



PLANNING COMMISSION MINUTES

Regular Meeting
February 23, 2015 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, Combs, Eiref (Chair), Ferrick, Kadvany, Onken (Vice Chair – arrived 7:50 p.m.), Strehl

INTRODUCTION OF STAFF – Deanna Chow, Senior Planner; Stephen O’Connell, Contract Planner; Kyle Perata, Associate Planner; Thomas Rogers, Senior Planner; Tom Smith, Associate Planner

A. REPORTS AND ANNOUNCEMENTS

A1. Update on Pending Planning Items

- a. ConnectMenlo (General Plan Update)
 - i. GPAC Meeting #5 (February 12, 2015)
 - ii. City Council Status Update (February 24, 2015)

Senior Planner Rogers reported on the General Plan Update or ConnectMenlo activities. He said a General Plan Update Committee (GPAC) meeting was held with good attendance on February 12. He said the City Council would receive a status update on those activities the following evening.

- b. City Council (February 24, 2015)
 - i. 1300 El Camino Real – Status Update
 - ii. 1400 El Camino Real – Study Session
 - iii. Economic Development Plan – Next Steps

Senior Planner Rogers said at the Council’s February 24 meeting they would consider a number of projects that either the Planning Commission had reviewed or would review. He said the Commission had held a scoping session for the EIR for the 1300 El Camino Real project the previous year. He said the Council approved the budget for the project EIR in September, and had requested a status update on the EIR to understand what the project scope was, relative to what would be analyzed, which would occur at tomorrow night’s meeting. He said there were a number of scenarios related to a small fraction of the proposed project for uses such as office, community, retail or services. He said those different scenarios were analyzed in terms of intensity of traffic. He said the most intense traffic scenarios would be used to establish the outer envelope of the EIR of what the maximum impacts for the project might be.

Senior Planner Rogers said that the Commission had not yet seen a proposed project for 1400 El Camino Real. He said the City’s Economic Development Section would conduct a study session with the City Council relating to project applicant requests. He said the project proposal was a 63-room hotel. He said the applicant was proposing at the public benefit bonus level for an alternate parking rate. He said the applicants were also requesting a transit occupancy tax

share for five years of the project life with the City receiving 75% and 25% being given back to the project.

Senior Planner Rogers said the Council also at the February 24 meeting would look at some refinements and next steps for the proposed Economic Development Plan.

Commissioner Bressler said that Fergus O'Shea from Facebook attended the GPAC meeting. He reported that Mr. O'Shea had indicated Facebook had just purchased a 56-acre parcel adjacent to the main Facebook campus, and wanted to know how the City felt about a project of 2,000 living units and light office and mixed use retail on the site. He said previously the site had been considered as a potential site for about 700 housing units. He said that the old Sun Microsystems campus had had a great deal of surface parking. He said Facebook was looking for approval to put 1,500 housing units on the surface parking with deed restriction for Facebook employees. He said he met with Mr. O'Shea, Mr. John Tenanes, and Mr. Tim Tosta, the prior week and he had suggested they use people movers that he would describe as a horizontal elevator above ground level.

Commissioner Kadvany asked if Senior Planner Rogers knew what was entailed for a consultant and public benefit under the Economic Development Plan. Senior Planner Rogers said it was a request for authorization of a proposed agreement with UpUrban for Phase II of the Economic Development Plan update and facilitation of a Council study session on public benefit and strategies.

Chair Eiref asked about an email regarding potential bicycle lanes along El Camino Real. Senior Planner Rogers said that the City's Transportation Division was managing a corridor study looking at different lane configurations that could be pursued including a bicycle lane or another traffic lane where there was currently parking.

B. PUBLIC COMMENTS #1 (Limited to 30 minutes)

There were none.

C. CONSENT

C1. Approval of minutes from the January 26, 2015 Planning Commission meeting ([Attachment](#))

Commissioner Strehl said that on Page 8, 1st line top of the page she did not think Commissioner Onken had seconded the motion. It was noted that the maker of the second was Chair Eiref.

