Planning Commission



REGULAR MEETING AGENDA MINUTES

Date: 11/15/2021 Time: 7:00 p.m.

Meeting Location: 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 at Chair Doran's request explained how applicants and the public would be able to participate in the virtual meeting.

B. Roll Call

Present: Andrew Barnes, Chris DeCardy (Vice Chair), Michael Doran (Chair), Camille Gonzalez Kennedy, Michael Tate (was not present for G1 through adjournment)

Absent: Cynthia Harris

Staff: Payal Bhagat, Contract Principal Planner; Ori Paz, Associate Planner; Matt Pruter, Associate Planner; Corinna Sandmeier, Acting Principal Planner

C. Reports and Announcements

Acting Principal Planner Corinna Sandmeier referred to Item F1 on this evening's agenda for 500 El Camino Real. She said they realized the wrong Attachment A was posted for the item. She said that they had posted the correct Attachment A with the agenda the same way that comments were added within the agenda for online retrieval.

Chair Doran announced that they would not be able to continue the Menlo Flats item on tonight's agenda. He said as it was the last item on the agenda, and they might need to take it out of order. He apologized in advance to those whose items might be delayed this evening.

Commissioner Andrew Barnes asked staff to report on signage and sizing language and bringing forth regulations and work products related to that.

Planner Sandmeier said staff was looking at the first meeting in December, the 13th, to bring that item.

D. Public Comment

Chair Doran closed public comment as there were no speakers.

E. Consent Calendar

E1. Approval of minutes and court reporter transcript from the October 4, 2021, Planning Commission meeting. (Attachment)

Commissioner Henry Riggs referred to page 18 of the meeting minutes and the first line of the first full paragraph. He said in it there was a phrase he thought was meant to say, "a set of."

Chair Doran said the minutes were removed from the Consent Calendar.

ACTION: M/S to approve the Consent Calendar; passes 5-0-1-1 with Commissioner Barnes abstaining and Commissioner Cynthia Harris absent.

ACTION: M/S (Chris DeCardy/Riggs) to approve the minutes from the October 4, 2021 meeting with the following modification; passes 5-0 with Commissioner Barnes abstaining and Commissioner Harris absent.

Page 18, 1st line, 1st full paragraph, edit sentence to read: *Commissioner DeCardy said this was not a mandate to build but te-a set up of incentives to build.*

F. Public Hearing

F1. Use Permit Revision/Verle and Carol Aebi/973 Roble Avenue:

Request for a use permit revision to modify previously approved plans to demolish an existing one-story, single-family residence and detached garage, and construct a new two-story, single-family residence with a basement and detached two-car garage on a substandard lot with regard to minimum lot width in the R-3 (Apartment) zoning district. The approved use permit included a new accessory dwelling unit (ADU) above the detached garage, which exceeds the maximum height for a detached ADU. The modifications include changes to the previously approved roof deck for the proposed primary dwelling. (Staff Report #21-057-PC)

Staff Comment: Associate Planner Ori Paz said there were no additions to the staff report.

Questions of Staff: Commissioner Riggs said it appeared previously there was a tree halfway down on the left property line and asked if it was removed. Planner Paz said that was a citrus tree proposed for removal. He said additional trees were proposed for planting further down that side of the property for screening.

Applicant Presentation: Carl Hesse, project architect, introduced the property owners Verle and Carol Aebi. He said the use permit was originally approved in October 2019. He said they requested a use permit revision in September 2020 that was approved and involved eliminating a majority of the basement under the proposed new house and locating an ADU above the detached garage at the back of the property. He said the revision request now included a change in driveway materials at the request of the owners from concrete with the Hollywood strip down the side and permeable pavers at the back by the garage to all permeable pavers. He said also with the driveway revision per City engineering and their civil engineer's discussion the driveway at the curb cut was shifted to the right a bit, so the flare of the curb cut did not project past the left side or the north side property line. He said a similar adjustment was made at the rear left side of the driveway where it gradually moved in a bit to make room for a couple of new proposed trees. He said on the ground level the rear concrete patio had been extended slightly and mostly towards the back and the south or right side. He said the most significant requested change was the second-floor balcony at the rear of the house where they were proposing some translucent and metal screen walls as screening elements

for the homeowners and the neighbors. He said additional privacy screening of two trees near the rear left side of the driveway were to screen the balcony from the windows of the neighboring window.

Mr. Verle Aebi, property owner, said the home was intended as a retirement home for he and his wife. He said they wanted to change the green roof, so it was visible from their master bedroom. He said they expected their ADU to be occupied and he and his wife primarily walked, and the property was close to transit.

Keith Willig, project landscape architect, said their role was to provide screening between the structures. He said they had worked closely with the City Arborist selecting approved screen trees and doing on site analysis for the most effective placement of the trees in conjunction with the screening glass on the second floor for privacy screening.

Commissioner Riggs said the five-foot screening glass for the balcony did not appear to extend the length of the balcony and would provide a view into a series of windows in the apartment building next door. He asked if a screening tree could be offered to be planted on the neighbor's side of fence, if they were interested, to fill in the gap between the glass wall screening and the screening from the two trees proposed.

Mr. Willig said he could not speak for the neighbor or project architect, but he thought the height of the deck fence would screen the owners who intended to sit in that area. He said they addressed the view at the end of the glass screen with trees. He said he could not address a planting on the neighbor's property or additional planting on the subject property at this time. Commissioner Riggs asked if it seemed practical that something planted on the neighbor's side might increase the screening and that might be an option to consider. He said use of the balcony might include visitors who might stand there.

