



REGULAR MEETING MINUTES

Date: 1/25/2016
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair John Onken called the meeting to order at 7:00 p.m.

B. Roll Call

Present: Andrew Combs, Katie Ferrick, Susan Goodhue, John Kadvany, Larry Kahle, John Onken (Chair), Katherine Strehl (Vice Chair)

Staff: Thomas Rogers, Principal Planner; Tom Smith, Associate Planner

C. Reports and Announcements

Principal Planner Thomas Rogers reported that the City Council at their January 12 meeting approved the 133 Encinal Avenue project for 24 new residential units on the former Roger Reynolds Nursery site.

D. Public Comment

- Mr. Gerry Andeen – noted it is an El Nino year and presented his thoughts on possible solutions for flood control related to the San Francisquito Creek including using existing small lakes as reservoirs to manage the input of water to the Creek as well as using site water holding methods.

E. Consent Calendar

- E1. Approval of minutes from the December 14, 2015 Planning Commission meeting. ([Attachment](#))

Chair Onken noted that Commissioner Goodhue had suggested modifications to the minutes.

ACTION: Motion and second (Strehl/Ferrick) to approve the minutes with the following modifications; passes 7-0.

- Page 1, under “Reports and Announcements,” 3rd paragraph, last sentence: Delete “and” between “pedestrian” and “crossing”
- Page 8, 4th paragraph, last sentence: Replace “Commissioner Strehl” with “Commissioner Goodhue”

F. Public Hearing

- F1. Use Permit/Ying-Min Li/1980 Santa Cruz 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 area and lot width in the R-1-U (Single Family Urban) zoning district. In addition, one heritage plum tree (15.9-inch diameter), in poor condition, at the front right side of the property, and one heritage privet tree (17.9-inch diameter), in poor condition, at the rear left side of the property, would be removed. (Staff Report #16-003-PC)

Staff Comment: Associate Planner Tom Smith said he had provided the Commissioners a replacement Sheet A6. He said staff noticed after preparation of the agenda packet that Sheet A6's streetscape diagram showed the previous design proposal and not the current proposal.

Applicant Presentation: Mr. Rick Hartman, Hometec Architecture, Inc., said the project description letter described the five items that were changed on the design based on the Planning Commission's direction. He said the landscape plan in the packet did not show the correct replacement trees as it was the previously proposed plan and not the currently proposed plan. He said the replacement trees were shown accurately in the architectural plan on A1. He said the landscape plan was the previous one and not the currently proposed one.

In response to questions from Commissioner Kahle, Mr. Hartman said the two, second-story, front-facing gables had a Hardie product shingle siding and he was happy to eliminate the corner boards on the shingled area of the front- and rear-facing gables.

Chair Onken opened the public hearing. There being no public comment, he closed the public hearing.

Commission Comment: Commissioner Kahle said he appreciated the project ceiling height reduction to nine-feet.

Commissioner Ferrick moved to approve the use permit as recommended in the staff report. Commissioner Strehl seconded the motion. Principal Planner Rogers asked about the elimination of the gable corner boards requested by Commissioner Kahle. Commissioners Ferrick and Strehl, as the makers of the motion and second, confirmed their approval should include the corner boards modification requested by Commissioner Kahle.

ACTION: Motion and second (Ferrick/Strehl) to approve the use permit request as recommended in the staff report with the following modification; passes 7-0.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") 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 plans prepared by Hometec Architecture, Inc., consisting of 11 plan sheets, dated received on January 11, 2016, and approved by the Planning Commission on January 25, 2016, 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, 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 by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. 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.
- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

4. Approve the use permit subject to the following ***project-specific*** condition:

- a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised elevations indicating that no corner boards will be used on the two front gables and one rear gable featuring shingle siding.

F2. Use Permit/Ana Williamson/420 Claire Place:

Request for a use permit to partially demolish, remodel, and construct first- and second-story additions to an existing single-story, single-family nonconforming residence on a substandard lot with regard to depth in the R-1-S (Single-Family Suburban Residential) zoning district. The proposed expansion and remodeling would exceed 50 percent of the replacement value of the existing structure in a 12-month period and requires approval of a use permit by the Planning Commission. ([Staff Report #16-004-PC](#))

Commissioner John Kadvany recused himself as his residence is located within 500 feet of the subject property.

