



**REGULAR MEETING MINUTES**

**Date:** 12/05/2022  
**Time:** 7:00 p.m.  
**Location:** Zoom.us/join – ID# 871 4022 8110 and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**A. Call To Order**

Chair DeCardy called the meeting to order at 7:00 p.m.

**B. Roll Call**

**Present:** Chris DeCardy (Chair), Linh Dan Do, Henry Riggs, Jennifer Schindler, Michele Tate  
**Absent:** Andrew Barnes, Cynthia Harris (Vice Chair)  
**Staff:** Christine Begin, Planning Technician; Fahteen Khan, Associate Planner; Hugh Louch, Assistant Public Works Director – Transportation; Matt Pruter, Associate Planner; Corinna Sandmeier, Acting Principal Planner; Chris Turner, Associate Planner

**C. Reports and Announcements**

Acting Principal Planner Sandmeier said the City Council at its December 6, 2022, meeting would hear the Willow Village project.

**D. Public Comment**

None

**E. Consent Calendar**

- E1. Approval of minutes from the September 12, 2022, Planning Commission meeting. (Attachment)
- E2. Approval of minutes from the September 19, 2022, Planning Commission meeting. (Attachment)

**ACTION:** Motion and second (Riggs/Do) to approve the Consent Calendar consisting of the minutes from the September 12 and 19, 2022 Planning Commission meetings; passes 3-0-2-2 with Commissioners Schindler and Tate abstaining and Commissioners Barnes and Harris absent.

**F. Public Hearing**

- F1. Consider and adopt a resolution to approve a variance and use permit revision to a previously approved use permit to construct a new two-story residence on a substandard lot with regard to minimum lot width and area in the R-1-U (Single Family Urban Residential) zoning district, at 6 Greenwood Place; determine this action is categorically exempt under CEQA Guidelines Section



15301's Class 1 exemption for existing facilities. The proposed project consists of construction of a new covered patio, which would increase building coverage above the previously approved building coverage and would be an exterior modification. The project requires a variance to exceed the maximum building coverage. ***Continued from the November 7, 2022 regular meeting.*** ([Staff Report #22-064-PC](#))

Associate Planner Turner reported staff had no additions to the written staff report.

Chair DeCardy opened and closed the public hearing as no persons requested to speak.

The applicant did not choose to speak.

**ACTION:** Motion and second (Riggs/Tate) to adopt a resolution approving a variance and use permit revision to a previously approved use permit to construct a new two-story residence on a substandard lot with regard to minimum lot width and area in the R-1-U (Single Family Urban Residential) zoning district, at 6 Greenwood Place and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities; passes 5-0-2 with Commissioners Barnes and Harris absent.

- F2. Consider and adopt a resolution to approve a use permit to construct a new attached accessory dwelling unit (ADU) with a front setback of one foot, six inches, where 20 feet is required, and a rear setback of three feet, where four feet is required in the R-1-U (Single Family Urban Residential) zoning district, at 598 Hamilton Avenue; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff Report #22-065-PC](#))

Associate Planner Pruter reported staff had no additions to the written staff report.

The applicants did not choose to speak.

Chair DeCardy opened the public hearing.

Public Comment:

- Pam Jones, Menlo Park, expressed support of ADUs but concern with the project's reduced front setback request.

Chair DeCardy closed the public hearing.

Commissioner Riggs confirmed that Attachment C for this item was for a different address. Staff suggested continuing the item to return at the next meeting with the corrected attachment.

Commission discussion focused on a desire for ADUs conflicting with concerns about the request of the front setback at 18-inches.

Commissioner Riggs moved to continue to the December 12 regular meeting to allow staff to prepare findings for denial. Motion died for lack of a second.

**ACTION:** Motion and second (Riggs/Schindler) to continue the item with the following direction; passes 5-0-2 with Commissioners Barnes and Harris absent:

- Revise the proposed accessory dwelling unit (ADU) location to show a front setback of at least six feet, allowing for a potential front setback distance from the ADU to the edge of sidewalk of 12 feet.