Mr. Hesse said to clarify that the glass screening wall went to the end of the balcony. He said what Commissioner Riggs was seeing beyond was the extension that was the green roof that was not accessible and had a guardrail.

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

Commission Comment: Commissioner DeCardy said he thought the treatment of the rear balcony was an improvement over the original design approved.

Commissioner Barnes moved to approve the item as recommended in the staff report. Commissioner Camille Gonzalez Kennedy seconded the motion

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

 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 November 15, 2022) for the use permit revision to remain in effect.
 - b. Development of the project shall be substantially in conformance with the plans prepared by Square Three Design Studios, consisting of 24 plan sheets, received October 14, 2021 and approved by the Planning Commission on November 15, 2021, 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. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace the driveway approach, sidewalk, curb and gutter along entire project frontage per the latest City standard details, along with 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 and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report updated by Advanced Tree Care dated July 2, 2021.
- I. 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, Applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule.
- 4. Approve the use permit subject to the following *project-specific* conditions:
 - a. Simultaneous with the submittal of a complete building permit application, the applicant shall revise the proposed garage floor plan to include a note dedicating one of the garage parking spaces to the ADU, subject to review and approval by the Planning Division.
 - b. Prior to sign off on the final inspection for the primary dwelling, the applicant shall submit documentation indicating substantial progress has been made on the construction of the ADU, subject to review and approval by the Planning Division.
- F2. Use Permit/Stanford University/500 El Camino Real:

Request for a use permit for hazardous materials to install two diesel emergency back-up generators associated with a previously-approved mixed-use office, residential, and retail development on an 8.43-acre site in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The overall project is currently under construction. (Staff Report #21-058-PC)

Staff Comment: Planner Sandmeier said as she mentioned earlier the wrong Attachment A was included in the packet and the correct one had been posted with the online agenda. She reviewed the correct Attachment A on screen for the Commission. She said staff had confirmed that all of the rest of the staff report and attachments in the agenda packet for this item were correct.

Questions of Staff: Commissioner Riggs relayed personal experience of difficulty satisfying a specific condition for this project that asked to demonstrate conformance on a project he had worked on and looked for assurance that would not be the case with the City. Planner Sandmeier said this was a common condition for the City and she did not expect issues with it.

Applicant Presentation: Nic Durham, Stanford University, Department of Project Management, said the reasons for the request for two emergency generators included a request from the City's Public Works Department to run the pumps for the bio-retention area in the event of power loss to prevent flooding on the site. He said it would also supply some power to the office building and not just for critical infrastructure items. He said the second emergency generator was required by the Menlo Park Fire Protection District. He said they had to add a fire pump for a fire sprinklers event so if

power was lost the fire sprinklers would work in an emergency. He said the second emergency generator would also run lights in the garage underneath the residential structure.

Replying to Commissioner Barnes' question, Mr. Durham said the intent was to run the generators only in the event of emergency other than the required minimum testing. He said in the event of a power outage both generators would probably run but it was not a heavy draw. He was not able to address the question of how many emergency situations might be anticipated.

Chair Doran opened the public hearing.

Public Comment:

• Nicola Diolaiti, District 3, said it was unfortunate Attachment A was corrected at the last minute. He asked about the decibel rating of the generator and at what distance those might better meet the City's requirement of 55 decibels. He said he calculated that would be 202 feet in open air without accounting for the reflection of the existing buildings. He asked why there was an environmental exception based on existing structures as the project was being developed now. He said the plan to run the generators 20 minutes per week concerned him. He said as the project was ongoing the air quality in the morning was very poor because of the construction process. He said running diesel generators would further worsen air quality. He asked if there was a plan to monitor the pollution the generators would emit and to restrict the rate at which the generators would run during the maintenance operation for the 20 minutes per week.

Chair Doran closed the public hearing.

Commission Comment: Commissioner DeCardy asked when in the project development timeline, the applicants were made aware of the need for the two emergency generators. Mr. Durham said the City's request for an emergency generator for the bioswale pumps was after permits had been issued and about a year ago. He said the Fire District's request for the fire pump came within the last six months or so.

Commissioner DeCardy said that it was indicated that battery storage systems were reviewed and that the space required for those were about six to 10 times the space required for the diesel generators. He asked how many systems were reviewed and how the needed space was determined. Mr. Durham said their consultant looked into battery systems and natural gas for emergency backup. He said based on the formula for what needed power and for how long they found that battery systems would need a large space. He said it was explained to him that the battery technologies were not developed enough for what was needed. Replying further to Commissioner DeCardy, Mr. Durham said he did not know what the time period specifications and capacity for the emergency need were used. Commissioner DeCardy said he would need to understand that better before he could support approval.

Commissioner Riggs said he had experience working on several large project teams and all of them had diesel generators. He said it was hard to get around needing diesel generators although it was a cost developers would rather not have. He referred to a hospital surgery center project in Portland he had worked on that had need for a diesel generator. He said as it was located near a residential area, they enclosed the generator and put acoustical surfaces on the inside of the enclosure including a partial lid so air could circulate but sound would be somewhat baffled. He said they were successful at reducing the sound of the generator below 50 decibels. He said with City regulations on noise it was reasonable to ask for acoustic treatment of a generator. He said he understood that

this was a relatively minimalistic approach at providing only the electricity needed for basic safety concerns in an event. He said he understood that the more recently developed diesel generator types needed testing only once a month rather than every week. Mr. Durham said he was not sure where the requirement came from.

