



REGULAR MEETING MINUTES

Date: 11/07/2022
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 871 4022 8110 and
City Hall, Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair DeCardy called the meeting to order at 7:00 p.m. He welcomed Jennifer Schindler, newly appointed Planning Commissioner.

B. Roll Call

Present: Andrew Barnes, Chris DeCardy (Chair), Linh Dan Do, Cynthia Harris (Vice Chair), Henry Riggs, Jennifer Schindler
Absent: Michele Tate
Staff: Calvin Chan, Senior Planner; Fahteen Khan, Associate Planner; Corinna Sandmeier, Acting Principal Planner; Chris Turner, Associate Planner

C. Reports and Announcements

None

D. Public Comment

None

E. Consent Calendar

- E1. Consider and adopt a resolution to approve architectural control for exterior modifications to the front and rear facades of an existing commercial building at 628 Santa Cruz Avenue, in the SP-ECR-D (El Camino Real/Downtown Specific Plan) zoning district. ([Staff Report #22-057-PC](#))

Chair DeCardy opened public comment and closed public comment as no person requested to speak.

ACTION: Motion and second (Riggs/Harris) to adopt a resolution to approve architectural control for exterior modifications to the front and rear facades of an existing commercial building at 628 Santa Cruz Avenue, in the SP-ECR-D (El Camino Real/Downtown Specific Plan) zoning district as submitted; passed 6-0-1 with Commissioner Tate absent.

F. Public Hearing

- F1. Consider and adopt a resolution to deny (1) a variance to exceed the maximum building coverage above limits set by the R-1-U (Single-Family Urban Residential) zoning district and applicable allowances in Chapter 16.79 regarding construction of accessory dwelling units, and (2) a use permit



revision to modify a previously-approved use permit and construct a new covered patio at 6 Greenwood Place. ([Staff Report #22-058-PC](#))

Associate Planner Turner introduced the item and answered Planning Commission's clarifying questions.

Kelly Blythe, property owner, spoke in defense of the application made for a variance and a use permit revision.

Chair DeCardy opened the public hearing and closed it as there were no speakers.

The Planning Commission discussed:

- ADU desirability
- Newness of ADU state law and City's enacting ordinance at the time of the applicant's original use permit application
- Building and permitting sequency
- Variance request

Commissioner Harris moved to approve.

The Commission discussed making the findings for the variance request based on the hardship of the newness of the ADU state law and application of the ADU ordinance.

Commissioner Harris' motion was tabled by the Chair.

ACTION: Motion and second (Barnes/Do) to continue the item to the December 5, 2022 agenda with the following direction to staff; passes 6-0-1 with Commissioner Tate absent.

- Bring back for Commission consideration a resolution to make the findings to approve the variance request based on hardship of misunderstanding of process under newly applied state law for ADUs and City ADU ordinance and approve the use permit revision

- F2. Consider and adopt a resolution to approve a use permit to demolish an existing one-story residence and construct a new two-story residence on a substandard lot with regard to minimum lot width and area at 316 Grayson Court, in the R-1-U (Single Family Urban Residential) zoning district. ([Staff Report #22-059-PC](#))

Associate Planner Fahteen Khan introduced the item.

Anna Felver, Thomas James Homes, applicant, and Katie and John Cromie, property owners, spoke on behalf of the project.

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

Commissioner Barnes moved to approve as recommended in the staff report. Commissioner Riggs noted potential privacy impacts from second floor windows.

The Commission discussed the project and potential privacy impacts from second floor windows along the left and right sides of the residence, and determined with the applicant and property owners an appropriate solution to use obscure glass on the second-floor bathroom windows on the left and right elevations.

ACTION: Motion and second (Barnes/Riggs) to adopt a resolution to approve a use permit to demolish an existing one-story residence and construct a new two-story residence on a substandard lot with regard to minimum lot width and area at 316 Grayson Court, in the R-1-U (Single Family Urban Residential) zoning district with the following modification; passes 5-1-1 with Commissioner DeCardy opposed and Commissioner Tate absent.

- *Simultaneous with the submittal of a complete building permit application, the applicant shall indicate on the elevations that second floor bathroom windows along the left and right sides of the residence will be obscured for the purposes of privacy, subject to review and approval of the Planning Division.*

G. Regular Business

- G1. Consider and adopt a resolution to approve architectural control for modifications to an existing office campus including exterior and interior modifications to the existing fitness center; the addition of a sundeck at the existing restaurant; and hardscaping and landscaping modifications throughout the site, including the addition of five arbors, at 3000 Sand Hill Road, in the C-1-C(X) (Administrative, Professional, and Research District, Restrictive, Conditional Development Permit) zoning district. ([Staff Report #22-060-PC](#))

Senior Planner Calvin Chan introduced the item.

