



## REGULAR MEETING AGENDA

**Date:** 9/28/2020  
**Time:** 7:00 p.m.  
**GoToWebinar.com – ID #188-857-475**

### NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Planning Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor's Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
  - Submit a written comment online:  
[menlopark.org/planningpubliccomment](https://menlopark.org/planningpubliccomment)  
Record a comment or request a call-back when an agenda topic is under consideration:  
Dial 650-474-5702\*
  - Access the meeting real-time online at:  
[joinwebinar.com](https://joinwebinar.com) – Meeting ID 188-857-475
  - Access the meeting real-time via telephone (listen only mode) at:  
(914) 614-3221  
Regular Meeting ID 826-681-005 (# – no audio pin)  
\*Written and recorded public comments and call-back requests are accepted up to 1 hour before the meeting start time. Written and recorded messages are provided to the Planning Commission at the appropriate time in their meeting. Recorded messages may be transcribed using a voice-to-text tool.
- Watch the meeting
  - Online:  
[menlopark.org/streaming](https://menlopark.org/streaming)

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website [www.menlopark.org](https://www.menlopark.org). The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.org/agenda](https://menlopark.org/agenda)).

## Regular Meeting

### A. Call To Order

### B. Roll Call

### C. Reports and Announcements

### 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 August 31, 2020, Planning Commission meeting. ([Attachment](#))

### 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 excavation within the required right side setback for a basement lightwell. The modifications include the elimination of the lightwell for a reduced basement and an increase in the detached garage size to a three-car garage from a two-car garage, creating an increase in building coverage. A new accessory dwelling unit (ADU) is proposed above the detached garage, which would exceed the maximum height for a detached ADU and requires a use permit. ([Staff Report #20-039-PC](#))
- F2. Use Permit/O'Brien Custom Homes, LLC/1340 Hoover Street:  
Request for a use permit to demolish an existing two-story, single-family residence and a detached garage and construct two new two-story, single-family residences with attached garages on a substandard lot with respect to lot width in the R-3 (Apartment) zoning district. The proposal includes administrative review of a tentative parcel map to subdivide the project into two condominium units. ([Staff Report #20-040-PC](#))

[Web form public comment received on item F2.](#)

### G. Regular Business

- G1. Appointment of Commissioners to Ad Hoc Subcommittee on ADUs (Accessory Dwelling Units)

## H. Informational Items

H1. 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: October 5, 2020
- Regular Meeting: October 19, 2020
- Regular Meeting: November 2, 2020

## I. Adjournment

At every regular meeting of the Planning Commission, in addition to the public comment period where the public shall have the right to address the Planning Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during the Planning Commission's consideration of the item.

At every special meeting of the Planning Commission, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Planning 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 by request by emailing the city clerk at [jaherren@menlopark.org](mailto:jaherren@menlopark.org). Persons with disabilities, who require auxiliary aids or services in attending or participating in Planning Commission meetings, may call the City Clerk's Office at 650-330-6620.

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 [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email 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 City Clerk at 650-330-6620. (Posted: 9/24/2020)