



## PLANNING COMMISSION MINUTES

March 8, 2010

7:00 p.m.

City Council Chambers

701 Laurel Street, Menlo Park, CA 94025

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Teleconference with participation by Commissioner Kadvany from:  
3334 E 1<sup>st</sup> Street  
Long Beach, CA 90803  
(562) 438-9635  
(Posted March 3, 2010)

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**CALL TO ORDER** – 7:01 p.m.

**ROLL CALL** – Bressler (Vice Chair), Ferrick, Kadvany, Keith (arrived 7:06 p.m.), O'Malley (Chair), Pagee, Riggs

**INTRODUCTION OF STAFF** – Deanna Chow, Senior Planner; Megan Fisher, Associate Planner; Kyle Perata, Planning Technician

### **A. PUBLIC COMMENTS**

There were none.

### **B. CONSENT**

1. **Approval of minutes from the February 8, 2010 Planning Commission meeting.**

Commission Action: Unanimous consent to approve the minutes with the following modifications.

- Page 4, 4<sup>th</sup> paragraph, 7<sup>th</sup> line: Replace “buy” with “but.”
- Page 5, 2<sup>nd</sup> paragraph, 2<sup>nd</sup> line: Delete “without grids” at the end of the sentence.
- Page 8, last paragraph, 9<sup>th</sup> line: Remove extra period (.) at the end of the sentence.
- Page 9, 1<sup>st</sup> paragraph, last sentence: Replace “Riggs – public works director quite intentional to do roadwork on alternate years.” with “Commissioner Riggs stated he would like to echo Vince Bressler’s comments and said that

he has spoken with Kent (Public Works Director) several times and it is quite intentional to do road work on alternate years.”

- Page 9, 2<sup>nd</sup> paragraph, 7<sup>th</sup> line: Add “d” to the word “replace.”
- Page 9, 3<sup>rd</sup> paragraph, 2<sup>nd</sup> line: Replace “but” with “considering that.”

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

2. **Architectural Control/Daryl Harris/11 Carriage Court:** Request for Architectural Control to modify the rear portion of the existing single-family townhouse by adding 24 square feet to the first floor and 172 square feet to a sunroom on the second floor, and modifying the exterior of the sunroom in the R-1-S(X) (Single Family Suburban, Conditional Development) zoning district.

Commission Action: Unanimous consent to approve the item as recommended in the staff report.

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

### **C. PUBLIC HEARING**

1. **Use Permit Revision/Dan Thompson/263 Santa Margarita Avenue:** Request for a use permit revision to modify a previous approval to construct first- and second-story additions to an existing single-story, single-family, nonconforming residence that would exceed 50 percent of the replacement value of the existing structure in a 12-month period in the R-1-U (Single-Family Urban) zoning district. Modifications include alterations to the first and second floor plans, changes to the roof line, and new exterior finishes and architectural features.

Staff Comment: Planner Fisher said there were corrections on the cover sheet to show 2,455 square feet for building coverage, 21 square feet for the fireplace and 168 square feet for the porch.

Public Comment: Mr. Dan Thompson, project designer, said the intent was to make the home more traditional looking and noted dormer and cupola.

Commissioner Pagee said it would appear more traditional if the addition was centered more on the second floor. Mr. Thompson said the clients wanted to keep the vaulted ceilings and the location of the stairs worked perfectly with the proposed second floor addition. He said moving the second story addition more to the center would require too much alteration to the interior. Commissioner Pagee noted the ceiling would be removed and suggested the second floor addition would go there. Mr. Thompson said that the kitchen with the stairs to the master bedroom worked well for the clients. Commissioner Pagee asked if there were letters of support. Ms. Robin Connell, property owner, said she had contacted all of the neighbors and shown the revised plans to them. Commissioner Pagee said there were privacy concerns about the rear

elevation. Ms. Connell said they were collaborating with the neighbor on landscape screening.

Commissioner Riggs said the proposed project looked very nice and was using a friendly way to present the house in the neighborhood. He asked if the owners would like to put a screen on chimney cap. Mr. Thompson said that his clients were fine with the existing chimney cap.

Chair O'Malley closed the public hearing.

Commission Comment: Commissioner Keith moved to approve as recommended noting that she liked the changes in the windows on the left hand elevation and additional windows on the right elevation. Commissioner Riggs seconded the motion. Commissioner Pagee said she did not like lopsided additions and though what was now being proposed was an improvement she would not approve.