Commissioner Ferrick said also on Page 8, last paragraph, 1st line, regarding meeting attendance that the synopsis did not indicate reasons for an absence but a percentage of meetings missed.

Senior Planner Rogers noted that Commissioner Onken had sent a correction to Page 7, 6th paragraph, 1st line, to replace Chair Onken with Commissioner Onken.

Commission Action: M/S Strehl/Eiref to approve the January 26, 2015 minutes with the following modifications.

- Page 7, 6th paragraph, 1st line: Replace “Chair Onken” with “Commissioner Onken”
- Page 8, 1st line top of the page: Replace “Ferrick/Onken” with “Ferrick/Eiref”
- Page 8, last paragraph, 1st line: Replace “reasons for” with “percentage of meeting”

Motion carried 6-0 with Commissioner Onken not yet in attendance.

D. PUBLIC HEARING

D1. Use Permit/Glen Cahoon/1016 Greenwood Drive: Request for a use permit to partially demolish, remodel, and add a second story addition to an existing nonconforming single-story, single-family residence on a substandard lot with regard to lot area and lot width in the R-1-U (Single-Family Urban) zoning district. The proposed expansion would exceed 50 percent of the existing replacement value in a 12-month period. ([Attachment](#))

Commissioner Ferrick recused herself from the meeting due to a potential conflict of interest as her residence is located within 500-feet of the subject property.

Staff Comment: Planner Smith said there were no additions to the written report.

Public Comment: Mr. Glenn Cahoon, project designer, said the proposal was to add a second story to accommodate family growth.

Commissioner Kadvany asked about the possibility of dividing the two large garage doors. Mr. Cahoon said presently there were two sliding doors. He said if there was more width he would have liked to split the two doors. Commissioner Kadvany suggested the one door could be made to look like two doors. Mr. Cahoon said it was a carriage-style garage door.

Chair Eiref noted there had been neighbor outreach. He asked about the shape of the gates. Mr. Cahoon said since the second story was on one side of the house he was trying to extend those as an architectural feature. Chair Eiref noted vinyl windows were being used and that was not the preferred window treatment. Mr. Cahoon said there was some retrofit of windows on the first floor and those were vinyl windows so they were using the same on the second floor to be consistent.

Mr. Jason Gray, property owner, said they love the neighborhood and wanted to stay there and keep the large front and back yards.

Commissioner Kadvany said he liked the dormer over the entry and asked if there was a room behind it. Mr. Cahoon said it was a crawl space. Commissioner Kadvany asked if they had considered two dormers on the expanse of roof. Mr. Gray said they did consider it but cost kept them from adding another dormer.

Chair Eiref closed the public hearing.

Commission Comment: Commissioner Bressler said he thought this was a nice project and the footprint would not change. He moved to approve the item as recommended in the staff report. Commissioner Kadvany seconded the motion.

Commissioner Combs said the project was tastefully done and in keeping with other homes in the immediate area.

Commission Action: M/S Bressler/Kadvany to approve the item as recommended in the staff report.

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Glenn Cahoon, consisting of seven plan sheets, dated received February 9, 2015, and approved by the Planning Commission on February 23, 2015 except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
 - e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.

- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

Motion carried 5-0 with Commissioner Ferrick recused and Commissioner Onken absent.

D2. Use Permit/Sheri Baer/1060 College Avenue: Request for a use permit to demolish an existing single-story residence and carport and construct a new two-story residence with a basement and attached two-car garage on a substandard lot with regard to lot width in the R-1-U (Single-Family Urban) zoning district. ([Attachment](#))

Commissioner Kadvany recused himself due to a potential conflict of interest as his residence was within 500-feet of the subject property.

Staff Comment: Planner O'Connell said there had been no correspondence or additions to the written staff report.

Public Comment: Ms. Karen Zak, project architect, introduced the property owners, Sheri and Doug Baer. She noted that the Baers have lived at the property for 30 years.

