



REGULAR MEETING AGENDA MINUTES

Date: 10/18/2021

Time: 7:00 p.m.

Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 831 6644 9012

A. Call To Order

Chair Michael Doran called the meeting to order at 7:01 p.m.

Associate Planner Matt Pruter explained the basics for participating in a virtual public meeting.

B. Roll Call

Present: Andrew Barnes, Chris DeCardy (Vice Chair), Michael Doran (Chair), Cynthia Harris, Camille Gonzalez Kennedy, Henry Riggs

Absent: Michele Tate

Staff: Calvin Chan, Senior Planner; Fahteen Khan, Assistant Planner; Matt Pruter, Associate Planner; Corinna Sandmeier, Acting Principal Planner

C. Reports and Announcements

Acting Principal Planner Corinna Sandmeier reported that the Independent Redistricting Commission recruitment was extended to October 29, 2021.

D. Public Comment

None

E. Consent Calendar

- E1. Approval of minutes and court reporter transcript from the August 23, 2021, Planning Commission meeting. ([Attachment](#))

Commissioner Henry Riggs said he had the following corrections, which he had shared with staff:

Court reporter transcript, page 27, line 18, the phrase “not assisted” should read “not as if”;
Court reporter transcript, page 28, line 15, the phrase “to a ray of solar panels” should read “to an array of solar panels.”

ACTION: M/S (Riggs/Harris) to approve the minutes and court reporter transcript from the August 23, 2021 Planning Commission meeting with the following corrections; passes 6-0-1 with Commissioner Michele Tate absent:

- Court reporter transcript, page 27, line 18, the phrase “not assisted” should read “not as if”;
- Court reporter transcript, page 28, line 15, the phrase “to a ray of solar panels” should read “to an array of solar panels.”

F. Public Hearing

- F1. Use Permit/Melissa McJannet/654 Hermosa Way:
Request for a use permit to demolish an existing two-story residence and detached garage, and construct a new two-story residence with a basement and an attached garage on a standard lot with regard to minimum lot width in the R-E (Residential Estate) zoning district. The proposal also includes a new detached accessory dwelling unit (ADU), which is a permitted use. ([Staff Report #21-049-PC](#))

Staff Comment: Assistant Planner Fahteen Khan said the property owner’s name should be corrected to William Young. She said staff had received multiple pieces of neighbor correspondence after publication of the staff report. She said those had been emailed to Commissioners and were online attached to the October 18, 2021 agenda. She summarized neighbors’ concerns as follows: privacy for the right and left neighbors, close proximity of the proposed ADU, size of the proposed residence and the removal of the tree from the front yard.

Questions of Staff: Commissioner Chris DeCardy asked staff if the property had been 20 inches wider whether the proposed item require Commission review. Planner Khan replied that it would not.

Commissioner Riggs referred to neighbor comments and asked if trees were removed prior to permit application. Planner Khan said the applicant had submitted a Heritage Tree Removal permit application that was approved for removal of the deodar cedar from the front yard. She said the approval was due to the tree’s poor health, which did not require noticing. Replying further to Commissioner Riggs, Planner Khan said she believed only the cedar had actually been removed and there were some trees proposed for removal.

Applicant Presentation: Mark Godby, Godby Construction, said he began designing the project for the previous owner Melissa McJannet in July 2020. He said at that time the health of the cedar tree and a nearby olive tree were declining and continued to decline over the year. He said due to poor health those were approved for removal. He said they then submitted a permit to remove a camphor tree and that had been approved. He said everything done with the trees on the lot had been done through permit approval. He said the camphor was on the right side and for the right-side neighbor a plan had been developed before the property was sold to plant, per their landscape architect at the time, six fern pine trees to provide screening. He said then they also agreed and amended the plan to make the windows smaller and raise sills. He said regarding the left side there had been recent commentary regarding an oak tree on the neighbor’s property and the proximity of part of the proposed ADU, which would be built close to grade with a tree sensitive slab and a single pier in the encroachment area of the tree. He said their arborist John McLenahan found that the encroachment affected only 15% of the root area. He said the project sensitivity included a stepped back second floor and softening on first floor with a wraparound porch. He said based on neighbor input they lowered the height to 28.5 feet and located all the light wells within setbacks.

Chair Doran said in disclosure he had visited with a neighbor of the project site but that would not affect his decision. He opened the public hearing and closed it as there were no speakers.

Commission Comment: Chair Doran asked about state regulations regarding ADUs and the proximity of the ADU to the neighbor's tree. Planner Fahteen said she did not think the Commission could change the location of the ADU as it met the four-foot setback requirement and safe construction practices were proposed to protect the neighbor's oak tree.

Planner Sandmeier said Planner Khan was correct and the ADU was not part of the use permit application and thus was not something the Commission could condition.

