



## PLANNING COMMISSION AGENDA

December 15, 2008

7:00 p.m.

City Council Chambers

701 Laurel Street, Menlo Park, CA 94025

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**CALL TO ORDER** – 7:00 p.m.

**ROLL CALL** – Bressler, Ferrick, Kadvany, Keith, O'Malley (Vice chair), Pagee, Riggs (Chair)

**INTRODUCTION OF STAFF** – Deanna Chow, Senior Planner; Megan Fisher, Associate Planner; Justin Murphy, Development Services Manager; Thomas Rogers, Associate Planner

### **A. PUBLIC COMMENTS**

Under "Public Comments," the public may address the Commission on a consent calendar item or any subject not listed on the agenda within the jurisdiction of the Commission. 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.

### **B. 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.

1. [\*\*Zoning Ordinance Amendment /City of Menlo Park:\*\*](#) Consideration of a Zoning Ordinance Amendment to clarify the definition of Gross Floor Area to more specifically identify features of a building that are either included or excluded from the calculation. Gross floor area is used in calculating the floor area ratio (FAR) and parking requirements for developments in all zoning districts except for single-family and R-2 (Low Density Apartment) zoning districts. Floor area ratio equals the gross floor area of a building divided by the lot area and effectively regulates the size of a building. In addition, gross floor area is used in determining the applicability of requirements for below market rate (BMR) housing and the preparation of traffic studies. The clarifications to the definition will focus on new buildings and attempt to minimize impacts to existing buildings. The Zoning Ordinance Amendment will be exempt from the California Environmental Quality Act (CEQA) in that the changes are intended to have no potential to impact the environment.
2. [\*\*Approval of minutes from the November 17, 2008, Planning Commission meeting.\*\*](#)

## C. PUBLIC HEARING

1. [Use Permit, Architectural Control, and Variance/Carl Hesse/800 Live Oak Avenue:](#) Request for a use permit and architectural control to demolish two detached residences and to construct three attached single-family residences and a detached garage on a standard lot in the R-3 (Apartment) zoning district. In addition, a request for a variance to reduce the required separation between the main buildings on the subject lot and the main building on the adjacent left side property from 20 feet to 15 feet, three inches.
2. [Use Permit/Acclarent, Inc./1525 O'Brien Drive:](#) Request for a use permit for the indoor use of hazardous materials for research and development (R&D) and production purposes in the M-2 (General Industrial) zoning district. The hazardous materials would be stored both inside the main building and in an existing, fully-enclosed accessory structure designed for hazardous materials storage. In addition, a request for a use permit to construct a new mezzanine of approximately 1,000 square feet.
3. [Use Permit and Architectural Control/Acclarent, Inc./1555 - 1605 Adams Drive:](#) Request for a use permit for the indoor use and storage of hazardous materials for research and development (R&D) purposes in the M-2 (General Industrial) zoning district. In addition, a request for a use permit and architectural control to construct additions of approximately 125 square feet at each of the front entries of the two buildings for a total of approximately 500 square feet.

## D. SCOPING SESSION

1. Review and comment on the content of the Environment Impact Report to be prepared for the project.

[Architectural Control and Environmental Review/City of Menlo Park/600 Alma Street and 501 Laurel Street:](#) Proposal to demolish the existing gymnasium and gymnastics building and construct a new 18,700-square-foot gymnastics facility at the location of the existing gymnasium and gymnastics building, and a new 26,900-square-foot gymnasium in an area of the park between the existing Recreation Center and Alma Street.

## E. STUDY SESSION

1. Review and comment on the project components such as architectural design and site layout for the following project.

[Architectural Control and Environmental Review/City of Menlo Park/600 Alma Street and 501 Laurel Street:](#) Proposal to demolish the existing gymnasium and gymnastics building and construct a new 18,700-square-foot gymnastics facility at the location of the existing gymnasium and gymnastics building, and a new 26,900-square-foot gymnasium in an area of the park between the existing Recreation Center and Alma Street.

## F. REGULAR BUSINESS – None

## **G. COMMISSION BUSINESS**

### **1. Review of planning items on City Council agendas.**

- A. El Camino Real/Downtown Specific Plan (Phase II) Process – Consultant Selection scheduled for December 16, 2008

## **G. REPORTS AND ANNOUNCEMENTS**

### **ADJOURNMENT**

#### Future Planning Commission Meeting Schedule

Regular Meeting	January 12, 2009
Regular Meeting	January 26, 2009
Regular Meeting	February 9, 2009
Regular Meeting	February 23, 2009

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This Agenda is posted in accordance with Government Code Section §54954.2(a) or Section §54956. (Date Posted: December 11, 2008.) 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. 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>. Agendas and staff reports may also be obtained by contacting Vanh Malathong at 650-330-6736.

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. Planning Commission meetings are recorded and audio broadcast live. To listen to the live audio broadcast or to past recordings, go to [http://menlopark.granicus.com/ViewPublisher.php?view\\_id=2](http://menlopark.granicus.com/ViewPublisher.php?view_id=2).



# 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](mailto: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.*