Commissioner Riggs said this request should have been part of the approval process several years ago. He said three years ago he would have requested sound baffling to meet City noise requirements and also to find out if the testing could be reduced to once a month.

Planner Sandmeier said according to the hazardous materials generator supplemental submitted by the applicant team that the testing was based on the generator's specifications. She said it was not a City requirement and she did not know if it would meet the emergency requirement if the specifications for generator testing were not met for those specific generators. She said there was a letter included from an acoustical engineer confirming that the generators would meet the requirements of the City's noise ordinance and were measured to the nearest residential property line.

Commissioner Barnes said he wanted to revisit his question about what constituted an event that would require use of the emergency generators. Mr. Durham said power outage was the event so if they lost power to the buildings the generators would be used. Commissioner Barnes asked about potential emissions from use of the generators that might affect health. Mr. Durham said he did not have that information to quantify for him.

Commissioner Barnes noted that the site was next to the train tracks and trains were not electrified yet so those were diesel powered. He said he suspected that the trains in terms of noise and emission had a much greater impact than the two proposed generators. He said seeing the proposal as a necessary evil he moved to approve as recommended in the staff report. Chair Doran seconded the motion.

ACTION: M/S (Barnes/Doran) to approve the item as recommended in the staff report; passes 4-1-2 with Commissioner Kennedy temporarily absent and Commissioner Harris absent.

- 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") 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 November 15, 2022) for the use permit to remain in effect.
 - b. Development of the project shall be substantially in conformance with the plans prepared by Sandis, consisting of eight plan sheets, dated received September 22, 2021, and approved by the Planning Commission on November 15, 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. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.
- g. Prior to building permit issuance, the applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule.
- h. If there is an increase in the quantity of hazardous materials on the project site, a change in the location of the storage of the hazardous materials, or the use of additional hazardous materials after this use permit is granted, the applicant shall apply for a revision to the use permit.
- i. Any citation or notification of violation by the Menlo Park Fire Protection District, San Mateo County Environmental Health Department, East Palo Alto Sanitary District, Menlo Park Building Division, or other agency having responsibility to assure public health and safety for the use of hazardous materials will be grounds for considering revocation of the use permit.
- j. If the entity discontinues operations at the premises, the use permit for hazardous materials shall expire unless a new entity submits a new hazardous materials information form and chemical inventory to the Planning Division for review by the applicable agencies to determine whether the new hazardous materials information form and chemical inventory are in substantial compliance with the use permit.
- 4. Approve the use permit subject to the following *project-specific* condition:
 - Applicant shall provide documentation of having completed the requirements outlined in the agency referral forms (Attachment H of the staff report) prior to building permit issuance subject to review and approval of the Planning and Building Divisions.
- F3. Use Permit and Architectural Control/Scott Erickson/2245 Avy Avenue:
 Request for a use permit and architectural control to construct a new 960-square-foot temporary portable classroom at an existing school (Phillips Brooks) in the P-F (Public Facilities) zoning district. (Staff Report #21-059-PC)

Staff Comment: Planner Pruter noted an update regarding the public comment that was provided in the staff packet item. He said the applicant notified staff that they were communicating with the person and resolving the concerns.

Applicant Presentation: Scott Erickson, Head of School at Philips Brook School, said they needed to install a temporary portable classroom space on the existing lower campus blacktop to address some changing immediate needs related to ongoing Covid response. He said they now lacked previously available indoor space for their current afterschool program. He said they had more needs in their afterschool program as more parents were returning to office work. He said their afterschool program had been in place for many years and provided childcare support and supervision needs through 6:00 p.m. on school days and was part of the existing conditional use permit. He said they expected this need to continue for three years with the proposed portable building allowing them to serve immediate needs and have adequate time to arrive at a more permanent solution. He said there were no changes to student density, staff density, and enrollment; and no changes to parking, programming hours or anything else. He said they had held two neighbor meetings since the summer and at both meetings he presented the portable project. He said only one neighbor and the same neighbor attended the two meetings. He said he supported the project moving ahead. He said he would like to comment on Attachment F referred to by Planner Pruter. He said he had spoken with the person who had commented twice and had apologized to him for the concern he had raised. He said he shared a four part solution with him: 1) adding a PBS staff monitor to ensure the Avy Avenue and Zachary Court intersection was kept clear; 2) adding two signs to remind parents not to block that intersection; 3) running an article in the weekly newsletter with a reminder message to all parents not to block the intersection and to repeat that message again; and 4) giving his cell phone number to the person with the encouragement to contact him right away about any concerns or problems.

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

Commission Comment: Commissioner Barnes moved to approve, and Commissioner Kennedy seconded the motion.

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

- 1. Make a finding that the project is categorically exempt under Class 14 (Section 15314, "Minor Additions to Schools") 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 proposed portable classroom is in keeping with the character of the neighborhood. The proposed exterior materials and finishes for the building would be high quality in nature and will be appropriate in relation to the existing building fabric.