Staff Comment: Associate Planner Smith said staff had no additions to the staff report.

Applicant Presentation: Mr. Ken Drazan, property owner, said they had chosen to remodel and update remodeling efforts made by prior owners, and to maintain the existing heritage trees rather than do a larger project.

Chair Onken opened the public hearing. There being no public comment, he closed the public hearing.

Commission Comment: Commissioner Ferrick said it was a thoughtful design. Chair Onken said it was a supportable project.

Commissioner Kahle asked the applicant about the massing noting it was mainly on one side. Ms. Ana Williamson, project architect, said new construction on the left side was impossible because of a heritage tree. She said they looked at different ways of adding the 750 square feet desired and found it could be accommodated on the right side. She said that allowed for lifting up the volume of the first floor living space and not having a second story at the center of the house.

ACTION: Motion and second (Kahle/Ferrick) to approve the item as recommended in the staff report; passes 6-0 with Commissioner Kadvany recused.

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 use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Ana Williamson Architect, consisting of 16 plan sheets, dated received on January 11, 2016, and approved by the Planning Commission on January 25, 2016, 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, 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 by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. 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.
- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance

F3. 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. ([Staff Report #16-005-PC](#))

Staff Comment: Associate Planner Smith said the applicant had a presentation for the Commission.

Applicant Presentation: Mr. David Bohannon, project applicant, said over the past year they had solidified their relationship with Ensemble and AECOM, who will develop the hotel. He said the hotel will be a four star Marriott product called an Autograph. He said demolition has begun on the Independence site and they were well into their permitting efforts. He said the project was underway. He provided the Commission with a visual presentation of renderings of the proposed project.

Mr. Matthew Stevens, President and CEO of Bay Club, made a video presentation about the Bay Club. He said they currently have 25 properties with half of those in Northern California and half in Southern California. He said this project would be a 40,000 square foot facility providing fitness and hospitality services. He said they would also have a restaurant, open to the public, called Café Vita featuring fresh CalMex cuisine.

Mr. Jack Highwart, Cuningham Group Architects, made a presentation with visual images on the hotel project architecture, landscape and interior plans.

Replying to questions from Commissioner Ferrick, Mr. Bohannon said there had been no change to building heights and he did not anticipate needing any further extension for the project. He said they were in the permitting process and conferring with a team person noted the grading permit was applied for currently; next they would apply for the foundation permit and then in May for the building permit.

Chair Onken opened the public hearing.

- Sarah Staley Schenk – a Suburban Park resident and Vice President of the Suburban Park Neighborhood Association commented that their neighborhood was the highest density residential area in proximity to the project. She requested mitigations for impacts to their neighborhood including for noise and light impacts from this project and others in the M-2 zoning district.

Chair Onken closed the public hearing.

Commission Comment: Commissioner Ferrick thanked Ms. Schenk for her comments noting they were acquaintances. She said that the buildings recently constructed on Commonwealth Avenue were visible from the Suburban Park residential area despite the distance between the buildings, which was why she asked about any changes to this project's building height.

Commissioner Strehl commended the applicant and moved to make a determination that the property owner has demonstrated good faith compliance with the provisions of the Development Agreement for the period of January 2015 through January 2016. Commissioner Kadvany seconded the motion and made comments regarding the creativity of the project design.

Chair Onken confirmed with staff that flood plain measures were included in the project design.

ACTION: Motion and second (Strehl/Kadvany) to make a determination that the property owner has demonstrated good faith compliance with the provisions of the Development Agreement for the period of January 2015 through January 2016; passes 7-0.

G. Informational Items

G1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.

- Regular Meeting: February 8, 2016
- Regular Meeting: February 22, 2016
- Regular Meeting: March 7, 2016

H. Adjournment

Chair Onken adjourned the meeting at 8:08 p.m.

Staff Liaison: Thomas Rogers, Principal Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on February 22, 2016