



PLANNING COMMISSION AGENDA

December 12, 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, Ferrick (Vice Chair), Kadvany, O'Malley, Riggs, Yu

INTRODUCTION OF STAFF – Deanna Chow, Senior Planner; Kyle Perata, Assistant Planner

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. 3000 Sand Hill Road – December 13, 2011 City Council Meeting

B. PUBLIC COMMENTS

Under “Public Comments,” the public may address the Commission on 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 November 14, 2011 Planning Commission meeting.](#)
2. [Architectural Control and Sign Review/John Clarke for SusieCakes/642 Santa Cruz Avenue:](#) Request for approval of architectural control to repaint the exterior façade of a commercial building and for review of a new channel letter sign, containing a red exposed neon tube in the C-3 (Central Commercial) zoning district.

D. PUBLIC HEARING

1. [Use Permit/Dan Rhoads/1030 Pine Street:](#) Request for a use permit to demolish a single-story, single family residence and to construct two, single-family dwelling units and associated site improvements, on a lot that is substandard with regard to lot width, located in the R-3 (Apartment) zoning district.

2. **Use Permit/Hoover Associates/3760 Haven Avenue:** Request for a use permit for an existing building that would include structural alterations that affect more than 10,000 square feet of gross floor area, a change in use to primarily office and warehouse uses, and an increase in the number of striped parking spaces. The applicant is also proposing outdoor storage of work vehicles, such as service vans and bucket trucks, in a new parking lot, which is currently a separate vacant parcel located adjacent to 3760 Haven Avenue. In addition, the applicant is requesting to remove eight heritage trees, mostly eucalyptus trees and generally located along the western perimeter of the site, to accommodate the expanded parking area.

E. REGULAR BUSINESS

1. **Appeal of Staff Determination/Shannon Thoke/116 O'Connor Street:** Appeal of a staff determination regarding 1) the use of a portion of an existing accessory structure as a secondary dwelling unit, 2) the need to obtain a building permit for a previously constructed addition to the accessory structure, 3) the use of a portion of an existing one-car garage for cooking facilities and 4) the legal non-conforming status of the main structure with regard to the front setback for a property located in the R-1-U (Single-Family Urban Residential) zoning district.

F. COMMISSION BUSINESS - NONE

ADJOURNMENT

Future Planning Commission Meeting Schedule

Regular Meeting	January 9, 2012
Regular Meeting	January 23, 2012
Regular Meeting	February 6, 2012
Regular Meeting	February 27, 2012
Regular Meeting	March 5, 2012
Regular Meeting	March 19, 2012

This Agenda is posted in accordance with Government Code Section §54954.2(a) or Section §54956. (Date Posted: December 9, 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.