



PLANNING COMMISSION AGENDA

Regular Meeting
January 27, 2014 at 7:00 p.m.
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:00 p.m.

ROLL CALL – Bressler, Eiref (Vice Chair), Ferrick, Kadvany (Chair), Onken, Riggs, Strehl

INTRODUCTION OF STAFF – Deanna Chow, Senior Planner; Jean Lin, Associate Planner; Justin Murphy, Development Services Manager, Kyle Perata, Associate Planner, Thomas Rogers, Senior 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. Housing Element – City Council – January 28, 2014
 - b. 1015 Atkinson Lane – Appeal of Planning Commission Action (January 13, 2014)

B. PUBLIC COMMENTS

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 December 16, 2013 Planning Commission meeting](#)

D. PUBLIC HEARING

- D1.** [Use Permit/Stephen Gardner/727 Middle Avenue](#): Request for a use permit to demolish an existing single-story, single-family residence, and construct a new two-story, single-family residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban) zoning district.
- D2.** **Conditional Development Permit Amendment/Bob Linder/350 Sharon Park Drive**: Request for a Conditional Development Permit (CDP) amendment for a project at an existing multi-building apartment complex located in the R-3-X (Residential Apartment, Conditional Development) zoning district. The project would include the demolition of the existing recreation building, the construction of a new recreation building and a new leasing office and

associated parking area, façade improvements to all of the existing apartment buildings, and landscaping modifications. The proposed modifications would result in an increase in the maximum building coverage of up to 40 percent at the subject site, which would exceed the current maximum of 30 percent, set by the existing CDP. The proposed amendment to the existing CDP (which covers multiple sites in the vicinity) would apply only to the subject site, and would not alter the development standards for any of the other properties within the CDP. As part of the proposal, up to 42 heritage size trees throughout the approximately 15.6-acre site are proposed for removal, which represents a reduction from the 62 heritage tree removals previously proposed. The Environmental Quality Commission reviewed the proposed heritage tree removals at its meeting on December 18, 2013. ***Continued from the meeting of November 4, 2013; This item has been continued to the meeting of February 10, 2014.***

- D3. [Architectural Control and Use Permit Revision/Steven Otellini for Nativity School/1250-1252 Laurel Street](#):** Request for architectural control to construct a new classroom wing in the location of the former convent building, which was previously demolished as part of the use permit request for the location of the classroom wing approved by the Planning Commission in July of 2012. As part of the project, the two existing portable classroom buildings would be removed from the site upon completion of the proposed classroom wing. The proposal also contains a request for a use permit revision to incorporate a junior-kindergarten class into the existing private school, which currently contains kindergarten through eighth grade classes. The proposed junior kindergarten would be located in the new classroom wing. The maximum student cap of 315 students would be maintained as part of the use permit request, and student drop-off and pick-up would continue to occur fully on the project site. The subject site is located in R-E (Residential Estate) zoning district.
- D4. [Use Permit/Zeptor Corporation/1430 O'Brien Dr., Suite H](#):** Request for a use permit for the indoor storage and use of hazardous materials for the research and development (R&D) and manufacturing of anodes for use in lithium-ion batteries in an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the existing building.

E. REGULAR BUSINESS

- E1. [General Plan Update/City of Menlo Park](#):** Overview of the Proposed General Plan Update and Discuss and Potentially Provide Comments to the City Council on the Scope of Work.

F. STUDY SESSION

- F1. [Housing Element/City of Menlo Park](#):** Study Session to review, discuss and comment on the proposed draft Zoning Ordinance amendments to Chapter 16.79 (Secondary Dwelling Unit) pertaining to secondary dwelling unit development standards, including reducing the minimum lot size eligible for a secondary dwelling unit (without a use permit) to 5,750 square feet to encourage the creation of more units and reducing the setback requirement for an existing and permitted accessory structure to allow for conversions of accessory structures to secondary dwelling units when specific criteria are met. In addition, amendments to Section 16.68.030 (Accessory Buildings and/or Structures) are also proposed. The modifications include establishing new setbacks for an accessory structure, dependent upon the use of the structure and to add a limit on the number of plumbing fixtures in a structure to distinguish use of an accessory structure from a secondary dwelling unit. Both amendments could also include language and formatting modifications for clarification and consistency purposes.

G. COMMISSION BUSINESS - None

ADJOURNMENT

Future Planning Commission Meeting Schedule

Regular Meeting	February 10, 2014
Regular Meeting	February 24, 2014
Regular Meeting	March 10, 2014
Regular Meeting	March 24, 2014
Regular Meeting	April 7, 2014
Regular Meeting	April 21, 2014

This Agenda is posted in accordance with Government Code Section §54954.2(a) or Section §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at <http://www.menlopark.org> and can receive email notification of agenda and staff report postings by subscribing to the "Home Delivery" service on the City's homepage. Agendas and staff reports may also be obtained by contacting Vanh Malathong at 650-330-6736. (Posted: January 23, 2014)

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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.

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.

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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.

If you have further questions about the Planning Commission meetings, please contact the Planning Division Office (650-330-6702) located in the Administration Building.