



PLANNING COMMISSION AGENDA

Regular Meeting
March 10, 2014 at 7:00 p.m.
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:00 p.m.

ROLL CALL – Bressler, Eiref (Vice Chair), Ferrick, Kadvany (Chair), Onken, Riggs, Strehl

INTRODUCTION OF STAFF – Deanna Chow, Senior Planner; Justin Murphy, Development Services Manager; Liz Schuller, Assistant Planner

A. 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.

A1. Update on Pending Planning Items

- a. General Plan – City Council – February 25, 2014
- b. Economic Development Study Session – City Council – February 25, 2014
- c. 350 Sharon Park Drive Conditional Development Permit – City Council – March 4, 2014
(*continued at the request of the applicant*)
- d. 389 El Camino Real – BMR Amendment – City Council – March 18, 2014

B. PUBLIC COMMENTS

Under “Public Comments,” the public may address the Commission on any subject not listed on the agenda within the jurisdiction of the Commission and items listed under Consent. When you do so, please state your name and city or political jurisdiction in which you live for the record. The Commission cannot respond to non-agendized items other than to receive testimony and/or provide general information.

C. CONSENT

Items on the consent calendar are considered routine in nature, require no further discussion by the Planning Commission, and may be acted on in one motion unless a member of the Planning Commission or staff requests a separate discussion on an item.

- C1.** [Approval of minutes from the February 10, 2014 Planning Commission meeting](#)

D. PUBLIC HEARING

- D1.** [Use Permit Revision/Jill Buathier/1900 Santa Cruz Avenue](#): Request for a use permit revision to add an approximately 1,930 square foot basement to a previously approved two-story residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban Residential) zoning district. The previous use permit was approved by the Planning Commission on October 7, 2013. No changes are proposed above grade.

- D2. City of Menlo Park Housing Element Update, Zoning Ordinance Amendments, Environmental Review:** The proposed Housing Element provides an update to the goals, policies and implementation programs of City's adopted Housing Element. The proposed Zoning Ordinance amendments would implement specific programs in the current Housing Element (2007-2014), some of which are required for compliance with State law.

The Planning Commission will consider and make recommendations on the following components of the project:

Housing Element Update (2015–2023)

The proposed Housing Element includes updated policies and programs that are intended to guide the City's housing efforts through the 2015–2023 Regional Housing Needs Allocation (RHNA) planning period for compliance with State law.

Zoning Ordinance Amendments (Housing Element Implementation)

Under the proposed Project, the City would implement several programs identified in the current Housing Element. Programs include ordinance amendments related to the following:

- 1) Emergency Shelter for the Homeless Overlay: For compliance with Senate Bill 2, the City must rezone to allow an emergency shelter for the homeless in at least one zone without a conditional use permit or any other discretionary process. The definition of Emergency Shelter is "housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay." The proposed Zoning Ordinance amendment would 1) create an overlay zone where emergency shelters, up to a maximum of 16 beds in totality throughout the City, would be a permitted use and 2) establish written and objective performance standards as part of the overlay in the Zoning Ordinance.
- 2) Zone for Transitional and Supportive Housing and Residential Care Facilities: To comply with SB 2, the Housing Element must demonstrate that transitional and supportive housing are permitted as a residential use and only subject to those restrictions that apply to other residential dwellings of the same type in the same zone. Similarly, residential care facilities must also be treated as a residential use. The proposed Zoning Ordinance amendment would include modifications to the definition of "dwelling" to include transitional and supportive housing and residential care facilities.
- 3) Procedures for Reasonable Accommodation: A series of federal and state laws (Federal Fair Housing Amendments Act of 1988, California's Fair Employment and Housing Act, and the State's Housing Element law) have been enacted to prohibit policies that act as a barrier to individuals with disabilities who are seeking housing. The proposed Zoning Ordinance amendment includes the establishment of procedures for seeking reasonable accommodation for individuals with disabilities to ensure equal access to housing.
- 4) Secondary Dwelling Units and Accessory Buildings/Structures: Modifications to ordinances regulating secondary dwelling units on single-family properties and accessory buildings/structures on all properties throughout the City. The proposed approach would include modifications to Chapter 16.79 (Secondary Dwelling Units) and Chapter 16.68 (Accessory Buildings and/or Structures) and would be two-pronged, including modifications to the existing secondary dwelling unit ordinance to allow for the conversion of legally permitted and constructed accessory buildings (meeting certain criteria) into secondary dwelling units while simultaneously amending the accessory building/structure language to more clearly distinguish how and where an accessory building or structure

could be used. The proposed Zoning Ordinance amendment could result in modifications to the development regulations, including setbacks, wall and overall height, floor area, daylight plane, and parking. Additionally, a reduction in the minimum lot area threshold (from 6,000 sf to 5,750 sf) for when a use permit is required for a secondary dwelling unit would be included in the proposed Zoning Ordinance amendment.

