

**PLANNING COMMISSION
DRAFT MINUTES**

**TOWN OF ATHERTON
August 22, 2018
6:00pm
TOWN COUNCIL CHAMBERS
94 ASHFIELD ROAD**

1. ROLL CALL

**PRESENT: Eric Lane
Nancy Lerner
Paul Tonelli
Jo-Ann Byrne-Sokolov
Randy Lamb**

Senior Planner Stephanie Davis, Assistant Planner Nestor Delgado, Town Arborist Sally Bentz-Dalton and Assistant City Attorney Jen Larson were present.

2. PUBLIC COMMENTS

None

3. APPROVAL OF MINUTES

MOTION to approve the minutes of the June 27, 2018.

M/S Lerner/Tonelli Ayes: 3 Noes: 0 Absent: 2

4. PUBLIC HEARINGS

Chair Lane moved the order of items 4a and 4b.

- b) Heritage Tree Removal Permit, Special Structures Permit and Variance– 375 Walsh Road (APN 074-130-240) – Request for a Heritage Tree Removal Permit to remove five heritage trees, a Special Structures Permit to allow for retaining walls greater than six feet in height and a Variance to allow more than eighty percent of a basement wall to abut Walsh Road. Atherton Municipal Code Sections 8.10, 17.15, 17.44, 17.16, 17.46.**

Senior Planner Davis presented the staff report.

Chair Lane asked if the garaged is enclosed or if it is a carport.

Senior Planner Davis responded it would be an enclosed basement garage including living area.

Commissioner Tonelli asked if the proposed garage would be in the same location as the existing garage.

Senior Planner Davis responded it would. She later submittal of plans would be required for zoning compliance.

Assistant City Attorney Larson noted the Planning Commission could specify certain height or other development standards during their deliberation.

Open Public Hearing.

Guille Castaneda, designer at Nomos Red, noted that the plans submitted to the Planning Commission would be the same submitted to Planning Staff for zoning compliance review.

Commissioner Tonelli asked if new garage would be in the same space as the old garage.

Mr. Castaneda responded the new garage would be in the same footprint as the old garage.

Chair Lane asked the height for the proposed design.

Mr. Castaneda responded it is the same as the old garage, with the only difference being it is a flat roof rather than a gable roof.

Commissioner Lerner asked if the new façade would be the same as the old garage.

Mr. Castaneda responded it would be.

Close Public Hearing

Motion to approve the Heritage Tree Removal Permit to allow for the removal of five heritage oak trees.

M/S Lerner/Byrne Ayes: 5 Noes: 0

Motion to approve the Variance to allow eighty percent of a basement wall to abut Walsh Road.

M/S Byrne/Lamb Ayes: 5 Noes: 0

Motion to approve the Special Structure Permit to allow for retaining walls greater than six feet in height.

M/S Byrne/Lamb Ayes: 5 Noes: 0

a) School Master Plan Update – 1000 El Camino Real, Menlo College (APN 070-360-100) – Request for review of 2018 Annual Master Plan Update. Atherton Municipal Code Section 17.32.050.

Senior Planner Davis presented the staff report. She mentioned there is no Transportation Demand Management (TDM) aspect in the Master Plan update, as there was no requirement for one in the original approval.

Open Public Hearing

Steven Weiner, President of Menlo College, gave an overview of Menlo College.

Chair Lane asked about the percentage of students that live on campus.

Mr. Weiner responded they have over 550 beds on campus, with the possibility to add more beds in existing rooms. He noted an additional 17 units for faculty and staff.

Chair Lane asked if Menlo College had looked at the traffic management plans from other schools.

Mr. Weiner responded the schedule of people in Menlo College is different from those from other schools in town. He noted that the presence of college athletics keeps students on campus later. He mentioned the College has 471 parking spaces available and that no problems were noted with traffic at the entrances on El Camino Real/Encinal Ave and Alejandra Ave.

Chair Lane mentioned the growth projected and need for a future traffic plan. He asked if the electronic vehicle chargers were used.

Mr. Weiner responded that these were used but not maximally. He mentioned the presence of Zipcar on campus, commuter benefits available, and the plans to increase the number of employees living on campus.

Chair Lane asked about the long term vision for the College.

Mr. Weiner responded they plan to hold on to traditional aspects of the college, while continuing to grow.

Chair Lane asked about any community outreach done by the College.

Mr. Weiner responded the College was present during Cartan Field discussions, neighborhood meetings, informing neighbors of any events happening on campus, and provided general updates.

Commissioner Lamb asked about the crossing areas at the intersections.

Mr. Weiner responded the intersections helped with pedestrian traffic.

Commissioner Tonelli asked what the 20% increase in enrollment projection was based on.

Mr. Weiner responded the number is based on recent recruiting as well as the large class coming in.

Close Public Hearing

Chair Lane asked what it means if the Planning Commission accepts the Master Plan Update.

Senior Planner Davis responded it means it satisfies the Municipal Code requirement for the school to provide an annual update on their adopted Master Plan.

Commissioner Lamb asked if a TDM was not required.

Senior Planner Davis responded that is correct.

Chair Lane asked where this requirement would have been created.

Senior Planner Davis responded it would have been a requirement at the time of original approval.

Assistant City Attorney Larson added the school was grandfathered in and that the Planning Commission cannot base the denial of the Master Plan on an aspect of the plan that is not required. She added the Planning Commission could reject the Plan Update and request the College to bring more information next year.

Motion to accept the report on the Menlo College 2018 Annual Master Plan Update.

M/S Lamb/Tonelli Ayes: 4 Noes: 1

5. NEW BUSINESS

a) Discussion of Basement Garages Under Accessory Buildings

Senior Planner Stephanie Davis presented the memo.

Commissioner Lamb mentioned the safety and noise issues with this type of structure. He also noted floor area ratio issues. He asked how many of these basement garage structures had been approved in Town.

Senior Planner Davis responded two projects had been approved. She noted these were in separate properties, but they were applied for by the same architectural firm.

Chair Lane asked if there were requirements for stairwells or if these could be added.

Senior Planner Davis responded they could be added as conditions of approval upon review.

Commissioner Lerner asked if it would be possible to have firms know of this approval requirement ahead of time or if a requirement to have stairwells for these projects could be added to code.

Senior Planner Davis responded that an Ordinance update is a process that would require legislative action, noting the Zoning code is not as detailed compared to the Building code. She noted Planning staff would be able to inform architects of this requirement prior to Planning Commission submittal.

6. COMMISSIONERS' REPORTS

Commissioner Lamb noted he had discussions with Atherton residents regarding Town approval for 88 Park Avenue and if there was still work happening on 46 Almendral.

7. STAFF REPORT

Senior Planner Davis mentioned a future joint meeting with the Planning Commission and the City Council to discuss potential amendments to the Heritage Tree Ordinance.

Commissioner Lamb asked if staff is keeping track of trees taken down.

8. ADJOURN

The meeting was adjourned 7:16 PM

Respectfully Submitted:

/s/Stephanie Bertollo-Davis

Stephanie Bertollo-Davis, Senior Planner