- b. The development will not be detrimental to the harmonious and orderly growth of the City. The project will help meet the regulatory requirements.
- c. The proposed portable classroom will follow the pattern of development on the site generally and the use will not impair the desirability of investment or occupation in the neighborhood.
- d. The site provides adequate parking spaces and appropriate access, as required in all applicable city ordinances.
- e. The subject site is not part of a specific plan area.
- 4. Approve the use permit and architectural control 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 November 15, 2022) for the use permit to remain in effect.
 - b. Development of the project shall be substantially in conformance with the plans prepared by CAW Architects, consisting of 19 plan sheets, dated received October 27, 2021, and approved by the Planning Commission on November 15, 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 prepared by Cal Tree and Landscaping, Inc., dated received October 23, 2021.
- I. Prior to building permit issuance, the applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule.
- 5. Approve the use permit and architectural control subject to the following *project-specific* condition:
 - a. The portable classroom shall be removed from the project site after a three-year period, ending on November 15, 2024.

F4 and G1 are associated items with a single staff report

F4. Draft Environmental Impact Report (EIR) Public Hearing/Andrew Morcos for Greystar/165 Jefferson Drive (Menlo Flats):

Public hearing to receive comments on the Draft EIR to redevelop the project site with approximately 158 multi-family dwelling units (inclusive of 20 additional bonus units for the incorporation of on-site below market rate units per the City's BMR Housing Program (Chapter 16.96.040)) and approximately 14,862 square feet of commercial space on a 1.38-acre parcel. The proposed mixeduse building would be eight stories in height, including three levels of above grade podium parking. The commercial space would be located on the ground floor and second floor. The project site is located in the R-MU-B (Residential Mixed Use-Bonus) zoning district. The project site currently contains one single-story approximately 24,300 square foot office building that would be demolished. The proposed building would contain approximately 154,032 square feet of gross floor area of residential uses with a floor area ratio of 256.3 percent. The proposed commercial component would contain approximately 14,862 square feet of gross floor area with a floor area ratio of 24.7 percent. The proposal includes a request for an increase in height, density, and floor area ratio (FAR) under the bonus level development allowance in exchange for community amenities. The proposed project would include a below market rate housing agreement that requires a minimum of 15 percent of units (or 21 units of the 138 maximum units allowed by the Zoning Ordinance before accounting for the 20 bonus units) be affordable. The applicant is proposing to incorporate 20 additional marketrate units (which are included in the total 158 units), per the density bonus provisions in the BMR Housing Program (Chapter 16.96.040), which allows density and FAR bonuses, and exceptions to the City's Zoning Ordinance requirements when BMR units are incorporated into the project. As part of the project, the applicant is requesting removal of two heritage trees. The Draft EIR was prepared to address potential physical environmental effects of the proposed project in the following areas:

> population and housing, transportation, air quality, greenhouse gas emissions, and noise (operation period traffic and stationary noise). The Draft EIR identified less than significant effects in the following topic areas: Population and Housing and Greenhouse Gas Emissions. The Draft EIR identified less than significant effects with mitigation for the Air Quality, Transportation, and Noise (operational traffic and stationary noise) topic areas. The City is requesting comments on the content of this focused Draft EIR. The project location does not contain a toxic site pursuant to Section 6596.2 of the Government Code. The City previously prepared an initial study for the proposed project that determined the following topic areas would have no impact, less-than-significant impacts, or less-than-significant impacts with mitigation measures (including applicable mitigation measures from the ConnectMenlo EIR): Aesthetics, Agriculture and Forestry Resources, Biological Resources, Cultural Resources, Energy, Geology and Soils, Hazards and Hazardous Materials, Hydrology and Water Quality, Land Use and Planning, Mineral Resources, Noise (constructionperiod, groundborne vibration, and aircraft-related noise), Public Services, Recreation, Utilities and Services Systems, Tribal Cultural Resources, and Wildfire. Written comments on the Draft EIR may be also submitted to the Community Development Department (701 Laurel Street, Menlo Park) no later than 5:00 p.m. on December 9, 2021. (Staff Report #21-060-PC)

Item F4 was transcribed by a court reporter.

(Commissioner Tate seemed absent for the following items.)

G. Study Session

G1. Study Session for Use Permit, Architectural Control, Below Market Rate (BMR) Housing Agreement, Heritage Tree Removal Permits, and Environmental Review/Andrew Morcos for Greystar/165

Jefferson Drive (Menlo Flats):

Request for a study session for a use permit, architectural control, below market rate housing agreement, heritage tree removal permits, and environmental review to redevelop the project site with approximately 158 multi-family dwelling units (inclusive of 20 additional bonus units for the incorporation of on-site below market rate units per the City's BMR Housing Program (Chapter 16.96.040)) and approximately 14,862 square feet of commercial space on a 1.38-acre parcel. The proposed mixed-use building would be eight stories in height, including three levels of above grade podium parking. The commercial space would be located on the ground floor and second floor. The project site is located in the R-MU-B (Residential Mixed Use-Bonus) zoning district. The project site currently contains one single-story approximately 24,300 square foot office building that would be demolished. The proposed building would contain approximately 154,032 square feet of gross floor area of residential uses with a floor area ratio of 256.3 percent. The proposed commercial component would contain approximately 14,862 square feet of gross floor area with a floor area ratio of 24.7 percent. The proposal includes a request for an increase in height, density, and floor area ratio (FAR) under the bonus level development allowance in exchange for community amenities. The proposed project would include a below market rate housing agreement that requires a minimum of 15 percent of units (or 21 units of the 138 maximum units allowed by the Zoning Ordinance before accounting for the 20 bonus units) be affordable. The applicant is proposing to incorporate 20 additional market-rate units (which are included in the total 158 units), per the density bonus provisions in the BMR Housing Program (Chapter 16.96.040), which allows density and FAR bonuses, and exceptions to the City's Zoning Ordinance requirements when BMR units are incorporated into the project. As part of the project, the applicant is requesting removal of two heritage trees. (Staff Report #21-060-PC)

Staff Comment: Planner Bhagat outlined the topics staff requested the Commission consider including site layout, the BMR proposal, the community amenities proposal, and roadway congestion (LOS) intersection improvements and additional bicycle parking.

