



PLANNING COMMISSION MINUTES

October 3, 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 (Chair), Eiref (Arrived at 7:05 p.m.), Ferrick (Vice Chair), Kadvany, O'Malley, Riggs, Yu

INTRODUCTION OF STAFF – Rachel Grossman, Associate Planner; Justin Murphy, Development Services Manager; Thomas Rogers, Associate Planner

A. REPORTS AND ANNOUNCEMENTS

1. Update on Pending Planning Items.

A. El Camino Real/Downtown Specific Plan

Planner Rogers said the City Council would hold its fourth meeting on the Specific Plan and provide direction at its October 4 meeting on the areas of the El Camino Real corridor except for the ECR-SE zoning district. He said the Council had used Commission's direction on the Plan as its foundation and had augmented that including enhancing and clarifying the Chestnut Street trial paseo and the need for parking structure heights to match the predominant heights around them. He said changes included reducing the maximum building height in the SA-W zoning district from 60-feet by one full story to provide a transition between the Station Area East and the Downtown, and eliminating except with the marketplace concept the potential to use parking plazas for mixed use including plazas 5 and 2. He said the City Council had endorsed a recommendation of the Bicycle Commission that came after the Planning Commission's review which was to use bike lanes in place of bike routes wherever feasible. He said the Council has made some minor additions to the land use category and some topics regarding public benefit that staff will need to work on, and which would be discussed when the Final Plan review occurred.

B. PUBLIC COMMENTS

There were none.

C. CONSENT

Chair Bressler noted a number of emails received with corrections.

Commission Action: M/S Riggs/Ferrick to approve the consent calendar.

1. **Approval of minutes from the July 28, 2011 Planning Commission meeting**

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

- Page 14, 4th paragraph, 3rd line: Replace “Planner Rogers said that the buildings had not been designed but those developments would be eligible to have the first 1.0 FAR parking provided in the plazas as part of the historical downtown parking assessment district.” “Planner Rogers said that the buildings had not been designed but those developments along El Camino Real that are within Downtown and part of the SA Z zoning district would be eligible to have the first 1.0 FAR parking provided in the plazas as part of the historical downtown parking assessment district.”
- Page 14, 4th paragraph, 9th line: Replace “He said residential would have parking onsite.” With “He said residential would likely have parking onsite due to market preferences.”
- Page 15, last paragraph, 11th line: Replace “hundreds of permitted spaces” with “hundreds of parking permits”
- Page 16, 1st paragraph, 3rd line: Replace “if they did the Paseo” with “if the Paseo is pilot tested”

Motion carried 7-0.

2. **Approval of minutes from the August 8, 2011 Planning Commission meeting**

Commission Action: Unanimous consent to approve the minutes as submitted.

Motion carried 6-0-1, with Commissioner Yu abstaining.

D. PUBLIC HEARING

1. **Use Permit Revision/Lauren T. Calhoon/120 Laurel Avenue:** Request for a revision to a use permit, previously approved in 2000, to construct a new detached garage (accessed from the rear alley) and playroom and convert the existing garage (attached to the main house and accessed from Laurel Avenue), to living area on a substandard lot in the R-1-U (Single-Family Urban) zoning district. A new uncovered parking space would be accessed from the existing front driveway.

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

Public Comment: Ms. Karen Zak, project architect, said the proposed project was designed to fit with the character of the surrounding neighborhood.

Ms. Anne Firth Murray, Menlo Park, said that they shared the back fence with their neighbor and that they would be doing work on the garage which was located on the alley. She said she had a minor concern in that another property undergoing construction has a porta-potty located in the alley and a large truck comes weekly to service it. She asked that with this project the porta-potty be required to be located on the main street rather than the alley. She said the alley was too narrow and the vehicle breaks tree limbs.

Chair Bressler closed the public hearing.

Commission Comment: Commissioner Ferrick said she was acquainted with Ms. Lauren Calhoon as they sit on a PTO together. She wanted to discuss this in case anyone thought she should recuse herself.

Commissioner Kadvany asked about the lighting for the garage entry. Planner Rogers said the City did not have a lot of lighting standards for a project like this as it did not trigger environmental review.

Commissioner Riggs said the alley was narrow and revered for its trees, and proposed the Commission add to the conditions that during construction reasonable efforts be made to avoid the use of large construction related trucks in the alley. Chair Bressler said the request was to not have a porta-potty in that area. Commissioner Riggs said he thought it had more to do with large trucks.

Chair Bressler said that the applicant had indicated with a nod that they would observe the neighbor's concern about the location of a porta-potty. Commissioner Yu said the issue was the location of the porta-potty and she would not want to put additional burden on the applicant by prohibiting large trucks in the alley.

Mr. Kenneth Calhoun, property owner, said they would place the porta-potty in the front area. Ms. Zak said they could not preclude all trucks from the back as there would need to be materials delivery.

Commission Action: M/S to approve as recommended in the staff report with one modification.

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 five plan sheets, dated received September 21, 2011, and approved by the Planning Commission on October 3, 2011, 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.
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 an Alley Improvement Plan. The plan shall specify that all damaged areas between 120 Laurel Avenue and the alley's

intersection with Laurel Avenue will be patched. The plan shall be subject to review and approval of the Planning and Engineering Divisions. Prior to final inspection, the applicant shall conduct the required alley improvements, subject to review and approval of the Planning and Engineering Divisions.

