



REGULAR MEETING MINUTES

Date: 2/26/2024
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, Ross Silverstein

Absent: Henry Riggs

Staff: Connor Hochleutner, Assistant Planner; Corinna Sandmeier; Principal Planner; Tom Smith, Principal Planner

C. Reports and Announcements

Principal Planner Sandmeier announced an upcoming City Council goal setting workshop.

D. Public Comment

None

E. Consent Calendar

None

F. Public Hearing

F1. Use Permit/James Wu/550 Kenwood Drive: Request for a use permit to construct first-story additions and interior alterations to an existing nonconforming one-story, single-family residence located in the R-1-U (Single Family Urban Residential) zoning district. The proposed work would exceed 75 percent of the replacement value of the existing nonconforming structure in a 12-month period; Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. Continued to the meeting of March 11, 2024

ACTION: Motion and second (Ferrick/Ehrich) to continue the item to the meeting of March 11, 2024; passes 6-0 with Commissioner Riggs absent.



- F2. Use Permit Revision/Fatima Saqib/113 Princeton Road:
Consider and adopt a resolution to approve a use permit revision to add new second-floor area on the south-east (right) side by enclosing the existing balcony on a two-story, single-family residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban Residential) zoning district. The applicant is also proposing a garage conversion to an accessory dwelling unit (ADU) on a separate permit, which is a permitted use; Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. **Continued to the meeting of March 11, 2024**

ACTION: Motion and second (Schindler/Ferrick) to continue the item to the meeting of March 11, 2024; passes 6-0 with Commissioner Riggs absent.

- F3. Housing Element Annual Progress Report/City of Menlo Park:
Consider and adopt a resolution recommending the City Council accept the 2023 annual progress report regarding the status and implementation of the City's current 6th Cycle General Plan Housing Element (2023-2031); the Housing Element annual progress report is not considered a project under CEQA. (Staff Report #24-012-PC)

Principal Planner Smith presented the staff report and answered Commissioners' clarifying questions.

Chair Do opened the public hearing.

Public Comment:

- Katherine Dumont, District 3, expressed support for development of multifamily housing and questioned the methodology of assigning affordability levels to new accessory dwelling units.

Chair Do closed the public hearing.

The Commission discussed with staff the midpoint of the housing cycle when the state would then determine whether or not the city would be subject to SB 35 streamlining for the entitlements process and discretionary review, confirmation of annual reporting, progress and completion of programs and desire to see programs related to equity and specialized housing needs initiated, interest in researching ADU affordability and the impact on the local housing market, and developing a framework to proactively determine if housing targets were being met early on and not waiting until midcycle review, and confirming Program H4.V had already been completed.

ACTION: Motion and second (Silverstein/Ferrick) to adopt a resolution recommending the City Council accept the 2023 annual progress report regarding the status and implementation of the City's current 6th Cycle General Plan Housing Element (2023-2031) with the following modification; passes 6-0 with Commissioner Riggs absent.

- Revise the annual progress report to indicate that Program H4.V has been completed.

G. Informational Items

G1. Future Planning Commission Meeting Schedule

- Regular Meeting: March 11, 2024

Planner Sandmeier said the agenda for March 11 would have the two items continued at this meeting.

- Regular Meeting: March 25, 2024

H. Adjournment

Chair Do adjourned the meeting at 7:56 p.m.

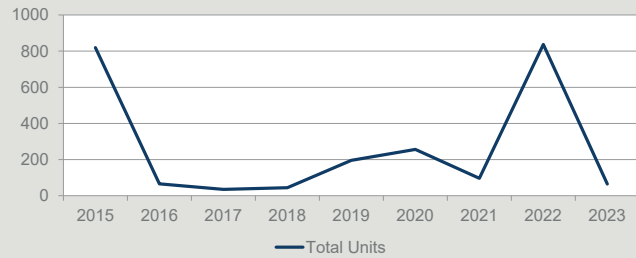
Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on March 25, 2024

2023 HOUSING PRODUCTION

- 65 net new units
 - Based on building permits issued
 - Not inconsistent with previous trends
 - Overall RHNA 3.4% complete



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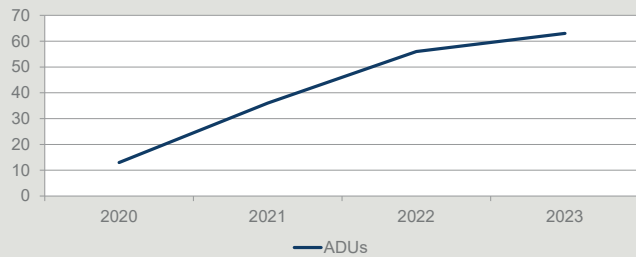


HOUSING ELEMENT

2023 Annual Progress Report

ADU PRODUCTION GROWTH

- 63 new ADUs
 - 3rd record-setting year in a row



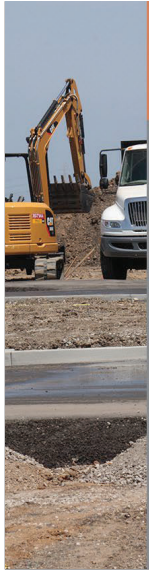
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BACKGROUND

- Annual Progress Report (APR)
 - Due every April 1
 - Tracks housing production and activities
- 6th Cycle Housing Element (2023-2031)
 - Blueprint to meet housing needs over 8 years
 - Adopted Jan. 31, 2023; amended Jan. 23, 2024
 - Zoning adopted Nov./Dec. 2023
 - Regional Housing Needs Allocation (RHNA)
 - 2,946 units

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RECOMMENDATION AND NEXT STEPS

- Adoption of resolution
 - Recommending Council accept APR
- Continued implementation of Housing Element programs
 - Anti-displacement strategy (H2.E)
 - Modifications to BMR Guidelines (H4.B)
 - Housing on downtown City-owned parking lots (H4.G)



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POTENTIAL FUTURE PRODUCTION

- 1,900 units entitled in 2022
 - Largest projects remaining in pipeline:
 - Willow Village (1,730 units)
 - Menlo Flats (158 units)
- Will count for future APRs after permits issued



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THANK YOU

