



PLANNING COMMISSION MINUTES

Regular Meeting
December 15, 2014 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, Combs, Eiref (Chair), Ferrick, Kadvany, Onken (Vice Chair), Strehl

INTRODUCTION OF STAFF – Jean Lin, Associate Planner; Thomas Rogers, Senior Planner; Kyle Perata, Associate Planner

A. REPORTS AND ANNOUNCEMENTS

A1. Update on Pending Planning Items

- a. ConnectMenlo (General Plan Update)
 - i. City Council/Planning Commission Study Session (December 9, 2014)
 - ii. Workshop #2 (December 18, 2014)
 - iii. Open House (January 8, 2015)

Senior Planner Rogers reported on activities related to the General Plan Update (ConnectMenlo). He noted that the joint session of the City Council and Planning Commission on December 9 provided direction on guiding principles for the project and those would be considered at the Council on December 16. He said that the second public workshop on this project would be December 18 and would be followed by an Open House in January.

- b. Economic Development Plan Update – City Council (December 16, 2014)

Senior Planner Rogers said the City Council at its December 16 meeting would receive an update on the Economic Development Plan from the City's Economic Development Manager.

B. PUBLIC COMMENTS #1

Menlo Park Police Chief Robert Jonsen spoke about a recent newspaper article that focused on improved public safety in the Belle Haven neighborhood over the last two years. He said crime in the Belle Haven neighborhood had decreased 43% through November 2014 with 36% of that being a reduction in violent crime. He said those successes were because of partnerships throughout the City, and thanked the Planning Commission for their role in reviewing and approving projects that enabled some of those partnerships.

C. CONSENT

There were no items on consent.

D. PUBLIC HEARING

- D1. General Plan Amendment, Rezoning, Zoning Ordinance Text Amendment, Use Permit, Architectural Control, Lot Merger, Sign Review, Heritage Tree Removal Permit, and Environmental Review/Menlo Park Fire Protection District/700 Oak Grove Avenue and 1231 Hoover Street:** Request to redevelop Fire Station 6 using

properties located at 700 Oak Grove Avenue and 1231 Hoover Street. The proposed redevelopment would include demolition of the existing fire station and adjacent single-family residence, construction of a new fire station consisting of a two-story firehouse and a vintage vehicle display building, and relocation of an existing carriage house from its present location at 300 Middlefield Road onto the subject site. The application includes the following requests: ([Attachment](#))

- 1) **General Plan Amendment:** To amend the site's General Plan land use designations from El Camino Real/Downtown Specific Plan and Medium Density Residential to Public Facilities;
- 2) **Rezoning:** To change the site's zoning designation from the SP-ECR/D (El Camino Real/Downtown Specific Plan) and R-3 (Apartment) districts to P-F (Public Facilities) district, to allow the proposed use of the subject site to be more consistent with the appropriate zoning designation;
- 3) **Zoning Ordinance Text Amendment:** To allow the maximum allowable Floor Area Ratio (FAR) to exceed 30 percent, up to a maximum of 60 percent on sites with a lot area of two acres or less, inclusive of contiguous parcels in the P-F zoning district, subject to obtaining a use permit;
- 4) **Use Permit:** To allow the fire station use, proposed FAR of approximately 59 percent, and the use and storage of hazardous materials;
- 5) **Architectural Control:** To review the design of the proposed fire station and site improvements;
- 6) **Lot Merger:** To merge two parcels into one parcel;
- 7) **Sign Review:** To review a comprehensive sign program for a fire station, including two signs on each individual street frontage;
- 8) **Heritage Tree Removal Permit:** To allow the removal of three heritage trees; and,
- 9) **Environmental Review:** To evaluate the potential environmental impacts pursuant to California Environmental Quality Act (CEQA) in the Mitigated Negative Declaration (MND).

Staff Comment: Planner Lin noted a correction on page 11 of the staff report in the sign review section to be modified as shown here: *The subject property is permitted up to 146 square feet of sign area, and proposed signage would result in a total of approximately **85 78** square feet of sign area that includes all four signs.* She said a second correction was needed in Attachment E, Draft Conditions of Approval, condition number 24, on page E7, 2nd sentence, as follows: *The Hydrology Report shall confirm that the project does not result in increased storm water runoff as measured by the peak flow rate for a 10-year storm ~~and shall also confirm that the on-site depressed garages will not be subject to flooding during a 10-year storm.~~* She said the colors materials board was being circulated and the environmental consultant from GHD and the applicant were present to answer any questions.

Questions of Staff: Commissioner Strehl said the Fire District wanted a zoning change to be a government agency district as opposed to a public facility district, and asked why that was not included as a recommendation.

Planner Lin said the Public Facilities zoning district (P-F district) currently allowed certain uses of federal, county and local governments by right. She said it also stated that other agencies' use would be conditional. She said staff considered the request from the Fire District to change the use designation from conditional to permitted. She said they found that would significantly expand the scope of the proposal as well as require an expansion in scope of the environmental review. She said the impact of changing the zoning district would need to be considered citywide. She said changing the Fire District's current uses from conditional to a permitted use by right in the P-F district would need to be evaluated and might require evaluation of any fire district uses in any P-F district.

Commissioner Bressler asked if this project would impact any of the build out numbers in the Specific Plan area. Planner Lin said the proposed project should not impact any of the build out numbers under the Specific Plan.