Virginia Calkins, Divco West, property owners, and Jackson Derler, Techcon, landscape architect, spoke on behalf of the project.

Chair DeCardy opened public comment and closed it as no person requested to speak.

The Commission discussed the project and noted the desirable improvements.

ACTION: Motion and second (Do/Harris) adopt a resolution to approve architectural control for modifications to an existing office campus including exterior and interior modifications to the existing fitness center; the addition of a sundeck at the existing restaurant; and hardscaping and landscaping modifications throughout the site, including the addition of five arbors, at 3000 Sand Hill Road, in the C-1-C(X) (Administrative, Professional, and Research District, Restrictive, Conditional Development Permit) zoning district; passes 6-0-1.

- G2. Review of draft 2023 Planning Commission meeting dates. ([Staff Report #22-061-PC](#))

The Commission discussed the proposed 2023 Planning Commission meeting calendar and provide following direction to staff:

- Review schedule for potential conflicts with religious holidays in addition to Christian and Jewish holidays;

- Adjust for lack of quorum upon receipt of individual Commissioners' known conflicts with suggested meeting dates; and
- Approve administratively and send final to Commissioners

H. Informational Items

H1. Future Planning Commission Meeting Schedule

- Regular Meeting: November 14, 2022

Staff indicated that the November 14 agenda would have consideration of the draft Supplemental EIR for the Housing Element Update project and associated discussion on potential rezoning and improvement to the affordable housing overlay, and the Hotel Moxie project.

- Regular Meeting: December 5, 2022

I. Adjournment

Chair DeCardy adjourned the meeting at 9:28 p.m.

Staff Liaison: Corinna Sandmeier, Acting Principal Planner

Recording Secretary: Brenda Bennett

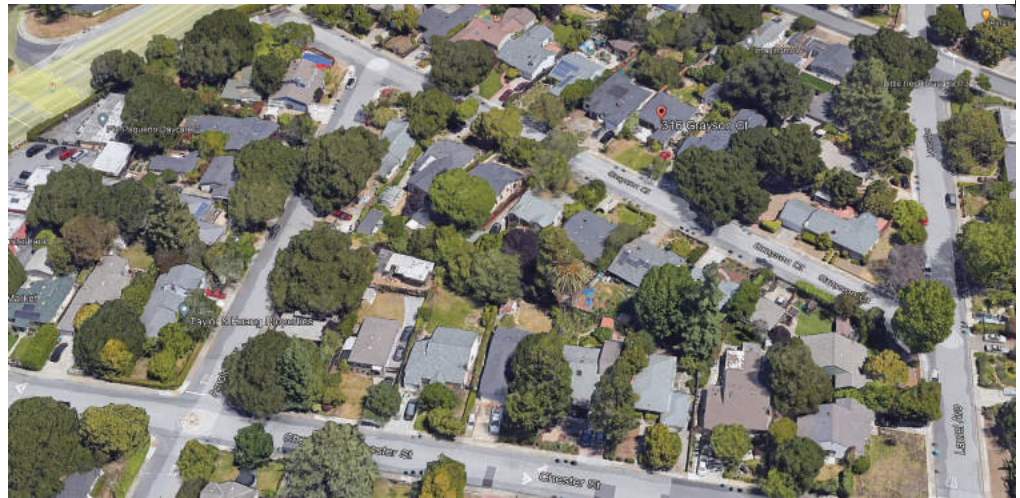
Approved by the Planning Commission on February 6, 2023



