



## PLANNING COMMISSION AGENDA

Regular Meeting  
November 18, 2013 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 (Vice Chair), Ferrick, Kadvany (Chair), Onken, Riggs, Strehl

**INTRODUCTION OF STAFF** – Deanna Chow, Senior Planner; Justin Murphy, Development Services Manager; Kyle Perata, Associate 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. El Camino Real/Downtown Specific Plan Initial Review - City Council – November 19, 2013

### **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 and items listed under Consent. 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 28, 2013 Planning Commission meeting](#)**

#### **C2. [Confirmation of Voting Tallies for El Camino Real/Downtown Specific Plan Planning Commission Recommendations \(considered on October 28 and November 4, 2013\)](#)**

### **D. PUBLIC HEARING**

- D1. [Use Permit and Architectural Control/Kathy Absher/2484 Sand Hill Road](#):** Request for use permit and architectural control to add approximately 169 square feet of gross floor area to the main floor level, of an existing multi-level commercial building, in the C-1-C (Administrative, Professional and Research, Restrictive) zoning district. The proposed expansion would be located within the existing overhang of the upper floor level. In addition, the applicant is requesting approval of a Below Market Rate (BMR) In-Lieu Fee Agreement for this project.

## **E. PUBLIC MEETING ITEM**

- E1. General Plan Amendment and Zoning Ordinance Amendments/City of Menlo Park: Implementation and Update of the Housing Element of the General Plan:** Review and comment on the implementation of several Housing Element programs, including 1) the creation of an Emergency Shelter for the Homeless overlay zone and identification of potential overlay areas, zoning for transitional and supportive housing, and establishing procedures for reasonable accommodation, and 2) the modification of zoning requirements for secondary dwelling units and accessory structures on single-family properties. In addition, the meeting will focus on review and comment on the Preliminary Draft Housing Element Update. The Planning Commission's comments will be forwarded to the City Council for review and consideration at a meeting in December 2013. The City is scheduled to submit the Draft Housing Element to the State Department of Housing and Community Development (HCD) for review and comment by the end of December 2013. In early 2014, the City will consider the comments from HCD and prepare a Final Draft Housing Element, as well as associated Zoning Ordinance Amendments. The final documents will be reviewed by the Planning Commission and City Council during public hearings on the items. Additional noticing will be conducted for the future public hearings.

## **F. REGULAR BUSINESS**

- F1. Review of Draft 2014 Planning Commission Meeting Dates**

## **G. COMMISSION BUSINESS – None**

## **ADJOURNMENT**

### Future Planning Commission Meeting Schedule

Regular Meeting  
Regular Meeting

December 9, 2013  
December 16, 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 14, 2013)

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 designated 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.*