



## REGULAR MEETING MINUTES

**Date:** 6/24/2024  
**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 Jennifer Schindler called the meeting to order at 7:02 p.m.

### B. Roll Call

Present: Jennifer Schindler (Chair), Katie Behroozi, Linh Dan Do, Katie Ferrick, Misha Silin, Ross Silverstein

Absent: Andrew Ehrich (Vice Chair)

Staff: Christine Begin, Planning Technician; Kyle Perata, Assistant Community Development Director, Matt Pruter, Associate Planner

### C. Reports and Announcements

Assistant Community Development Director Perata said the Community Development Department released the Draft Environmental Impact Report (DEIR) for the Parkline Master Plan Project on June 20, 2024 with a 45-day comment period from June 20 through August 5, 2024 at 5:30 p.m. He said the Planning Commission at its July 22, 2024 meeting would hold a public hearing on the DEIR for public and commission comment and a study session on the proposed project. He said the 1220 Hoover Street use permit and architectural control project previously approved by the Planning Commission and the major subdivision recommended to the City Council for approval was appealed. He said the City Council would consider the appeal at its July 9, 2024 meeting.

### D. Public Comment

Chair Schindler opened public comment and closed public comment as no persons requested to speak.

### E. Consent Calendar

Mr. Perata said staff was informed prior to the meeting that the attendance listed in the May 20, 2024 minutes did not include Commissioner Do, who was present. He said if amenable to the Commission as part of its vote, staff would make that edit after the fact.

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

- E.1 Approval of minutes from the May 20, 2024 Planning Commission meeting (Attachment)
- E2. Approval of minutes from the June 3, 2024 Planning Commission meeting (Attachment)

ACTION: Motion and second (Ferrick/Silverstein) to approve the Consent Calendar consisting of the minutes from the May 20, 2024 Planning Commission meeting with modification to identify Commissioner Do as an attendee and the minutes from the June 3, 2024 Planning Commission meeting as presented; passes 6-0 with Commissioner Ehrich absent.

## F. Public Hearing

- F1. Use Permit/Greg Damos/256 Marmona Drive:  
Request for a use permit to add a second story and remodel an existing nonconforming one-story, single-family residence on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district. The proposal would exceed 50 percent of the existing floor area and is considered equivalent to a new structure. The proposed work would also exceed 50 percent of the existing 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. ***Continue to a future meeting date.***

Chair Schindler opened public comment and closed public comment as no persons requested to speak.

ACTION: Motion and second (Ferrick/Behroozi) to continue the item to a future meeting; passes 6-0 with Commissioner Ehrich absent.

- F2. Use Permit/J.J. Riestra/8 Homewood Place:  
Request for a use permit for hazardous materials (diesel fuel) associated with a proposed permanent emergency generator to service an existing commercial office building in the C-1 (Administrative and Professional, Restrictive) zoning district; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #24-029-PC)

Planner Pruter said an additional comment letter was received that day and noted copies for the commissioners and public had been provided. He said the letter raised concerns about the location of the generator, the testing of it and the time of day it would occur, the duration of generator usage due to power outage or emergency and consideration of batteries as a form of backup power and communication rather than diesel. He said additionally the applicant requested to have one testing period a year for 1.5 hours, per federal requirements. He presented staff's recommended modification to condition 2a: ***Testing of the generator shall be limited to one 30-minute period per month, and one additional two-hour period per year, between the daytime hours 8:30 a.m. and 5:30 p.m. on weekdays.***

Deborah Wachs, Practice Director of Reproductive Science Center, introduced the project team of Kathy Wheeler, Executive Director, Dr. Sarah Reid, partner physician, JJ Riestra, project architect, Lawrence Jones, electrical engineer, Adam Thompson, acoustical engineer, and remotely April Hatton, Allison Darr and Tucker Mathews, and spoke on behalf of the project.

The Commission asked clarifying questions of staff and the applicant about parking and the

generator testing and potential usage of it.

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

The Commission discussed the questions posed in the recently received comment letter with the applicant.

Commissioner Silin said in disclosure that he had occasionally encountered the comment letter writer but that would not affect his judgment of the proposed project.

The Commission further discussed emission reduction for a generator backup with the applicant and encouraged limiting noise impacts as much as possible while noting with emphasis the sensitive nature of the project's business and that the noise level was within the limits regulated by the city. Further it discussed potentially relocating the generator to the middle of the parking lot away from Waverly Street and using battery and other backup energy for short-term outages.

Mr. Perata noted that reduction in parking would require a different request process and could not be considered this evening.

Commissioner Ferrick moved to approve with staff's modification to condition 2a. Commissioner Behroozi asked about a recommendation related to the applicant's willingness to test the generator at midday. Commissioner Ferrick said she accepted that friendly amendment for the applicant to work with the neighbors on the most optimal time for monthly testing. Commissioner Behroozi said she seconded the motion with that addition.

Commissioner Silverstein said he would prefer that the resolution specify rather than monthly 30 minute testing during daytime hours, Tuesday, Wednesday, or Thursday to state no later than 3 p.m. when children would be home from school. Commissioner Ferrick as the maker of the motion said that was acceptable to her.

Planner Pruter, replying to Chair Schindler, said the motion was to approve as recommended with modifications to condition 2a as stated by staff and additionally to change end of day time for testing to 3:00 p.m.

Commission discussed the difference between the findings and the resolution language as referenced by staff and expressed support for the resolution language regarding testing during weekdays and not specifically Tuesday, Wednesday or Thursday.

**ACTION:** Motion and second (Ferrick/Behroozi) to adopt a resolution approving the project with the following modifications to Condition 2a; passes 6-0 with Commissioner Ehrich absent.

**Modify Condition 2a:** *Testing of the generator shall be limited to one 30-minute period per month, and one two-hour period per year, between the daytime hours 8:30 a.m. and 3:00 p.m. on weekdays.*

## **G. Informational Items**

### **G1. Future Planning Commission Meeting Schedule**

- Regular Meeting: July 8, 2024

Mr. Perata said that a proposed reconstruction of the Chevron Service Fueling Station at 1399 Willow Road would be on the July 8, 2024 agenda noting the proposal was part of the broader Willow Village project but a separate item and separate action to enable the realignment of Hamilton Avenue for the Willow Village project.

- Regular Meeting: July 22, 2024

Mr. Perata said the July 22, 2024 agenda would have a public hearing on the DEIR and a study session on the Parkline Master Plan Project.

## **H. Adjournment**

Chair Schindler adjourned the meeting at 8:25 p.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on July 8, 2024