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

Commission Comment: Commissioner Barnes commented on site layout, including proposed open space. He said he thought the revisions to the paseo design addressed the Planning Commission's concerns. He said he thought the parking garage screening for the building was acceptable. He said he did not have additional input on colors and materials and thought those proposed were fine. He said regarding the BMR proposal there were two proposed alternatives. He said he did not think more moderate-income housing was needed as much as deeper affordability levels were. He said his recommendation was to go with all low-income units or Scenario 1. He said regarding roadway congestion and levels of service that he supported looking at those and ideally solutions to preproject levels but not to do anything that would increase demand. He said he leaned towards keeping bicycle parking as proposed to meet standards. He said regarding the community amenities proposal that he did not like in-lieu fees as it let the developer off the hook rather than getting things done and done well. He said he supported using the ConnectMenlo list of community amenities and thought the argument against it that the people who were the source of that list were no longer there was false. He said that disenfranchised people's input particularly the Spanish-speaking community. He said the list could be augmented but it should be the basis for community amenity proposals.

Replying to Commissioner DeCardy, Planner Bhagat said she believed the ordinance had been updated to include the in-lieu option at 110% and said she did not know the status of updating the community amenities list. Planner Sandmeier said she thought that the in-lieu fee was now a public amenity. She said she could bring more information to the next meeting on the updating of the community amenities list.

Commissioner DeCardy said the revision to the paseo and the corner with seating solution was moving in the right direction. He asked regarding the diagrams the applicant showed as the grade was moving up what was happening with the property next to it. Mr. Morcos said a retaining wall was along the property line where the grade differed. He said they were required to raise this site approximately three feet so it would be about three feet tall. Commissioner DeCardy asked about a fence or other protection to prevent falls. Mr. Morcos said he believed there would be a fence. He said that their part of the paseo was 10 foot in width and when the property next door developed that would add another 10 feet in width. Ms. Krolewski said where it was less than a 30-inch drop only a six-inch curb was needed. Mr. Manus said where it raised to the northwest and backed up on the Uptown site, they were essentially level, so the sea level rise criteria enabled both of those sites to get level. He said it was the undeveloped site that was not part of the solution.

Commissioner DeCardy said the site layout in general was headed in the right direction. He said his only concern with the garage screening was that it be kept green over time and there was some provision to require that it was. He said regarding the BMR proposal he appreciated the Housing Commission's input. He said that they needed as much affordable housing as possible and obviously needed at the very low rates. He said he understood the economics regarding that but found the tradeoff of fewer BMRs tough. He said regarding the community amenities proposal that he was inclined to follow the City Council as they looked at the big picture. He said if they had made the opportunity for in-lieu fee then he would support the in-lieu fees. He said regarding LOS he had no comment other than that any improvements would not increase demand and use but only

improve flow and safety. He asked for feedback on the emergency power backup moving from diesel to battery.

Mr. Morcos said with a generator they would be able to occupy the building for a period of time. He said with the battery inverter, they had approximately 90 minutes to get everyone safely out of the building. He said the garage could not be operated and the elevator had its own reserve battery backup. He said the inverters were really for lighting exits and minimal power to the building. He said the difference with this building and their other two projects was this one did not have an automated parking system or stackers, which operations really needed a generator to support moving cars.

Chair Doran said regarding the site layout he thought it was great and liked that the paseo was adjacent to open space and the potential for synergy there. He said the parking garage screening was acceptable and expressed hope vegetation would be maintained. He said he had nothing to say on the proposed colors and materials. He said on the BMR proposal he would prefer to see a spectrum of income levels represented. He said regarding the community amenities proposal he generally agreed with Commissioner Barnes and would prefer to see actual bricks and mortar community amenities as those were something lasting whereas the funding in lieu seemed less permanent. He said one thing on the in-lieu fee list did get his attention and that was to fund Sequoia Union School District. He said he thought the effect of development on schools was overlooked and in particular on that school district. He said he would definitely support in-lieu if the funding went to that high school district. He said regarding roadway improvements he was in favor of maintaining LOS that did not result in increased demand on the roads. He said he had no further comments on the traffic or parking.

Commissioner Riggs said he agreed with Chair Doran about the BMR option and supported very low-income options. He said he would defer to the Housing Commission on this as it was their focus. He asked why the Fiscal Impact Analysis showed a negative income impact to the City. Mr. Phillips, Special Counsel, said the report concluded there was a net cost to the City's general fund due to financing services for new residents associated with the development.