Commission Action: M/S Keith/Riggs 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 Dan Thompson, consisting of nine plan sheets, dated received March 2, 2010, and approved by the Planning Commission on March 8, 2010, except as modified by the conditions contained herein, subject to review and approval of 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 of 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 the review and approval of the Engineering Division.
- f. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance. Prior to the building permit issuance, the applicant shall implement arborist recommended tree protection measures for all applicable trees.

Motion carried 6-1 with Commissioner Pagee opposed.

- 2. Use Permit Revision/Steve Borlik/1235 San Mateo Drive:** Request for a use permit revision to modify a previous approval for first floor renovations and a second-story addition to an existing nonconforming, single-story residence that would exceed 50 percent of the replacement value of the existing structure in a 12-month period in the R-E (Residential Estate) zoning district. Modifications include alterations to the first floor plan, the addition of two dormers on the front elevation, and window and door changes.

Staff Comment: Planner Fisher noted that another letter of support had been received and distributed to the Commission.

Public Comment: Mr. Steve Borlik, Young and Borlik Architects, Palo Alto, said they were proposing an improved version of what was originally approved by the Commission. He said the Commission had previously noted with their approval that there was some loss of architectural details. He said since they had formed a design team and the interior designer had provided new input. He said in the revised plans the dormers were made useful and pushed back. He said they found that if the master bath was removed that removed the nonconforming part of the house. He said they proposed moving the master bedroom away from the driveway and use a closet to buffer and make the bathroom smaller. He said they reduced the design overall by 40 square feet. He said they also made changes to the windows such as taking the three windows over the side yard and having those become two closet windows. Commissioner Keith asked about the window styles. Mr. Borlik said there was such a mix of windows that they had to replace more than what they originally thought. He said they were using horizontal divided lights.

Chair O'Malley closed the public hearing.

Commission Action: Commissioner Pagee moved to approve the revisions and thanked the architect for taking the time to develop a nicer elevation. Commissioner Riggs seconded the motion. Commissioner Keith said it was a nice revision. Commissioner Ferrick thanked the architect for making the changes. Commissioner Riggs asked how long it took the applicant to get the revision on the agenda. Mr. Borlik said they were placed on the next available agenda.

Commission Action: M/S Pagee/Riggs 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 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 Young and Borlik Architects, Inc., consisting of 20 plan sheets, dated received March 2, 2010, and approved by the Planning Commission on March 8, 2010, except as modified by the conditions contained herein, subject to review and approval of 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 of 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 the 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 issuance of a grading, demolition or building permit.
- g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance. Prior to the building permit issuance, the applicant shall implement the tree protection and preservation measures identified in the arborist report.

Motion carried 7-0.

- 3. Use Permit Revision, Architectural Control and Sign Review/German American International School/275 Elliott Drive:** Request for a use permit revision and architectural control to add one new portable building on a portion of an existing tennis court and to install ten new parking stalls, including three for disabled access, off of the existing emergency vehicle access road. The portable buildings would remain until either the termination of the lease or expiration of the lease on June 30, 2011. The maximum school enrollment would remain unchanged. The applicant is also requesting sign review for a new freestanding sign that would be approximately 7.5 feet in height and include interchangeable letters and the color yellow for a portion of the sign. The sign would be located on the campus near the entrance of the main building.

Commissioner Keith said she had to recuse herself as she owned property within 300 feet of the subject property.

Staff Comment: Planner Chow said staff had received, after the publication of the staff report, correspondence from Mr. Spenser Chanson who indicated he opposed the new parking stall and additional use, and paving and potential additional parking spaces. He also was concerned with noise from the HVAC and lights from the classroom. She said the applicant was working with this neighbor to install some landscape privacy screening for 309 Oak Court from the parking area. She said staff was recommending an additional condition 5.i to read: *Simultaneous with the submittal of a complete building permit application, the applicant shall submit a revised landscape plan showing installation of screening shrubbery near the fencing shared with the property at 309 Oak Court. The landscaping shall be coordinated with the neighbor prior to submittal, subject to the review and approval of the Planning Division.* She said there was a colors and material board.