Commissioner Camille Kennedy moved approval of the project as submitted in the staff report.

Commissioner Riggs said the project was handsome and the lot was nearly a standard size per Commissioner DeCardy's observation. He referred to the podocarpus (fern pine) proposed for screening and noted based on the number of those to be planted that it might look like a 30-foot-tall hedge. Mr. Godby said he would defer to the landscape architect. He said the City Arborist had asked them to plant the trees further apart than what they had originally proposed and that was shown on the current plan. Commissioner Riggs seconded the motion to approve.

ACTION: M/S (Kennedy/Riggs) to approve as recommended in the staff report; passes 6-0-1 with Commissioner Tate absent.

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 California Environmental Quality Act (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. The applicant shall be required to apply for a building permit within one year from the date of approval (by October 18, 2022) for the use permit to remain in effect.
 - b. Development of the project shall be substantially in conformance with the plans prepared by Godby Construction, consisting of 33 plan sheets, dated received August 31, 2021, and approved by the Planning Commission on October 18, 2021, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
 - c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.

- e. 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.
 - f. 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.
 - g. All applicable public right-of-way improvements, including frontage improvements and the dedication of easements and public right-of-way, shall be completed to the satisfaction of the Engineering Division prior to building permit final inspection.
 - h. 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.
 - i. Post-construction runoff into the storm drain shall not exceed pre-construction runoff levels. The applicant's design professional shall evaluate the Project's impact to the City's storm drainage system and shall substantiate their conclusions with drainage calculations to the satisfaction of the City Engineer prior to building permit issuance.
 - j. Simultaneous with the submittal of a complete building permit application, the applicant shall provide documentation indicating the amount of irrigated landscaping. If the project proposes more than 500 square feet of irrigated landscaping, it is subject to the City's Water Efficient Landscaping Ordinance (Municipal Code Chapter 12.44). Submittal of a detailed landscape plan would be required concurrently with the submittal of a complete building permit application.
 - k. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report by McClenahan Consulting, LLC, dated August 24, 2021.
 - l. If construction is not complete by the start of the wet season (October 1 through April 30), the Applicant shall implement a winterization program to minimize the potential for erosion and sedimentation.
 - m. Prior to building permit issuance, the applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule
- F2. Use Permit/Jenny and Chris Buddin/1750 Bay Laurel Drive:
Request for a use permit for excavation within the required right side and rear setbacks for two basement lightwells associated with a new two-story residence with a basement and attached accessory dwelling unit (ADU) on a standard lot in the R-1-S (Single-Family Suburban Residential) zoning district. ([Staff Report #21-050-PC](#))

Staff Comment: Senior Planner Calvin Chan said staff had no additions to the staff report.

Applicant Presentation: Lauren Goldman, LORO Architecture and Interior Design, said the request for a use permit was for excavation for a right side and right yard rear setback for two basement lightwells associated with a new two-story residence on a standard lot. She said the design was to protect a large tree and noted neighbor outreach throughout with positive responses.

Chair Doran opened the public hearing and closed it as there were no speakers.

Commission Comment: Commissioner Kennedy moved to approve the item as presented.

Commissioner Riggs noted the standard lot and asked if they had considered working within the setbacks noting the square footage of the home. Ms. Goldman said as the project unfolded, they had done trenching to have the arborist explore the root systems and they designed around the large tree. She said if they included the light wells in the setback they would have had to impose on the tree.

Commissioner Riggs noted that the ADU could have been located differently. He observed that the project like the prior one was handsome if large. He said it appeared the ADU was done in such a way that that extra square footage could be added legally to the primary residence and suggested consideration of that in future City discussions regarding ADUs. He seconded the motion to approve

ACTION: M/S (Kennedy/Riggs) to approve the item as recommended in the staff report; passes 6-0-1 with Commissioner Tate absent.

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 California Environmental Quality Act (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. The applicant shall be required to apply for a building permit within one year from the date of approval (by October 18, 2022) for the use permit to remain in effect.
 - b. Development of the project shall be substantially in conformance with the plans prepared by LORO Architecture and Interior Design, consisting of 17 plan sheets, dated received August 13, 2021, and approved by the Planning Commission on October 18, 2021, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
 - c. 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.

