



REGULAR MEETING MINUTES

Date: 5/6/2024
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), Katie Behroozi, Andrew Ehrich, Katie Ferrick, Misha Silin, Ross Silverstein

Staff: Connor Hochleutner, Assistant Planner; Kyle Perata, Assistant Community Development Director

Chair Do made a motion to reorder the agenda to move agenda item G to before agenda item F.

ACTION: Motion and second (Do/Silverstein) to reorder the agenda to move agenda item G to before agenda item F; passes 7-0.

C. Reports and Announcements

Assistant Community Development Director Perata said the City Council at its May 7, 2024 meeting would review the water supply assessment for the Parkline Mixed Use Master Plan and tentatively at its May 21, 2024 would conduct a study session on that item.

D. Public Comment

None

E. Consent Calendar

E.1 Approval of minutes from the April 15, 2024 Planning Commission meeting (Attachment)

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

ACTION: Motion and second (Ferrick/Ehrich) to approve the minutes of the April 15, 2024 Planning Commission meeting; passes 5-0 with Behroozi and Silin abstaining.

G. Regular Business

G1. Selection of Planning Commission Chair and Vice Chair for May 2024 through April 2025. Not a

CEQA project. ([Staff Report #24-024-PC](#))

Mr. Perata presented a brief report on the item.

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

ACTION: Motion and second (Ferrick/Do) to nominate Commissioner Schindler for Chair; passes 7-0.

ACTION: Motion and second (Ferrick/Schindler) to nominate Commissioner Ehrich for Vice Chair; passes 7-0.*

*Newly selected Chair and Vice Chair will be seated at the next Planning Commission meeting.

Commissioner Behroozi recused herself from consideration of Item F1 due to her residence being located within 500 feet of 1035 Ringwood Avenue.

F. Public Hearing

- F1. Use Permit/Jerome Burgos/1035 Ringwood:
Consider and adopt a resolution to approve a use permit for first-story additions and alterations to an existing nonconforming single-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district at 1035 Ringwood Avenue and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. The proposed work would exceed 75 percent of the replacement value of the existing nonconforming structure in a 12-month period. ([Staff Report #24-023-PC](#))

Planner Hochleitner said staff had no additions to the published report.

Jerome Burgos, applicant, answered a question about neighbor outreach.

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

Replying to Commissioner Silin, Planner Hochleitner clarified that the existing structure was nonconforming, and the scope of work exceeded the use permit threshold. Replying further to Commissioner Silin, Planner Hochleitner and Mr. Perata provided further clarification on the calculus used for determining the nonconforming new work valuation.

Commission comment included appreciation for the applicant showing the daylight planes for neighboring properties.

ACTION: Motion and second (Ehrich/Schindler) to adopt a resolution to approve the item as submitted; passes 6-0 with Commissioner Behroozi recused.

H. Informational Items

- H1. Future Planning Commission Meeting Schedule

- Regular Meeting: May 20, 2024

Mr. Perata said staff expected for the May 20, 2024 agenda to have an architectural control and sign review for a service fueling station at 500 Willow Road and a use permit and architectural control for a proposed restaurant with beer and wine on sale and a retail component with beer, wine and distilled spirits off sale at 720 Santa Cruz Avenue.

- Regular Meeting: June 3, 2024

I. Adjournment

Commissioner Do adjourned the meeting at 7:40 a.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on June 3, 2024