Questions of Staff: Commissioner Bressler noted that although this property was leased it was school district property. He asked why the Commission was reviewing the

project but could not review projects on district school property. Planner Chow said that the City has jurisdiction over private school within its boundaries but not over public schools.

Public Comment: Mr. Hans-Peter Metzger said he was the head of the German American International School. He said they were seeking Commission approval of the use of yellow on a sign to inform parents of various events at the school, to add parking on premises to serve parents of pre-schoolers and reduce traffic congestion in the morning and evening, and to install a new portable classroom. He said there was no increase in the school population but a need to distribute current students differently to keep classes at an 18 to 1 ratio.

Ms. Susan Eschweiler said she was a principal with DES Architects, and provided a visual of where the sign would be. Chair O'Malley asked if the sign would be offset. Ms. Eschweiler said it was offset and would be placed next to a sidewalk so lettering might be changed easily. She said that the two existing handicapped spaces would be used to widen the service road to allow for faculty parking beyond a gate of seven spaces and to install three handicapped accessible spaces near the front. She said the portable's proposed location would be on one of the two tennis courts.

Commissioner Pagee asked if the change increased the need for bathroom facilities. Ms. Eschweiler said the portable would allow the eighth graders to have their own building. She said the conditional use permit allowed for 300 students and the school currently had 252. Commissioner Pagee asked if the gate would be open for access to the sport fields on the weekends. Ms. Eschweiler said the gate would be closed on weekends. Commissioner Pagee asked where people would enter to get to the play fields if they were walking and had a stroller. Ms. Eschweiler said they could enter past the sign and the portico of school. Commissioner Pagee asked about paved paths. Ms. Eschweiler said they did not want to put more paved paths closer to residents. Commissioner Pagee asked how emergency vehicles would get to the fields if there was an accident. Mr. Metzger said that the leagues using the fields have a key for the padlocks and there was a Knox box for emergency services' use.

Mr. Dave Montague, Menlo Park, provided the Commission with information on the increasing school populations in Menlo Park. He said the requested permit seemed to indicate that the lease would expire in 2011. He said the school district was working to renegotiate the lease and he thought the terms of the lease should be limited should the property become needed by the school district. He said in the school district there had been a peak in K-5 students and that enrollment was increasing every year. He requested the Commission not approve the request until the school district dealt with problem of increasing enrollment for K-5. He said he had previously been told that if this property was needed for an increased public school population then the lease would not be renewed.

Ms. Kirsten Keith, Menlo Park, said currently the playing fields and playground could be

accessed from the back of the property. She suggested that the portable be located near the auditorium to keep the tennis court accessible.

Chair O'Malley closed the public hearing.

Commission Comment: Commissioner Bressler commented that there was no expansion of enrollment at this site but should the property revert to public school that more students could be enrolled and the City would not have jurisdiction over that intensity of use.

Commissioner Riggs commented on pedestrian access which would be impacted by the proposed rolling gated. Chair O'Malley suggested changing the sliding gate to allow for pedestrians. Ms. Eschweiler said the concept of a rolling gate had come from discussions with staff, and they could work on the design. Mr. Metzger said the locked chain currently used allowed for access around on both sides for pedestrians. He said people with strollers could use the sidewalk. He said the rolling gate would not prevent people from walking back and forth to the playing fields. Commissioner Riggs said there seemed to be a piece of gate added to the rolling gate that seemed to obstruct access. Ms. Eschweiler said it was a post. Commissioner Riggs suggested something less substantive. Ms. Eschweiler said it was workable. Commissioner Riggs suggested signage to alert people that there was only handicapped parking beyond this point as there would be no way to back out. Ms. Eschweiler said they could do that. Commissioner Riggs asked about the letter and photos concerning trash. Mr. Metzger said he was not sure when the photos were taken. He said the site was open on the weekends and people dumped trash. He said they regularly clean and keep their site tidy. Commissioner Riggs asked staff if there were other complaints about trash. Planner Chow said there had not been.

Commissioner Ferrick said that if the portable classroom was located next to the auditorium that there would be close setbacks from building to building. She said the tennis courts were not in updated conditions and she was fine if one was lost for this project. She asked when the school was first built and when it ceased to be public. Mr. Metzger said it was built in the 1950s and GAIS took it over in 1989. Commissioner Ferrick asked when the properties around the school were developed. Planner Chow said some were building in the early 1900s; others as recently as 2010. Commissioner Ferrick said she agreed with the concern about potential public safety issues and the need for a simpler way to get around the gate.