- d. 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.
 - e. 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.
 - f. All applicable public right-of-way improvements, including frontage improvements and the dedication of easements and public right-of-way, shall be completed to the satisfaction of the Engineering Division prior to building permit final inspection.
 - g. 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.
 - h. Post-construction runoff into the storm drain shall not exceed pre- construction runoff levels. The applicant's design professional shall evaluate the Project's impact to the City's storm drainage system and shall substantiate their conclusions with drainage calculations to the satisfaction of the City Engineer prior to building permit issuance.
 - i. Simultaneous with the submittal of a complete building permit application, the applicant shall provide documentation indicating the amount of irrigated landscaping. If the project proposes more than 500 square feet of irrigated landscaping, it is subject to the City's Water Efficient Landscaping Ordinance (Municipal Code Chapter 12.44). Submittal of a detailed landscape plan would be required concurrently with the submittal of a complete building permit application.
 - j. Heritage and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report by McClenahan Consulting, LLC, dated July 16, 2021.
 - k. If construction is not complete by the start of the wet season (October 1 through April 30), the Applicant shall implement a winterization program to minimize the potential for erosion and sedimentation.
 - l. Prior to building permit issuance, Applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule.
- F3. General Plan Amendment and Rezoning/City of Menlo Park/105-155 Constitution Drive and 1395 Chrysler Drive:
Request for a general plan amendment to change the land use designation of an approximately 3,600 square-foot portion of an existing approximately 8.9-acre parcel from Commercial Business Park to Public/Quasi-Public and to change the land use designation of an approximately 3,600 square-foot portion of an existing approximately 5,000 square-foot parcel from Public/Quasi-Public to Commercial Business Park. In addition, the area with a resulting Public/Quasi-Public land use

would be rezoned to the P-F (Public Facilities) district, and the area with a resulting Commercial Business Park land use would be rezoned M-3-X (Commercial Business Park, Conditional Development District). The requested entitlements are associated with a lot line adjustment to construct a new City-owned pump station at 1395 Chrysler Drive. - ***Item continued to the November 1, 2021 meeting***

ACTION: M/S (DeCardy/Harris) to continue the item to the November 1, 2021 Planning Commission meeting; passes 6-0-1 with Commissioner Tate absent.

- F4. Development Agreement Annual Review/Cyrus Sanandaji, Presidio Bay Ventures/1300 El Camino Real and 550 Oak Grove Avenue:
Annual review of the property owner's good faith compliance with the terms of the Development Agreement for the 1300 El Camino Real project. ([Staff Report #21-051-PC](#))

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

Applicant Presentation: Cyrus Sanandaji, Presidion Bay Ventures, said project construction had proceeded diligently since their report last year in full compliance with the City's and County's health requirements. He said the project was shut down at the start of Covid restrictions in 2020. He said since then they had received their conditional TCO for the south office building in late August and they anticipated receiving the TCO for the north office building hopefully within the next few weeks. He said substantial progress had been made with the residential building. He said the dog park had been completed and the dog park agreement with the City had been recorded. He said as soon as rules and regulations were finalized the park would be ready for public use. He said the central plaza and fountain area was open to the public as well. He noted they had provided the compliance matrix and the project was in full compliance with the Development Agreement obligations.

Chair Doran disclosed that he met with Mr. Sanandaji at two of the properties and noted that would not affect his impartiality.

Chair Doran opened the public hearing and closed it to allow the applicant to make a few more comments.

Mr. Sanandaji said when their team took over the project about a year and a half ago, they evaluated what was being built at the time, which had been paused due to the shelter in place order. He said there were a series of operational and functional challenges that the approved design posed that affected the residential and two commercial buildings. He said leaving those unaddressed they believed would result in the project struggling to attract tenants for both the retail and community serving elements that were originally contemplated as part of the approvals and also for the office buildings. He said they also thought the design had prejudiced access to the residential building as well. He said they wanted to summarize the series of project modifications and subsequently engaged with Planning staff and the City team more broadly to bring the modifications forward for the approvals needed to proceed with them. He said a fountain had been contemplated at the access to the residential building, which was at the corner of Oak Grove and Garwood. He said the fountain was not designed though to provide primary ADA access to the building to the residences. He said there was a side entrance that would lead to an elevator, which in their view was not in the spirit of accommodation so they proposed changes to the stair design to substitute some stairs for ramps to create a more gradual grade and slope change for full ADA access to the primary residential lobby. He said the anticipation originally was to have community serving retail and uses along El Camino Real and a portion also of Oak Grove. He said however there was no consideration

from a physical standpoint to how those spaces would be serviced such as trash urns in the basement and trash enclosures at grade at the back of Garwood and other similar back of house functions that were not in place. He said those would require significant compromise to the public areas that were for the broader community benefit in terms of the plaza and other outdoor spaces. He said other related challenges included notification from USPS that they wanted a consolidated mail area in the basement due to restricted parking along El Camino Real and the other frontages. He said they did not believe tenants using these buildings in light of pandemic conditions would want to congregate in elevators, so they wanted to have pedestrian circulation vertically in the building. He said they cut in new oversized stairs to encourage the use of that connectivity within the building. He said in the south building they could only go to the plaza level but in the north building they were able to do to B2. He said once the core was put into both office buildings and with how the structural bracing design worked that the second floor of both buildings were severely limited preventing access physically. He said other modifications had to do with outdoor seating and alcohol use for the restaurants that they were negotiating with for leases. He said a ministerial issue related to the emergency generator building that had been approved and gone through a series of permits and approvals was that a diesel use permit had not been considered and would need to be secured.

