



REGULAR MEETING MINUTES

Date: 5/23/2022
Time: 7:00 p.m.
Location: Zoom

A. Call To Order

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

B. Roll Call

Present: Chris DeCardy (Chair), Linh Dan Do, David Thomas, Henry Riggs

Absent: Andrew Barnes, Cynthia Harris (Vice-Chair), Michele Tate

Staff: Matt Pruter, Associate Planner; Corinna Sandmeier, Acting Principal Planner; Chris Turner, Assistant Planner

C. Reports and Announcements

Acting Principal Planner Corinna Sandmeier reported the City Council at its May 24, 2022 meeting would conduct a study session on the Willow Village project and in particular on its community amenity proposal.

D. Public Comment

None

E. Consent Calendar

- E1. Approval of court reporter transcript of April 25, 2022, Planning Commission Public Hearing on Draft Environmental Impact Report (Draft EIR) for Willow Village Master Plan. (Attachment)

ACTION: Motion and second (Riggs/Thomas) to approve as submitted; passes 4-0-3 (Commissioners Barnes, Harris and Tate absent).

F. Public Hearing

- F1. Use Permit/Ami Ferreira/380 Cotton Street:
Request for a use permit to demolish an existing two-story, single-family residence with an attached garage, and construct a new two-story, single-family residence with an attached garage on a substandard lot with regard to minimum lot width in the R-1-S (Single Family Suburban Residential) zoning district. (Staff Report #22-026-PC)

Assistant Planner Chris Turner updated the Planning Commission on additional correspondence received after publication of the staff report.

Architect Steve Simpson and owners Steve Harrick and Jennifer Min spoke on behalf of the project.

Chair DeCardy opened the public comment period.

Chair DeCardy closed the public comment period seeing no comments.

The Planning Commission discussed the proposed residence and commented on the style and attractiveness of the project.

ACTION: Motion and second (Riggs/Thomas) to approve as recommended in the staff report; passes 4-0-3 (Commissioners Barnes, Harris and Tate absent).

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversions 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 May 23, 2023) for the use permit to remain in effect.
 - b. Development of the project shall be substantially in conformance with the plans prepared by young and SDG Architecture consisting of 20 plan sheets, dated received March 30, 2022 and approved by the Planning Commission on May 23, 2022, except as modified by the conditions contained herein, subject to review and approval of 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 any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- 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. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Urban Tree Management, Inc., dated February 23, 2022.

F2. Use Permit/Thomas James Homes/704 Arnold Way:

Request for a use permit to demolish an existing one-story, single-family residence and attached garage, and construct a new two-story, single-family residence with an attached garage on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district. (Staff Report #22-027-PC)

Assistant Planner Turner stated that there were no updates to the staff report.

Owners Aleks and Erika Movsesyan and project representative Anna Felver spoke on behalf of the project.

Chair DeCardy opened the public comment period.

Chair DeCardy closed the public comment period seeing no comments.

The Planning Commission discussed the proposed residence and commended the applicant on their efforts to address concerns prior to the meeting.

ACTION: Motion and second (Thomas/Do) to approve as recommended in the staff report; passes 4-0-3 (Commissioners Barnes, Harris and Tate absent).

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversions 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 May 23, 2023) for the use permit to remain in effect.

- b. Development of the project shall be substantially in conformance with the plans prepared by Dahlin Group consisting of 23 plan sheets, dated received April 19, 2022 and approved by the Planning Commission on May 23, 2022, except as modified by the conditions contained herein, subject to review and approval of 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 any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- 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. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by CalTLC, Inc., dated March 23, 2022.

F3. Use Permit/Aju Scaria/810 Harvard Avenue:

Request for a use permit to demolish an existing one-story, single-family residence, and construct a new two-story, single-family residence with a basement on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district. The proposal includes an attached accessory dwelling unit (ADU), which is not subject to discretionary review. The applicant is also requesting to maintain a fence greater than seven feet in height along a portion of the right property line. (Staff Report #22-028-PC)

Acting Principal Planner Sandmeier said staff had no updates.