Commissioner Pagee said the chain worked fine. She said that if a fixed rolling gate was absolutely needed that they had to ensure a car would not be able to drive around the double handicap spot. Mr. Metzger said they could put wooden flower boxes there.

Commissioner Ferrick asked about the color scheme for the sign and the blue shown on the materials board. Mr. Metzger said it was the same blue as was used for trim and would be more grayish-blue than shown on the materials board.



Commissioner Riggs asked if there was a commensurate benefit with a rolling gate to cost and whether the goals could be met by a pair of chains. Planner Chow said the chains had not worked to date but perhaps could be configured differently. Chair O'Malley said he thought the problem was that the padlock was opened by persons with a key and not relocked; he said that would probably occur if there was a gate. Commissioner Riggs suggested that Planning and Transportation staff discuss to see if there was another option to the rolling gate.

Commissioner Ferrick asked if there was a rule about use of school property during non-school hours. Mr. Dennis Hatfield, Facilities Manager, Menlo Park School District, said the Civic Center Act requires schools to allow access for youth sports. He said the Little League, GAIS and neighbors had met last year to resolve conflicts that had arisen and they had adjusted the times of use of the fields. He said everyone seemed happy with the compromise. Commissioner Ferrick said she thought that there had been overcompensation to the neighbors and it was wrong under the Civic Center Act to limit times for use of the facility by youth sports groups.

Commissioner Riggs moved to make the findings and architectural control with the addition of condition of 5.i as proposed by staff and 5.j to add clear signage to limit access of the fire service road to handicapped parking only. Commissioner Pagee seconded the motion.

Commissioner Bressler asked about the gate and/or chain. Commissioner Riggs said staff would consult with Transportation about that. Commissioner Pagee said there should be a direct path to the sport fields on weekends. Commissioner Riggs suggested asking the applicant to work with staff to either replace the rolling gate with an improved chain or to ensure gate can be passed with a pedestrian with a stroller. Chair O'Malley said that a simple solution would be a post with a paved oval cutout around it that would allow for a pedestrian with a stroller whether the gate or a chain was used. Planner Chow said she understood that staff would work with the applicant on the gate and/or chain to allow for pedestrian access. Commissioner Riggs said that a car would not pass through a chained area unless it was unlocked. He said related to rising school populations that his vote was not meant to gloss over that issue but that it was not within the purview of the Commission and concerns should be addressed to the school district. Commissioner Ferrick said with that however there was a bigger conversation that needed to occur related to school population and school field usage.

Commission Action: M/S Riggs/Pagee to approve the item as recommended in the staff report with the following modifications.

1. Adopt 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. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
  - a. The general appearance of the structure is in keeping with the character of the neighborhood.
  - b. The development will not be detrimental to the harmonious and orderly growth of the City.
  - c. The development will not impair the desirability of investment or occupation in the neighborhood.
  - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
3. 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.
4. Make a finding that the sign is appropriate and compatible with the use as a school, and is consistent with the Design Guidelines for Signs.
5. Approve the architectural control and use permit revision request subject to the following **constructed-related** conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by DES Architects, consisting of 13 plan sheets, dated March 1, 2010, and approved by the Planning Commission on March 8, 2010, except as modified by the conditions contained herein.
  - 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. The applicant shall comply with all County, State and Federal regulations that are directly applicable to the project.

- e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval of 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.
- f. Prior to building permit issuance, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements along Elliott Drive. These revised plans shall be submitted for the review and approval of the Engineering Division.
- g. 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 issuance of a grading or building permit.
- h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance. Prior to the building permit issuance, the applicant shall implement the tree protection plan and technique recommendations in the Arborist Report for all applicable heritage trees.
- i. ***Simultaneous with the submittal of a complete building permit application, the applicant shall submit a revised landscape plan showing installation of screening shrubbery near the fencing shared with the property at 309 Oak Court. The landscaping shall be coordinated with the neighbor prior to submittal, subject to the review and approval of the Planning Division.***
- j. ***Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans showing the location and specifications for signage that clearly limits vehicular access to the emergency vehicle access road, except for use of the handicapped parking stalls, subject to the review and approval of the Planning and Transportation Divisions.***