Chair Eiref asked about the colors for the garage as it seemed to be very bright. Ms. Zak said that they had not chosen the stain yet and were looking at taupe with a dark brown window and stained front and garage doors. She said the porch sits in front of the garage.

Chair Eiref closed the public hearing.

Commission Comment: Commissioner Ferrick asked if there had been any comment from the adjacent neighbor with the single-story home.

Ms. Baer said they met with the neighbors and had addressed their concerns.

Chair Eiref said he liked the Craftsman look of the proposal and was supportive of the project. He moved to approve as recommended in the staff report. Commissioner Strehl seconded the motion.

Commission Action: M/S Eiref/Strehl to approve the item as recommended in the staff report.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.

3. Approve the use permit subject to the following **standard** conditions:
- a. Development of the project shall be substantially in conformance with the plans prepared by Zak Johnson Architects, consisting of eleven plan sheets, dated received February 5, 2015, and approved by the Planning Commission on February 23, 2015, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance; the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
 - e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
 - f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
 - g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

Motion carried 5-0 with Commissioner Kadvany recused and Commissioner Onken absent.

D3. Use Permit Revision and Architectural Control/Sharon Heights Golf and Country Club/2900 Sand Hill Road: Request for a use permit revision and architectural control to allow an expansion of the clubhouse facilities, including an addition to the existing clubhouse building, demolition of an existing pool building, construction of a new pool building with indoor and outdoor dining areas, and construction of a new movement building for fitness classes and wellness activities at an existing golf and country club in the OSC (Open Space and Conservation) zoning district. As part of the proposed expansion, nine regular parking stalls would be eliminated and replaced with 13 new tandem parking spaces. No changes are proposed to site's existing membership cap of 680 members. ***Continued to the Planning Commission meeting of March 9, 2015.***

D4. Use Permit/United Parcel Service (UPS)/1355 Adams Court: Request for a use permit to construct an outdoor driver training course, located along the north side (rear façade) of an existing building located in the M-2 (General Industrial) zoning district. As part of the proposed outdoor training course, the applicant would expand into an adjacent suite within

the building to construct a classroom and learning lab associated with the company's driver training program. The interior expansion is permitted by the Zoning Ordinance. Since the outdoor training course would be located outside the building, a use permit is required for the course. The proposed site modification would result in a reduction of approximately 16 parking spaces and the applicant is requesting a parking reduction based on the attributes of this specific use. In addition, the project includes a request to remove five heritage size Canary Island pine trees in good condition, located along the rear façade of the existing building, to allow for the exterior training course. ([Attachment](#))

Staff Comment: Planner Perata said staff had no additions to the staff report.

Public Comment: Mr. Shawn Grunewald said he was representing UPS. He said the proposed project for a training facility would be in a suite adjacent to their packing/sorting facility. He said the training facility would be used regionally, and students would be housed in local hotels and trainings would be catered by local businesses.

Commissioner Combs asked how many facilities they had nationwide. Mr. Grunewald said this would be the fifth training center nationwide. Commissioner Combs asked how they chose Menlo Park. Mr. Grunewald said he was not part of the selection but that the company looks geographically at areas where new drivers would be needed. He said Menlo Park was attractive to them because of their existing facility and the availability of adjacent space.

Commissioner Kadvany asked about the training. Mr. Grunewald said that there were 24 people in training at one time and four vans were used onsite for training as well as for actual street driving as part of the curriculum.

Commissioner Strehl asked if trainers accompany the student drivers when they go out onto the street. Mr. Grunewald said they do. Commissioner Strehl asked how many students and sessions. Mr. Grunewald said there were 24 students per session and 40 sessions per year.

Commissioner Combs asked if the vans were marked to indicate a student driver when they were taken out to the street. Mr. Grunewald said they were the actual vans used by UPS and at that point drivers were certified.

Chair Eiref noted that Commissioner Onken had arrived.

Commissioner Onken asked if the heritage trees being removed would be replaced. Mr. Grunewald said they would be replaced two to one in the front of the property.

