



**REGULAR MEETING MINUTES**

**Date:** 7/24/2023  
**Time:** 7:00 p.m.  
**Location:** Zoom.us/join – ID# 862 5880 9056 and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**A. Call To Order**

Vice Chair Linh Dan Do called the meeting to order at 7:00 p.m.

**B. Roll Call**

Present: Andrew Barnes, Linh Dan Do (Vice Chair), Andrew Ehrich, Katie Ferrick, Henry Riggs, Jennifer Schindler

Absent: Cynthia Harris (Chair)

Staff: Calvin Chan, Senior Planner; Kyle Perata, Planning Manager; Vanh Malathong, Community Development Technician; Chris Turner; Associate Planner

**C. Reports and Announcements**

Planning Manager Kyle Perata reported that the City Council at its July 11, 2023 meeting had adopted an updated community amenities list and introduced the community amenities ordinance amendments with a second reading tentatively scheduled for its August 14, 2023 meeting.

**D. Public Comment**

None

**E. Consent Calendar**

None

**F. Public Hearing**

- F1. Architectural Control and Use Permits/Peninsula Innovation Partners, LLC/1350-1390 Willow Road, 925-1098 Hamilton Avenue, and 1005-1275 Hamilton Court:  
Consider and adopt resolutions to approve architectural control review for buildings and site improvements for the Hotel, a residential building (Parcel 6), and the standalone senior below market rate (BMR) housing building (Parcel 7), associated with the approved Willow Village masterplan development project. The masterplan, including the general plan amendment, rezoning and zoning map amendment, vesting tentative maps, conditional development permit, development agreement, and BMR housing agreements were approved by the City Council on December 6 and 13, 2022 and authorize up to 1.6 million square feet of office and accessory uses (with a maximum of 1.25 million square feet for office uses and the balance for accessory uses), up to 1,730 dwelling



units (including 312 BMR units), up to 200,000 square feet of retail and restaurant uses, and an up to 193 room hotel. The architectural control reviews by the Planning Commission check for conformance with the approved masterplan, conditional development permit, development agreement, mitigation monitoring and reporting program (MMRP) for the certified environmental impact report, the R-MU (residential mixed use) and O (Office) zoning districts, and other applicable requirements from the masterplan governing documents. The requested actions implement the Willow Village masterplan project and are consistent with the MMRP for the environmental impact report prepared for the proposed project and certified by the City Council on December 6, 2022. Therefore nothing further is required under the California Environmental Quality Act. (Staff Report #23-049-PC)

The Planning Commission is scheduled to review three separate architectural control packages and use permit requests for the Hotel, the residential building on Parcel 6, and the standalone senior BMR housing building (Parcel 7). The Hotel would include up to 193 rooms and total approximately 162,000 square feet in size, including approximately 23,000 square feet of ground floor retail and restaurant uses. The residential building on Parcel 6 would include up to approximately 178 dwelling units, including 20 BMR units. The residential building on Parcel 7 would include 119 senior BMR units and one manager's unit. Additional architectural control packages will be considered at future meetings. The proposals include associated use permit requests for modifications to design standards anticipated by the masterplan but not included in the conditional development permit. The use permit requests are generally summarized below:

#### Hotel

- Decrease the required interior setback; and
- Modify the projection allowances for awnings, signs, and canopies, including an allowance to encroach into the public access easement (West Street).

#### Parcel 6

- Modify modulation requirements along the building façade fronting the publicly accessible park.

Associate Planner Chris Turner presented an introduction to the item and a review of the Master Plan Conditional Development Permit (CDP) and Development Agreement (DA).

Paul Nieto, Signature Development Group, Jaron Lubin, Safdie Architects, and Marcial Chao, Pyatok, spoke on behalf of the project.

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

Mr. Nieto upon request provided information on the project's transportation demand management (TDM) program including a community shuttle associated with the grocery store to include Belle Haven and Bayfront area past Marsh Road and an extensive bicycle program. He noted that onstreet parking had been eliminated in structures with shared parking. He said nothing had gelled for establishing better connection to the East Bay, but dialogue would continue.

Commission comments included support for the hotel, bird safety design, and senior housing but also concern about the project's traffic impacts.

Commissioner Ferrick moved to approve the Hotel as recommended in the staff report.

Additional Commission comments praised the architectural design and support for the modifications to the design standards for all the structures with a request to vote separately on the hotel, parcel 6 and parcel 7. Also continued interest in solving connectivity issues was expressed.

