



REGULAR MEETING MINUTES

Date: 2/5/2024
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 858 7073 1001 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

A. Call To Order

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

B. Roll Call

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

Staff: Calvin Chan, Senior Planner; Connor Hochleutner, Assistant Planner; Fahteen Khan, Associate Planner; Kyle Perata, Assistant Community Development Director; Matt Pruter, Associate Planner

C. Reports and Announcements

Assistant Community Development Director Perata welcomed Ross Silverstein to the Planning Commission.

D. Public Comment

None

E. Consent Calendar

E1. Approval of minutes from the November 13, 2023, Planning Commission meeting. (Attachment)

E2. Approval of minutes from the December 4, 2023, Planning Commission meeting. (Attachment)

Chair Do opened the item for public comment and closed public comment as no persons requested to speak.

ACTION: Motion and second (Riggs/Ferrick) to approve the consent calendar consisting of the minutes from the November 13 and December 4, 2023 Planning Commission meetings: passes 6-0 with Commissioner Silverstein abstaining.

F. Public Hearing

F1. Use Permit/Mike Ma/752 College Avenue:
Consider and adopt a resolution to approve a use permit to demolish an existing one-story, single-family residence and detached garage and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot area and lot width in the R-1-U (Single Family Urban



Residential) zoning district. The proposal includes a junior accessory dwelling unit (JADU), which is a permitted use and not subject to discretionary review; determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. (Staff Report #24-007-PC)

Planner Chan reported staff had no updates to the written report.

Mike Ma, project architect, spoke on behalf of the project.

Chair Do opened the public hearing.

Public Comment:

- Paul Osborn, 744 College Avenue, expressed privacy concerns regarding the placement of a proposed second story window.

Chair Do closed the public hearing.

Planner Chan clarified for the Commission that the elevation facing the speaker's home was actually the right side elevation and that the window arrangement the speaker had indicated had been agreed upon with the property owner was shown correctly in the plans. Mr. Ma confirmed the plan view was correct.

The Commission commented on obscure frost glass on the bathroom windows and five foot windowsills that addressed privacy protection.

Action: Motion and second (Do/Ferrick) to adopt a resolution approving the item as recommended; passes 7-0.

F2. Use Permit/Thomas Krulevitch/490 Yale 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 area in the R-1-U (Single Family Urban Residential) zoning district. The proposal also includes an attached accessory dwelling unit which is not subject to discretionary review; determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. (Staff Report #24-008-PC)

Planner Khan reported no updates to the published report.

Thomas Krulevitch, project architect, spoke on behalf of the project.

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

The Commission confirmed with the applicant that the chimney façade would be stone and the siding would be plaster stucco.

ACTION: Motion and second (Ferrick/Schindler) to adopt a resolution to approve the item as recommended; passes 7-0.

- F3. Master Sign Program Amendment/JJ Potasiewicz/500 El Camino Real (Middle Plaza): Consider and adopt a resolution to approve a request for a Master Sign Program Amendment for a mixed-use development (Middle Plaza) in the ECR/D-SP (El Camino Real/Downtown Specific Plan) zoning district; determine this action is categorically exempt under CEQA Guidelines Section 15061 (b)(3) (Commonsense exemption). (Staff Report #24-009-PC)

Planner Khan said staff had no updates to the published report.

Michael Burch, applicant, spoke on behalf of the project.

Replying to Commissioner Riggs, JJ Potasiewicz, applicant, said that the staff report had overlays showing the signage on current photographs of the project and did not include the now outdated renderings (Sheet E18.0-0) to which Commissioner Riggs had referred.

Commissioner Riggs questioned how the change in building color could have occurred without Commission review and suggested the record needed to be corrected.

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

Mr. Perata said for the record that the signage was not inconsistent throughout the project plans or staff report and what he thought Commissioner Riggs had commented on were renderings or as-built imagery that overlay the signs that showed the as-built conditions and a few holdovers that showed older renderings of the slightly different paint color that was part of the approval. He said the Commission's adjudication on this item was the master sign program and not the as-built colors and architectural control revisions or modifications that were pursued through the building permit process.

Commission comments included that the proposed changes to the signage were reasonable including the directional signage modifications for way finding and safety, were within what was previously approved, the signage area was decreasing, the signage color materials were the same. Commission suggestions were to use bicycle way finding signage like that used already in Menlo Park (bridge into Palo Alto for pedestrians and bicyclists signage), make garage signage for pedestrian exit and vehicle exit highly distinct, and update the drawings to show the actual building colors for the record noting this was a particularly sensitive project due to the immediately adjacent neighborhood.

Commission discussed with staff an effective way to update the drawings as mentioned above without causing project delay.

ACTION: Motion and second (Riggs/Schindler) to adopt a resolution to approve as submitted with the following condition; passes 7-0.

Add condition 7: Prior to utilizing the approved amendment for any future sign permit submittal, the applicant shall revise the elevation drawings with the buildings in grayscale and update the rendering on Sheet E18.0-0 of the master sign program amendment to include the as-built conditions.

- F4. Master Sign Program Amendment/Oscar Ibarra/1300 El Camino Real (Springline): Consider and adopt a resolution to approve a request for a Master Sign Program Amendment for a

mixed-use development (Springline) in the ECR/D-SP (El Camino Real/Downtown Specific Plan) zoning district; determine this action is categorically exempt under CEQA Guidelines Section 15061 (b)(3) (Commonsense exemption). (Staff Report #24-010-PC)

Planner Khan reported no changes to the written report.

Oscar Ibarra, applicant, spoke on behalf of the project.

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

ACTION: Motion and second (Ehrich/Ferrick) to adopt a resolution to approve the item as recommended; passes 7-0.

Chair Do recessed the meeting for a five minute break.

Chair Do reconvened the meeting.

- F5. Use Permit and Architectural Control/Sharon Heights Golf and Country Club/2900 Sand Hill Road: Request for a use permit and architectural control to construct a new two-story, approximately 15,000 square-foot operations center building and related site improvements at the existing Sharon Heights Golf and Country Club in the OSC (Open Space and Conservation) zoning district. The proposal also includes construction of a surface parking lot adjacent to the new building, which would contain 46 parking spaces, and relocation of an asphalt access road to a sewer treatment plant operated by West Bay Sanitary District; determine this action is exempt under CEQA Guidelines Section 15183's exemption for projects that are consistent with a community plan, such as the City's general plan. ([Staff Report #24-011-PC](#))

Planner Pruter made a presentation on the project.

Eric Grant, General Manager of the Sharon Heights Golf and Country Club, spoke on behalf of the project.

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

Responding to Commission questions, Mr. Kurt Wozniak on behalf of the applicant explained the poor condition due to old age of the juniper trees proposed for removal and the landscape screening added that would also screen some view of the Hwy. 280 entry and exit ramps.

Commission comment included support of the proposal and appreciation for ongoing commitment to make sure that the tree mitigation requirements were not only fulfilled but exceeded.

ACTION: Motion and second (Ferrick/Schindler) to adopt a resolution to approve the item as recommended; passes 7-0.

G. Informational Items

- G1. Future Planning Commission Meeting Schedule

- Regular Meeting: February 26, 2024

Mr. Perata said it was very likely that the Housing Element Annual Progress Report would be on the February 26th agenda.

- Regular Meeting: March 11, 2024

H. Adjournment

Chair Do adjourned the meeting at 9:23 p.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on March 11, 2024