Chair Eiref asked about the use permit staying with the land. Planner Perata said use permits run with the land including the parking reduction, and if UPS left the site that another company with a similar use as structured in the use permit could occupy the site without coming to the Planning Commission for review.

Chair Eiref closed the public hearing.

Commission Comment: Chair Eiref said he was supportive of the project. He moved to approve as recommended in the staff report. Commissioner Onken seconded the motion.

Commission Action: M/S Eiref/Onken to approve the item as recommended in the staff report.

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by C2k Architecture, consisting of ten plan sheets, dated received February 17, 2014, and approved by the Planning Commission on February 23, 2015, except as modified by the conditions contained herein subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, Recology, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
4. Approve the use permit subject to the following **project specific** conditions:
 - a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a change of address request to the Building Division to incorporate the appropriate addressing for the subject tenant suites and shall retire the unused addresses for the site. If the tenant in the suite addressed 1365 Adams Court vacates the premises, the property owner shall apply to change the address to 1355 Adams Court Suite C, consistent with the other suites within the building.
 - b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a heritage tree replacement plan identifying the location, size, and species of the proposed heritage tree replacements. If ten heritage tree replacements cannot be accommodated on-site, the applicant shall submit an alternative number and provide, in writing, justification for the reduced number of replacement trees. The replacement plan shall be subject to review and approval of the Planning Division and City Arborist.

Motion carried 7-0.

D5. Use Permit/Sunset Publishing Corporation/80-85 Willow Road: Request for a one-year use permit extension to allow Sunset Publishing to conduct an open house (commonly known as Sunset Celebration Weekend) for the weekend of June 6-7, 2015. The open house would involve closing Willow Road from Middlefield Road to Paulson Circle, starting at 7:00 p.m. on the Friday (June 5, 2015) before the event until 10:00 p.m.

on Sunday (June 7, 2015) 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 is open to the public generally 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, June 1-5, 2015, between 8 a.m. and 5:00 p.m. with break-down of the event between the same hours until the Wednesday (June 10, 2015) after the event. The proposed event would exceed the daytime noise limits established under Section 8.06.030 of the Menlo Park Municipal Code. All previous conditions of approval are proposed to remain in effect. ([Attachment](#))

Staff Comment: Senior Planner Chow said staff had no additions to the staff report.

Questions of Staff: Commissioner Strehl asked if the application was consistent with previous year events. Senior Planner Chow said it was.

Public Comment: Mr. Rey Ledda, Executive Director of Marketing for Sunset Publication, said that the property where Sunset Publication was located was being sold, and it was not definite where they would locate.

Commissioner Onken asked about feedback on the event from neighbors. Mr. Ledda said for an event that draws 20,000 people over a weekend that the neighbors were pretty quiet about it and were appreciative of Sunset being a neighbor. He said they deal with each complaint as it came to their attention.

Chair Eiref closed the public hearing.

Commission Comment: Commissioner Bressler said he supported the event and would like to keep Sunset Publication at their current location. Commissioner Onken moved to approve as recommended in the staff report. Commissioner Strehl seconded the motion.

Commission Action: M/S Onken/Strehl to approve the item as recommended in the staff report.

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort, and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Sunset Magazine, consisting of one plan sheet dated received January 22, 2015, and approved by the Planning Commission on February 23, 2015, except as modified by the conditions contained herein.

- b. Three months prior to the event, the applicant shall submit a Traffic Control, Parking and Signage Plan for review and approval by the Director of Community Development. The plan shall address the following provisions:
- i. The applicant shall contact all businesses within 2,000 feet of Sunset Magazine property to request the use of those businesses' parking lots for the event.
 - ii. 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;
 - McKendry Drive;
 - Robin Way; and
 - Marmona Drive
 - iii. The applicant shall be responsible for all costs of traffic control, parking enforcement, and event cleanup for the event.
 - iv. The applicant shall ensure that the public shall have pedestrian and bicycle access through the closed portion of Willow Road during the open house weekend. The applicant shall provide clear signage at both Willow Road entrances to the event to notify pedestrians that they can pass through the event to the other end of Willow Road without paying a fee for the event. The two entrances to the event include the east entrance located at the intersection of Willow Road and Middlefield Road, and the west entrance located near the intersections of Willow Road with both Willow Place and Waverley Street.
 - v. The promotional literature produced for the event, all neighborhood notices, and Sunset's web page shall explain the use of the satellite parking lots, promote use of Caltrain to reach the event, and explain that shuttles will be provided from both the satellite parking lots and the Caltrain station. The promotional literature and notices shall also explain any parking restrictions.