ACTION: Motion and second (Ferrick/Schindler) to adopt a resolution as recommended in the staff report as Attachment A to approve use permit and architectural control review for buildings and site improvements for the Hotel associated with the approved Willow Village masterplan development project; passes 5-1-1 with Commissioner Riggs opposed and Commissioner Harris absent.

ACTION: Motion and second (Schindler/Ehrich) to adopt a resolution as recommended in the staff report as Attachment B to approve use permit and architectural control review for buildings and site improvements for a residential building (Parcel 6), associated with the approved Willow Village masterplan development project; passes 5-1-1 with Commissioner Riggs opposed and Commissioner Harris absent.

ACTION: Motion and second (Riggs/Ferrick) to adopt a resolution as recommended in the staff report as Attachment C to approve architectural control review for buildings and site improvements for the standalone senior BMR housing building (Parcel 7); passes 6-0-1 with Commissioner Harris absent.

F2. General Plan Circulation Element and El Camino Real/Downtown Specific Plan Amendments/City of Menlo Park.

Consider amendments to the City of Menlo Park General Plan Circulation Element and El Camino Real/Downtown Specific Plan to allow for the City Council to consider closing a portion of Santa Cruz Avenue and public alleys (e.g. Ryans Lane) to vehicle traffic. The proposed amendments would modify the street classifications in the General Plan Circulation Element to incorporate an Alley designation within the Local Access Street classification, and allow for the City Council to consider street closures within the Main Street (e.g., Santa Cruz Avenue) and Local Access Alley classifications, and allow for the City Council to consider additional street closures on Santa Cruz Avenue in additional locations to the Central Plaza identified in the Specific Plan. Additional clarifying text amendments would be required in both the El Camino Real/Downtown Specific Plan and General Plan Circulation Element for internal consistency and consistency between each plan. The proposed amendments would be limited to minor circulation changes and modifications to public space and would not increase the development potential of the General Plan or El Camino Real/Downtown Specific Plan. The Planning Commission is recommending to the City Council on the proposed amendments. If the City Council approves the proposed amendments, the City Council may consider actions to close the street segment and alley as a separate action. The City Council certified a program level environmental impact report (EIR) as part of approving the General Plan Update on November 29, 2016, and certified a subsequent EIR to the General Plan Program EIR as part of adopting the Housing Element Update on January 31, 2023; the City Council certified a different program level EIR as part of approving the El Camino Real/Downtown Specific Plan on June 5, 2012. Each proposed amendment has been evaluated regarding the impacts identified in its respective certified EIR, and that analysis found that the proposed amendments would not result in new impacts or an increase in severity of previously identified impacts, or otherwise require additional environmental review or processing under the California Environmental Quality Act (CEQA). An Addendum to each certified EIR has been prepared as authorized under CEQA to describe the proposed amendment and its relationship to the original approval and its already-recognized environmental impacts; Determine that the proposed General Plan and Downtown Specific Plan Amendments, as outlined in each Addendum, are consistent with the

respective certified EIR and that no further environmental review is required under CEQA Guidelines sections 15162 and 15164. (Staff Report #23-050-PC)

Planning Manager Perata said staff and the commission received an item of correspondence prior to this evening relaying concerns about the potential for more permanent or long term street closures.

Replying to Commissioner Riggs, Mr. Perata will follow up later with data as to outreach to retailers on Santa Cruz Avenue regarding the proposed amendments.

Vice Chair Do opened the public hearing.

Public Comment:

- Randy Avalos said the use of the commons favored one type of business over another and that should be considered as a policy issue. He said that for some people driving was a necessity to get to work.

Vice Chair Do closed the public hearing.

Commissioner Barnes said he would like more discussion on connecting people east of El Camino Real to the downtown.

Commissioner Riggs said he could not support giving the City Council flexibility to close westbound Santa Cruz Avenue.

Replying to Commissioner Schindler, Mr. Perata said it would be inconsistent with the current circulation element to close Santa Cruz Avenue to vehicular traffic. He said a longer-term closure beyond the temporary closure put into place during the pandemic would need the amendments to the general plan as discussed in the staff report.

Commissioner Riggs moved to adopt the resolution, Attachment A, and resolution, Attachment B, in the staff report with the modification to allow alley closures but only allow the closure of one side of El Camino Real as it was currently used and that need, desire and financial backing were demonstrated on the eastbound side of Santa Cruz Avenue (600 block) for street closure. He said if later there was interest in closing an entire block of Santa Cruz Avenue for a pedestrian mall that there would be an appropriate process, including a Planning Commission public hearing.

