



PLANNING COMMISSION MINUTES

**Regular Meeting
August 6, 2012 at 7:00 p.m.
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025**

CALL TO ORDER – 7:03 p.m.

ROLL CALL – Bressler (arrived 7:05 p.m.), Eiref, Ferrick (Chair), Kadvany (Vice Chair - absent), O'Malley (departed 7:15 p.m.), Riggs, Yu

INTRODUCTION OF STAFF – Momoko Ishijima, Planner; Rachel Grossman, Associate Planner; Thomas Rogers, Senior Planner

A. REPORTS AND ANNOUNCEMENTS

1. Update on Pending Planning Items

a. 389 El Camino Real – City Council, July 31, 2012

Planner Rogers reported the City Council approved the 389 El Camino Real project on July 31, 2012 for 26 residential units.

b. 50 Terminal Avenue and 1467 Chilco Street – City Council, July 31 and August 21, 2012

Planner Rogers reported the City Council approved the initial actions for the 50 Terminal Avenue and 1467 Chilco Street subdivision, rezoning, and General Plan designation change. He said the ordinance associated with those initial actions would have its second reading at the Council's August 21, 2012 meeting.

c. Downtown Parking Management Plan Advisory Task Force – City Council, July 31, 2012

Planner Rogers said the City Council at their July 31, 2012 meeting considered the formation of a Downtown Parking Management Plan Advisory Task Force but continued the item with direction for staff to return. The Council's interest was getting a broader outreach and process for trial improvements.

d. Housing Element – Workshops, August 16 and 23, 2012

Planner Rogers reported on two upcoming public workshops on the Housing Element on August 16 and 23, 2012. He said the content of the two meetings would be the same.

Commissioner Bressler asked if there was an update on potential projects for the Stanford portion of El Camino Real. Planner Rogers said staff was aware of Stanford's interest in comprehensively developing their properties on El Camino Real. He said Stanford Land Management met with City Planning staff shortly after the Specific Plan became effective and discussed some initial design concepts. He said there was not a formal application however. Commissioner Bressler said he had a concern that this project might use much of what was in the EIR for the Specific Plan. He asked if there was public process for persons other than staff to be kept apprised of what Stanford was planning. Planner Rogers said as soon as Stanford submitted an application formally that could be made available publicly. He said the City would use its large email list for the project to do outreach.

Planner Rogers noted in addition to the agenda reports that there would be a future City Council review of an appeal made by neighbors of the 695 Bay Road preschool project that the Planning Commission approved on July 9, 2012.

B. PUBLIC COMMENTS

There were none.

C. CONSENT

1. Approval of minutes from the July 9, 2012 Planning Commission meeting

Commission Action: M/S Riggs/Yu to approve the minutes as submitted.

Motion carried 5-1 with Commissioner Ferrick abstaining and Commissioner Kadvany absent.

2. Architectural Control/Mellissa Karp/1711 Stone Pine Lane: Request for architectural control for exterior modifications to the rear facade of an existing residence within the R-3 (Apartment) zoning district.

Commission Action: M/S Riggs/Yu to approve the item as recommended in the staff report.

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. Approve the architectural control request subject to the following **standard** conditions of approval:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Varrelman Design, consisting of five plan sheets, dated received by the Planning Division on July 25, 2012, and approved by the Planning Commission on August 6, 2012, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, San Mateo County Health Department, and utility company's 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. 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. Landscaping shall properly screen all utility equipment that is installed outside of a building and cannot be placed underground. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.

Motion carried 6-0 with Commissioner Kadvany absent.

3. **Architectural Control and Sign Review/MPI Inc. dba Menlo Park Inn/1315 El Camino Real:** Request for approval of architectural control for exterior modifications to an existing commercial building (hotel), including replacing the existing red clay tile roof with a new standing seam metal roof and adding new wood paneling, in the C-4-ECR (General Commercial, Applicable to El Camino Real) zoning district. In addition, a request for sign review to replace an existing two-sided monument sign with a new monument sign with two perpendicular sign faces in excess of eight feet in height.

Commission Action: M/S Riggs/Yu 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 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. Approve the architectural control request subject to the following **standard** conditions of approval:

- a. Development of the project shall be substantially in conformance with the plans prepared by Martinkovic Milford Architects, dated received August 2, 2012, consisting of 39 plan sheets and approved by the Planning Commission on August 6, 2012, 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. 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. Landscaping shall properly screen all utility equipment that is installed outside of a building and that cannot be placed underground. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.

Motion carried 6-0 with Commissioner Kadvany absent.

D. PUBLIC HEARING

Commissioner O'Malley recused himself due to a potential conflict of interest.