- vi. Any signs for the event, including road closure signs, shall be placed in such a way so as to not block bicycle lanes, sidewalks, or roadways.
 - vii. The applicant shall ensure that signs remain in a stable and upright position for the duration of the event.
 - viii. Planning and Transportation Division staff shall work with the Police Department to see if both left turn lanes on westbound Willow Road can remain open for vehicular traffic during the event.
 - ix. The applicant shall establish and conduct a clean-up program during and immediately following the event. The area of clean-up services shall include the event grounds, surrounding areas, all satellite parking lots and all adjacent neighborhoods in which parking has been allowed.
 - x. 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.
- c. Three months prior to the event, the applicant shall submit a Noise Plan for review and approval by the Director of Community Development. The plan shall address the following provisions:
- i. The applicant shall provide a schedule and location map of music and amplified sound events.
 - ii. The applicant shall continue to consider alternatives to mitigate the potential noise impacts to residential neighbors, including location and screening of one or more stages, if necessary.
 - iii. The applicant shall provide additional restrooms at the eastern end of the event to minimize noise impacts to the nearby residences.
- d. Three months prior to the event, the applicant shall submit a Notification Plan for review and approval by the Director of Community Development. The plan shall include the following provisions:
- i. The applicant shall establish an event liaison, and contact phone number so that any resident of the neighborhood can contact the liaison with concerns and problems up to, during, and after the event. The event liaison shall work to deal with these problems as they arise. All comments to the liaison shall be recorded and submitted to the Planning Division following the event. The neighborhood mailings that announce the upcoming event shall include the event liaison's name and contact number.
 - ii. The applicant shall publicize the contact name and phone number

through mailings, magazine advertisements, newspaper articles, relevant websites, and any other reasonable additional means, such as the placement of signs prior to and during the event.

- e. The applicant shall prepare and submit a report on Celebration weekend event within four months of holding the event. The report shall address any problems, complaints, or issues that arose during the event and how those problems, complaints, or issues were addressed. The reports should include all information required by the traffic control, parking and signage plan, noise plan, and neighborhood notification plan. The report should document any problems or complaints received during the reporting period and efforts made to address those problems and complaints. The report shall be submitted to the Director of Community Development for review.
- f. The use permit revision will be valid for one year, expiring after the spring event in 2015, with the applicant having the option to request an extension of the permit from the Planning Commission.

Motion carried 7-0.

E. REGULAR BUSINESS

E1. Housing Element Annual Report/City of Menlo Park: 2014 Annual Report on the Status and Progress in Implementing the City's Housing Element of the General Plan and Feedback on Potential Housing Element Related Zoning Ordinance Amendments. [\(Attachment\)](#)

Staff Comment: Senior Planner Chow said there was a printing error in the hard copies of the report, and she had page 6 copies for distribution. She noted that the online version was correct. She said the item provided a general review and report back on the 2014 Housing Element which included a review of housing production and the City's housing program. She said also there was information on potential Housing Element related zoning ordinance amendments. She said there was no action required and it was an opportunity for the Commission to provide feedback.

Chair Eiref said he was interested on whether there was an increase in secondary dwelling units or infill development resulting from ordinance amendments made previously.

Commissioner Onken said he was interested in the R-3 zone.

Commissioner Strehl said she was curious about the number of applications for secondary dwelling units.