Public Comment: Menlo Park Fire District Chief Schapelhouman said the project architect, staff person Jon Hitchcock, and legal counsel Tim Cremin were present. He said the P-F district was an issue for the Fire District but in terms of the proposed project that desired change would have required city review. He said as the project had taken quite some time, they did not want to cause any further delays. He said the existing station had been in its location since the 1950s and was not sufficient for the District's current needs. He said they needed two stories and were maximizing floor space on the first floor. He said it was a drive through and larger facility to accommodate any equipment needed.

Chair Eiref asked if the antique fire truck display facility would be available for public events. Chief Schapelhouman said they would want to be cautious in creating any other uses beyond educational tours for that display area as they would want to first gauge neighbors' comfort level with the new facility before considering such events.

Commissioner Onken asked about the change in the display area design. Chief Schapelhouman said the District had changed architects since the last time they had brought a design before the Commission, and in this proposal they had responded to feedback from the Commission from the previous consideration, which he thought had been in February 2013. He said with their new architect they considered a more traditional design. He said they decided against the large windows for the display building as beyond the need to clean those frequently they would allow more sun damage to the interior. He said they went for a design that would allow a view of the antique equipment but also would serve to preserve the surfaces of the antique equipment.

Chief Schapelhouman said the District might come back in the future to have the P-F district review made to allow for Fire District permitted use in that zone.

Mr. Carter Warr, CJW Architecture, project architect, said the proposal was a response to both the Planning Commission comments and the District's desire to have a handsome and functional facility that would last for the next 50 to 100 years. He said the proposed design though contemporary paid tribute to its historic roots. He said neighbors had weighed in on the design and the applicants had visited with them. He said they made changes in response to the neighbors to the historic display buildings. He said those buildings had been moved significantly away from the property line. He said this was a more sympathetic response to the

residential interface and the buildings themselves. He said they were looking to coordinate landscape design to further meet the neighbors' needs.

Commissioner Strehl noted the arborist report indicated a tree would need to be removed to allow for the trash enclosure and asked if the tree removal could be avoided. Mr. Warr said potentially. He said the project was intended for the next 50 to 100 years and there was a desire to avoid periodic rebuilding as things changed. He said the trash enclosure was outside the secure area of the station and located for servicing so that access to the secure parts of the station was not needed. He said the tree would not allow for that design.

Commissioner Kadvany asked about the location of the bench seat in the plaza. Mr. Warr said it was in the flagpole area and part of it was within the street dedication area. He said should the City decide to widen Oak Grove Avenue, the applicants had agreed this feature could be demolished. Commissioner Kadvany asked about the potential for solar panels. Mr. Warr said they were planning to have solar panels and those were not yet engineered. He said he would expect them to be located on the back roof which would face the sun and not be visible from Oak Grove Avenue.

Mr. Jerry Winges, architect, Burlingame, said he was representing his past clients, Andy and Melody Mabardy. He said his clients owned a four-unit property at 701 Elizabeth Lane which shared the back property line with the District. He said they liked the design of the new fire station. He said over the past few months they have met with the architects and fire station personnel, and said they appreciate the flexibility shown. He said moving the buildings away from the property line further helped immensely. He said they supported the project but were requesting four conditions of approval. He said those were summarized in the letter from CJW Architecture dated December 10, 2014 to them. He said the first was to have some flexibility in the planting arrangement and for the applicants and his clients to come to agreement on the landscape plan. He said the second concern was that the facility for the antique equipment might become an active fire station. Mr. Winges said the applicant's response was the building would be for storage primarily for antique engines but also for reserve engines. He said any reserve engines should be stored in the main building. He said they were looking for a statement that this storage building would not become an active fire station building. He said their third condition was that there be no public assembly or noisy events in the rear of the building. He said they supported the proposed tours of the display building. He said their fourth condition was that interior lights be used only as needed and not for public assemblies.

Chair Eiref closed the public hearing.

Commission Comment: Commissioner Bressler asked if the facility would be exempt from the City's noise ordinance. Planner Lin said certain emergency uses were exempt from the noise ordinances such as alarms and bells for emergency purposes. She said in non-emergency situations the facility was subject to the City noise ordinance. Commissioner Bressler asked if the facility would be subject to the same noise restrictions that would apply to any party being held anywhere else in Menlo Park. Planner Lin said that was generally correct.

Commissioner Ferrick said she appreciated the design changes made in response to Commission and neighbor input. She said she liked the way the new windows worked and the brick. She said she also appreciated the applicants' sensitivity to the neighbors. She said the

only window that might emit light to the neighbors in the evening was for the fitness room. She said blinds would be an easy solution to that potential impact.

Commissioner Kadvany asked for input on the question of engines being stored and moved that the neighbors had raised. Chief Schapelhouman said the antique apparatus that would be stored had no service life. He said a reserve engine was used when one of the primary front engines needed repair. He said in the main station there were living quarters, dayroom and kitchen facilities, and an operating office as well as the fire apparatus and engines. He said normal operations would be completely separate from the other building housing the display engines.

Commissioner Onken asked for clarification that the display building had no facilities for charging engines, draining hoses, or anything associated with a normal apparatus bay. Chief Schapelhouman said they have two field mechanic trucks that would respond if they could not get something running or if have a fuel problem. He said they have a 5,000 square foot maintenance facility at their Station 77 on Chilco and that's where apparatus go for repair. Commissioner Onken noted the display building door was only 15-foot wide which he thought was not wide enough for normal sized fire trucks. Chief Schapelhouman said that apparatus was much larger than they had been previously. He said the display building was designed around the historical and antique equipment size and there would be two antique trucks displayed there.

Commissioner Strehl said that in the future Chief Schapelhouman had indicated they would pursue a government agency zoning designation. She asked if that would have to go through a General Plan review process or would it be specific to future locations and designations. Planner Lin said a request to make fire district uses permitted by right in a P-F district would require a zoning ordinance text amendment, which would need to go through the Planning Commission and the City Council. She said it was something that could be pursued in the future.