- b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a draft Access Alley Maintenance Agreement, subject to review and approval of the Planning Division and City Attorney. Prior to issuance of a building permit, the applicant shall submit documentation of the approved Access Alley Maintenance Agreement's recordation, subject to review and approval of the Planning Division.
- c. ***The location of onsite porta-potty shall be on the Laurel Avenue side of the property.***

Motion carried 7-0.

- 2. **Use Permit/Chase & Arnold, Inc./1545 Laurel Place:** Request for a use permit for first- and second-story additions and interior remodeling to an existing one-story, single-family residence located in the R-1-S (Single-Family Suburban) zoning district. The proposed modifications would exceed 50 percent of the replacement value of the existing structure in a 12-month period.

Staff Comment: Planner Grossman said staff had no additional comments.

Questions of Staff: Commissioner Kadvany asked for clarification about the comment on the roof pitches. Planner Grossman said it referred to the massing in that the steeper pitch reduced the massing. She said that it appeared a smaller space being a steeper pitch and reduced the massing of the second story overall.

Public Comment: Ms. Kelly Johnson said she was the project architect and introduced Mr. Jeff Chase the property owner. She said she had an old model that showed the steep pitch and how it reduced massing. She said the pitch helped to keep the Cape Cod look of the existing architecture.

Commissioner Kadvany asked if they had thought about making the roof lines more uniform so those over the breezeway and garage matched. Ms. Johnson said the roof line's purpose was to keep the second story tucked in, and noted the garage was located in the setback so they did not want to do any work on it at all.

Commissioner O'Malley said the report indicated the property owner had sent a letter to neighbors and none had responded. Mr. Chase said they sent letters to both the left and right neighbors. Commissioner O'Malley said he would have preferred to have more neighbors contacted.

Chair Bressler closed the public hearing.

Commission Comment: Commissioner Riggs said overall the project was a very attractive and a sensitive design. He said the application was particularly thorough and made it very easy for him to review the project.

Commission Action: M/S Kadvany/Riggs to approve the use permit 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 Zak Johnson Architects, consisting of 11 plan sheets, dated received September 21, 2011, and approved by the Planning Commission on October 3, 2011, 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. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

Motion carried 7-0.

Chair Bressler noted the arrival of Development Services Manager Murphy.

3. **Use Permit/Steven Tsuruoka for Facebook/1601 Willow Road:** Request for a use permit to construct three accessory buildings, totaling approximately 1,350 square feet of gross area, to be used for two food service facilities that would be located in the existing courtyard and one security control station to be placed between Buildings 10 and 11 of the Facebook Campus in the M-2(X) (General Industrial – Conditional Development) zoning district. In addition, the application is proposing two minor additions to the ground floor of Buildings 11 and 15, totaling approximately 50 square feet, for two additional security control points.

Staff Comment: Development Services Manager Murphy said staff had no additional comments.

Questions of Staff: Commissioner Riggs said typically with development permits there were fairly specific restrictions and definitions on the area and buildable area, and asked with the M-2(X) if there was the ability to add 200 square feet. Development Services Manager Murphy said with this proposal there was the ability to process it as it was being processed. He said prior approvals allowed for maximum 1,036,000 square feet and calculations thus far showed the applicant's building coverage was below that. He said the previous approvals did not show these specific buildings being proposed.

Commissioner Kadvany asked if the buildings had been physically measured. Development Services Manager Murphy said there had been a rigorous process occurring for months that involved recreating the floor plans using CAD calculations to do area calculations and identifying what was included or excluded from Gross Floor Area.

Chair Bressler asked what gave the project extra room. Development Services Manager Murphy said there were the approvals made in the 1990s, a change to the Zoning Ordinance in the late 1990s requiring a use permit for any additional square footage, and the current definition of gross floor area as that had not been vested until more recently.

Public Comment: Mr. Steve Tsuruoka said he was the project manager for Facebook, and they were seeking additional space to provide food service amenities for their employees.

Commissioner Eiref said it was indicated the food services were being built so employees did not have to leave the campus. He said he recalled with the beginning project discussions there had been an idea to have local food businesses involved in the food service operations for the campus. Mr. Tsuruoka said these would be run by Facebook's internal culinary providers.

Commissioner O'Malley asked how many of the current 2,000 employees at this location these food services would accommodate. Mr. Tsuruoka said there were two

other large cafes. Commissioner O'Malley asked if employees stayed on campus for meals. Mr. Tsuruoka said the meals were provided to employees for free.

Chair Bressler closed the public hearing.

Commission Comment: Commissioner Riggs said he did not have any issue with the proposal.

Commission Action: M/S Ferrick/O'Malley to approve the use permit as recommended in the staff report.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction") 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 request subject to the following conditions of approval:
 - a. Development of the project shall be substantially in conformance with the plans prepared by the Facebook consultant design team, consisting of 11 plan sheets, dated received on September 29, 2011 and recommended by the Planning Commission on October 3, 2011, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
 - b. The applicant shall comply with all West Bay 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 applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. The final designs of the accessory structures and security control stations shall be subject to review and approval of the Planning Division.

Motion carried 7-0.

E. COMMISSION BUSINESS

There was none.

ADJOURNMENT

Staff Liaison: Justin Murphy, Development Services Manager

Recording Secretary: Brenda Bennett

Approved by Planning Commission on November 14, 2011