Owners Aju Scaria and Rose Marie Philip and project representative Bob Boles spoke on behalf of the project. Jeff Held, landscape architect, was also present for questions.

Chair DeCardy opened the public comment period.

Chair DeCardy closed the public comment period seeing no comments.

The Planning Commission discussed the proposed residence and commended the project for attractiveness, thoughtful design and fence agreement with neighbors.

ACTION: Motion and second (Thomas/Do) to approve as recommended in the staff report; passes 4-0-3 (Commissioners Barnes, Harris and 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 May 23, 2023) for the use permit to remain in effect.
 - b. Development of the project shall be substantially in conformance with the plans prepared by Beausoleil Architects, consisting of 18 plan sheets, dated received May 17, 2022, and approved by the Planning Commission on May 23, 2022, 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 Bo Firestone Consulting and Design, dated received April 12, 2022.
- 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.

G. Informational Items

G1. Future Planning Commission Meeting Schedule

- Regular Meeting: June 13, 2022
- Regular Meeting: June 27, 2022

H. Adjournment

Chair DeCardy adjourned the meeting at 7:58 p.m.

Staff Liaison: Corinna Sandmeier, Acting Principal Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on September 19, 2022.

PROPOSED NEW RESIDENCE
FOR
AJU SCARIA AND ROSE MARIE PHILIP
810 HARVARD AVENUE

Beausoleil Architects
And
W. Jeffrey Heid Landscape Architect

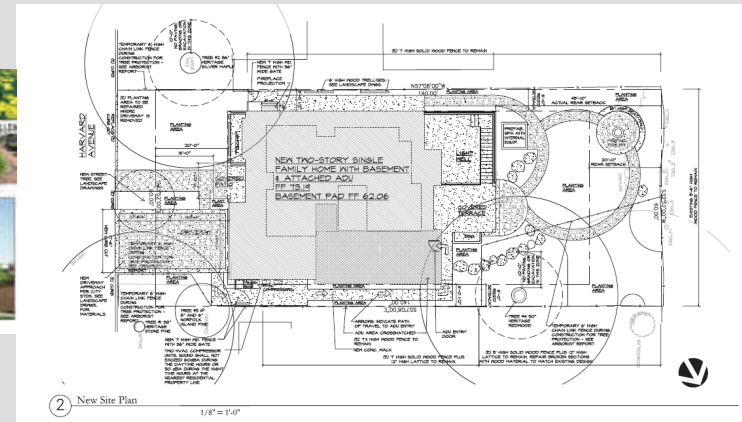
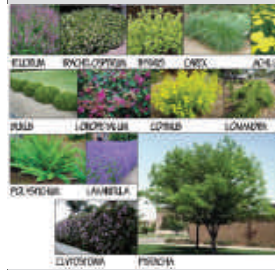
Existing Property



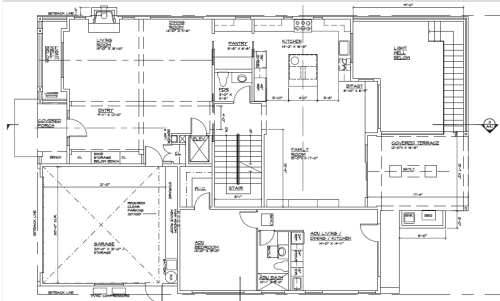
Project Goals

- Create a modern, large and comfortable home for a large family, that will serve the needs of the family for several decades as the children grow up.
- Include a small ADU for flexibility
- Keep existing mature trees
- Keep substantial yard space for recreation

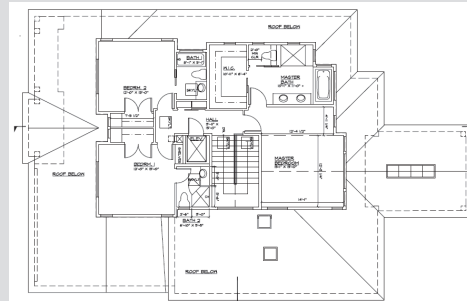
Site Plan



First Floor Plan



Second Floor Plan



Colonial Revival Inspiration Images



Front Elevation and Story Poles



View from Street



View from Rear

