



## REGULAR MEETING AGENDA

**Date:** 4/8/2019  
**Time:** 7:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**A. Call To Order**

**B. Roll Call**

**C. Reports and Announcements**

Under “Reports and Announcements,” staff and Commission members may communicate general information of interest regarding matters within the jurisdiction of the Commission. No Commission discussion or action can occur on any of the presented items.

**D. Public Comment**

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda, and items listed under Consent Calendar. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

**E. Consent Calendar**

E1. Approval of minutes from the March 25, 2019, Planning Commission meeting. ([Attachment](#))

E2. Architectural Control/Karen King/2775 Sand Hill Road:  
Request for Architectural Control to modify the exterior of an existing office building in the C-1-C (Administrative, Professional and Research District, Restrictive) zoning district. The proposal consists of the installation of a new folding partition door and construction of a new usable outdoor patio area, in a location currently used for landscaping. As part of the project, the applicant proposes to remove one heritage sized, multi-trunk flowering plum tree. ([Staff Report #19-025-PC](#))

**F. Public Hearing**

F1. Use Permit/Jennifer and Nicholas Bott/371 Hedge Road:  
Request for a use permit to construct first- and second-floor additions, as well as conduct interior modifications, to a single-family residence that would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period. The proposal would also exceed 50 percent of the existing floor area and is considered equivalent to a new structure. The subject parcel is located on a substandard lot with regard to width and area in the R-1-U (Single-Family

Urban) zoning district. in the right side setback for a lightwell and stair associated with the proposed basement. A heritage size coast redwood tree in very poor condition is proposed for removal. ([Staff Report #19-026-PC](#))

- F2. Use Permit/Matthew Harrigan/1301 Elder Avenue:  
Request for a use permit to demolish an existing one-story residence and construct a new two-story residence with a basement on a substandard lot with regard to minimum lot width in the R-1-S (Single Family Suburban Residential) zoning district. The project includes a request for excavation into the right side setback for a lightwell and staircase associated with the proposed basement. As part of the project, the applicant proposes to remove one heritage Shamel ash tree. ([Staff Report #19-027-PC](#))
- F3. Conditional Development Permit Amendment/Sharon Hills (1-45 Biltmore Lane; 1115-1135 Continental Drive; 2-55 Hallmark Circle; 1-15 Oliver Circle; 2-26 Susan Gale Court; 2300 Tioga Drive; 1200-1371 Trinity Drive)/Sharon Hills Community Association:  
Request for a Conditional Development Permit (CDP) Amendment at an existing residential development in the R-E-S(X) (Residential Estate Suburban, Conditional Development) zoning district. The CDP amendment would allow small-scale modification and expansion projects on existing townhouses to be processed through the ministerial building permit process, provided the proposals have received architectural approval by the Sharon Hills Community Association (SHCA). Currently, such projects require approval of the SHCA and architectural control approval by the Planning Commission, prior to building permit review. No changes to the number of dwelling units or other development standards are proposed, and the three standard R-E-S(X) lots that were created through this CDP (1200 and 1205 Trinity Drive, and 2300 Tioga Drive) would not be affected by the proposed changes. ([Staff Report #19-028-PC](#))

## G. Informational Items

- G1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.
- Regular Meeting: April 29, 2019
  - Regular Meeting: May 6, 2019
  - Regular Meeting: May 20, 2019

## H. Adjournment

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [www.menlopark.org](http://www.menlopark.org) and can receive e-mail notification of agenda and staff report postings by subscribing to the “Notify Me” service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting the Planning Division at 650-330-6702. (Posted: 04/03/2019)

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission’s consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.