Chair Eiref said he thought the design was a great improvement over the previous design and liked that the project would support a historical resource.

Chair Eiref moved to recommend to the City Council as outlined in the staff report. Commissioner Combs seconded the motion.

Commissioner Kadvany said he thought the small outbuildings would buffer noise quite a bit from the parking lot and that there was the potential for it to be a valuable public space. He said he was commenting on that in hopes of assuaging the neighbors' noise concerns.

Commission Action: M/S Eiref/Combs to recommend that the City Council approve the item as recommended in the staff report as outlined in Attachment D.

ATTACHMENT D

DRAFT – December 15, 2014

FINDINGS AND RECOMMENDED ACTIONS FOR APPROVAL

700 Oak Grove Avenue and 1231 Hoover Street Menlo Park Fire Station 6 Project

The Planning Commission recommends that the City Council take the following actions:

Environmental Review

1. Make the following findings relative to the environmental review of the proposal and adopt the Mitigated Negative Declaration:
 - a. A Mitigated Negative Declaration has been prepared and circulated for public review in accordance with current State CEQA Guidelines;
 - b. The City Council has considered the Mitigated Negative Declaration prepared for the proposal and any comments received during the public review period; and
 - c. Based on the Initial Study prepared for the Mitigated Negative Declaration and any comments received on the document, there is no substantial evidence that the proposed project will have a significant effect on the environment.
2. Adopt a Resolution Adopting a Mitigated Negative Declaration and Adopting a Mitigation Monitoring and Reporting Program for the Menlo Park Fire Station 6 Project for Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment O)

General Plan Map Amendments

3. Adopt a Resolution Amending the General Plan to Change the Land Use Designation for Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment F)

Rezoning

4. Introduce an Ordinance of the City of Menlo Park, Rezoning Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment G)

Zoning Ordinance Text Amendment

5. Introduce an Ordinance of the City of Menlo Park, Amending Chapter 16.49 [Public Facilities District] of Title 16 [Zoning] of the Menlo Park Municipal Code (Attachment H)

Use Permit

6. 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.
7. Approve the Use Permit for construction of a new fire station with an FAR of up to 59 percent in the P-F zoning district.

Architectural Control

8. 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 structures 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; and,
 - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
 - e. The proposed project is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
9. Approve the proposed design of the new buildings and site improvements.

Lot Merger

10. Make findings that the proposed lot merger is technically correct and in compliance with all applicable State regulations, City General Plan, Zoning and Subdivision Ordinances, and the State Subdivision Map Act.

Sign Review

11. Make a finding that the sign is appropriate and compatible with uses and signage in the vicinity.

Heritage Tree Removal Permit

12. Adopt a Resolution Approving the Heritage Tree Removal Permits for the properties located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment K).

Motion carried 7-0.

- D2. Use Permit Extension/Benjamin T. Himlan, Off the Grid/1090 Merrill Street:** Request for an extension of a use permit for a recurring special event (weekly food truck market) on a portion of the Caltrain parking lot, at the corner of Merrill Street and Ravenswood Avenue in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The event would continue to occur on Wednesday evenings between 5:00 p.m. and 9:00 p.m., with setup starting at 3:30 p.m. and cleanup concluding at 10:00 p.m. The event would continue to include amplified live music (typically consisting of one to two musicians playing predominantly acoustic instruments) and generator use, which may exceed Noise Ordinance limits. The use permit term would be extended from its current expiration date of February 19, 2015, to February 19, 2020. ([Attachment](#))

Staff Comment: Senior Planner Rogers said Commissioners had received two emails today regarding this use permit extension request. He said Mr. John Beltramo in one email asked whether this was a permitted use or not. Senior Planner Rogers said that Off the Grid was a recurring special event and did not have to be cross referenced with anything in the Specific Plan, as those permitted uses applied to new construction. He said Ms. Adina Levin in the other email expressed support for the Off the Grid event and approval of the extension request.

Public Comment: Mr. Benjamin Himlan, Off the Grid, said no complaints about the event had been received since the last review before the Commission.

Commissioners asked general questions about attendance such as the impact of rain upon attendance and attendance trends.

Commissioner Ferrick noted the five-year extension request and asked what recourses were available should complaints or issues arise during that time. Senior Planner Rogers said a revocation of the use permit was possible if the terms of the use permit were violated. He said if findings were made of negative impacts resulting from the use, the City could begin a revocation process.

Commissioner Combs asked about the use permit term for other cities in which Off the Grid operates. Mr. Himlan said they have events in 21 cities and each city has different ordinances and processes. He said they have two permits with no expiration and based solely on meeting conditions. He said they have some that expire in one year or two years. He said they have a five-year lease agreement with the City of San Francisco. Commissioner Combs asked what advantage a longer use permit term was. Mr. Himlan said it provided the ability to plan further out and have more resources. He said it reduced time spent to go through the use permit renewal process.

Commissioner Strehl asked if the City or just Caltrain received revenue from this recurring event. Mr. Himlan said that they pay Caltrain a monthly amount to lease the space for the

event. He said the City developed a business license for the truck vendors who report their income to the State Board of Equalization which then remits portions to the cities where that income was earned.

Commissioner Strehl asked about other special event use permit terms. Senior Planner Rogers noted that the Sunset weekend event has an annual review of operations but the term of the use permit has varied over the years. He said the downtown Block Party has an indefinite use permit. He said he believed the Nativity carnival has also had varying terms for its use permit. He said generally a special event was reviewed the first year of the use permit issuance and if successful, allowed a longer term for the use permit. He said that five years was in the range of typical for this type of application.