316 Grayson Court
 Planning Commission | November 7, 2022



316 Grayson Court | **Site Context**



THOMAS JAMES HOMES

316 Grayson Court | **Site Context**



THOMAS JAMES HOMES

316 Grayson Court | **Neighborhood**



THOMAS JAMES HOMES

316 Grayson Court | **Neighborhood**



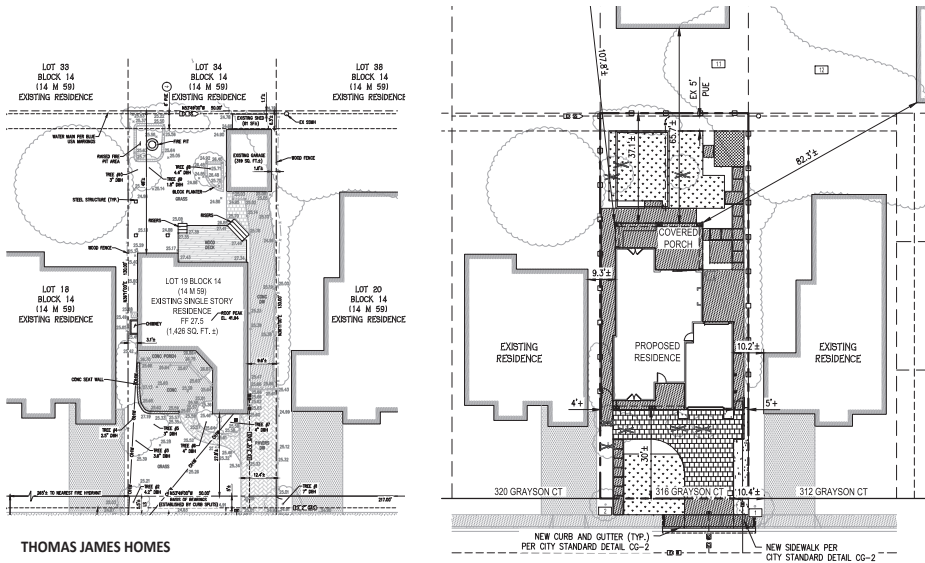
THOMAS JAMES HOMES

316 Grayson Court | **Proposed Two-Story Home**



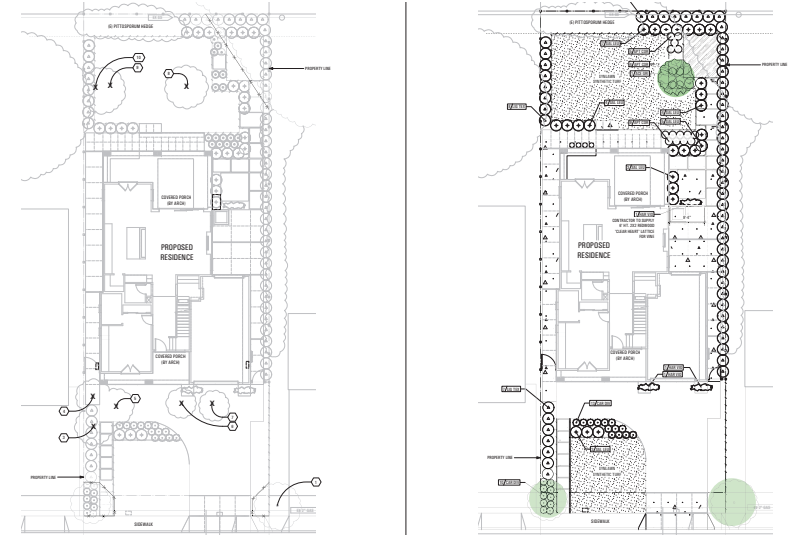
THOMAS JAMES HOMES

316 Grayson Court | **Site Existing VS Proposed**



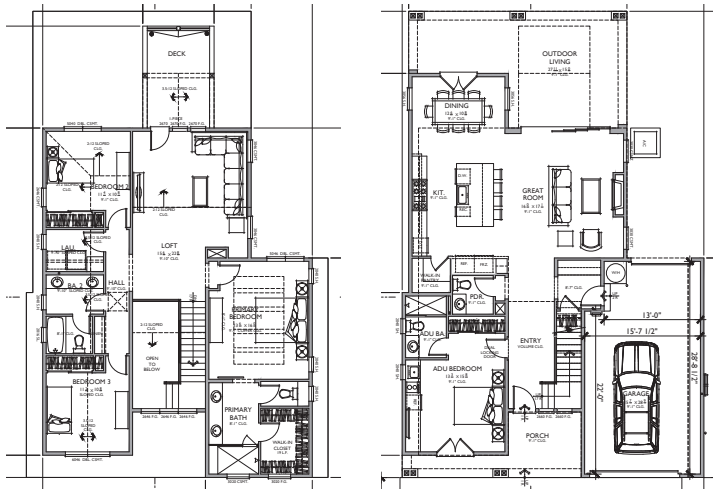
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316 Grayson Court | **Site Existing VS Proposed**