Senior Planner Chow said that the secondary dwelling units were reported once there was a building permit issued. She said in 2014 there had been three building permits issued for secondary dwelling units. She said regarding the conversion process that was established for a one-year, one time opportunity to convert legally constructed accessory buildings into secondary dwelling units through an administrative permit process, that they have two applications. She said they were going to ask the City Council to extend the opportunity time for

this conversion. She said they also hoped to make an ordinance change that would provide greater incentive to allow for existing structures to convert by allowing existing daylight plane and height in addition to the previously approved setback waiver.

Commissioner Bressler said Facebook had indicated they wanted to add 3,500 living units including 1,500 units on the parking lot of the Sun Micro campus. He said he thought this would count toward housing needs allocation. Senior Planner Chow said she would need to check whether deed restricted Facebook employee housing would apply to the City's Housing Element needs.

Commissioner Bressler asked about the housing needs deficit. Senior Planner Chow said in the Housing Element cycle for 2015 to 2023 that the number was identified as 956 units. She said they had to demonstrate to the State that the City had the zoning capacity to accommodate that number of housing, which had been done. She said the City was fine for the next eight years.

Commissioner Kadvany said it did not seem much was happening in the R-3 zone. Senior Planner Chow said there was one project on file prior to the zoning change, which had stalled for some reason. She said the higher density applied only to R-3 parcels of 10,000 square feet or greater. She said they were looking at making changes for existing condominium projects to allow great density.

Commissioner Onken said in the R-3 zone that multi-family was a land use type that once established was hard to change due to multiple tenancies and/or multiple owners. He said that changes might allow for those R-3 parcels that were only single-family residences to develop into something completely different from anything else on the block, but he couldn't see a blanket change occurring in the R-3 at this time or in the near future.

Commissioner Combs said the Housing Element was about zoning and possibility of delivery of units and not actual delivery of units in the City. Senior Planner Chow said that the City had to demonstrate there was the capacity to produce the number of units.

Commissioner Bressler said he had the impression from talking to City staff that there was great pressure to not just zone to allow for housing to be built but for development to happen.

Commissioner Ferrick said she had served on the Housing Element committee. She said there had to be zoning for housing that was realistic enough for the State to approve. She said that did not mean that it would be built but was zoned in an area where it was feasible.

Commissioner Onken said there were notes on implementation of the Housing Element and asked if staff had any comments. Senior Planner Chow said the highlights were noted in the staff report. She said they were working on an affordable housing nexus study and collaborating with other jurisdictions in San Mateo County to do a countywide nexus study, which would give a legal basis for either changing the City's existing program or adopting something different for rental units. She said Mid-pen Housing was looking at doing a 90-unit senior housing development on the 1200 Willow Road block. She said the General Plan Update would look at traffic impact analysis guidelines, and potentially parking stalls and driveway guidelines standards to identify when those items should be further explored. Commissioner Onken said there was a mention of the overnight parking ordinance. Senior Planner Chow said

the overnight parking restriction for the M2 and R-4-S was scheduled to go to the Council for consideration.

Senior Planner Chow said regarding the City's Notice of Funding Availability (NOFA) that Mid-pen was the first recipient of NOFA issued by the City. She said a second one would be issued in the summer to allow affordable housing developers to take advantage of Below Market Rate housing funds to help in creating affordable housing units.

Commissioner Kadvany asked about any progress on working with the Fire District on driveway widths. Senior Planner Chow said that was H4Q of the General Plan update and could be part of the discussion on circulation. She said this program and the others she mentioned earlier might be discussed but not necessarily defined or acted upon. Chair Eiref said he thought the driveway width was an issue he wished the City would help to ameliorate. Commissioner Kadvany said he saw the impact of this when developers purchase two 50-foot wide lots to build four units and are required to install a 20-foot driveway.

There was general consensus to move the report forward for City Council consideration.

F. COMMISSION BUSINESS

There was none.

G. INFORMATION ITEMS

There were none.

ADJOURNMENT

Meeting adjourned at 8:40 p.m.

Staff Liaison: Thomas Rogers, Senior Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on March 23, 2015