Chair Eiref closed the public hearing.

Commission Comment: Commissioner Ferrick moved to approve as recommended in the staff report. She said she appreciated the public comment received and Senior Planner Rogers' explanation of its use being a special event. She said also there was some sales revenue for the City. She said there was proof the event has increased business downtown. She said initially she had been concerned about traffic safety in the area but had found no evidence of change to the traffic situation there. Commissioner Onken seconded the motion. He said with the first application there had been considerable concern expressed by the community. He said with the first year review, those concerns had been reduced considerably and with this application concerns practically had evaporated.

Commissioner Combs said he supported the request but had a reservation with the approval of a five-year permit for business that was temporary.

Commissioner Strehl said she would support the motion but she was uncomfortable with five-years and would prefer two or three years.

Commissioner Kadvany said his concern with the five year term was parking but noted that there could well be parking improvements during the five year period. He said in the principles for the City's draft General Plan, it was noted the City was receptive to innovative businesses and he thought Off the Grid was an example of an innovative business.

Commissioner Ferrick asked if the Caltrain electrification project would affect Off the Grid. Senior Planner Rogers said staff asked the Transportation Division and the Police Department to review this use permit extension request prior to bringing it to the Commission and neither entity had expressed concern with the request. He said regarding a Caltrain electrification project that it would depend upon what changes might occur. He said should the configuration of trucks and similar market elements need to change, the applicant could have to come back for a revision to the use permit. Mr. Himlan said they have a partnership with Caltrain that requires them to work together as needed.

Commissioner Bressler said he thought having the truck vendor contracts reconsidered every six months was innovative and necessary for this type of business.

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

1. Make a finding that the project is categorically exempt under Class 4 (Section 15304, "Minor Alterations of Land") 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.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the project plans and project description letter, provided by the applicant, dated January 2, 2014, and approved by the Planning Commission on January 13, 2014 except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
4. Approve the use permit subject to the following **project-specific** conditions:
 - a. The market operations shall be limited to Wednesday between 5:00 P.M. and 9:00 P.M. Setup may start at 3:30 P.M., and cleanup shall be concluded by 10:00 P.M.
 - b. Alcohol sales and/or consumption is prohibited.
 - c. The applicant and all vendors shall comply with all applicable permitting requirements, including but not limited to: City Business License, Board of Equalization Seller's Permit, San Mateo County Mobile Food Facility Permit, liability insurance, and vehicle insurance.
 - d. The applicant shall regularly monitor trash while the market is operating, and shall fully clean the market and immediately surrounding areas at the conclusion of each event.
 - e. Amplified live music is permitted between 6:00 P.M. and 8:00 P.M., and shall typically consist of one to two musicians playing predominantly acoustic instruments.
 - f. The applicant shall implement the parking signage plan.
 - g. Every week, the portable restroom shall be delivered to the site on the day of the event, and removed the following day.
 - h. The use permit shall expire on February 19, 2020, unless the applicant obtains approval of an extension of the use permit.

Motion carried 7-0.

D3. Use Permit and Architectural Control/Facebook, Inc./300 Constitution Drive: Request for a use permit and architectural control for exterior modifications and conversion of an existing approximately 185,000 square foot warehouse and distribution building to general offices, and ancillary employee amenities located in the M-2 (General Industrial) zoning district. The project site is nonconforming with regard to parking and the proposed project would be considered a change of use. As part of the project, the applicant is requesting a use permit for the storage and use of hazardous materials (diesel fuel) associated with an emergency generator. The proposed project would include a requirement that trips generated from the proposed project combined with other trips from the site not exceed the historical vehicular trips from the site during the AM and PM peak periods. In addition, the project would include a BMR Housing Agreement in compliance with the City's BMR Housing Ordinance and BMR Guidelines. ([Attachment](#))

Staff Comment: Planner Perata said a colors and materials board was being passed around at the dais for the Commission's review. He said staff received correspondence from the Chamber of Commerce after the publication of the staff report in support of the project. He said copies of that correspondence had been distributed to the Commission this evening and made available at the back table for members of the public.

Commissioner Onken said he needed to recuse himself from the proceedings as business he had with Facebook had occurred less than one year prior. He left the Chambers.

Questions of Staff: Commissioner Kadvany asked about FEMA and the multiple options for the floor elevation being presented. Planner Perata said the applicant could more fully address that question but noted City staff including Engineering Division staff had reviewed the project and confirmed that the multiple options listed would meet the FEMA requirements. Commissioner Kadvany asked if the Commission was being asked to approve to allow a selection of one of those options in the future by the applicant or did the Commission need to select one option to approve. Planner Perata said the applicant would have the choice of which design. He said none of the options would change the exterior of the building in any way.

Public Comment: Mr. Fergus O'Shea, Director of Campus Facilities, Facebook, said this Building 300 project involved the conversion of an existing warehouse into an office use. He said Facebook was growing both in its core business and in acquisitions of Instagram and other such businesses. He said those businesses would bring diversity and new opportunities to the future of Menlo Park. He said they had purchased 60 acres of the TE campus in September directly adjacent to Facebook's West Campus. He said they were in the very early stages of master planning the campus and next year they would begin the master planning for their entire site which they expected to take 18 to 24 months. He said in the interim this empty warehouse was suitable for conversion to office space. He said Building 300 would accommodate approximately 1,500 employees and would add no new parking or net square footage. He said employees would travel between the campuses by foot or bike, or by using a small people mover through the tunnel connecting both the east and west campuses. He said the traffic study confirmed the trip generation would remain within recent historic traffic volumes at the TE campus. He said their TDM program has about 50% participation. He said regarding the Housing Commission's recommendation on the in-lieu Below Market Rate Housing (BMR) fee that that Commission had a split vote on this recommendation. He said the Housing Commission expressed frustration about in-lieu fees rather than actual units built. He said the staff report explained that Facebook in the development project with St. Anton would provide 15

BMR units. He said also they have worked with staff to develop an agreement that would provide units rather than pay an in-lieu fee should the opportunity arise.