Chair Doran opened the public hearing and closed it as there were no speakers.

Commission Comment: Commissioner Barnes moved to approve as recommended in the staff report Commissioner DeCardy seconded the motion.

ACTION: M/S (Barnes/DeCardy) to approve as follows:

1. Make a finding that the Annual Review of the Development Agreements has no potential to result in an impact to the environment and does not meet the definition of a Project under the California Environmental Quality Act (CEQA).
2. Make a finding that Presidio Bay Ventures is in compliance with the provisions of the approved Development Agreement for the period of October 2020 through October 2021.

Chair Doran said that both Commissioners Harris and Kennedy had to be recused from the next item, a study session.

Commissioner Harris said for the record that she understood her residence was within 500 feet of the very edge of the Specific Plan area. She said the City Attorney and staff were researching how that should be handled in the future; however, as that research was not completed, she would need to recuse herself from the study session item this evening.

Planner Sandmeier clarified that the sign amendment in the next item involved the entire Specific Plan area which was why the two Commissioners were recusing themselves and not due to proximity to the 1300 El Camino Real project site.

Chair Doran noted there was a quorum with Commissioners Barnes, DeCardy, Riggs and himself in attendance.

G. Study Session

- G1. Study Session/Cyrus Sanandaji/1300 El Camino Real:
Study session on a request for a zoning text amendment to modify Municipal Code Chapter 16.92

(Signs-Outdoor Advertising) with regard to a previously approved architectural control, below market rate housing agreement, environmental review, and use permit for a new mixed-use office, residential, and retail development on an 6.4-acre site in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. ([Staff Report #21-052-PC](#))

Staff Comment: Planner Sandmeier said they received an email from Michael Burch that had been sent to the Planning Commission. She said the writer was in support of the proposed amendment and described in detail how that would affect the Middle Plaza at 500 El Camino Real project.

Questions of Staff: Replying to Commissioner Barnes, Planner Sandmeier said over the last few years an issue was identified that larger projects along El Camino Real would be capped at 100 square feet of signage for primary frontage and 50 square feet for secondary frontage. She said originally this matter was intended to be included in Specific Plan updates that were delayed due to staffing shortages and other work priorities. She said that the applicant had applied for this amendment to speed up the process. She said that there was no formal staff recommendation as it was a study session; however, overall staff was supportive of increasing signage for these properties within the Specific Plan. She said staff was seeking guidance from the Commission and the staff report included a couple of bullet points for the Commission's consideration.

Replying to Commissioner DeCardy, Planner Sandmeier said she did not think in the past they had many properties with over 100-feet of frontage. She said the 1300 El Camino Real and the 500 El Camino Real projects merged parcels together creating great frontage widths. She said that merging parcels did not mean the previous sign allowances had been merged together.

Applicant Presentation: Mr. Sanandaji said the project at 1300 El Camino Real was approved in 2017 and was now close to completion with two pending issues critical to the project's success. He said in addition to the other modifications mentioned previously that a critical issue was signage. He said they had approximately 200,000 feet of office space and two, three-story buildings, and approximately 25,000 square feet of community serving uses fronting El Camino Real and Oak Grove Avenue. He said they were in the process of negotiating with several tenants and the provision of adequate signage was integral to the vibrancy and success of the project and that of the businesses wanting to take occupancy there. He said the City's signage ordinance was last updated in 1992 and those rules did not work for larger projects such as this one and others in the Specific Plan area. He said that need was acknowledged in 2017 when the City Council directed that the provision for signage rules be pursued to allow for "larger projects to receive larger signage allocation subject to discretionary review." He said when his group took over the project in the summer of 2020, they found that the signage had not been addressed so concurrent with the other project modifications they initiated discussions with staff. He said their team did an intensive study of what signage would be needed to make the project work given the varying uses. He said they submitted a signage plan to staff in May 2021 and again in August 2021 based on staff response. He said they were not seeking a master signage plan this evening rather only to address the first step to update the sign ordinance to address three specific areas: signage for the primary frontage, signage for the secondary frontage, and additional signage for more upper floor uses. He said essentially the goal was to leave the City's sign ordinance intact except to remove the 100 square cap per lot for primary frontages. He said what they proposed was to allow for 540 square foot of signage in aggregate. He said a large portion of that total signage would be used for the project identification signage and way finding. He said the archway currently blank between the two buildings on El Camino Real itself would require about 180 to 200 square feet just to hold the words "Spring Line" and provide identification to the actual project itself. He said they were also proposing to remove the current effective cap of 50 square feet for secondary frontages to allow signage on