Mr. Perata said the motion as he heard it was to recommend approval to the City Council for the proposed circulation element amendments in Attachment A with the modification that the Main Street designations would only allow for one way street closures and only within the 600 block of Santa Cruz Avenue. He said staff rather than using addresses bounded by the two streets would look at other language to achieve the same intent. He said Attachment B might also need to be modified. Vice Chair Do said the proposed amendments as described in the staff report would not create more street closures but would give City Council policy flexibility. She said as such she could support the proposed but heard Commissioner Riggs' caution based on experience.

Commissioner Ferrick noted the proposed amendments would provide the City Council flexibility and she said she would not want to limit the proposed general plan amendment on the current location of a couple of restaurants.

Commissioner Riggs said he would like to reword his modification to the proposed amendments such that the intent was to maintain a level of traffic flow but was responsive to investments of restauranteurs and not tied to a specific block.

Commissioner Barnes said the proposed amendments allowed for the development of a best practice for what the community wanted for this particular area. He said if the motion on the table failed that he would move to approve as recommended in the staff report.

Vice Chair Do confirmed that Commissioner Riggs' motion was to recommend approval of the proposed amendments to the general plan and specific plan with the modification to ensure at least one directional traffic flow was maintained as opposed to full closure of a block.

Replying to Commissioner Ferrick, Mr. Perata said with a proposed street closure that the City Council would evaluate the circulation at large as well as any other uses within that closed street that might either conflict with or enhance the circulation through a public review process.

Commissioner Riggs' motion died for lack of a second.

**ACTION:** Motion and second (Barnes/Schindler) to adopt the resolution shown as Attachment A to the staff report recommending the City Council amend the Circulation Element of the General Plan and the resolution shown as Attachment B to the staff report recommending the City Council amend the El Camino Real/Downtown Specific Plan; passes 5-1 with Commissioner Riggs opposed and Commissioner Harris absent.

## **G. Informational Items**

- G1. Summary of Environmental Justice and Safety Elements feedback from June 20 joint Planning Commission/City Council study session and next steps. (Staff Report #23-051-PC)

Replying to Commissioner Schindler, Senior Planner Calvin Chan said staff and the consultants were looking at ways to streamline and reduce the quantity of the policies and programs and still maintain the overall community feedback. He said they wanted to provide an action framework that was prioritized and also manageable in terms of implementation.

Replying to Commissioner Barnes, Planner Chan said at the June 20 joint study session some discussion ensued about potential funding sources and community amenities were raised. He said as part of the next study session on this with the Planning Commission, staff was looking at ways to identify different funding sources to help action items including community amenities.

- G2. Future Planning Commission Meeting Schedule

Mr. Perata said for the August meeting dates that the Commission might potentially see the 123 Independence Drive project, the 1125 O'Brien Drive project, and amendments to the zoning ordinance to facilitate electrification of existing buildings. He said a study session for the housing element zoning ordinance updates was likely to be on the August 14, 2023 agenda.

Commissioner Barnes expressed interest in changing the Planning Commission meeting start time to 6 p.m. Mr. Perata indicated staff could poll the Commission about a preferred start time.

## **H. Adjournment**

Vice Chair Do adjourned the meeting at 9:48 p.m.

Staff Liaison: Kyle Perata, Planning Manager

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on August 28, 2023



# PROPOSED GENERAL PLAN AND SPECIFIC PLAN AMENDMENTS

Planning Commission Recommendation to City Council  
Staff Presentation July 24, 2023



## MEETING FORMAT

- Staff presentation
- Planning Commission clarifying questions
- Public comment
- Planning Commission discussion and recommendation
  - Individual resolution and recommendation for each proposed plan amendment



## BACKGROUND

- City is developing an outdoor dining “streetary” program
  - Program would replace the temporary outdoor use permits (TOUPs)
  - City Council held a study session in February 2023 on the proposed streetary program
    - Included a discussion on design guidelines/standards
  - City Council expressed interest in continuing current street closures on Santa Cruz Avenue and Ryans Lane
- Previous outdoor dining initiatives:
  - 2015 Santa Cruz Café Pilot Program
  - 2020 Urgency Ordinances for TOUPs