Mr. Craig Webb, Gehry Partners, project architect, provided a PowerPoint presentation showing the property and its existing conditions, the extent of work proposed, and access to the property. He said they intended to replace bay doors with glass to maximize natural light. He showed maps of the FEMA floodplain. He said the intent was to raise all of the entry doors above the FEMA floodplain. He said there were 61 trees on the site that had been neglected. He said the completed project would have 95 trees and 31 of the existing trees would be removed. He said the existing clay tile roof would be replaced by a stainless steel standing roof. He said the existing chain link fence on the east side would be replaced. He provided slides of all elevations and the proposed changes.

Commissioner Kadvany said he, like some other Commissioners, had individually met with Facebook staff recently. He asked if what was being proposed for the 300 Building would be the permanent iteration for this project site. Mr. Webb said that was an open question at this time. He said substantial investment would be made for this building and that would be a consideration as Facebook proceeded with its master planning. Commissioner Kadvany asked when this building would be occupied. Mr. Webb indicated in the second quarter of 2016. Commissioner Kadvany asked if the people mover extended to this campus. Mr. O'Shea said the people mover would be continued to Building 300. Commissioner Kadvany asked if it would be human guided. Mr. O'Shea said it would be. Commissioner Kadvany said the draft Economic Development report used the expression of "turning Facebook inside out" in terms of connecting the buildings and corporate entity with the community. He asked if this building reflected that in any way or might it be a feature of that. Mr. O'Shea said there was limited opportunity with this building to do that. He said with the master planning for the campus and the M2 rezoning they would be listening to the community as they moved forward with their future improvements. He said with the investment being put into this building he was 99% sure it would be part of the overall master plan.

Commissioner Strehl said she also met with Facebook staff recently. She asked if the parking for the facility was closer to 305 Constitution Drive and in the back of the building. Mr. O'Shea said east of the building there was parking. He said there were 1,700 spaces. Commissioner Strehl asked about the view driving down Chilco Street with the proposed project. Mr. O'Shea said there were no windows on that side and they were enhancing landscape screening. Mr. Webb noted no windows were added as it was hard to cut windows into this type of building.

Chair Eiref said he also had met with some of the Facebook team. He asked if the 1,695 parking spaces were just for this building or the entire site. Mr. O'Shea said that parking was for the site. He said some was being used currently for construction parking. He said TE and Pentair would be moving in a couple of years and there would be ample parking. Chair Eiref asked about parking for the rest of the campus. Mr. O'Shea said they would have to look at that holistically. Chair Eiref said it sounded like the TDM program was working but he did not understand the 2.43 trips per person which was confusing. Mr. Robert Eckols, Fehr & Peers, said the 2.3 trips were the total daily trips and .4 trips were made per employee daily. He said the daily trip count included visitors and other traffic throughout the day. He said for general office use that a normal trip count was about 3 or 4 trips per employee noting that was without a TDM program.

Commissioner Ferrick asked how much parking there was between 300 and 301 Constitution Drive. Mr. O'Shea said they would have 1,500 employees and would need about 700 parking spaces.

Commissioner Combs said the staff report indicated that in the interim the daily trip count would exceed the 2011 benchmark and asked how long this would last. Mr. Eckols said during the peak periods there were fewer trips but it was expected there would be about a year of overlap having TE and Pentair still on the site and more daily trips during that time.

Commissioner Ferrick asked about monument signage at this property. Mr. O'Shea said there would not be any monument signage at this site.

Ms. Opha Wray, Mt. Olive AO Holy Church of God, and Crime Prevention at 605 Hamilton Avenue, said she was representing Bishop Teman Bostic and the residents at 631 Hamilton Avenue. She said they were grateful for the opportunity to support their friends at Facebook. She said Facebook has demonstrated that they are good neighbors and friends. She said they wanted to encourage the Commission to approve the project request.

Mr. William Nack, San Mateo County Building Trades Council, said he was a resident of Menlo Park and was speaking on behalf of the San Mateo County Building Trades Council. He said the Council fully supported Facebook and this new proposal to expand their campus. He said Facebook has established itself as a good neighbor to the community and has upheld its promise to the Council in generating hundreds of local construction jobs, paying good wages with pension and health plans. He asked the Commission to approve the applicant's project request.

Mr. Clem Molony said he supported the project. He said three notable positives were the inclusion of BMR housing, maintaining traffic volumes, and addressing the FEMA issue of flooding and sea level rise.

Mr. Mark Leach said he was representing the Electrical Workers for San Mateo County. He said that Facebook has been a great friend of the building trades and electrical workers and provided much needed construction jobs as the economy moved out of the recession. He encouraged the Commission to approve the project.

Mr. Victor Torreano, Sheet Metal Workers Local 104, said they have scores of workers at the West Campus, and he wanted to thank Facebook for giving these workers the opportunity to show off their workmanship. He said they supported the use permit request for the 300 Building.

