letter should clearly reference the applicant’s justifications for the four required variance findings listed under Section 16.82.340 of the Zoning Ordinance. Careful consideration should be given to this written explanation. Projects requesting a variance may also be required to submit graphic studies showing the feasibility of non-variance alternatives.
- 7) **Color and Materials Board** – Required for residential projects of three or more dwelling units and other projects that require Architectural Control review. Optional for other projects. Exterior finishes, including materials identification and color for existing and proposed finishes; applications for architectural control must include a board depicting the colors and materials to be used for the project. Please label your exhibit with the project address. Exhibits must be no larger than 36 inches by 24 inches, and must be accompanied by a letter-size reproduction (may be a photograph of the color and materials board).
- 8) **California Environmental Quality Act (CEQA) Initial Study and Environmental Information Form** – Required for projects that are subject to CEQA.
- 9) **Tentative Subdivision/Parcel Map** – Required for any proposal incorporating a subdivision request, including condominiums. Requirements for tentative maps are available on the Planning web site (<http://www.menlopark.org/departments/pln/mapguide.pdf>).
- 10) **Homeowners Association Approval Letter** – Required for projects taking place in certain planned developments.
- 11) **Photographs** – Optional for any project. Photographs of the subject and adjacent properties may be requested for architectural control requests and can be helpful for other types of applications. The address of the property shown in the photograph should be labeled on all photographs. The applicant may be required to provide 10 color copies of any photographs, for the Planning Commission’s review.

12) **Correspondence** – Optional for any project. Letters, petitions, and other applicable documents that are submitted with an application should be typed or printed carefully. In particular, names and addresses should be clearly legible.

## **F. COMPLETENESS AND ACCEPTABILITY**

**Completeness** For an application to be deemed complete, it must contain all the applicable information requested in these Guidelines.

**Acceptability** Within 30 days of the date of the submittal, the Planning Division will notify the applicant that the application is either complete or incomplete. If the application is deemed incomplete, the Planning Division will inform the applicant as to what additional information is necessary to make the application complete. Submittal of the new information will start a new 30-day period.

**Additional Information** After an application has been deemed complete, the Planning Division may request the applicant to clarify, amplify, correct or otherwise supplement the information in the application. In addition, the Planning Division will request additional copies of the project plans, with the number and sizes of plan sets specified by the planner at that time.

**Please note:** If information submitted by an applicant is found to be inaccurate or false, the applicant could experience substantial delays. If the inaccurate information or false information is discovered after a decision is made, the action taken may be invalidated, or may be reconsidered.

## **G. PUBLIC NOTIFICATION REQUIREMENTS**

According to State Law, public hearings are required for all applications with the exception of architectural control. In addition, the City may require a public hearing for projects requiring architectural control approval.

In order to provide notification of a public hearing, the City publishes a public hearing notice in the local newspaper and mails notices to all property owners and residents within 300 feet of the project site at least fifteen (15) days before a targeted meeting date. In some cases, the City may determine that a larger notification area is appropriate based on the potential public interest on a specific project.

In addition to the legally required public hearing notice, for all residential projects, a public notice that an application has been received is mailed to all property owners and residents within 300 feet of a project site. This intent of this advance notice is to allow neighbors ample opportunity to review and comment on the proposed project.

It is recommended that applicants discuss their plans with their immediate neighbors, including those neighbors to the sides, rear and across the street from the project site. The best time to make contact with neighbors is when your plans are still in the formative stage, when you will be in a better position to explain your proposal and to consider the interests and concerns of your neighbors.

## H. DESCRIPTION OF PLANNING COMMISSION AND MEETING INFORMATION

The Planning Commission consists of seven residents appointed by the City Council. The Commission meets two Mondays per month. The starting time for Planning Commission meetings is 7:00 p.m. Meetings are held in the Council Chambers at 701 Laurel Street. However, all meetings are subject to rescheduling and relocation. **The project applicant is expected to attend the meeting to present the proposal and respond to questions.**

The Planning Commission considers the following items at Regular Meetings: Use permits, architectural control, rezoning, environmental impact reports, conditional development permits, subdivisions, variances, building permit appeals, conceptual sign plans in conjunction with other applications, and sign appeals. The Planning Commission is the decision making body on some applications and in other cases it is the advisory body to the City Council.

***Visit our web site for Zoning Ordinance and Planning Commission public hearing, agenda, and staff report information: <http://www.menlopark.org/>.***

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