Oak Grove Avenue and Garwood Avenue at about half the amount permitted on the El Camino Real frontage. He said that was critical to the signage for the community serving grove and for the retailers there to succeed. He said they added a concept that would allow for additional signage for upper floor uses along the primary frontage on El Camino Real only specifically for each story above the first story. He said they were asking for additional signage area equal to half the area permitted based on the frontage length. He said this approach was consistent with the logic of the City's current signage limitations while providing some additional signage based on the size of the building. He said procedurally anyone wishing to apply for additional signage rights including them would submit a master sign plan for the Planning Commission's review and approval to ensure that any expanded signage would meet the overall design and aesthetic goals of the Specific Plan. He said they had submitted an illustrative master plan for their proposal that showed conceptually the overall signage allowed for each frontage. He said it was not intended to show the exact location and size of an image sign but to give a general impression of the amount of signage area the proposal would allow. He said they were showing maximum 50 square foot of signage for individual office tenants and a maximum 25 square feet or less for individual retail tenants.

Chair Doran opened the public comment period and closed it as there were no speakers.

Commission Comment: Chair Doran said it seemed there would be an aggregate limit of signs but there did not seem anything to prevent using the aggregate as one enormous sign. Planner Sandmeier said there was nothing in the specific text but applicants using this new provision would be required to get a master sign plan approval from the Planning Commission. She said that could control the size of signage either through condition or denial. Chair Doran asked for a parcel with a 100-foot frontage on El Camino Real now subject to a 100 square foot sign limit what the result would be with this formula, whether it would also be 100 square feet or more signage than that. Planner Sandmeier said now the ordinance allowed 100 square feet of signage for an 80-foot frontage. She said in the proposal there was a complicated formula that when applied for a 100-foot frontage would allow it slightly more than 100 square feet of signage if it was along El Camino Real as the primary frontage. Chair Doran confirmed that would increase in relation to frontage size.

Commissioner DeCardy asked about signage regulations for Atherton and Palo Alto. Planner Sandmeier said that would need to be researched.

Commissioner Riggs noted his extensive involvement over the years with development of the Specific Plan and that there had not been extensive discussions about signage. He said information regarding signage regulations in Redwood City and Palo Alto would have been relevant as those entities had larger projects and signage in scale. He said he did not want El Camino Real to appear as a large shopping mall or a cluster of big box stores. He said he appreciated staff and the applicant offering up the street elevations with a color key zones where there might be signage. He said he completely supported expansion of retail signage on the retail floor, typically the ground floor, and that needed to address each and every retail outlet. He said regarding the overall building signage that typically was located at the top of the building between the highest windows and the parapet and when adjacent to a freeway was used to communicate hundreds of feet. He said with El Camino Real there was not those hundreds of feet. He said they should look more carefully at upper signage and assure there was a level of restraint. He said if the 200,000+ square foot office building was leased to 15 different tenants and there were 15 different signs running along the parapet that would not be acceptable. He said he could see two signs but not four signs there. He said it would be tempting to have large scale signage at the upper floor, which he did not think would be a good aesthetic addition to Menlo Park. He said regarding the proposal for Planning Commission review of master sign plans his concern was that Commission members change, and they should not assume

that Commissions of the future would be attuned to aesthetics. He said having guidelines in place would benefit the community and would make the Planning Commission's job more reasonable and structured. He referred to the proposal regarding retail signage and asked if other Commissioners thought the applicant might be allowed that but to require additional study of signage on upper floors

Chair Doran said he agreed with Commissioner Riggs' concerns and that having 15 different sign designs for office tenants on the tops of the office buildings was undesirable. He said his greater concern was turning El Camino Real into something like Times Square with four story buildings with a lot of frontages and no upper limit on the sign size permitted. He said staff had posed specific questions for the Commission in the staff report. Referring to whether the proposed formulas for calculating signage were generally supported, he said he was not supportive and thought more specificity was needed to guide the Planning Commission in its review of any master sign plan. Referring to the question, did the additional signage permitted for multi-story buildings seem reasonable, he said it was reasonable to have additional signage. He said certainly these large parcels were not contemplated in 1992 when the sign ordinance was last updated and probably not when the Specific Plan was developed. He said he would like to see more guidance in the ordinance and the proposal than what was there now regarding how the aggregate square footage was parceled out. He said he agreed retail stores each needed a sign. He said his concern was permitting a higher aggregate limit on signs than having all that used on one large billboard type sign. Referring to whether the master sign plan be required for projects that fell under the proposed Zoning Ordinance text amendment, he said he agreed with that.

Replying to Chair Doran, Planner Sandmeier said she thought a master sign plan could provide guidelines to allow staff review and approval when tenants changed. She said that would be a new process so the Commissioners should feel free to comment on what their preferences would be. She said perhaps for larger changes those would come to the Planning Commission for review and approval and for smaller ones come to Planning staff.

