



## REGULAR MEETING AGENDA

**Date:** 7/13/2020  
**Time:** 7:00 p.m.  
**GoToWebinar.com – ID #275-115-267**

### NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Planning Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor's Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
  - Submit a written comment online:  
[menlopark.org/planningpubliccomment](https://menlopark.org/planningpubliccomment)  
Record a comment or request a call-back when an agenda topic is under consideration:  
Dial 650-474-5702 \*
  - Access the meeting real-time online at:  
[joinwebinar.com](https://joinwebinar.com) – Meeting ID 275-115-267
- \*Written and recorded public comments and call-back requests are accepted up to 1 hour before the meeting start time. Written and recorded messages are provided to the Planning Commission at the appropriate time in their meeting. Recorded messages may be transcribed using a voice-to-text tool.
- Watch the meeting
  - Online:  
[menlopark.org/streaming](https://menlopark.org/streaming)

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website [www.menlopark.org](https://www.menlopark.org). The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.org/agenda](https://menlopark.org/agenda)).

## Regular Meeting

### A. Call To Order

### B. Roll Call

### C. Reports and Announcements

### D. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda, and items listed under Consent Calendar. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

### E. Consent Calendar

E1. Approval of revised minutes from the May 4, 2020, Planning Commission meeting. ([Attachment](#))

E2. Approval of minutes from the June 8, 2020, Planning Commission meeting. ([Attachment](#))

### F. Public Hearing

- F1. Use Permit/Patrick Williams/709 Harvard Avenue:  
Request for a use permit to perform interior and exterior modifications, including the addition of a balcony, to an existing nonconforming two-story, single-family residence and an existing nonconforming detached garage that would exceed 50 percent of the replacement value of each of the two existing nonconforming structures in a 12-month period. The project previously received a building permit for a more limited scope of work; however, the proposed revisions plus the original scope of work would exceed 50 percent of the replacement value of the two existing nonconforming structures in a 12-month period and therefore require a use permit. The subject parcel is located on a substandard lot in the R-2 (Low Density Apartment) zoning district. ([Staff Report #20-031-PC](#))
- F2. Use Permit/Sai Zhang/1051 Menlo Oaks Drive:  
Request for a use permit to demolish an existing one-story, single-family residence and detached accessory buildings and construct a new two-story, single-family residence with an attached garage on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district. ([Staff Report #20-032-PC](#))
- F3. Use Permit/Michelle Heeseman/795 Arnold Way:  
Request for a use permit to construct first- and second-story additions to an existing one-story, single-family residence on a substandard lot with regard to lot area and width in the R-1-U (Single Family Urban Residential) zoning district. The addition would be greater than 50 percent of the existing floor area and is considered equivalent to a new structure. The applicant is also requesting to maintain a fence greater than seven feet in height along a portion of the right property line. ([Staff](#)

[Report #20-033-PC](#))

## **G. Regular Business**

- G1. Selection of Planning Commission Chair and Vice Chair for July 2020 through April 2021. ([Staff Report #20-034-PC](#))

## **H. Informational Items**

- H1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.

- Regular Meeting: July 27, 2020
- Regular Meeting: August 10, 2020
- Regular Meeting: August 24, 2020

## **I. Adjournment**

At every regular meeting of the Planning Commission, in addition to the public comment period where the public shall have the right to address the Planning Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during the Planning Commission's consideration of the item.

At every special meeting of the Planning Commission, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Planning Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at [jaherren@menlopark.org](mailto:jaherren@menlopark.org). Persons with disabilities, who require auxiliary aids or services in attending or participating in Planning Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are 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 [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 7/8/2020)