

**PLANNING COMMISSION
DRAFT MINUTES**

**TOWN OF ATHERTON
December 4, 2013
6:00pm
COUNCIL CHAMBERS
94 ASHFIELD ROAD**

1. ROLL CALL

**PRESENT: Herman Christensen Jr.
Mary Beth Widmer
Eric Lane
Paul Tonelli
Philip Lively**

Assistant City Attorney Jennifer Larson, Deputy Town Planner Lisa Costa Sanders, and Associate Planner Andrea Mardesich were present.

2. APPROVAL OF MINUTES

**MOTION to approve, as amended, the minutes of the October 23, 2013 meeting.
M/S Lively/Widmer Ayes: 5 Noes: 0**

3. PUBLIC COMMENTS - none

4. COMMISSIONERS REPORTS

Commissioner Lively reported on the Civic Center Advisory meeting. They are collecting public feedback regarding the project with a series of public presentations with the architect, HMC.

Chair Christensen asked the Assistant City Attorney about her letter. Assistant City Attorney Jennifer Larson gave an explanation of due process and the expectation by applicants of an impartial hearing. She suggested that the Widmers confer on items that are likely to be heard by both City Council and the Planning Commission and decide on their involvement on a case-by-case basis.

Chair Christensen reported on the Heritage Tree Subcommittee. The subcommittee will be recommending removing Eucalyptus, Monterey Pine and small Palms from the protected list. Additionally they will be changing the word *dangerous* to *hazardous*. Also, in order to be recommended for removal, a tree must score at least 8.5 out of 12 on the Matheny tree assessment scale. The committee is working on new criteria/better definition for care (i.e. trimming). The next meeting is scheduled for December 12, 2013.

5. STAFF REPORTS –

Deputy Town Planner Lisa Costa Sanders reported that staff met with Menlo School and Menlo College as well as with neighbors and attorneys regarding the Cartan Field project. Additionally there will be a meeting between Menlo and their neighbors early next year. The EIR response to comments is being worked on.

Deputy Town Planner Lisa Costa Sanders reported on the recent Housing Element workshop and added that senior housing was brought up as a topic to address.

Deputy Town Planner Lisa Costa Sanders commented that the Sacred Heart TDM is due to go before the City Council on December 18, 2013. The Little League item is moving to the January 15, 2014 City Council meeting.

NEW BUSINESS

6. Adoption of the 2014 Planning Commission Calendar

MOTION to adopt the 2014 Planning Commission Calendar.

M/S Lively/Widmer Ayes: 5 Noes: 0

7. Menlo School – 50 Valparaiso Road – Annual Master Plan Update for 2013.

Menlo School Director of Operations and Construction, David McAdoo, presented the item to the commission.

Commissioner Lively asked about the dining facility. Mr. McAdoo confirmed that the school needs to have their own dining facility. He described the building of more of a student union. Additionally, he classified it as a renovation not an addition.

Mr. McAdoo noted that the circulation and parking remains unchanged at 434 parking spaces on campus.

Commissioner Tonelli asked specifically if the MacBain Avenue gate is problematic. Mr. McAdoo answered that it doesn't seem to be, based on neighborhood feedback. Chair Christensen asked if they can lock the gate at MacBain. Mr. McAdoo answered that students bike and walk through there and they don't want to discourage this.

Commissioner Lane asked if the circulation will change with the addition of the multi-use athletic facility. Mr. McAdoo answered that this report focuses on the main campus.

David McAdoo gave an update on the heritage trees on campus. Additionally, he remarked that the Performing Arts Center is only for the school use and the school will not rent out their facilities for community use.

David McAdoo gave an overview of traffic and parking. He addressed the desire by Menlo School to amend the afternoon trip number (302 target) identified in the Conditional Use Permit since he believes it was determined on a day when there were multiple away sports games which Mr. McAdoo believes distorted the number.

Commissioner Lively would like to see more forecasting for the future in the Master Plan. Commissioner Lane commented that from a foundation standpoint the plan is fine.

OPEN PUBLIC COMMENT

Jan MacKenzie, Victoria Drive, commended the school on their outreach to neighbors and added that they were very good meetings.

CLOSE PUBLIC COMMENT

Menlo School Head of School, Than Healy, addressed the Commission to reassure them that the plan before them is the five year plan as Menlo School sees it.

MOTION to accept the 2013 Menlo School Annual Master Plan Update for filing.

M/S Lane/Tonelli Ayes: 4 Noes: 1 (Lively)

PUBLIC HEARINGS

8. Consider Revisions to Atherton Municipal Code Chapters 17.40 and 17.60 Relating to Athletic Facilities

Associate Planner Andrea Mardesich presented the item.

Commissioner Widmer suggested that regulations should include driving ranges and putting greens. Additionally, lacrosse and racquetball facilities should be included in the definition of athletic facility.

Commissioner Lively asked about pools and pool lighting and if it should be included. Deputy Town Planner Lisa Costa Sanders responded that it is not covered in this code section but it could be added that no landscape lighting can be used to illuminate a pool or athletic facility.

Commissioner Lane commented that four feet sounds high and that 36" would be better for BMX track.

Commissioner Tonelli asked about BMX tracks and how to measure the height and asked what if a homeowner dug down. Commissioner Lane suggested that the code should define intent. Deputy Town Planner responded that staff will include as much objective criteria as possible.

Commission consensus to continue this item to the next meeting for further review.

9. Ordinance adding Atherton Municipal Code Chapter 17.58: Density Bonus and Other Concessions or Incentives

Deputy Town Planner Lisa Costa Sanders presented the item.

Commissioner Lively asked if an individual had a four acre subdivision, could they build nine houses on three acres? Deputy Town Planner Lisa Costa Sanders answered that density will be looked at in those cases.

Commissioner Lively asked about additional concessions. Deputy Town Planner Lisa Costa Sanders responded that building permit fees could be waived. Other towns offer a parking exception but in Atherton it would not be applicable.

Commissioner Widmer posed a hypothetical situation asking what would keep a person from building a pool house as a second dwelling unit. Deputy Town Planner Lisa Costa Sanders responded that staff would not recommend or support a project of that nature.

Assistant City Attorney Jennifer Larson explained the idea of excisability and that if one clause of the code is deemed in error or incomplete it does not nullify the entire chapter.

Commissioner Lively commented that this topic needs to come back to the Planning Commission. He wants to make sure there is no way to break down the zoning code.

MOTION to continue the item to the January 2014 Planning Commission meeting.

M/S Lane/Lively Ayes: 5 Noes: 0

10. ADJOURN – The meeting adjourned at 8:05pm.

Planning Commission Meeting Minutes, December 4, 2013

Respectfully Submitted:

Lisa Costa Sanders, Deputy Town Planner