Commissioner Riggs said he was envisioning what the current sign permitting included in terms of review and that the Commission saw only applications that were in the gray area of the ordinance or wanted exemption from some portion of it.

Replying to Commissioner DeCardy, Planner Sandmeier said the proposed text amendments came from the applicant and were the applicant's proposal. Replying further, she said the next step would be the applicant revising the proposal based on Commission comment to then come back to the Planning Commission for review and recommendation to the City Council for its approval.

Commissioner DeCardy said he was in general agreement with Commissioner Riggs' comments and distinguishing between lower-level retail signage and upper-level signage and in keeping with the community scale. He said he appreciated the Chair's comments on the overall limit of the size of a sign. He said he agreed with a master sign plan that was more specific and had guidance fairly definitive and easy to follow so that applications did not repeatedly have to come to Planning Commission for approval. He said he thought signage was important to residents and he thought there should be community engagement for what residents wanted to see as signage along the business corridors as it was a big part of the look and feel of the community. He said he thought it would be helpful to get input from neighboring communities. He said it was not apparent to him that size determined the effectivity of signage. He noted communities he had lived in with viable retail and restrictive signage. He said he thought it had more to do with clarity and identification.

Recognized by the Chair, Mr. Sanandaji said that the larger projects did not have a level playing field

such as described by Commissioner DeCardy noting a large project not having retail signage and the business across the street having full frontage signage. He said that was the inconsistency they were trying to address. He said their sign consultant RSM had done considerable study of signage along El Camino Real and in neighboring communities.

Commissioner DeCardy said he appreciated that input and the information they had received. He said as the Planning Commission he thought it was important they hear other perspectives from the community.

Commissioner Barnes said he was sympathetic to the premise of leveling the playing field in relationship to existing conditions. He said to have a reasoned discussion of what was fair they would need to look at what was currently existing on El Camino Real. He said he wanted to know whether this project was disadvantaged and would like information related to that.

Commissioner Riggs noted the interest in furthering the discussion and at the same time how to serve the imminent retail tenants of the project as it was nearly ready. He said he met with Mr. Sanandaji a week or so ago to look through the existing situations of the project. He asked if there was a way to have a prompter resolution of the retail signage if they thought the overall building signage was going to take further reporting or other studies such as existing signage now.

Chair Doran said he was sensitive to the developer's situation, but he would like to know if there was a practical way to do something for the retail signage and leave the other questions to a future time. Planner Sandmeier said changing the retail signage regulations would require a zoning ordinance amendment. She said the Commission could recommend to the applicant to bring a separate proposal that would be just for the retail for review and bring as either another study session or a public hearing. She said one part of the proposal was lifting the cap of the 100 square feet and the second part was allowing additional signage for multi-story buildings. She said in that sense it would not just level the playing field with other El Camino Real properties and the additional square feet for the additional stories would only be permitted along the El Camino Real, noting the language at the top of page 3 of the staff report

Recognized by the Chair, Mr. Sanandaji asked as the Planning Commission had control over all master sign plans whether it would be acceptable to proceed on the basis of removing the cap in place that created the unlevel playing field and allow for time for further discussion to occur. He said from their project's perspective they were sort of the test project and wanted to extricate themselves from that discussion to the extent the Commission was amenable to. He suggested that instead they could come to the Planning Commission with a specific proposal that could address each of the Commissioner's current concerns. He said at the minimum removing the cap was necessary for the viability of retail at the site.

Commissioner Barnes asked if someone could address the practical implications of removing the cap.

Chair Doran said if there was no cap and each master sign plan had to be approved by the Planning Commission that he was still concerned that they would have too little control on that. He said he would like to see clear rules as what was being proposed now seemed underdefined.

Replying to Chair Doran, Planner Sandmeier said Commissioners could recommend to the applicant that they revise their proposal to just remove the cap. She said it did not sound like there was support to allow additional signage for multi-storied office buildings. She said a recommendation

could also be made to the applicant to revise the proposal to perhaps include a maximum sign size. She said limitations whether based on colors or size could be added to the coding zone amendment.

Commissioner DeCardy said he was a little confused. He said it sounded like they were making the conversation specific to this project to help it move forward. He said they had two Commissioners recused because they live near the entire Specific Plan area and not this project. He questioned if the discussion was about this project why those Commissioners had not been allowed to participate in this conversation.

Planner Sandmeier said the City Attorney advised that Commissioners with residences within 500 or 100 feet of the Specific Plan area should recuse themselves pending more research. She said regarding the question whether this was only applying to 1300 El Camino Real that it was supportive of the entire Specific Plan area. She said the Middle Plaza project at 500 El Camino Real was not far behind this one in terms of leasing space and for them it was as pressing an issue as it was to the 1300 El Camino Real applicants as well as for other parcels that would face the same issues. She said it made sense to have it apply to the whole Specific Plan area. She said as written parcels along El Camino Real with El Camino Real frontage would be allowed more signage than what was currently allowed under the Specific Plan.