Commissioner Riggs said traffic impacts were inevitable. He said housing projects were what they wanted as opposed to office projects. He said he appreciated the reduction in parking. He asked if there would be active uses along the glassed façade running along the paseo. Mr. Manus said as the pavilion turned the corner the glass would go back as it followed the paseo. He said the sketch showed the activated plaza, the opening for the retail space fronting the plaza. Commissioner Riggs asked if the retail space was for retail or restaurant. Mr. Morcos said it was designed to accommodate a café it the market supported that and was slated as nonresidential. Commissioner Riggs said if it were used for math tutoring that would not look active. Mr. Morcos acknowledged that might be so. Commissioner Riggs said he would hesitate to be prescriptive about uses but having transparent glass storefront and no activity visible was in conflict with the architectural goal of that guideline. He said he hoped the building edges would be active and activate the site. He suggested the applicants target something active and bring back a layout that would give the Commission a sense of that activity. He commented it was a handsome project that had responded to what Menlo Park needed.

Commissioner Kennedy said she did not have anything new to add to the discussion.

H. Informational Items

H1. Future Planning Commission Meeting Schedule

• Special Meeting: November 22, 2021

Planner Sandmeier said the Special Meeting was for the Springline project.

- Regular Meeting: December 13, 2021
- Regular Meeting: December 20, 2021
- J. Adjournment (agenda format out of sequence)

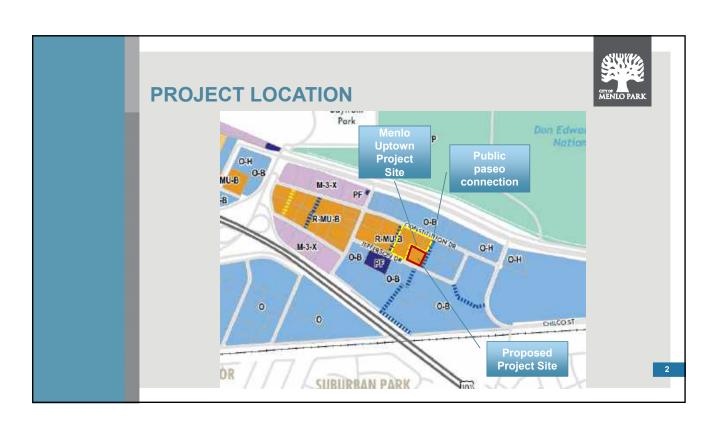
Chair Doran adjourned the meeting at 9:58 p.m.

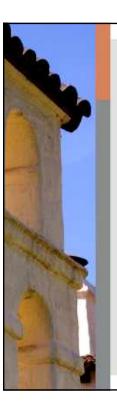
Staff Liaison: Corinna Sandmeier, Acting Principal Planner

Recording Secretary, Brenda Bennett

Approved by the Planning Commission on January 24, 2022





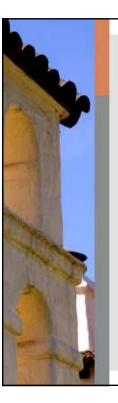




MEETING PURPOSE

- Two public meetings
 - Environmental Impact Report (EIR) public hearing
 - · Opportunity to comment on focused Draft EIR
 - Study session
 - Provide feedback on the project design changes, Below Market Rate (BMR) housing proposal, and community amenities proposal
 - Previous study session was held on December 7, 2020
- No actions will be taken
 - Public comment period ends December 9, 2021, at 5 p.m.
 - Staff and consultant will review and respond to all substantive comments in the Final EIR
 - Planning Commission will consider certification of Final EIR and land use entitlements

3



RECOMMENDED MEETING FORMAT



- Draft EIR public hearing
- Presentation by applicant
 - Presentation by EIR consultant
 - Public comments
 - Commissioner questions
 - Commissioner comments
 - Close Draft EIR public hearing
- Study Session
 - Staff introduction
 - Public comments
 - Commissioner questions
 - Commissioner comments





GREYSTAR PROJECTS IN MENLO PARK



PROJECT HIGHLIGHTS

Project Overview	 158 Units (113 studios 45 four bedrooms) 14,862 SF Commercial Space (Floors 1 & 2 along Jefferson Dr.)
Affordability	 21 Below Market Rate units BMR units located onsite, equitably distributed
Community Amenity	\$4,840,000 Community Amenity in-lieu fee (Community Amenity appraised value of \$4.4M + 10% admin fee)
Environmental	 LEED Gold design standard and 100% renewable energy EV pre-wiring for 100% required parking and EV chargers for 15% of required parking
Open space	 ~5,230 SF publicly accessible open space (exceeds requirement of 3,755 SF minimum by ~39%)
Connectivity	 Paseo open space designed to connect site to walking and biking routes 232 bicycle parking spaces onsite

COMMUNITY AMENITY

Community Amenity Proposal

- Appraised Community Amenity value totals \$4,400,000
- Applicant electing to pay \$4,840,000 in-lieu fee (\$4.4M + 10%); application of funds determined
 by elected officials with community input

Greystar outreach has revealed interest in allocating fee towards:

- Pedestrian bridge or underpass connecting Bayfront to Onetta Harris
- Expansion-related contribution to Sequoia Union High School District
- Housing subsidies and support to prevent further displacement
- Public transportation improvements
- Sound wall adjacent to Highway 101
- Underground powerlines in Belle Haven

BMR PROPOSAL

- The community will include 21 Below Market Rate ("BMR") units
- The proposed BMR unit mix will mirror the overall unit breakdown for the community
- At the request of Planning Staff, we have prepared two BMR Alternative Equivalents for consideration

BMR Alternatives

Alternative 1

Income Levels	Units
Very Low Income	0
Low Income	21
Moderate Income	0
Total	21

Alternative 2

Income Levels	Units
Very Low Income	4
Low Income	12
Moderate Income	5
Total	21

*Note: BMR rents capped at 75% comparable market rent

PLANNING COMMISSION COMMENTS

Planning Commission

Can applicant explore backup power alternative?

