



## PLANNING COMMISSION AGENDA

Regular Meeting  
February 24, 2014 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** – Kyle Perata, Associate Planner; Corinna Sandmeier, Contract Planner; Thomas Rogers, Senior Planner; Liz Schuller, 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. General Plan – City Council – February 11 and 25, 2014
- b. Economic Development Study Session – City Council – February 25, 2014
- c. 350 Sharon Park Drive Conditional Development Permit – City Council – March 4, 2014
- d. 1015 Atkinson Drive Appeal – City Council – March 4, 2014

### **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 January 27, 2014 Planning Commission meeting](#)**

### **D. PUBLIC HEARING**

- D1. [Use Permit/Farhad Ashrafi/865 Middle Avenue](#):** Request for a use permit to demolish an existing single-story, single-family residence and detached garage, and construct a new two-story, single-family residence with attached garage on a substandard lot with regard to lot width in the R-1-U (Single-Family Urban) zoning district. An initial version of the proposal with a stucco exterior and clay tile roof was reviewed by the Planning Commission at the meeting of January 13, 2014, and was continued with direction for redesign. The revised proposal has been redesigned in a

craftsman style with a stucco exterior on the first floor, a shingle siding exterior on the second floor and a composition shingle roof for more compatibility with the neighborhood character.

- D2. [Use Permit/Elisabeth B. Segre/772 Harvard Avenue](#): Request for a use permit to demolish an existing one-and-a-half-story single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to lot depth in the R-1-U (Single-Family Urban) zoning district. In addition, the project includes a request for excavation into the required corner side setback for egress associated with a basement.
- D3. [Use Permit/Martin Patterson/332 Arbor 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 width and lot area in the R-1-U (Single-Family Urban) zoning district. As part of the proposal, a heritage size Japanese maple tree measuring 16 inches in diameter, located in the center front yard of the property, is proposed for removal.
- D4. [Minor Subdivision/Menlo Sharon Park LLC/777 Sharon Park Drive](#): Request for a tentative parcel map to create two single-family residential parcels where one parcel currently exists in the R-1-S (Single Family Suburban) zoning district. As part of the proposed development, nine heritage size trees, including four valley oaks (12-30 inches in diameter) and five coast live oaks (11-18 inches in diameter) are proposed for removal.

#### **E. REGULAR BUSINESS**

- E1. **Architectural Control/Houston Striggow/642 Santa Cruz Avenue**: Request for architectural control for exterior modifications to construct a display case along the left-side (breezeway) façade, apply opaque film to a portion of the breezeway facade, and install planter boxes within the breezeway of an existing bakery in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The project was previously reviewed and continued by the Planning Commission at its meeting of July 22, 2013. ***This item has been continued to the meeting of March 24, 2014***
- E2. **Single-Family Residential Design Review**: The Planning Commission will briefly discuss whether to schedule a Commission study session involving more detailed review, and potential limited use of, residential Design Review guidelines. The review and implementation strategy discussion would use the materials included in the [August 19, 2013 Planning Commission staff report, item H1](#). The goal for this meeting is to determine if there is sufficient Commission interest to schedule the future study session as a continuation of the August 19 discussion.

#### **F. COMMISSION BUSINESS - None**

## ADJOURNMENT

### Future Planning Commission Meeting Schedule

Regular Meeting	March 10, 2014
Regular Meeting	March 24, 2014
Regular Meeting	April 7, 2014
Regular Meeting	April 21, 2014
Regular Meeting	May 5, 2014
Regular Meeting	May 19, 2014
Regular Meeting	June 9, 2014
Regular Meeting	June 23, 2014

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: February 20, 2014)

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.

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# 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.*