



REGULAR MEETING MINUTES

Date: 12/04/2023
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 862 5880 9056 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

A. Call To Order

Vice Chair Linh Dan Do called the meeting to order at 7:00 p.m.

B. Roll Call

Present: Linh Dan Do (Vice Chair), Andrew Barnes, Andrew Ehrich, Katie Ferrick, Henry Riggs, Jennifer Schindler

Staff: Christine Begin, Planning Technician; Payal Bhagat, Contract Planner; Connor Hochleutner, Assistant Planner; Azalea Mitch, Public Works Director; Kyle Perata, Planning Manager; Paige Saber, Sr. Civil Engineer, Public Works; Chris Turner, Associate Planner

C. Reports and Announcements

Planning Manager Perata reported that the City Council at its special meeting last week reviewed and introduced the zoning ordinance amendments associated with the Housing Element Update with some modifications. He said the Council would waive the second reading and adopt the ordinance at its December 5, 2023 meeting. He said at the same meeting the Council would consider amendments to the city’s Below Market Rate Housing Guidelines specifically related to “for-sale” BMR units.

D. Public Comment

None

E. Consent Calendar

- E1. Architectural Control Revision/Nate Haynes/657 Oak Grove Avenue:
Consider and adopt a resolution to approve an architectural control revision for replacement of previously approved canopies at front and rear facades of a commercial building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district and determine this action is categorically exempt under CEQA Guidelines Section 15301’s Class 1 exemption for existing facilities. The project also includes repair and replacement of exterior wall surfaces, storefront doors, and trim, and repainting of exterior walls and window frames. (Staff Report #23-069-PC)

Commissioner Riggs asked if the item could be pulled from the consent calendar to hear more about the proposal.

Planner Turner reported on the item.



Nathaniel Haynes, architect, spoke on behalf of the project.

Vice Chair Do opened for public comment and closed it as no persons requested to speak.

Commissioner Riggs moved to continue the item with the direction to consider a façade that was not a black and white framed approach on a tall building and that would also be more in context with the look and feel of Menlo Park in general. Commissioner Schindler seconded the motion.

ACTION: Motion and second (Riggs/Schindler) to continue the item to a date uncertain, fails 2-4 with Commissioner Riggs and Schindler supporting and Commissioners Barnes, Do, Ehrich and Ferrick opposing.

Commissioner Do moved to approve the item.

Commissioner Riggs said the greatest concern to him was the dark frame around the white façade, noting the building was already tall. He offered a second to the motion with the suggestion that the applicant provide an alternative to the dark frame for review and approval by planning staff including the city's architectural consultant. Commissioner Do accepted the suggestion.

Commissioner Ferrick noted the small "dollhouse" windows and thought a black frame would accentuate how tiny those were. She said changing the black frame and encouraging window type updates should be explicitly encouraged and allowed.

ACTION: Motion and second (Do/Riggs) to adopt a resolution to approve the item with the following added conditions; passes 4-2 with Commissioner Do, Ehrich, Ferrick and Riggs supporting and Commissioner Barnes and Schindler opposing.

Add Condition 2.b: Simultaneous with submittal of a complete building permit application, the applicant shall revise the elevation drawings to modify the treatment of the CMU border walls on the front and rear elevations. The modifications may include changes to the skim coat cement plaster material, paint color, or a combination of modifications to color and material to produce a border other than the proposed black skim coat plaster treatment. Prior to building permit issuance, the modifications shall be reviewed and approved by the Planning Division, and the plans shall be sent to the Planning Commission accompanied by a memo detailing how the revisions comply with the condition.

Add Condition 2.c: Simultaneous with submittal of a complete building permit application, the applicant may revise the elevation drawings to modify the size and/or style of the windows on the front elevation to match the style of the overall exterior modifications.

F. Public Hearing

- F1. Use Permit/ Monterey Development, LLC /128 Cornell Road:
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, single-family residence on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district and determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal includes an attached

Accessory Dwelling Unit (ADU), which is a permitted use and not subject to discretionary review. (Staff Report #23-070-PC)

Planner Hochleutner reported an issue determining the ownership of a tree on the lot line between the subject and neighboring property, and that a condition was added so either the ownership of the tree was determined or to submit new plans that retained the tree. He said the applicant submitted new plans that showed retaining the tree thus satisfying that additional condition 2.B.

Calvin Smith, designer and project manager, spoke on behalf of the project.

Vice Chair Do opened the public hearing and closed it as no persons requested to speak.

The Commission expressed appreciation for the presentation details and neighbor outreach.

ACTION: Motion and second (Barnes/Schindler) to adopt a resolution approving the item as recommended; passes 6-0.

- F2. Use Permit/Steve Collom/154 Laurel Avenue:
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, single-family residence with a detached garage on a substandard lot with regard to minimum lot width in the R-1-U (Single-Family Urban) zoning district. ***Continue to a future meeting and will be re-noticed once date is confirmed.***

Vice Chair Do opened the public hearing and closed it as no persons requested to speak.

ACTION: Motion and second (Barnes/Ehrich) to continue the item to a date uncertain future meeting; passes 6-0.

G. Regular Business

- G1. Architectural Control Revision/City of Menlo Park/1395 Chrysler Drive:
Request to modify previously approved architectural control for a municipal stormwater pump station and construct the pump station building using concrete masonry units (CMU) and louvered aluminum screening without a previously proposed decorative metal architectural frame surrounding the building, increase the parapet height by approximately four feet to screen the rooftop mechanical equipment, and determine this action is categorically exempt under CEQA Guidelines Section 5302 Class 2 for replacement or reconstruction of existing structures and facilities. The project previously received architectural control approval in 2018. The project is located in P-F (Public Facilities) zoning district. (Staff Report #23-0071-PC)

Contract Planner Payal Bhagat and Public Works Civil Engineer Paige Saber presented the item.

Vice Chair Do opened for public comment and closed it as no persons requested to speak.

The Commission discussed the proposed modifications expressing disappointment about the removal of the previously approved decorative metal architectural frame.

Public Works Director Azalea Mitch answered questions regarding Bohannon Development's financial support for the project screening element and noted that landscaping was proposed for

screening, which was awaiting Bohannon Development's response. Chuck Anderson, principal designer, answered questions regarding the proposed design.

ACTION: Motion and second (Schindler/Ehrich) to adopt a resolution approving the item as recommended; passes 6-0.

G2. Selection of Planning Commission Chair and Vice Chair for the term of December 2023 through April 2024. (Staff Report #23-0072-PC)

Mr. Perata presented the report.

Vice Chair Do opened for public comment and closed it as no persons requested to speak.

ACTION: Motion and second (Schindler/Ferrick) to nominate Commissioner Do for Chair for the term of December 2023 through April 2024; passes 6-0.

ACTION: Motion and second (Ferrick/Riggs) to nominate Commissioner Schindler as Vice Chair for the term of December 2023 through April 2024; passes 6-0.

H. Informational Items

H1. Future Planning Commission Meeting Schedule

- Regular Meeting: December 18, 2023

Mr. Perata said the December 18 agenda would have an EIR scoping session and study session for the 3075 Haven Avenue development project proposal. He also noted revisions to architectural control and use permit for the Menlo Uptown Housing Development project and architectural control for modification to the netting at the Sharon Heights Golf and Country Club driving range would be on that agenda.

- Regular Meeting: January

I. Adjournment

Chair Do adjourned the meeting at 9:05 p.m.

Staff Liaison: Kyle Perata, Planning Manager

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on February 5, 2024