Project Responses

- Diesel generator has been removed from project design
- Backup power provided via two (2) 10 kVa emergency battery inverters

Parking

- 138 residential parking spaces (minimum per code) and 39 commercial parking spaces
- Ratio of parking-to-units is 0.87, below all comparable multifamily communities in Menlo Park and Redwood City

Plaza & Paseo Refinement

corner of site, adjacent to commercial space

Public paseo & plaza feature thoughtful landscaping, decorative

Public plaza refined to feature terraced public seating at southeast

 Public paseo & plaza feature thoughtful landscaping, decorative pavers, and seating

Can applicant meet bike parking requirement for all 158 units and commercial space?

- 208 Long-term bike spaces will be provided
- 24 Short-term bike spaces will be provided
- Applicant working with design team to incorporate additional spaces

PLAZA & PASEO: <u>JUL. 2020</u> | AUG. 2021





COMMUNITY OUTREACH

- Initially presented Menlo Flats to Planning Commission and Community April 20, 2020
- Given COVID concerns, outreach and meetings have been virtual; we have conducted the following outreach to date:
 - June 2020 Distributed informational flyers to over 6,000 addresses in neighboring Belle
 Haven / Menlo Park / East Palo Alto communities
 - October 2021 Distributed informational flyers to over 6,000 addresses in aforementioned neighborhoods
 - November 2021 Held virtual community meetings on 11/6 and 11/10 to provide update on development progress and answer questions

Alongside June '20 and October '21 flyer distributions, emails were sent to all parties that have shown interest in any of Greystar's developments in Menlo Park over the last three years, including Sequoia Union High School District, Housing and Planning Commissions, City Council, and 100+ community members

DRAFT EIR UPDATE

- Draft EIR was released 10/25/21, which started a 45-day review period
- The Draft EIR <u>does not</u> identify any significant and unavoidable impacts
- What's next?
 - Public Comment period closes 12/9/21
 - Final EIR will be prepared including responses to all substantive comments
 - Response to comments will be presented to Planning
 Commission followed by City Council for project approval











BUILDING FLOORPLANS



LEVEL 3









Appendix

Parking Comparison

	Total Parking	Units	Parking/Unit	Bedrooms	Parking/Bedroom	Address	City	Zip
Menlo Flats	138	158	0.87	293	0.47	165 Jefferson	Menlo Park, CA	94025
Menlo Uptown	484	441	1.10	498	0.97	141 Jefferson	Menlo Park, CA	94025
Menlo Portal	322	335	0.96	416	0.77	115 Independence	Menlo Park, CA	94025
201 Marshall	161	116	1.39	155	1.04	201 Marshall Street	Redwood City, CA	94063
Blu Harbor	700	402	1.74	568	1.23	1 Blu Harbor Boulevard	Redwood City, CA	94063
Encore	94	90	1.04	142	0.66	855 Veterans Boulevard	Redwood City, CA	94063
Franklin 299	362	304	1.19	389	0.93	299 Franklin Street	Redwood City, CA	94063
Highwater	394	350	1.13	451	0.87	1405 El Camino Real	Redwood City, CA	94063
Huxley	153	137	1.12	173	0.88	1355 El Camino Real	Redwood City, CA	94063
Indigo	600	463	1.30	642	0.93	500 Jefferson Avenue	Redwood City, CA	94063
Locale	160	133	1.20	181	0.88	488 Winslow Street	Redwood City, CA	94063
Marston	292	196	1.49	250	1.17	825 Marshall Street	Redwood City, CA	94063
Radius	360	264	1.36	380	0.95	640 Veterans Boulevard	Redwood City, CA	94063
Township	186	132	1.41	197	0.94	333 Main Street	Redwood City, CA	94063
777 Hamilton	316	195	1.62	299	1.06	777 Hamilton Avenue	Menlo Park, CA	94025
Anton Menlo	513	394	1.30	557	0.92	3639 Haven Avenue	Menlo Park, CA	94025
Elan Menlo Park	248	146	1.70	224	1.11	3645 Haven Avenue	Menlo Park, CA	94025
Min	94	90	0.87	142	0.47			
Max	700	463	1.74	642	1.23			
Average	323	250	1.29	342	0.93			

Zoning ordinance waivers requested

The project includes 21 BMR units and proposes to utilize the City's Below Market Rate Housing Program, which allows the project one additional unit for each BMR onsite unit and allows for increases in floor area by an amount that corresponds to the increase in allowable density.