Mr. Spence Leslie, Pentair Technical Solutions and Chamber of Commerce, said he was Director of Real Estate, Facilities, and Compliance for Pentair Technical Solutions. He said he wanted to highlight from the Chamber of Commerce's letter the support for refocusing a vacant building. He said also important was the track record created by Facebook in mitigating traffic. He said his company had been inspired by that example to create a TDM program for employees. He said they supported the project request.

Mr. Ray Mueller, City of Menlo Park Council Member, noted the tremendous improvement in this area due to the Facebook presence. He said he was extremely pleased with the choice of

this project's building for occupation. He said there were five entry points into Belle Haven. He said currently the Facebook brand was associated with two of the entry points and with this would be associated with a third entry point from Chilco Street. He said this was where Belle Haven residents walk to get to Bedwell Bayfront Park. He said long term the City wanted to partner with Facebook to improve pedestrian and bicycle access to Belle Haven. He said importantly this project would support getting high caliber services into the area for the Belle Haven community.

Chair Eiref closed the public hearing.

Commission Comment: Chair Eiref said he thought this project would bring great improvement to this industrial area.

Commissioner Bressler said there were many good things about this project. He noted he was on the General Plan Update Committee. He said having 1,500 employees at this site probably meant ABAG would require another 100 housing units on the next Housing Element update. He said without slowing the project down he would like some type of agreement guaranteeing the City would get that number of housing units. He said it would be beneficial to have that housing need absorbed naturally somewhere around the M2 district.

Commissioner Ferrick asked about the number of units for the St. Anton development and the other more recently approved development. Senior Planner Rogers said the St. Anton development would provide 394 housing units and Gray Star would provide approximately 146 housing units. He said also there was the Greenheart Hamilton project that would provide between 100 and 200 units.

Commissioner Ferrick said she liked that an out of date building was being repurposed for a much more modern use. She said she appreciated Facebook's thoughtfulness in traffic planning and looked forward to pedestrian and bicyclist improvements both through the General Plan Update and Facebook's master plan. She said she supported this project.

Commissioner Kadvany asked if St. Anton's was already included in the City's housing allocation. Senior Planner Rogers said a housing element update process begins with the number of units built since the previous planning period and the number of units being provided for different income levels, which was then weighed against the allocation required for the new period. He said the algorithm used by ABAG to determine regional housing needs was complex and that the regional housing need was not directly related to a jurisdiction's commercial project approval actions. He said whatever the allocation process was for one cycle, it would likely be different for the next cycle.

Commissioner Kadvany said the design for the building was very attractive. He asked about the energy infrastructure noting the high ceiling. Mr. Webb said the building would have seismic upgrades that would require significant structural upgrades particularly to the roof. He said the roof currently was not insulated but would be with this project. He said a new mechanical system would be installed that would be more energy efficient. He said at this time they were not considering rooftop solar. He said they would look at that through the master plan process.

Commissioner Strehl asked what the peak number of employees had been at the site previously. Mr. Eckols said the peak they referred to was from 2011 which was a lot less than

when Raychem had been in business. He said they had a total of 1,000 employees at the site in 2011 and that was with Tyco and Pentair. Commissioner Strehl said she thought the impact in the calculation of ABAG housing needs would not be one (employee) to one (housing unit). She said it was up to the City to zone for new housing.

Mr. O'Shea said at the peak of Raychem and Tyco at this site there were over 6,000 employees.

Commissioner Combs said he supported the project and liked the continuance of repurposing existing buildings by Facebook. He said similar to other Commissioners he also took a tour of Facebook recently.

Commissioner Ferrick said there were three options listed regarding BMR and asked which they would support. Mr. O'Shea said they would actively look for a project and developer to support to get actual BMR units. He said if they could not accomplish that by the time of the project they would need to pay the in-lieu fee.

Commissioner Bressler said although housing needs were not tied specifically to projects the City was still guessing how many units would be added to the next housing element update cycle and what the financial impacts would be. He suggested that a general estimate and consideration of that impact be provided in the staff reports for future projects such as this one. He said it was an important consideration too for the General Plan Update and the sustainability of future projects.

Commission Action: M/S Eiref/Strehl to approve the item as recommended in the staff report

1. Make a finding that the project involves a negligible or no expansion of an existing use and therefore, 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.
3. 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.
 - e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
4. Approve the Below Market Rate Housing Agreement.
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 Gehry Partners, LLP, consisting of 57 plan sheets, dated received December 9, 2014, and approved by the Planning Commission on December 15, 2014, except as modified by the conditions contained herein subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, Recology, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants 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.
 - e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
6. Approve the use permit and architectural control subject to the following **project-specific** conditions:
- a. Prior to or concurrent with the submittal of a complete building permit application, the applicant shall execute the Below Market Rate (BMR) Housing Agreement. Within two years of building permit issuance, the applicant shall comply with the terms of the BMR Agreement, which include the payment of the in lieu fee of approximately \$1,216,071.40 (as of July 1, 2014), provision of four units, or a combination thereof. The BMR fee rate is subject to change annually on July 1 and the final fee will be calculated at the time of fee payment.