1. **Use Permit and Architectural Control/Sharon Heights Golf and Country Club/2900 Sand Hill Road:** Request for a use permit and architectural control to update and expand an existing corporation yard associated with a golf and country club located within the OSC (Open Space and Conservation) zoning district. The proposed components of the corporation yard include, but are not limited to, relocation of an existing gasoline/diesel fuel tank, a new washing and fueling station, a new chemical storage and containment area, a new material storage and processing area, a new storage building for fertilizer and chemicals, and new landscaping and a wood fence to visually screen the corporation yard. The application requires review for storage and use of hazardous materials associated with the operations of a golf and country club (fuels and fertilizer), and architectural control for construction of a new building.

Staff Comment: Planner Grossman said that a color and materials board had been provided to the Commission.

Public Comment: Mr. Cliff Bechtel, Clifford Bechtel and Associates, Belmont, said he was the project engineer for the proposal. He said they were proposing the reorganization of an area already used for similar activities. He said the difference was the refueling, which was currently done at the other maintenance yard in the interior of the golf course. He said that would be relocated to this area as the Club was implementing an environmentally protective containment system that would process oils, fertilizers and other chemicals when vehicles were washed down and would contain any fuel spilled during fueling.

Mr. Bechtel said the original proposal had a 16-foot chain link fence with green slats to block the entire roof structure, which was consistent with materials currently there. He said there had been a neighborhood meeting and neighbors expressed the desire for a wood fence instead. He said they were proposing a 10-foot wood fence with vegetation screening. He said neighbors also had concerns about noise. He noted that the project site was very close to Hwy. 280 and traffic noise. He said the fence would provide some sound barrier. He said there was also concern about smell being carried by the wind and noted structures that would help to contain any accompanying smell or noise associated with the operations.

Commissioner Eiref asked about the response to a neighbor who sent in a letter with photos showing equipment lying around, which looked messy. Mr. Bechtel said the site was on a slope and with the proposed project would be graded to create more level space. He said the intent of the project was to create space that could be more functionally and efficiently used.

Chair Ferrick closed the public hearing.

Commission Comment: Chair Ferrick said the application appeared to make changes that would make the Club better neighbors and addressed neighbors' concerns. She moved to approve as recommended in the staff report. Commissioner Riggs seconded the motion.

Commission Action: M/S Ferrick/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 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.

4. 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.
5. Approve the use permit and architectural control subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Clifford Bechtel and Associates, dated received July 23, 2012, consisting of nine plan sheets and approved by the Planning Commission on August 6, 2012, 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. 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. Landscaping shall properly screen all utility equipment that is installed outside of a building and that cannot be placed underground. 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 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.
- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Hydrology Report for review and approval of the Engineering Division. The Hydrology Report shall be approved prior to issuance of a grading, demolition or building permit.
- g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit an Erosion Control Plan for review and approval of the Engineering Division. The Erosion Control Plan shall be approved prior to issuance of a grading, demolition or building permit.
- h. Concurrent with the application for a grading permit, the applicant shall submit a draft "Stormwater Treatment Measures Operations and Maintenance (O&M) Agreement" with the City subject to review and approval by the Engineering Division. With the executed agreement, the property owner is responsible for the operation and maintenance of stormwater treatment measures for the project. The agreement shall run with the land and shall be recorded by the applicant with the San Mateo County Recorder's Office. The applicant shall enter into and record a Stormwater Treatment Measures Operations and Maintenance Agreement prior to finalizing the building permit for the first residential unit.
- i. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.
- j. If there is an increase in the quantity of hazardous materials on the project site, a change in the location of the storage of the hazardous materials, or the use of additional hazardous materials after this use permit is granted, the applicant shall apply for a revision to the use permit.
- k. Any citation or notification of violation by the Menlo Park Fire Protection District, San Mateo County Environmental Health Department, West Bay Sanitary District, Menlo Park Building Division or other agency having responsibility to assure public health and safety for the use of hazardous materials will be grounds for considering revocation of the use permit.

- I. If the business discontinues operations at the premises, the use permit for hazardous materials shall expire unless a new business submits a new hazardous materials business plan to the Planning Division for review by the applicable agencies to determine whether the new hazardous materials business plan is in substantial compliance with the use permit.
6. Approve the use permit revision subject to the following ***project specific*** conditions:
 - a. The applicant shall diligently work with Caltrans to obtain encroachment permits for installation of 12, 24-inch box redwood trees on the southern side of the project site to decrease visibility of the corporation yard from Interstate 280. If after two years from the approval date the applicant is unable to obtain encroachment permit approval from Caltrans for installation of the trees within the Caltrans public right-of-way, the applicant shall install the 12 trees on the subject project site in a manner the screens the corporation yard from public view to the satisfaction of the Community Development Director.

Motion carried 5-0, with Commissioners O'Malley and Kadvany absent.

E. COMMISSION BUSINESS

None agendized.

Commissioner Riggs requested future Commission consideration of the Transportation Impact Fee (TIF). Planner Rogers said staff would follow up with Commissioner Riggs regarding whether that was possible, and if so, how best to structure such discussion.

ADJOURNMENT

The meeting adjourned at 7:32 p.m.

Staff Liaison: Thomas Rogers, Senior Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on September 10, 2012