



REGULAR MEETING MINUTES

Date: 11/13/2023
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 (Arrived at 7:04 p.m.), Katie Ferrick, Henry Riggs, Jennifer Schindler

Absent: Cynthia Harris (Chair)

Staff: Connor Hochleutner, Assistant Planner; Fahteen Khan, Associate Planner; Kyle Perata, Planning Manager; Chris Turner, Associate Planner

C. Reports and Announcements

Planning Manager Kyle Perata reported that the City Council at its November 14, 2023 meeting would consider the selection of names and the naming policy for the Menlo Park Community Campus at 110 Terminal Avenue. He noted for the record that Commissioner Ehrich had arrived at 7:04 p.m.

D. Public Comment

None

E. Consent Calendar

None

F. Public Hearing

- F1. Use Permit/Lerika Liscano/854 Cambridge 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 basement on a substandard lot with regard to minimum lot depth in the R-2 (Low Density Apartment) zoning district; 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 #23-065-PC)



Planner Khan noted a correction to the staff report to state that the setbacks for the balcony of this multifamily zone property were the same as the required setbacks for the residence, or six-feet from the side and 20-feet from the rear. She indicated that the proposed balcony was located at significant distance beyond the required setbacks. She referred to correspondence received from neighbors at 850 Cambridge Avenue after publication of the staff report that expressed concern about the balcony setbacks, second floor bathroom window opacity, number of A/C units closer to the neighbor's property line and lack of landscape screening between proposed ADU and outdoor kitchen.

Anuj Suri, property owner, and Lerika Liscano, project designer, spoke on behalf of the project and offered construction of a seven-foot fence and landscape screening plans to mitigate concerns and to move the master bedroom window and tub to the back where there was a larger setback as well as to provide noise protection with a wooden fence and a sound blanket.

Vice Chair Do opened the public hearing.

Public Comment:

- Thomas Eggemeier expressed concerns regarding privacy with respect to the proposed balcony's proximity to the side property line, landscape screening, fence heights, and noise generated by the proposed AC units.
- Leigh Prince, attorney, expressed concerns on behalf of her clients, the Eggemeiers, regarding privacy with respect to the proposed balcony's proximity to the side property line, landscape screening, fence heights, and noise generated by proposed AC units, and urged the Commission to condition the project to address these concerns.

Vice Chair Do closed the public hearing.

The Commission discussed the noise requirements for A/C units, setback requirements for multifamily zoned properties, and applicant's offer to relocate the second floor master bathroom window on the right side over the bathtub to the rear façade, raise the side property line fence height to seven feet, modify the fence to improve acoustic qualities or include additional fencing around the property air conditioning units and include additional soundproofing around the proposed air conditioning units within the proposed building nook.

Vice Chair Do indicated based on staff input that she was not inclined to condition the project as it would be required to meet requirements regarding noise and privacy.

Commissioner Schindler expressed interest in having changes that would exceed the city's noise decibel requirements.

ACTION: Motion and second (Riggs/Ferrick) to adopt a resolution to approve as recommended with the following added condition; passes 5-1 with Commissioner Do opposed and Commissioner Harris absent:

Add Condition 2a: Simultaneous with the submittal of a complete building permit application, the Applicant shall revise the plans to include the following modifications:

- Raise the side property line fence height to seven feet;
- Modify the fence to improve acoustic qualities or include additional fencing around the proposed air conditioning units;
- Include additional soundproofing around the proposed air conditioning units within the proposed building nook;
- Relocate the second-floor master bathroom window on the right-side, over the bathtub, to the rear façade.

F2. Use Permit/Thomas James Homes/848 College 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 basement on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district; 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 #23-066-PC)

Planner Hochleitner reported that there were no changes or updates to the written report.

Gagan Kang, Thomas James Homes, spoke on behalf of the proposed project.

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

The Commission confirmed outreach meetings with neighbors and noted design compatibility with the surrounding area.

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

F2. Use Permit/Chris Kummerer/725 Hobart Street:

Consider and adopt a resolution to approve a use permit to demolish an existing two-story, single-family residence with a detached garage and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot width in the R-1-S (Single Family Suburban) zoning district; 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 also includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. (Staff Report #23-067-PC)

Planner Hochleitner reported that there were no changes or updates to the written report.

Chris Kummerer spoke on behalf of the project.

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

The Commission discussed the applicant's neighbor outreach, retention of the two heritage trees, one in front and one in back of the property, and the use of masonry on the second floor as an accent.

ACTION: Motion and second (Ferrick/Schindler) to adopt a resolution to approve the project as

recommended; passes 6-0 with Commissioner Harris absent.

F4. Use Permit/Harmonie Lau/1664 Oak Avenue:

Consider and adopt a resolution to approve a use permit to construct first and second floor additions, that would exceed 50 percent of the existing floor area, to a single-story, single-family residence on a substandard lot with regard to minimum lot width in the R-1-S (Single Family Suburban Residential) zoning district; 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 also includes the addition of an internal Accessory Dwelling Unit (ADU) within the existing structure, which is a permitted use and is not subject to discretionary review. (Staff Report #23-068-PC)

Planner Hochleitner reported that there were no changes or updates to the written report.

Commissioner Schindler recused herself from consideration of the item due to the proximity of her residence to the subject property and from the next item G1 due to a personal relationship with the applicant.

Jackie Terrell, Young and Borlik Architects, spoke on behalf of the project.

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

The Commission discussed the use of stone on the second floor of a first floor that was not stone and the centering of the second floor.

Commissioner Barnes moved to approve as recommended in the staff report. Commissioner Riggs said he would second the motion but asked the maker to consider the option for the applicant to modify the finishes on the second story gable without a need to return for Commission approval.

ACTION: Motion and second (Barnes/Riggs) to adopt a resolution to approve the item as recommended with the following added condition; passes 5-0 with Commissioner Schindler recused and Commissioner Harris absent.

Add Condition 2b: Simultaneous with the submittal of a complete building permit application, the applicant may revise the facade materials of the second story dormers, subject to review and approval of the Planning Division.

G. Regular Business

G1. Determination of Substantial Conformance/1065 Trinity Drive:

Review of staff determination that changes to the exterior window, front door, and garage door style and materials are in substantial conformance with the previous approvals. Review requested by Commissioner Riggs. (Attachment)

Planner Turner presented the item.

Chris Pandolfo spoke on behalf of the item.

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

Speak.

The Commission discussed the proposed changes, asked clarifying questions of the applicant and staff, and decided not to take a formal vote on the substantial conformance determination, allowing staff's determination to stand.

H. Informational Items

H1. Future Planning Commission Meeting Schedule.

Mr. Perata said that the December meeting agendas would have some singly family development use permits and potentially an environmental impact report scoping session and study session for a housing development project at 3705 Haven Avenue.

- Regular Meeting: December 4, 2023
- Regular Meeting: December 18, 2023

Commissioner Ferrick commented on the commission request for city council's support to review the commission's scope to potentially eliminate single family home reviews and Commissioner Barnes' request to change the commission meeting start time.

I. Adjournment

Vice Chair Do adjourned the meeting at 8:49 p.m.

Staff Liaison: Kyle Perata, Planning Manager

Recording Secretary: Brenda Bennett

Approved by the Planning Commission February 5, 2024