Commissioner DeCardy said he appreciated Mr. Sanandaji's dilemma, but he was uncomfortable without knowing whether the two other Commissioners could participate or not on matters of the Specific Plan area and to expedite out of the study session some informal guidance about how they would proceed based on background information on signage provided solely by the applicant.

Chair Doran asked how long it was expected to get final guidance from the City Attorney regarding the question of a conflict of interest, and if they wanted to do another study session, hopefully with the participation of the other members, and with input about similar ordinances in neighboring cities, how long before that came back to the Commission. Planner Sandmeier said she believed the upcoming meetings were fairly full so likely it would be in December. She said she also received a message that one person was raising a hand to speak. She said she understood public comment was closed.

Chair Doran recognized Commissioner Riggs. Commissioner Riggs said there was a reason they did not reopen public comment noting individuals who used that to have the last word in the past.

Chair Doran thanked Commissioner Riggs and said he would not reopen public comment. He said he was not prepared to make a recommendation.

Commissioner Riggs said perhaps the Commission could make a formal recommendation of support for increasing retail signage similar to removing the cap but with some limitations regarding the size of individual signs and limitations on aggregating the square footage.

Planner Sandmeier said that this was a study session and Commissioners could provide individual feedback and it did not require a motion and vote.

Commissioner Riggs said he was suggesting that recommendation to provide a comfort level for the applicant as it seemed some Commissioners were heading in that direction.

Recognized by the Chair, Mr. Sanandaji said the topic was sensitive. He said it not only applied to their project but to other projects. He said he believed the person trying to comment was the sign

consultant for another project. He said without removing the cap they did not have a retail proposal. He said his final plea to the Commission was for them to be able to present a proposal to the Commission that could only happen if the aggregate limit were removed noting that the Commission retained 100% discretionary control over each part of the application they would bring forward regarding retail and way finding signage.

Chair Doran said he was open to the proposal made by Commissioner Riggs to remove the aggregate cap with respect to retail and for him retail was confined to ground level. He said if there was to be an amendment to the zoning ordinance besides removing the aggregate cap of 100 square feet for a project on one parcel that provisions be included that the increase could not be used for one large sign and how signage would be distributed.

Replying to Chair Doran, Commissioner Barnes said he was perplexed with the idea of working through this on one specific project. He said they were looking at a zoning amendment that would be applicable across the Specific Plan area but specifically working from one project's viewpoint. He said he was sympathetic to the applicant's need to move forward. He said he was not super sensitive to the signage issue and thought there was reasonable best practices so that there would not be a Vegas or Times Square result. He said he felt comfortable with not having wide community outreach as he thought the Planning Commission was empowered to make a recommendation to the Council to make a zoning amendment. He said he was fine removing the cap for the purposes of working with this applicant with respect to retail and having an upper limit to prevent a billboard effect. He said in crafting the amendment he would want to see additional viewpoints or work products. He said he was not really interested in what Redwood City or Los Altos did on signage as he thought they had enough of a baseline in Menlo Park to know what was wanted and best practices from existing conditions.

Commissioner DeCardy said he provided his input earlier He said he understood the need for retail to have signage. He said from a policy perspective the matter should have been looked at in 2017 when it was noted. He said they were being asked to make recommendations without enough nor balanced information. He said it was fundamentally wrong that they did not have clarity even whether two Commissioners could participate. He said for another study session in December that the applicant could poll two cities to the north and two to the south and get that information and do some kind of community outreach in the area. He said next time they saw this he would want more clarity as to what was being put in place.

Commissioner Riggs said among their comments he heard that the applicant could come back with a different proposal and a general direction that the proposal would lift the cap on retail signage but limit individual maximum sign sizes.

Commissioner Harris rejoined the meeting.

H. Informational Items

- H1. Future Planning Commission Meeting Schedule
- Regular Meeting: November 1, 2021
 - Regular Meeting: November 15, 2021

Planner Sandmeier said the November 1st agenda would include the General Plan Amendment and Rezoning at 105-155 Constitution Drive and 1395 Chrysler Drive.

Commissioner Barnes asked if at the next meeting staff could provide a report back on the next steps related to the study session tonight.

Commissioner DeCardy asked if at the next meeting staff could report on whether the two Commissioners could participate in items related to the Specific Plan.

J. Adjournment

Chair Doran adjourned the meeting at 9:38 p.m.

Staff Liaison: Corinna Sandmeier, Acting Principal Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on December 13, 2021

SPRINGLINE PROJECT MODIFICATIONS

REDESIGN FOR ADA ACCESS TO THE MAIN ENTRANCE OF THE RESIDENCES

Modification of the primary residential entry at the intersection of Oak Grove and Garwood to improve aesthetics, functionality and accessibility.

