



PLANNING COMMISSION AGENDA

January 10, 2011

7:00 p.m.

City Council Chambers

701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:00 p.m.

ROLL CALL – Bressler (Vice Chair), Eiref, Ferrick, Kadvany, O'Malley (Chair), Riggs

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

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.

1. Update on Pending Planning Items.

A. Council action on revisions to 1460 El Camino Real – scheduled for January 11, 2011

B. Planning Commissioner Appointment

B. 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.

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.

1. [Approval of minutes from the December 6, 2010 Planning Commission meeting.](#)

D. PUBLIC HEARING

1. **Use Permit Revision/William Park and Jung Choi/600 Cotton Street:** Request for a revision to a use permit granted in 1998 for the construction of a two-story, single-family residence on a substandard lot with regard to lot width and lot area in the R-E (Residential Estate) zoning district. The revision would include an addition to, and interior renovations within, the main residence, as well as an addition to an accessory structure. The applicant is also proposing to remove a heritage-size cedar tree located in the front, right corner of the site that is 25.6 inches in diameter and potentially hazardous. ***Item deferred until the meeting of January 24, 2011 at the request of the applicant.***

2. [Use Permit and Minor Subdivision/Andrew Young/1968 Menalto Avenue](#): Request for a use permit to construct a new two-story, single-family dwelling unit on a substandard lot with regard to lot width in the R-2 (Low Density Apartment) zoning district. The existing single-story residence on the parcel would be retained; however, the existing detached garage would be demolished and replaced with a new detached carport. Also, a request for a tentative parcel map for the condominium conversion of the existing front residence and the creation of the new rear residence.
3. [Use Permit/Pinnacle Education Services/644 Menlo Avenue](#): Request for a use permit to locate an educational facility that provides services to children and families with special needs on the ground floor of an existing building located in the C-3(Central Commercial) zoning district. The set of services includes speech and language therapy, occupational therapy, physical therapy, educational therapy, parent advocacy services, and reading and social skills classes.

E. STUDY SESSION

1. [Study Session/Peggy Lo/2400 Sand Hill Road](#): Request for a study session for the construction of a new 10,592 square-foot office building (Building 9) at the Quadrus campus located at 2400-2498 Sand Hill Road in the C-1-C (Administrative, Professional and Research, Restrictive) zoning district. The proposal includes the elimination of approximately 1,798 square feet of gross floor area from Building 1 in order for the gross floor area to be used in Building 9.

F. REGULAR BUSINESS

1. [Review, Discussion and Comment on the 2012-2016 Draft Capital Improvement Program](#)
2. [Review of Draft Attendance Report for Calendar Year 2010](#)
3. [Selection of Planning Commission Chair and Vice Chair for 2011](#)

G. COMMISSION BUSINESS - None

ADJOURNMENT

Future Planning Commission Meeting Schedule

Regular Meeting	January 24, 2011
Regular Meeting	February 7, 2011
Regular Meeting	February 28, 2011
Regular Meeting	March 7, 2011
Regular Meeting	March 21, 2011
Regular Meeting	April 4, 2011
Regular Meeting	April 18, 2011

This Agenda is posted in accordance with Government Code Section §54954.2(a) or Section §54956. (Date Posted: January 5, 2011) 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.



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.