



REGULAR MEETING MINUTES

Date: 3/11/2024
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: Christine Begin, Planning Technician; Connor Hochleutner, Assistant Planner; Kyle Perata, Assistant Community Development Director

C. Reports and Announcements

Assistant Community Development Director Perata announced the City Council’s annual goal setting workshop would be held on March 12, 2024 beginning at 5:00 p.m.

D. Public Comment

None

E. Consent Calendar

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

Commissioner Riggs said that he would abstain from voting on the minutes and court report transcript for the December 18, 2023 Planning Commission meeting.

Commissioner Barnes said that he would abstain from voting on the minutes and court report transcript for the December 18, 2023 and minutes for the January 8, 2024 Planning Commission meetings.

- E1. Approval of minutes and court report transcript from the December 18, 2023, Planning Commission meeting. ([Attachment](#))

ACTION: Motion and second (Schindler/Ferrick) to approve the minutes and court report transcript for the December 18, 2023 Planning Commission meeting; passes 4-0 with Commissioners Barnes, Riggs and Silverstein abstaining.



- E2. Approval of minutes from the January 8, 2024, Planning Commission meeting. ([Attachment](#))

ACTION: Motion and second (Riggs/Ferrick) to approve the minutes from the January 8, 2024 Planning Commission meeting; passes 5-0 with Commissioners Barnes and Silverstein abstaining.

- E3. Approval of minutes from the February 5, Planning Commission meeting. ([Attachment](#))

ACTION: Motion and second (Ferrick/Ehrich) to approve the minutes from the February 5, Planning Commission meeting; passes 7-0.

F. Public Hearing

- F1. Use Permit/James Wu/550 Kenwood Drive:

Consider and adopt a resolution to approve 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 from the meeting of February 26, 2024.** ([Staff Report #24-013-P](#))

Planner Hochleutner reported no changes to the published staff report.

Commissioner Riggs said the staff report needed the project address shown and suggested on the upper corner of the staff report.

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

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

- 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 from the meeting of February 26, 2024.** ([Staff Report #24-014-PC](#))

Ms. Begin reported no changes to the published staff report.

Michael Hochberg, property owner, and Fatima Saqib, project architect, 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 (Ferrick/Silverstein) to adopt a resolution to approve the item as presented; passes 7-0.

G. Informational Items

G1. Future Planning Commission Meeting Schedule.

- Regular Meeting: March 25, 2024

Mr. Perata said for the March 25th agenda that staff was tracking two single-family home use permits and two development agreement annual reviews for the 500 El Camino Real project and 1300 El Camino Real project.

Mr. Perata said for the record that staff would likely bring to the Commission in the April/May timeframe multiple development agreement annual reviews for the Meta campuses in the Bayfront area.

- Regular Meeting: April 15, 2024

H. Adjournment

Chair Do adjourned the meeting at 7:45 p.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on March 25, 2024