



REGULAR MEETING MINUTES

Date: 9/19/2022
Time: 7:00 p.m.
Location: Zoom

A. Call To Order

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

B. Roll Call

Present: Andrew Barnes, Chris DeCardy (Chair), Linh Dan Do, Henry Riggs, Michele Tate

Absent: Cynthia Harris (Vice Chair)

Staff: Fahteen Khan, Associate Planner; Matt Pruter, Associate Planner; Corinna Sandmeier, Acting Principal Planner

C. Reports and Announcements

Acting Principal Planner Corinna Sandmeier reported an update to the Consent Calendar with two items being the minutes from April 25 and May 23, 2022. She said the April 25 minutes were in the traditional style and the May 23 minutes were summary minutes, which were being done to get the minutes current and might continue going forward.

Commissioner Tate said the minutes for May 23 indicated the April 25 minutes were approved. Planner Sandmeier said that the approval was for the court reporter transcript of the environmental impact report scoping session and not the meeting minutes.

Commissioners Riggs and Tate requested that summary minutes be used temporarily and that the more complete minutes be resumed noting public comment record and commissioners' comments' inclusion in full.

D. Public Comment

None

E. Consent Calendar

Commissioner Riggs asked to remove May 23, 2022 minutes from the Consent Calendar.

E1. Approval of minutes from the April 25, 2022, Planning Commission meeting. (Attachment)

ACTION: Motion and second (Riggs/Do) to approve as submitted, passes 4-0-1-1 with Commissioner Tate abstaining and Commissioner Harris absent.

E1. Approval of minutes from the May 23, 2022, Planning Commission meeting. (Attachment)

Commissioner Riggs requested clarification in the minutes to read that the court reporter transcript was approved but the April 25, 2022 meeting minutes were not presented for approval as having been deferred previously.

ACTION: Motion and second (Riggs/Do) to approve the minutes of May 23, 2022 with the clarification that only the court reporter transcript of the April 25, 2022 meeting was approved and not the meeting minutes themselves; passes 4-0-1-1 with Commissioner Tate abstaining and Commissioner Harris absent.

Commissioner Barnes said he should have abstained from approving the May 23, 2022 minutes as he was absent.

ACTION: Motion and second (Barnes/Riggs) to reconsider the motion; passes 5-0-1 with Commissioner Harris absent.

ACTION: Motion and second (Barnes/Riggs) to approve the minutes of May 23, 2022 with the clarification that only the court reporter transcript of the April 25, 2022 meeting was approved and not the meeting minutes themselves; passes 3-0-2-1 with Commissioners Barnes and Tate abstaining, and Commissioner Harris absent.

Replying to Commissioner Tate, Planner Sandmeier said she would confirm with the City Attorney whether a person abstaining on the vote could make the motion to approve, and if there was an issue the minutes would be brought back for reconsideration.

F. Public Hearing

F1. Adopt a resolution to approve a Master Sign Program for a mixed-use development (Middle Plaza at 500 El Camino Real) in the ECR/D-SP (El Camino Real/Downtown Specific Plan) zoning district. (Staff Report #22-051-PC)

Associate Planner Fahteen Khan said staff had no additions to the published report.

Michael Burch, project applicant representative, spoke on behalf of the Master Sign Program for the 500 El Camino Real project.

Commissioner Riggs confirmed with Mr. Burch that the only signage on the residential buildings were two modest monument signs at grade level at each of the driveway entries and a selection of very small "point of entry" signs at graded level at gated entries off El Camino Real and there would be no large skyline or parapet sign advertising the residential building.

Chair DeCardy opened the public hearing and closed it as no persons requested to speak.

The Commission confirmed with staff that there was no restriction on wayfinding interior signage.

The Commission discussed that the larger signage was appropriate but questioned whether the retail, ground-level signage lettering might be reduced from 36-inch to something like the 24-inch

approved for the 1300 Station project. Staff confirmed that logo size could be larger if approved through a condition of approval.

Chair DeCardy said he would vote against the Master Sign Program as he felt signage in this area should be more constrained for the community's benefit.

Commissioner Riggs moved to approve with the modifications that the first-floor signage as indicated in Option A would be limited to 24-inches and a logo would be allowed to fill 50% of a 30-inch by 30-inch box.

After additional discussion and questions of the logo allowance, Commissioner Riggs withdrew the portion of his motion regarding the logo allowance. It was noted that a logo approval process existed.

Commissioner Barnes seconded the motion as restated to exclude a logo allowance.

ACTION: Motion and second (Riggs/Barnes) to adopt a resolution to approve a Master Sign Program for a mixed-use development (Middle Plaza at 500 El Camino Real) in the ECR/D-SP (El Camino Real/Downtown Specific Plan) zoning district with the following added condition; passes 4-1-1 with Commissioner DeCardy opposed and Commissioner Harris absent:

“Simultaneous with the submittal of a complete sign permit application, the applicant shall submit revised plans to reflect a maximum letter size of 24 inches for the option “A” first floor retail signs.”

G. Informational Items

- G1. Future Planning Commission Meeting Schedule
- Regular Meeting: October 3, 2022

Planner Sandmeier said the agenda for the October 3 meeting would have a generator use permit along El Camino Real, a use permit for a taller fence along Santa Cruz Avenue, a use permit for noise exceedance for the Menlo Park Community campus pool heaters and a below market rate agreement.

- Regular Meeting: October 24, 2022

H. Adjournment

Chair DeCardy adjourned the meeting at 8:30 p.m.

Staff Liaison: Corinna Sandmeier

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on December 5, 2022