MINOR CHANGES TO THE BASEMENT (SUPPORT SPACE)

Minor changes to the basement levels for operational needs, such as secured lobbies to access the buildings from each level of the basement, mail rooms (*required by USPS to be in basement*), trash rooms, and storage to support Community Service Uses. Additionally, TDM focused amenities such as bike parking and locker rooms have been expanded to encourage greater bicycle ridership and minimize vehicular traffic. No new usable office or retail space added. No modifications to massing. Would result in a technical increase in Floor Area, while not impacting the massing or usable commercial space.

SECOND STORY OFFICE PASSAGE WAY FOR MULTI-TENANT

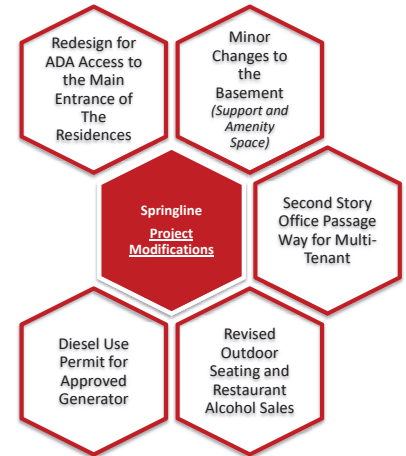
Minor changes to the second levels of each office building in order to create a passageway at the second level of the double-height entry lobbies.

REVISED OUTDOOR SEATING AND RESTAURANT ALCOHOL SALES

Use Permit amendment to allow a minor expansion of the allowed outdoor seating area for food and beverage. Use Permit for restaurants selling alcoholic beverages. Use Permit for a taproom that will sell craft beer, wine and spirits (confined to the outdoor seating area), along with snacks. Use Permit for liquor sales for a specialty market that will also sell alcoholic beverages for on and offsite consumption.

DIESEL USE PERMIT FOR APPROVED GENERATOR

Use Permit for hazardous materials with respect to a diesel fuel storage tank for the emergency generator as required by the City.



SPRINGLINE
MENLO PARK

DA ANNUAL REVIEW
MP PLANNING COMMISSION
OCTOBER 18, 2021

1160 BATTERY ST, SUITE 100
SAN FRANCISCO, CA 94111

THANK YOU!



SPRINGLINE
MENLO PARK

SIGNAGE STUDY SESSION
MP PLANNING COMMISSION
OCTOBER 18, 2021

1160 BATTERY ST, SUITE 100
SAN FRANCISCO, CA 94111

MENLO PARK - SIGNAGE AMENDMENT



Total Springline Signage Requirement					Proposed Maximum Signage Area Under Proposed Amendment
	Retail*	Office*	Project ID	Total Visible	
El Camino Real	277 SF	402 SF	176 SF	855 SF	1,079 SF
Visible from Oak Grove	301 SF	0 SF	41 SF	342 SF	305 SF
Visible from Garwood Way	0 SF	130 SF	234 SF	364 SF	402 SF
TOTAL	578 SF	600 SF	451 SF	1,429 SF	1,847 SF

**Visual Representation in Missing Study*

Maximum Signage Area Existing and Proposed Rules						
	Total Lot Linear Frontage (in feet) at Springline	Current Signage Allowable Square Footage per Month Park City Code (Primary Max 100 Secondary Max 300)	Connector 1: Primary Facade: $0.5 \times (\text{FRONTAGE} - 10) \times (8/7)$ Secondary Facade: $0.5 \times (\text{FRONTAGE} - 10) \times (8/7)$	Connector 2: Primary Facade: $+ 0.5 \times 200 \times (\text{FRONTAGE} - 10) \times (8/7)$ Secondary Facade: $+ 0.5 \times 200 \times (\text{FRONTAGE} - 10) \times (8/7)$	Revised Signage (304' FRONTAGE: $10 \times (8/7)$ + $0.5 \times 200 \times (\text{FRONTAGE} - 10) \times (8/7)$)	Revised Signage (402' FRONTAGE: $10 \times (8/7)$ + $0.5 \times 200 \times (\text{FRONTAGE} - 10) \times (8/7)$)
El Camino Real - Primary	416'	100 SF	545 SF	540 SF	1,079 SF	1,079 SF
Oak Grove - Secondary	275'	30 SF	165 SF	165 SF	165 SF	165 SF
Garwood Way - Secondary	880'	30 SF	402 SF	402 SF	402 SF	402 SF
TOTALS	1,417'	200 SF	1,107 SF	940 SF	1,847 SF	1,847 SF
Allowance Surplus (Deficit)			(1,231) SF			216 SF





pb PRESIDIO BAY

THANK YOU!