F3. Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and construct a new two-story residence with an attached garage on a substandard lot with regard to minimum lot width and area in the R-1-U (Single Family Urban Residential) zoning district, at 123 Dunsmuir Way; determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction of small structures. The project includes an attached accessory dwelling unit (ADU) which is exempt from discretionary review. (([Staff Report #22-066-PC](#)))

Planner Turner said staff had no additions to the written report.

Kyu Young Kim, ACS Architects, spoke on behalf of the project.

Chair DeCardy opened and closed the public hearing as no persons requested to speak.

**ACTION:** Motion and second (Schindler/Do) to adopt a resolution approving a use permit to demolish an existing single-story, single-family residence and construct a new two-story residence with an attached garage on a substandard lot with regard to minimum lot width and area in the R-1-U (Single Family Urban Residential) zoning district, at 123 Dunsmuir Way and determining that this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction of small structures; passes 5-0-2 with Commissioners Barnes and Harris absent.

F4. Consider and adopt a resolution recommending that the City Council adopt a resolution revising the use permit and architectural control approvals for the previously approved Menlo Uptown development project, which consists of 441 rental units and 42 for-sale condominium units and approximately 2,940 square feet of commercial space (for the project's community amenity) and is located at 141 Jefferson Drive, and 180-186 Constitution Drive, to allow for the potential removal of infrastructure investments at Willow Road and Bay Road from the project conditions of approval. This action is consistent with the project-level EIR certified by the City Council on September 14, 2021 ([Staff Report #22-067-PC](#))

Assistant Public Works Director-Transportation Hugh Louch presented the item.

Chair DeCardy opened and closed the public hearing as no persons requested to speak.

**ACTION:** Motion and second (DeCardy/Do) adopt a resolution recommending that the City Council adopt a resolution revising the use permit and architectural control approvals for the previously approved Menlo Uptown development project, which consists of 441 rental units and 42 for-sale condominium units and approximately 2,940 square feet of commercial space (for the project's community amenity) and is located at 141 Jefferson Drive, and 180-186 Constitution Drive, to allow for the potential removal of infrastructure investments at

Willow Road and Bay Road from the project conditions of approval with the following suggestion; passes 5-0-2 with Commissioners Barnes and Harris absent.

- Suggestion not to forget to look at the long list of improvements along Willow Road already in the master plan.

Chair DeCardy recessed the meeting for a short break.

Chair DeCardy reconvened the meeting at 8:46 p.m.

- F5. Consider and adopt a resolution to approve a use permit and architectural control to allow comprehensive exterior modifications to an existing multi-tenant commercial building and to allow a change of use from a salon, tutoring service, and vacant suite to a yoga and wellness studio and a café, on a parcel with substandard parking, in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, at 605 Cambridge. The proposal also includes a use permit request to allow outdoor seating associated with the proposed café. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff Report #22-068-PC](#))

Assistant Planner Fahteen Khan noted a correction that 20 parking spaces was the regulation requirement and not 16 as stated on page 2 of the staff report.

Chair DeCardy opened and closed the public hearing as no persons requested to speak.

The Commission suggested potential treatment for the existing brick façade.

Chair DeCardy moved to approve as recommended. Commissioner Riggs said he would second to include guidance to have a vine planting on the brick façade as part of the architectural control review.

Discussion ensued on allowing the applicants to do some type of treatment to the brick façade.

Camden Santo, Square Three Architects, and Anh Cohn, property owner, indicated support to have the option to do some type of treatment to the brick façade working with staff.