***k. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans showing pedestrian access along the emergency vehicle access road, subject to review and approval of the Planning and Transportation Divisions. The applicant and staff shall coordinate on the redesign, and the rolling gate concept can be reconsidered.***

6. Approve the architectural control and use permit revision request subject to the following **ongoing, project-specific** conditions:

- a. All student instruction and regular school activities shall be allowed to operate within the parameters identified in the table below. Activities held during the hours of operation on a school day are permitted and not considered extra curricular activities or special events regulated by this permit. Extra curricular activities related to school are permitted with the goal of ending by 4:00 p.m. Up to a maximum of 25 special events, such as, but not limited to, Back to School Night, Oktoberfest, and New Parent Welcome Breakfast, are permitted throughout the school year with the goal of ending by 10:00 p.m.

|                                                              | <b>Days of Week</b>    | <b>Months of Year</b> | <b>Hours of Operation</b> | <b>Maximum Student Enrollment</b>            |
|--------------------------------------------------------------|------------------------|-----------------------|---------------------------|----------------------------------------------|
| <i>German American International School of San Francisco</i> | Monday through Friday  | August to June        | 8:00 a.m. to 3:00 p.m.    | 300 with portables;<br>200 without portables |
| <i>German American School of Palo Alto</i>                   | Saturdays              | September to May      | 9:00 a.m. to 12:00 p.m.   | 110                                          |
|                                                              | Monday through Friday  | Mid-June to Mid-July  | 9:00 a.m. to 12:00 p.m.   | 90                                           |
|                                                              |                        |                       | 12:00 p.m. to 5:00 p.m.   | 20                                           |
| <i>Palo Alto French Education Association</i>                | Tuesdays and Thursdays | September to June     | 4:00 p.m. to 6:00 p.m.    | 40                                           |

- b. The seven portable buildings shall be removed from the site at the earlier of the termination of the lease or June 30, 2011.

- c. The school and subleases shall adhere to all terms of the *Parking and Traffic Policy German-American International School Year 2007-2008*. The *Parking and Traffic Policy* for each subsequent year shall be substantially similar to the 2007-2008 Policy.
- d. The Community Development Director shall review any complaints received by the City regarding operation of the German American International School or its lessees. The Community Development Director and his/her designee shall work with the School and the neighbors to try to resolve such complaints, when possible. The Community Development Director shall have the discretion to bring complaints to the Planning Commission for review.
- e. The fire road shall be used for emergency vehicle access only and shall remain free and clear of obstructions at all times.

Motion carried 6-0 with Commissioner Keith recused due to a conflict of interest.

#### **D. COMMISSION BUSINESS**

##### **1. Update on pending planning items.**

###### **A. El Camino Real/Downtown Specific Plan (Phase II) Process**

Planner Chow said that Commissioners Bressler and Riggs had met with the Director and Planner Rogers. Commissioner Bressler said it was indicated there would be a public presentation of the Specific Plan at the end of the month which would be followed by meetings of the Planning Commission and Outreach Committee with maybe one or two meetings of the Planning Commission. He said the entire project was slated for October for approval. Commissioner Riggs said regarding merchants' input to this plan that Commissioner Bressler and he would attend a merchants' meeting.

###### **B. 101-155 Constitution Drive and 100-190 Independence Drive (Menlo Gateway Project)**

Planner Chow said the project was presented to the Council on February 24 as an information item and a tentative schedule was presented. She said the term sheet was slated for early April. Commissioner Bressler asked about the term sheet. Planner Chow said it would go to the Council first and then it would be included in the materials for the Commission to review and recommend. She said she would find out about specific Commission input related to the term sheet. Commissioner Bressler said the term sheet was potentially political contentious. Commissioner Riggs said he thought the term sheet would be a point of agreement that was sent to Planning Commission and the Council for ratification. Commissioner Kadvany said he concurred with the

current of the discussion. There was Commission consensus and noted that Commissioner Keith had left the meeting.

## **E. REPORTS AND ANNOUNCEMENTS**

### **ADJOURNMENT**

The meeting adjourned at 9:00 p.m.

Staff Liaison: Deanna Chow, Senior Planner

Recording Secretary: Brenda Bennett

Approved by Planning Commission on April 19, 2010