- 5) Environmental Review: A Negative Declaration has been prepared to review the potential environmental impacts of the proposed project.

E. REGULAR BUSINESS - None

F. COMMISSION BUSINESS

- F1. Residential Design Review:** The subcommittee will provide a small sample of draft Residential Guidelines text for Commission feedback. The goal is to have consensus on the general approach for the Guidelines before investing extensive effort needed for a complete draft. A nominal process component for how the Guidelines are expected to be used by the Planning Commission will also be briefly discussed.

ADJOURNMENT

Future Planning Commission Meeting Schedule

Regular Meeting	March 24, 2014
Regular Meeting	April 7, 2014
Regular Meeting	April 21, 2014
Regular Meeting	May 5, 2014
Regular Meeting	May 19, 2014
Regular Meeting	June 9, 2014
Regular Meeting	June 23, 2014

This Agenda is 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 <http://www.menlopark.org> and can receive email notification of agenda and staff report postings by subscribing to the "Home Delivery" service on the City's homepage. Agendas and staff reports may also be obtained by contacting Vanh Malathong at 650-330-6736. (Posted: March 6, 2014)

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 disclosable public record (subject to any exemption under the Public Records Act) and is available for inspection at The Community Development Department, Menlo Park City Hall, 701 Laurel Street, Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Planning Commission meetings, may contact the City Clerk at (650) 330-6600.

Planning Commission meetings are recorded and audio broadcast live. To listen to the live audio broadcast or to past recordings, go to http://menlopark.granicus.com/ViewPublisher.php?view_id=2.



PLANNING COMMISSION

Agenda and Meeting Information

The Planning Commission welcomes your attendance at and participation in this meeting. The City supports the rights of the public to be informed about meetings and to participate in the business of the City.

ASSISTANCE FOR PERSONS WITH DISABILITIES: Person with disabilities who require auxiliary aids or services in attending or participating in Planning Commission meetings, may call the Planning Division office at (650) 330-6702 prior to the meeting.

COMMISSION MEETING AGENDA AND REPORTS: Copies of the agenda and the staff reports with their respective plans are available prior to the meeting at the Planning Division counter in the Administration Building, and on the table at the rear of the meeting room during the Commission meeting. Members of the public can view or subscribe to receive future weekly agendas and staff reports in advance by e-mail by accessing the City website at <http://www.menlopark.org>.

MEETING TIME & LOCATION: Unless otherwise posted, the starting time of regular and study meetings is 7:00 p.m. in the City Council Chambers. Meetings will end no later than 11:30 p.m. unless extended at 10:30 p.m. by a three-fourths vote of the Commission.

PUBLIC TESTIMONY: Members of the public may directly address the Planning Commission on items of interest to the public that are within the subject matter jurisdiction of the Planning Commission. The City prefers that such matters be presented in writing at the earliest possible opportunity or by fax at (650) 327-1653, e-mail at planning.commission@menlopark.org, or hand delivery by 4:00 p.m. on the day of the meeting.

Speaker Request Cards: All members of the public, including project applicants, who wish to speak before the Planning Commission must complete a Speaker Request Card. The cards shall be completed and submitted to the Staff Liaison prior to the completion of the applicant's presentation on the particular agenda item. The cards can be found on the table at the rear of the meeting room.

Time Limit: Members of the public will have **three** minutes and applicants will have **five** minutes to address an item. Please present your comments clearly and concisely. Exceptions to the time limits shall be at the discretion of the Chair.

Use of Microphone: When you are recognized by the Chair, please move to the closest microphone, state your name and address, whom you represent, if not yourself, and the subject of your remarks.

DISORDERLY CONDUCT: Any person using profane, vulgar, loud or boisterous language at any meeting, or otherwise interrupting the proceedings, and who refuses to be seated or keep quiet when ordered to do so by the Chair or the Vice Chair is guilty of a misdemeanor. It shall be the duty of the Chief of Police or his/her designee, upon order of the presiding officer, to eject any person from the meeting room.

RESTROOMS: The entrance to the men's restroom is located outside the northeast corner of the Chamber. The women's restroom is located at the southeast corner of the Chamber.

If you have further questions about the Planning Commission meetings, please contact the Planning Division Office (650-330-6702) located in the Administration Building.