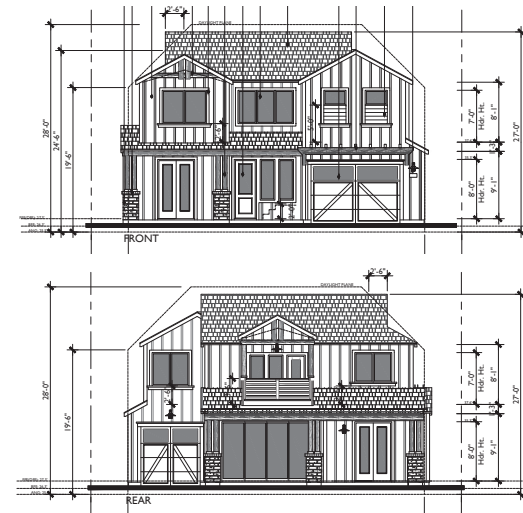
THOMAS JAMES HOMES

316 Grayson Court | **Proposed Floor Plans**



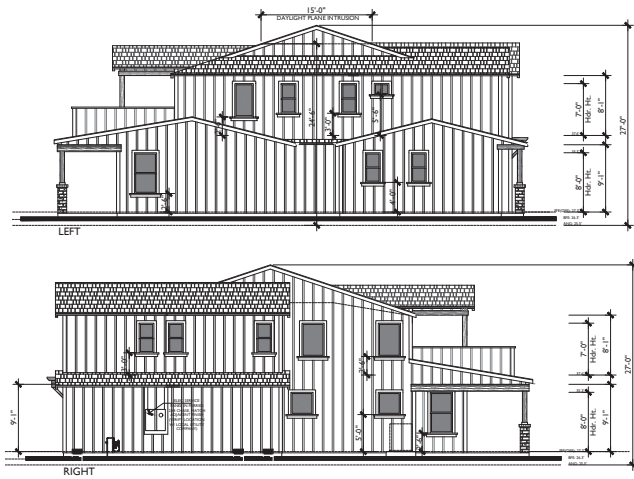
THOMAS JAMES HOMES

316 Grayson Court | **Proposed Two-Story Home**



THOMAS JAMES HOMES

316 Grayson Court | **Proposed Two-Story Home**



THOMAS JAMES HOMES

316 Grayson Court | **Elevation Before VS After**



THOMAS JAMES HOMES

316 Grayson Court | Elevation Before VS After



THOMAS JAMES HOMES

Thank You!



3000 Sand Hill Road Proposed Site Improvements

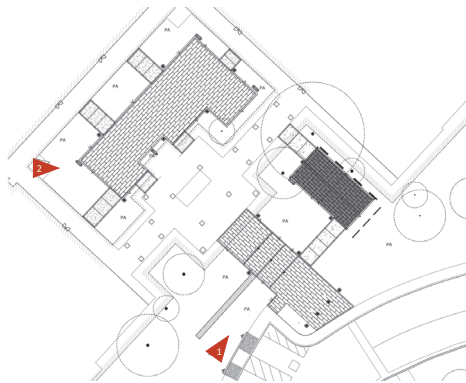
Menlo Park Planning Commission Presentation

November 7, 2022

3000 Sand Hill Road / Site Improvement Locations



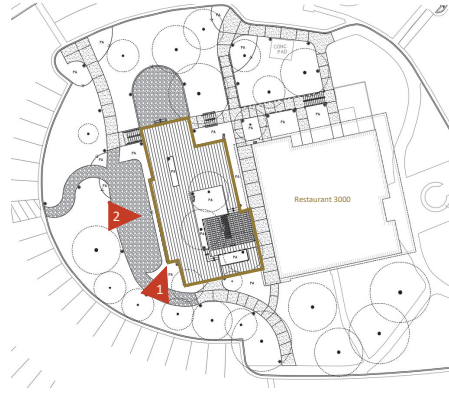
Building 3 / Proposed Courtyard Improvements



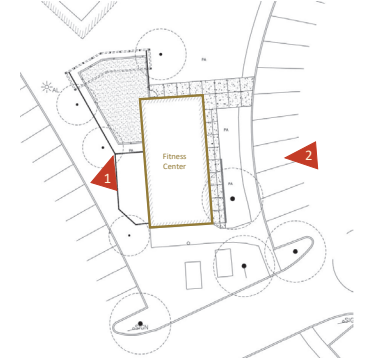
Building 4 / Proposed Courtyard Improvements



Sundeck / Proposed Improvements



Fitness Center / Proposed Improvements



Seating Area / Proposed Improvements