	Zoning	Current	Variance
Units	138	158	+ 20 units
Gross Floor Area	135,253 SF (980 SF per unit)	154,031 SF (974 SF per unit)	+ 17,778 SF
Parking	176 (1.0 residential + 2.5 / 1,000 SF comm.)	177 (0.9 residential + 2.5 / 1,000 SF comm.)	20 bonus units excluded
Private Open Space	Sliding scale of private and common	20 bonus units excluded	20 bonus units excluded
Avg. height	62.5 ft	66.6 ft	+ 4 ft

MENLO FLATS PROJECT PUBLIC REVIEW DRAFT EIR

November 15, 2021



PURPOSE OF TONIGHT'S MEETING

Receive comments on the Draft EIR:

- Public Comment Period began October 25, 2021
- Verbal and written comments accepted this evening
- Written comments accepted by December 9, 2021

Comments should address the content and adequacy of the Draft EIR and not the project merits

.SA

CEQA PROCESS AND TIMELINE

Milestone	Date
Publication of Notice of Preparation (NOP) and Initial Study (IS)	November 16, 2020
Draft EIR Scoping Session	December 7, 2020
End of 30-Day NOP comment	December 21, 2020
Publication of Draft EIR and Notice of Availability	October 25, 2021
Draft EIR Comment Session	November 15, 2021
End of 45-Day Draft EIR Comment Period	December 9, 2021
Publication of Response to Comments on Draft EIR	January 2022
Final EIR Certification Hearing/Consideration of Project	Early 2022

LSA

PURPOSE OF CEQA

California Environmental Quality Act (CEQA)

- Identify a project's significant environmental impacts (Impacts are direct physical changes in the environment and reasonably foreseeable indirect physical changes)
- Identify ways to mitigate or avoid project impacts
- Identify a range of reasonable alternatives that meet basic project objectives and avoid project impacts
- Inform the public and decision-makers of the environmental effects of a project

SA

CONNECTMENLO EIR

- Project site is within the ConnectMenlo study area
- Programmatic EIR certified in November 2016
- Project tiers from ConnectMenlo EIR
- East Palo Alto Settlement Agreement

ICA

INITIAL STUDY FINDINGS Air Quality Cultural Resources Aesthetics · Agriculture and GHG Emissions Geology and Soils Biological Resources Forestry Resources Noise (Operation Hazards and Energy Mineral Resources Hazardous Materials . Hydrology and Water Quality · Land Use and Housing Period Noise; Public Services Tribal Cultural Recreation Utilities



DRAFT EIR FINDINGS: POPULATION AND HOUSING

- Housing Needs Assessment prepared consistent with Settlement Agreement
- Project would fit within the growth projections identified in the ConnectMenlo EIR and would not directly or indirectly induce unplanned population growth
- Increase in availability of market rate and affordable housing would moderate displacement pressures within surrounding neighborhoods and communities

LSA

DRAFT EIR FINDINGS: TRANSPORTATION

- Transportation Impact Analysis prepared consistent with City's TIA Guidelines
- Project would be consistent with applicable transportationrelated plans, ordinances and policies
- Project would not exceed VMT threshold of significance with implementation of the proposed TDM Plan and Mitigation Measure that requires additional TDM Measures for the Office Use
- Project would not increase design hazards or result in inadequate emergency access
- Non-CEQA LOS Analysis identified project share of improvements to area intersections for compliance with the City's TIA Guidelines

I S A

DRAFT EIR FINDINGS: AIR QUALITY

- Health Risk Assessment (HRA) prepared consistent with ConnectMenlo EIR Mitigation Measures
- BAAQMD's Basic Construction Measures would be implemented, consistent with ConnectMenlo EIR Mitigation Measures
- Construction equipment would be required to be equipped with emission controls to prevent exposure of nearby sensitive receptors to TACs
- Project would not exceed regional air quality emissions thresholds and would not expose sensitive receptors to TACs during operation

LSA

DRAFT EIR FINDINGS: GREENHOUSE GAS EMISSIONS

- BAAQMD's Basic Construction Measures would be implemented, consistent with ConnectMenlo EIR Mitigation

 Measures
- Additional measures would reduce TAC emissions by requiring construction equipment to meet higher emission standards
- Project would not exceed total annual service population thresholds during operation
- Project would not conflict with applicable plans, policies, or regulations adopted for the purpose of reducing GHG emissions, including the Climate Action Plan

LSA

DRAFT EIR FINDINGS: NOISE

- Project would generate new stationary and mobile sources of noise in the vicinity, but this increase would not exceed established standards
- Building design measures would be implemented to reduce interior noise impacts in compliance with City noise standards and consistent with ConnectMenlo EIR Mitigation Measures

SA.

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Alternative	Characteristics	Impacts Reduced?	Mitigation Measures Required	
No Project	No modifications to the project site	All project impacts would be avoided	• None	
Base Level	 47 residential units 9,011 sq. ft. of nonresidential space Four-story, 40-foot-tall building 	Population and Housing (population growth) Air Quality (construction- period emissions) Noise (vibration)	All mitigation measures would still be required	
All Residential	 159 residential units No office/retail space 70-foot-tall building 	Population and Housing (population growth) Air Quality (construction- period emissions) Noise (vibration)	Mitigation Measure TRA-1 no longer required	
Reduced Parking	Nonresidential parking reduced by 9 spaces No other modifications	All project impacts would be the same	All mitigation measures would still be required	

PUBLIC COMMENT

Written comments on the Draft EIR can be submitted until

Thursday, December 9 before 5:00 p.m. to:

Payal Bhagat, City of Menlo Park, Community Development
Department, Planning Division
701 Laurel Street, Menlo Park CA 94025
PBhagat@menlopark.org
650-330-6702

LSA