- b. Concurrent with the submittal of a complete building permit application, the applicant shall submit the applicable heritage tree removal permits, which shall be subject to review and action by the City Arborist and Planning Division. The heritage tree removal permit submittal shall be accompanied by a proposed heritage tree replacement plan.
- c. Concurrent with the submittal of a complete building permit application, the applicant shall submit a detailed landscape plan for the project site, detailing the types and sizes of the proposed plantings, subject to review and approval of the Planning and Engineering Divisions, and the City Arborist.
- d. The applicant shall retain Fehr & Peers to monitor the trips to and from the project site one year from commencement of operations within the subject building and shall submit a memorandum/report from Fehr & Peers to the City reporting on the results of such monitoring for review by the City for compliance with the maximum Daily, AM and PM peak trips as described in the December 8, 2014 Memorandum from Fehr & Peers (Attachment D). If the subject site is not in compliance with the maximum Daily, AM and PM peak trips, the applicant shall submit a detailed mitigation and monitoring plan identifying steps to be taken to bring the project site into compliance with the maximum Daily, AM and PM trips associated with the typical operations in 2011.
- e. Concurrent with the submittal of a complete building permit application, the applicant shall redesign the proposed outdoor deck and trash enclosure to be located outside of a 15 foot buffer centered on the existing 30 inch on-site storm drain. Alternatively, the applicant may elect to enter into an agreement with the City prior to issuance of a permit for the tenant improvements to address issues of access to, maintenance of, and potential future relocation of the storm drain line.

Motion carried 6-0 with Commissioner Onken recused.

D4. Use Permit/Western Allied Mechanical Inc./1180 O'Brien Drive: Request for a use permit for the conversion of approximately 2,570 square feet of warehouse space to office space, associated with an HVAC business within an existing building, located in the M-2 (General Industrial) zoning district. The project site is nonconforming with regard to parking and the increase in office square footage would be considered a change of use. The applicant is proposing to increase the usable parking spaces on-site as part of the project. No major exterior changes to the existing building are included in the project. In addition, the applicant is requesting approval of a Below Market Rate (BMR) In-Lieu Fee Agreement for the change of use, on a square foot basis. ([Attachment](#))

Commissioner Onken rejoined the Commission at the dais.

Staff Comment: Planner Perata said staff had no additions to the written report.

Public Comment: Mr. Peter Kelly, a principal with Western Allied Mechanical, Inc., said this was an interior remodel project to allow for more office space. He said their business occupies two

other buildings and this site was their headquarters building. He said they are a construction engineering firm.

Responding to a question from Chair Eiref, Mr. Kelly said that there was parking onsite for all of their employees. He noted they had converted the back of 1170 O'Brien Drive to all parking and would do so on this site by removing the storage space currently there.

Commissioner Ferrick asked how many office employees were there daily. Mr. Kelly said there were about 70 office employees and about 30 of those were project managers and were offsite often. He said the only parking at the O'Brien Drive sites were office workers although other employees might park temporarily when they need to visit the office.

Chair Eiref closed the public hearing.

Commission Action: M/S Strehl/Onken 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.
3. Approve the Below Market Rate Housing In Lieu Fee Agreement.
4. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Lewis Architecture, consisting of five plan sheets, dated received December 8, 2014, and approved by the Planning Commission on December 15, 2014, except as modified by the conditions contained herein subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, Recology, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
5. Approve the use permit subject to the following **project-specific** conditions:
 - a. Prior to or concurrent with the submittal of a complete building permit application, the applicant shall execute the Below Market Rate (BMR) Housing Agreement. Prior to building permit issuance, the applicant shall pay the in lieu fee of approximately \$11,604.65 in accordance with the BMR Housing Agreement (as of July 1, 2014). The BMR fee rate is subject to change annually on July 1 and the final fee will be calculated at the time of fee payment.

- b. Prior to building permit issuance, the applicant shall pay a Traffic Impact Fee (TIF) at the current dollar rate per square foot, subject to the Municipal Code Section 13.26. The fee is estimated at \$6,323.95. The fee rate is subject to change annually on July 1 and the final calculation will be based upon the applicable rate and square footage at the time of fee payment. The TIF rate is adjusted each year based on the ENR Construction Cost Index percentage change for San Francisco.

Motion carried 7-0.

D. REGULAR BUSINESS

E1. Review of the Draft Five-Year Capital Improvement Plan for Fiscal Years 2015-2020 **[\(Attachment\)](#)**

Staff Comment: Senior Planner Rogers said the Planning Commission sees the CIP two times each year with one of those times being a statutory requirement to make a finding of conformance with the General Plan. He said this evening the Commission was asked, as were all other City commissions, to provide input to the City Council on the proposed CIP answering the following questions:

- 1) Are there projects missing that meet the CIP project evaluation criteria?
- 2) Is the prioritization of the projects (within the Commission's area of interest) appropriate? If not, what would the Commission suggest as prioritization?
- 3) Are the projects, as shown, consistent with community needs based on Commission outreach to community members? If not, why not?

He said the City Manager's Office was requesting the Commission formulate one set of comments representing the Commission's input as a group rather than individual Commissioner ideas. He said the staff report also noted that the draft CIP currently described a number of comprehensive planning projects that would follow from the in-progress General Plan Update. He said those follow-up projects were currently shown in the Non-Funded Project Requests section, but Planning staff expected revisions to list some of those in the later years of the five-year project list, based on the progress of the General Plan Update so far. He said the City Council needed Commission input by February so the item discussion could be continued to a meeting in January if needed.

Chair Eiref said one project that was missing was removing or attenuating the hazardous waste permit approval process. He said Menlo Park Fire District wanted a fire sprinkler ordinance and he thought that discussion should involve the City, water companies and the District.

Commissioner Strehl said a project for east-west connectivity and a bridge or something that would facilitate pedestrians getting over El Camino Real was missing. She questioned why money was allocated for the High Speed Rail for the next three years as it was not going to happen in the next three years. She said at one point there was discussion about an online process for overnight parking permits and asked if this had been implemented.

Commissioner Bressler said there should be at least two places where pedestrians and bicyclists could cross El Camino Real safely and elegantly, and there should be a planning project for that. He said also they had been discussing for a long time having a parking garage downtown and it was not on this list.

