



## PLANNING COMMISSION AGENDA

Regular Meeting  
December 3, 2012 at 7:00 p.m.  
City Council Chambers  
701 Laurel Street, Menlo Park, CA 94025

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**CALL TO ORDER** – 7:00 p.m.

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

**INTRODUCTION OF STAFF** – Momoko Ishijima, Planner; Jean Lin, Associate Planner; Justin Murphy, Development Services Manager; 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.

- A1.** Update on Pending Planning Items
  - a. 20 Kelly Court – City Council, November 27
  - b. Housing Element – December Commission Meetings

### **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.

- C1.** [Approval of minutes from the October 29, 2012 Planning Commission meeting](#)
- C2.** [Approval of minutes from the November 5, 2012 Planning Commission meeting](#)

### **D. PUBLIC HEARING**

- D1.** [Use Permit/Javier Alvarez/207 Hedge Road](#): Request for a use permit approval to modify the first floor and construct a second-floor addition to an existing single-story, nonconforming single-family residence on a substandard lot with regard to lot width and lot size in the R-1-U (Single-Family Urban) zoning district. The proposed work would exceed 50 percent of the existing floor area, and is considered equivalent to a new structure. An initial version of the proposal was reviewed by the Planning Commission at the meeting of October 29, 2012, and was continued with direction for redesign. The proposal has since been revised, with changes to

elements such as the removal of the nonconforming wall, offsetting the second floor from the first floor, reducing window sizes on the second floor, and adding landscaping.

- D2. **Use Permit/Grant Riggs/1015 San Mateo Drive:** Request for a use permit for interior remodel and the construction of a first and second floor addition to an existing two-story, nonconforming single-family residence on a substandard lot with regard to lot width in the R-1-S (Single-Family Suburban) zoning district. The proposed work would exceed 50 percent of the existing floor area, and is considered equivalent to a new structure. The project would also exceed 50 percent of the existing replacement value in a 12-month period and requires approval of a use permit by the Planning Commission.
- D3. **Use Permit/Yiran Wu/1140 Middle Avenue:** Request for a use permit to demolish an existing single-story, single-family residence, and construct a new two-story, single-family residence on a substandard lot with regard to lot width in the R-1-S (Single Family Suburban) zoning district. As part of the project, the following four heritage trees are proposed for removal: 23.1-inch diameter at breast height (DBH) Port Oxford cedar in poor condition located in the front yard, 43.9-inch DBH Italian stone pine in fair condition located in the right side yard, 48.6-inch DBH Italian stone pine in fair condition located in the rear yard, and 17.2-inch DBH privet in poor condition located in the left side yard.
- D4. **Use Permit/Toby Long/455 Yale Road:** Request for a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to lot depth and lot size in the R-1-U (Single Family Urban) zoning district. As part of the project, the following three heritage trees are proposed for removal: 27-inch diameter at breast height (DBH) liquidambar in poor condition located in the corner side (Yale Road) yard, 18.5-inch DBH tulip poplar tree in poor condition located in the rear yard, and 18.7-inch DBH tulip poplar tree in poor condition located in the interior side yard.
- D5. **Use Permit/Steve Loeffler for the REATA Company/2200 Sand Hill Road:** Request for a use permit for the storage and use of hazardous materials (diesel fuel) for an emergency generator, associated with a venture capitalist company. The proposed generator would be located at the rear of the property, along Sharon Park Drive in the C-1-X (Administrative and Professional, Restrictive, Conditional Development) zoning district.
- D6. **Development Agreement Annual Review/Bohannon Development Company/101-155 Constitution Drive and 100-190 Independence Drive (Menlo Gateway Project):** Annual review of the property owner's good faith compliance with the terms of the Development Agreement for the Menlo Gateway (Bohannon Hotel & Office) project. ***Continued to the meeting of December 17, 2012.***

E. **REGULAR BUSINESS - None**

F. **COMMISSION BUSINESS - None**

## **ADJOURNMENT**

### **Future Planning Commission Meeting Schedule**

Regular Meeting	December 17, 2012
Regular Meeting	January 7, 2013
Regular Meeting	January 28, 2013
Regular Meeting	February 4, 2013
Regular Meeting	February 25, 2013

This Agenda is posted in accordance with Government Code Section §54954.2(a) or Section §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at <http://www.menlopark.org> and can receive email notification of agenda and staff report postings by subscribing to the "Home Delivery" service on the City's homepage. Agendas and staff reports may also be obtained by contacting Vanh Malathong at 650-330-6736. (Posted: November 28, 2012)

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designed by the Chair, either before or during consideration of the item.

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.

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.

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](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](mailto: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.*