**ACTION:** Motion and second (DeCardy/Riggs) to adopt a resolution to approve a use permit and architectural control to allow comprehensive exterior modifications to an existing multi-tenant commercial building and to allow a change of use from a salon, tutoring service, and vacant suite to a yoga and wellness studio and a café, on a parcel with substandard parking, in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, at 605 Cambridge; and a use permit request to allow outdoor seating associated with the proposed café, and to determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities; passes 5-0-2 with Commissioners Barnes and Harris absent.

- F6. Consider and adopt a resolution to approve a request for architectural control for exterior modifications to an existing commercial building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district and a use permit for outdoor seating, at 772-780 Santa Cruz Avenue and 1110 Crane Street. The request includes modifications to the Santa Cruz Avenue, Crane Street, and Ryan's Lane façades. The proposal also includes a request for a use permit to allow outdoor seating along the Crane Street frontage for a proposed restaurant at 772-780 Santa Cruz Avenue. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff Report #22-069-PC](#))

Planner Pruter said a comment was received earlier in the day that was circulated to Commissioners and added to the online agenda regarding a care facility near the subject property.

Kristin Murray-Ralston introduced her colleague Courtland Ogren and herself as the project applicants and spoke on behalf of the project.

Chair DeCardy opened the public hearing.

Public Comment:

- Dorothy Jannink, 1110 Crane Street Salon, supported the project but had concerns about the project's impacts on her business and requested more communication from the applicant, property manager and city.

Chair DeCardy closed the public hearing.

The Commission clarified the outdoor seating request and suggested the applicant communicate more with adjacent neighbors as the project progressed.

**ACTION:** Motion and second (Do/Schindler) to adopt a resolution to approve a request for architectural control for exterior modifications to an existing commercial building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district and a use permit for outdoor seating, at 772-780 Santa Cruz Avenue and 1110 Crane Street including modifications to the Santa Cruz Avenue, Crane Street, and Ryan's Lane façades, and a use permit to allow outdoor seating along the Crane Street frontage for a proposed restaurant at 772-780 Santa Cruz Avenue, and determining this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities; passes 5-0-2 with Commissioners Barnes and Harris absent.

- F7. Consider and adopt a resolution recommending that the City Council adopt a resolution approving a request for a two-year extension of a vesting tentative map to merge the existing SP-ECR/D (El Camino Real/Downtown Specific Plan) lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and no more than three retail spaces on one lot in the SP-

ECR/D zoning district, at 201 El Camino Real, and two townhouses on the second lot in the R-3 (Apartment) zoning district, at 612 Cambridge Avenue. The request is associated with a previously approved project containing a new three-story mixed use building with a below-ground parking lot, and two detached townhouses. This action is consistent with the Initial Study/Mitigated Negative Declaration adopted for this project by the City Council on October 27, 2020. ([Staff Report #22-070-PC](#))

Planner Pruter said staff had no additions to the written report.

Stuart Welte, EID Architects, spoke on behalf of the project.

Chair DeCardy opened and closed the public hearing as no persons requested to speak.

**ACTION:** Motion and second (Riggs/Schindler) to adopt a resolution recommending that the City Council adopt a resolution approving a request for a two-year extension of a vesting tentative map to merge the existing SP-ECR/D (El Camino Real/Downtown Specific Plan) lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and no more than three retail spaces on one lot in the SP-ECR/D zoning district, at 201 El Camino Real, and two townhouses on the second lot in the R-3 (Apartment) zoning district, at 612 Cambridge Avenue; passes 5-0-2 with Commissioners Barnes and Harris absent.

## **G. Informational Items**

### **G1. Future Planning Commission Meeting Schedule**

- Regular Meeting: December 12, 2022

Planner Sandmeier said the December 12 agenda would have the 123 Independence Drive project EIR scoping session and study session, the Parkline project EIR scoping and study session, and one other project.

- Regular Meeting: January 9, 2023

## **H. Adjournment**

Chair DeCardy adjourned the meeting at 9:48 p.m.

Staff Liaison: Corinna Sandmeier, Acting Principal Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on March 27, 2023