## NEXT STEPS

- City Council consideration of Planning Commission recommendation on proposed plan amendments
  - Tentatively scheduled for August 2023
- City Council introduction of Streetary Ordinance
  - Title 13 of Menlo Park Municipal Code
  - Tentatively scheduled to be concurrent with consideration of the proposed plan amendments
  - Concurrently consider adoption of streetary design guidelines
- City Council adoption of Streetary Ordinance
  - Second reading (tentatively scheduled for August/September 2023)
- City Council consideration of resolution to close Santa Cruz Avenue and Ryans Lane
  - Tentatively scheduled to be concurrent with adoption of Streetary Ordinance



## PROPOSED GENERAL PLAN AND SPECIFIC PLAN AMENDMENTS

- General Plan and El Camino Real/Downtown Specific Plan amendments
  - Provide City Council flexibility to consider street closures within Main Street (e.g. Santa Cruz Avenue) and Local Access “Alley” (e.g. Ryans Lane) street classifications
  - Allow City Council to consider additional street closures on Santa Cruz Avenue in addition to the Central Plaza concept and on other streets downtown
  - Amendments limited to minor circulation changes and modifications to public space and would not increase the development potential of the General Plan or El Camino Real/Downtown Specific Plan

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## RECOMMENDED ACTIONS

- Adopt two resolutions
  - Recommend City Council approve amendments to General Plan Circulation Element
  - Recommend City Council approve amendments to the El Camino Real/Downtown Specific Plan

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THANK YOU



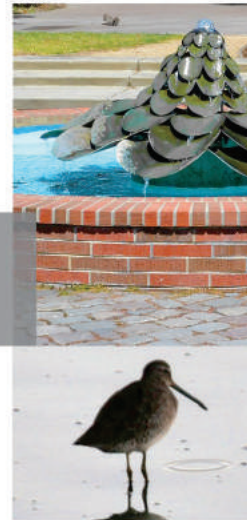


# WILLOW VILLAGE ARCHITECTURAL CONTROL PACKAGES – HOTEL, PARCEL 6, AND PARCEL 7

July 24, 2023



## RECOMMENDED MEETING FORMAT



- Brief introduction by staff
- Presentation by applicant
- Commissioner questions
- Public comment
- Commissioner comments
- Commissioner action



## STAFF INTRODUCTION



## WILLOW VILLAGE – SITE





## WILLOW VILLAGE – SITE

- Approximately 59 acres consisting of existing office and warehouse uses
- Master Plan Conditional Development Permit (CDP) and Development Agreement (DA) approved by City Council in December 2022
- Redevelopment of the project site
  - 1.6 Million sf of office and accessory uses
  - 1,730 housing units
  - 200,000 sf retail space
  - 857,000 sf (approximately 19.7 acres) of open space
    - 360,000 sf (approximately 8.3 acres) of publicly accessible open space

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## ARCHITECTURAL CONTROL PACKAGES

- CDP requires subsequent approval of Architectural Control Packages (ACPs)
  - ACPs are intended to clarify and implement conceptual designs of individual parcels within Willow Village Site
- Designs were generally reviewed during review of the Master Plan
- Three ACPs slated for Planning Commission action tonight
  - Hotel
  - Parcel 6 (Residential)
  - Parcel 7 (Senior BMR Residential)

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## USE PERMITS

- Bayfront districts allow design standards to be modified through use permit approval.
- The CDP approved many modifications to design standards.
- Use permits for individual buildings intended to clarify design modifications that were conceptually approved through the master planning process.
  - Designs have not substantively changed since master planning process.

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THANK YOU



## Willow Village Timeline

### 2022

- January
- March
- April
- May
- July
- August
- August
- October
- Nov/Dec

### City of Menlo Park Public Meetings

- Planning Commission** Presentation
- Revised Architecture Plans Submitted
- Planning Commission** EIR Scoping & Study Session
- City Council** Community Amenities Study Session
- Complete Streets Commission** Hearing
- Housing Commission** Hearing
- City Council** Community Amenities Study Session
- FEIR Release & **Planning Commission** Hearing City Council Hearings

## Willow Village Timeline

### 2023

- **JUNE - Planning Commission - ACP's & Use Permits**
  - Office Campus
  - MCS
  - Town Square
  - Residential/Grocery Parcel 2
- **JULY - Planning Commission - ACP's & Use Permits**
  - Hotel
  - Park Residential Parcel 6
  - Senior Affordable Parcel 7

