



## REGULAR MEETING AGENDA

**Date:** 3/11/2019  
**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 February 25, 2019, Planning Commission meeting. ([Attachment](#))

**F. Public Hearing**

- F1. Use Permit/Erica Hsu/510 Olive Street:  
Request for a use permit to demolish an existing single-family residence and construct a new two-story single-family residence on a substandard lot with respect to lot width in the R-1-S (Single Family Suburban Residential) zoning district. ([Staff Report #19-015-PC](#))
- F2. Use Permit/Scott Curtiss/1531 Laurel Place:  
Request for a use permit to remodel and add a new second story to an existing non-conforming residence in the R-1-S (Single Family Suburban Residential) zoning district. The proposed work would exceed 50 percent of the existing replacement value in a 12-month period and requires approval of a use permit by the Planning Commission. [Continued to the PC meeting of March 25, 2019.](#)
- F3. Use Permit, Variance, Sign Review and Architectural Control/Juan Guillen/1305 Willow Road:

Request for a use permit, variance, sign review and architectural control for an addition to the rear, and construction of a new covered porch around the side and front, of a grocery store in an existing commercial building. The subject property is on a lot in the C-2-B (Neighborhood Mixed Use District, Restrictive) zoning district which has varying side and rear setbacks depending on whether the zoning district of the adjacent properties is residential. The City Council has begun the process to abandon a portion of Frontage Road, including the piece that separates 1305 Willow Road and 1345 Willow Road. Should the abandonment be approved, a portion of Frontage Road would be acquired by the owners of the subject property. The property would then abut a residential property and the setback at this side would change to 20 ft. A variance is being requested to allow the front porch to be built within the new 20 ft. right side setback. The proposal includes a request to modify the operating hours limited in this zoning district, from 8:00 a.m. – 8:00 p.m., to 5:00 a.m. – 9:00 p.m. inclusive of deliveries. The applicant is proposing outdoor seating for customers, and outdoor storage of items for sale within the building such as produce on carts, propane tanks, and water. The proposal also includes a request for sign review to allow red and yellow colors that would exceed the 25-percent limitation on bright colors in the sign design guidelines for a new wall and monument signs. Circulation for the site is proposed to utilize the portion of Frontage Road that the City Council has begun the process to abandon. Otherwise, circulation would utilize the Frontage Road right of way. The parking lot is proposed to be re-stripped to meet the parking standards. (Staff Report #19-016-PC) *Continued from the PC meeting of February 25, 2019*

- F4. Public Right-of-way and Public Utility Easement Vacation/MidPen Housing/Portion of Frontage Road along 1300 Block of Willow Road Planning Commission review for consistency with the General Plan related to the proposed vacation of public right-of-way and public utility easements adjacent to 1305 and 1345 Willow Road. A portion of the abandoned public right-of-way and public utility easements would go to the two adjacent property owners. (Staff Report #19-017-PC) *Continued from the PC meeting of February 25, 2019*

## **G. Study Session**

- G1. R-4-S Compliance Review/MidPen Housing/1317-1385 Willow Road:  
Request for an R-4-S (AHO) study session to review a new 140-unit, 100-percent Below Market Rate (BMR) multifamily affordable housing development ranging from three to four stories in height, relative to the development regulations and design standards of the R-4-S (AHO) (High Density Residential, Special – Affordable Housing Overlay) zoning district. The Planning Commission's review is advisory only and will be taken into consideration as part of the Community Development Director's determination of whether the proposal is in compliance with the R-4-S (AHO) development regulations and design standards. The proposal includes application of the Affordable Housing Overlay, which provides a density bonus for providing on-site affordable housing units and allows modifications to development standards. The City Council has begun the process to abandon a portion of Frontage Road, including the piece that separates 1305 Willow Road and 1345 Willow Road. Should the abandonment be approved, portions of public right-of-way and public utility easements would be acquired by the owners of the subject property. In addition, the project involves modifications to the site parcels that would include a lot line adjustment and/or a lot merger, which would be administratively reviewed by the City's Public Works Department. As part of the proposed development, 20 heritage trees are proposed for removal, which include Callery pear, Modesto ash, Raywood ash, and white alder trees, and the health of these trees ranges from slight decline to decline. (Staff Report #19-018-PC)

- G2. Study Session/Chase Rapp/1162 El Camino Real:  
Request for a study session to review a proposed three story, nine unit residential development with an at grade parking garage with nine parking spaces in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. Three of the units would be designed as Below Market Rate (BMR) units, with one unit providing a BMR unit for this project and two units providing BMR units for the combined projects at 506 Santa Cruz Avenue, 556 Santa Cruz Avenue, and 1125 Merrill Street. No actions will take place at this meeting, but the study session will provide an opportunity for the Planning Commission and the public to become more familiar with the proposal and to provide feedback. ([Staff Report #19-019-PC](#))

## 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: March 25, 2019
  - Regular Meeting: April 8, 2019
  - Regular Meeting: April 29, 2019

## I. 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: 03/06/2019)

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.