Senior Planner Rogers said Downtown Parking Structures - A Feasibility Study was found on page 42 in the unfunded projects list. He said if the majority of the Commission felt that project should move out of the future unfunded projects list to the five-year funded CIP that was a motion the Commission could entertain.

Commissioner Kadvany said regarding the suggestion to move the fire sprinkler ordinance project to the funded list that he would like a driveway width study made part of that, noting that a 25-foot wide driveway was a poor use of land. He said water supply management and groundwater needed to be addressed. He said he completely agreed on the priority of the downtown parking structure feasibility study. He said he would move the Bike-Pedestrian Master Plan sooner than 2016 as that related to east-west connectivity.

Commissioner Ferrick said transportation and traffic projects were the most important items missing from the funded list. She said the Bay Trail Extension was also important. She said she agreed with other Commissioners about the parking structure feasibility study that that information on the in-lieu fee structure was needed when large projects were brought to the City for consideration.

Commissioner Onken said he also supported moving the Downtown Parking Structures Feasibility Study to the funded projects. He said City growth was being dominated with large showcase projects. He said the Downtown Specific Plan would like growth to occur in smaller increments. He said the lack of parking was what was stopping developers from doing projects in the downtown. He asked about the Dumbarton train link. Commissioner Strehl said she thought it was a pipe dream, although an important pipe dream, noting there was no funding for the rail extension. Commissioner Onken suggested moving the Residential Design Guidelines or the Single-Family Residential Zoning Ordinance Amendment to streamline zoning to a higher priority.

Commissioner Combs said he would like greater priority for the Pedestrian-Bicycle Master Plan. He asked in indicating higher priority for a project whether the Commission had to indicate a project to lower in priority to compensate.

Senior Planner Rogers said in the past Commissioners have tried to identify less priority projects to support giving other projects priority but that was not very productive as there were not staff present with details as to why those other projects were needed. He said he thought it was better to say why the Commission thought a project should have higher priority. He said page A.1 listed the criteria for how projects were prioritized and the Commission could append any recommendation with a note to those.

Chair Eiref asked about the Santa Cruz sidewalk project. He referred to page 9 which he thought indicated it was on hold. Senior Planner Rogers said he would have to get Public Works input on that. Chair Eiref asked if \$50,000 was enough for levee improvements. Commissioner Strehl said she thought that was the City's contribution to a regional pool for levee repair.

Commissioner Kadvany said he agreed with Commissioner Onken that they should give Residential Design Guidelines and Single-Family Residential Development Zoning higher priority. He said he thought there had been a disconnect with how the Commission considered guidelines and how the Council and community viewed them. He said the Commission saw them as educational advice with if/then statements. He said he thought they could be done fairly quickly and should be planned for as something simple and educational. He said that could be bumped up to single-family residential zoning ordinance amendment.

Commissioner Onken said the idea of neighborhood character studies as suggested by Commissioner Kadvany would serve the Council well. He said more discussion on what makes Menlo Park, Menlo Park, from a planning perspective would help better define guidelines or a planning process.

Commissioner Strehl said she thought the General Plan Update was focusing on what Menlo Park is and that there were many different Menlo Parks. She said she would vote to move up the residential zoning ordinance to streamline approvals particularly for two-story homes on substandard lots. She said she was very supportive of putting \$200,000 in for the Downtown Parking Structures Feasibility Study rather than \$200,000 for administrative conference room furniture. She said she also supported east-west connectivity.

Commissioner Onken noted items mentioned of interest for the Commission including a bicycle-pedestrian connectivity study, downtown parking structure, residential development zoning, residential guidelines, and east-west connectivity.

Commissioner Ferrick said she had mentioned the Bay Trail extension because it would help reduce commuter traffic. Commissioner Kadvany said he thought the issue was the many jurisdictions involved in that extension. He said there was also the fire district ordinance. Chair Eiref said also getting rid of the hazardous materials permit process before the Commission. Commissioner Kadvany said he thought that fell under the General Plan update.

Senior Planner Rogers said he understood the hazardous materials use would be addressed under the General Plan update and the actual mechanism of how those would be processed would be part of the comprehensive zoning ordinance amendment that would follow the update.

Commissioner Ferrick said she wanted to prioritize transportation/circulation improvements noting solutions to pinch points at Ravenswood and Middlefield, Ravenswood and Alma, and Ravenswood and the train tracks intersection were critical to allow systematic and orderly development of the City and those were not on either the funded or non-funded list.

Senior Planner Rogers said the El Camino Corridor Study was ongoing and that would fold in the Ravenswood and El Camino Real intersection.

Commissioner Ferrick noted recommended improvements on page 54 and 55 under the El Camino Real/Downtown Specific Plan. She asked how to move those to higher priority in the five-year CIP. She said in general she supported the transportation and circulation improvements associated with the El Camino Real/Downtown Specific Plan.

The Commission agreed that the following projects/topics should receive greater prioritization in the CIP. Staff will bring back wording for the Commission to confirm at their January meeting.

- Downtown Parking Structures – A Feasibility Study
- Single-Family Residential Zoning Ordinance Amendment / streamlining and/or Design Guidelines-neighborhood character assessment
- Transportation/Circulation Improvements Associated with the El Camino Real/Downtown Specific Plan

E. COMMISSION BUSINESS

There was none.

F. STUDY SESSION

There was none.

ADJOURNMENT

Chair Eiref adjourned the meeting at 10:55 p.m.

Staff Liaison: Senior Planner Thomas Rogers

Recording Secretary: Brenda Bennett