



**REGULAR MEETING MINUTES**

**Date:** 3/25/2024  
**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**

Vice Chair Jennifer Schindler called the meeting to order at 7:00 p.m.

**B. Roll Call**

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

Absent: Linh Dan Do (Chair)

Staff: Christine Begin, Planning Technician; Connor Hochleutner, Assistant Planner; Fahteen Khan, Associate Planner; Kyle Perata, Assistant Community Development Director; Corinna Sandmeier, Principal Planner

**C. Reports and Announcements**

Assistant Director Perata said the City Council at its March 26, 2024 meeting would review and consider a resolution accepting the 2023 Housing Element Annual Progress Report and hear a presentation on the Caltrain Electrification Project and city partnerships.

**D. Public Comment**

None

**E. Consent Calendar**

Vice Chair Schindler opened the consent calendar for public comment and closed it as no persons requested to speak.

E1. Approval of minutes of March 27, 2023, Planning Commission meeting. (Attachment)

Commissioner Barnes requested to pull item E1.

**ACTION:** Motion and second (Ferrick/Ehrich) to approve the minutes of the March 27, 2023 Planning Commission meeting; passes 4-0 with Commissioners Barnes and Riggs abstaining and Commissioner Do absent.



E2. Approval of minutes of February 26, 2024, Planning Commission meeting. ([Attachment](#))

Commissioner Riggs requested to pull item E2.

ACTION: Motion and second (Ferrick/Ehrich) to approve the minutes of the February 26, 2024 Planning Commission meeting, passes 5-0 with Commissioner Riggs abstaining and Commissioner Do absent.

E3. Approval of minutes of March 11, 2024, Planning Commission meeting. ([Attachment](#))

ACTION: Motion and second (Ferrick/Riggs) to approve the minutes of the March 11, 2024 Planning Commission meeting; passes 6-0 with Commissioner Do absent.

**F. Public Hearing**

F1. Use Permit/Rucha Shah/108 Blackburn Avenue:

Consider and adopt a resolution to approve a use permit to remodel and add first- and second-story additions to an existing nonconforming one-story, single-family residence on a lot that is substandard with regard to minimum lot width, depth and area in the R-1-U (Single Family Urban Residential) zoning district, at 108 Blackburn Avenue. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure over a 12-month period and would also exceed 50 percent of the existing floor area and therefore is considered equivalent to a new structure; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #24-015-PC)

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

Commissioners Barnes and Ehrich recused themselves due to proximity of their residences to the subject property and left the dais.

Vahid Taslimitehrani, property owner, introduced his wife Haleh and their architect Rucha Shah, and spoke on behalf of the project.

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

Commissioner Silverstein noted he lived in the general area of the subject property but not within a conflict of interest proximity.

The Commission commented favorably on the window placement particularly on the second story, attention to privacy protection, the height being less than the maximum allowed, and the attractive design.

ACTION: Motion and second (Riggs/Ferrick) to adopt a resolution to approve the item as presented; passes 4-0 with Commissioners Barnes and Ehrich recused and Commissioner Do absent.

Commissioners Barnes and Ehrich returned to the dais.

F2. Use Permit/Linder Jones/919 Arnold Way:

Consider and adopt a resolution to approve a use permit to partially demolish, remodel, and add first- and second-story additions to an existing nonconforming single-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district, at 919 Arnold Way. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period. The applicant is also requesting to maintain a wall six feet in height within the front setback at approximately 14.8 feet from the property line; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. The proposal includes the addition of an Accessory Dwelling Unit (ADU), which is a permitted use and not subject to discretionary review. (Staff Report #24-016-PC)

Planner Hochleitner said staff had no updates to the staff report.

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

The Commission confirmed with staff that the building height was 25-feet five-inches. Linder Jones, project architect, confirmed that no windows were desired on the west side of the second story. The Commission confirmed with Mr. Jones that the second floor material would have the same look as the first floor siding. Morgan Ames, property owner, clarified why a window was not desired on the west side of the second story nor on the north side in the laundry and closet, noting stairwell windows. She also reported on their neighbor outreach.

ACTION: Motion and second (Riggs/Ehrich) to adopt a resolution to approve the item as presented; passes 6-0 with Commissioner Do absent.

F3. Development Agreement Annual Review/Stanford University/200-500 El Camino Real (Middle Plaza at 500 El Camino Real Project):

Consider and adopt a resolution to determine that Stanford University ("Stanford") has demonstrated good faith compliance with the provisions of the Middle Plaza at 500 El Camino Real Development Agreement for the period of May 2022 through March 2024. Review of the Development Agreement does not qualify as a project under CEQA. (Staff Report #24-017-PC)

Planner Sandmeier said staff had no updates to the staff report.

John Donahoe, Stanford University Real Estate, spoke on behalf of the item.

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

The Commission confirmed expected full tenancy of housing units and commercial space in the future with the applicant.

ACTION: Motion and second (Ferrick/Riggs) to adopt a resolution determining that Stanford University ("Stanford") has demonstrated good faith compliance with the provisions of the Middle Plaza at 500 El Camino Real Development Agreement for the period of May 2022 through March 2024; passes 6-0 with Commissioner Do absent.

- F4. Development Agreement Annual Review/Cyrus Sanandaji, Presidio Bay Ventures/1300 El Camino Real and 550 Oak Grove Avenue:  
Consider and adopt a resolution to determine that Presidio Bay Ventures has demonstrated good faith compliance with the provisions of the Springline mixed-use development project (“Springline”) Development Agreement, located at 1300 El Camino Real, for the period of October 2021 through March 2024. Review of the Development Agreement does not qualify as a project under CEQA. (Staff Report #24-018-PC)

Planner Sandmeier said staff had no updates to the written report.

Kyle Snyder, Presidio Bay Ventures, spoke on behalf of the item.

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

The Commission discussed residential and commercial occupancy, sales tax guarantee and wayfinding signage with the applicant. Commissioner Riggs asked Mr. Snyder questions on the signage color, confirming whether the brown signage was inferred as required from the master sign program review by the Planning Commission, noting that the City has worked to enliven the frontage.

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ACTION: Motion and second (Ferrick/Riggs) to adopt a resolution to determine that Presidio Bay Ventures has demonstrated good faith compliance with the provisions of the Springline mixed-use development project (“Springline”) Development Agreement, located at 1300 El Camino Real, for the period of October 2021 through March 2024; passes 6-0 with Commissioner Do absent.

## **G. Informational Items**

- G1. Future Planning Commission Meeting Schedule

- Regular Meeting: April 15, 2024

Mr. Perata said that the agenda was not yet determined for the April 15<sup>th</sup> meeting and that the April 29<sup>th</sup> would be Commissioners Barnes and Riggs’ last Planning Commission meeting due to term expiration.

- Regular Meeting: April 29, 2024

## **H. Adjournment**

Vice Chair Schindler adjourned the meeting at 8:32 p.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on April 15, 2025