



REGULAR MEETING MINUTES

Date: 8/12/2024
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), Andrew Ehrich (Vice Chair), Katie Behroozi, Katie Ferrick, Misha Silin

Absent: Ross Silverstein

Staff: Kyle Perata, Assistant Community Development Director; Matt Pruter, Associate Planner; Corinna Sandmeier, Principal Planner

C. Reports and Announcements

Assistant Community Development Director Kyle Perata announced that the Environmental Justice and Safety Elements review and recommendation by the Planning Commission was scheduled for the August 26, 2024 meeting agenda. He said the meeting would be held at the Belle Haven Community Campus.

D. Public Comment

None

E. Consent Calendar

Chair Schindler pulled items E.1 and E.2 from the consent calendar.

The Planning Commission voted first on the consent calendar consisting of Item E.3.

E1. Approval of minutes and court reporter transcript from the July 22, 2024 Planning Commission meeting. ([Attachment](#))

Chair Schindler noted a modification she recommended to staff for clarification which staff presented visually to modify page 9 of the minutes for July 22, 2024 within Mr. Murray’s response about public use of amenities to read: “He said the much smaller area originally proposed as a freestanding building was now proposed to be in the podium of the affordable housing Residential 3 building.”

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



speak.

ACTION: Motion and second (Ehrich/Do) to approve the minutes and court reporter transcript from the July 22, 2024 Planning Commission meeting with the modification specified; passes 5-0 with Commissioner Behroozi abstaining and Commissioner Silverstein absent.

- E2. **Artwork Lighting Review/Christopher Baxter/2 Meta Way:**
Consider and adopt a resolution to approve the lighting design of the façade-mounted artwork associated with the existing citizenM hotel located on the Meta West Campus in the O (Office) zoning district. The artwork is located on the northwest elevation of the building, facing Chilco Street, adjacent to an exterior red staircase, and the lighting would consist of two fixtures, directly above and beneath the artwork, to avoid light spillover; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. Per condition 15.2.1 of the conditional development permit for the site, Planning Commission review is required for the lighting specifications for the artwork. ([Staff Report #24-032-PC](#))

Planner Pruter said a comment letter was received over the weekend that was shared with the applicant and Planning Commission; and that the project description letter was updated as a result of the comment letter.

Naomi Maki, representing CitizenM Hotels, spoke on behalf of the item, and said Christopher Baxter, project architect, was available online for questions.

Chair Schindler opened public comment.

Public Comment:

- Eileen McLaughlin, Citizens' Committee to Complete the Refuge, expressed appreciation to the City, its Planning Commission and the CitizenM applicant team for working to address the concerns of lighting impacts to wildlife in the area. She requested the Commission approve the most recent lighting changes to the artwork for the project.

ACTION: Motion and second (Silin/Ferrick) to adopt a resolution approving the artwork lighting for 2 Meta Way as presented; passes 6-0 with Commissioner Silverstein absent.

- E3. **Architectural Control/Daniel Cunningham/2882-2884 Sand Hill Rd.:**
Consider and adopt a resolution to approve architectural control for modifications to an existing office campus including hardscaping and landscaping modifications and the addition of two outdoor shade structures and exterior office building modifications in the C-1-C (Administrative, Professional and Research District, Restrictive) zoning district. The project includes five development-related heritage tree removals which were reviewed and conditionally approved by the City Arborist; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities and Section 15303's Class 3 exemption for new construction or : conversion of small structures ([Staff Report #24-033-PC](#))

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

ACTION: Motion and second (Do/Ehrich) to approve the consent calendar consisting of adopting a

resolution approving architectural control for 2882-2884 Sand Hill Road as submitted; passes 6-0 with Commissioner Silverstein absent.

F. Public Hearing

F1. Use Permit/Hong Wei/595 Hobart St.:

Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence with a basement on a substandard lot with regard to minimum lot width in the R-1-S (Single Family Suburban Residential) zoning district, determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal also includes a detached accessory dwelling unit (ADU) and associated heritage tree removals which are permitted and not subject to discretionary review. ([Staff Report #24-034-PC](#))

Planner Sandmeier said staff had no updates to the project.

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

Mark Godby, project architect, spoke on behalf of the project.

Commission discussion included favorable comments on the integration of the proposed home with the neighborhood, the generous number of replacement trees proposed and the retention of numerous existing mature heritage trees.

ACTION: Motion and second (Do/Behroozi) to adopt a resolution approving the use permit for 595 Hobart Street as submitted; passes 6-0 with Commissioner Silverstein absent.

F2. Use Permit/Robert Harrison/805 Evergreen St.:

Consider and adopt a resolution to approve a use permit to demolish an existing two-story, single-family residence and detached accessory structure and construct a new two-story, single-family residence with a basement on a substandard lot with regard to minimum lot width in the R-1-S (Single Family Suburban Residential) zoning district at 805 Evergreen Street; determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. ([Staff Report #24-035-PC](#))

Planner Sandmeier said two emails that the applicant forwarded in support of the project were sent earlier in the day to the Planning Commission and were available for the public this evening.

Kendra Rosenberg, project architect, spoke on behalf of the project.

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

Commission discussion confirmed that the project would have a landscape plan and landscape screening for neighbors and expressed appreciation for the redesign in response to neighbors' concerns.

ACTION: Motion and second (Do/Silin) to adopt a resolution approving a use permit for 805

Evergreen Street; passes 6-0 with Commissioner Silverstein absent.

- F3. Use Permit/Lea Redmond and Samantha Hamlin/1925 Menalto Ave.:
Consider and adopt a resolution to approve a use permit to change the use of a tenant suite from a salon to a restaurant within an existing commercial building in the C-MU (Neighborhood Mixed Use) zoning district. The subject property is substandard with regard to the minimum parking requirement in the C-MU zoning district and requires a use permit for a change of use. The proposed project also includes a use permit request for a Type 41 license from the State Department of Alcoholic Beverage Control (ABC) for onsite alcohol service (beer and wine only) associated with a full-service restaurant, and a use permit for outdoor seating in the rear of the property and to allow the outdoor consumption of beer and wine within the outdoor seating. As part of the review, the Planning Commission will need to determine whether the on-sale of alcohol at this location serves a public convenience or necessity, in accordance with the requirements of the Menlo Park Municipal Code; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff Report #24-036-PC](#))

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

Lea Redmond and Samantha Hamlin, applicant team, spoke on behalf of the project.

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

Commission discussion addressed with the applicants a safety concern raised, which subsequently was clarified did not occur in the applicants' business parking area and expressed support for local neighborhood serving commercial space while suggesting potential consideration of safety barriers for the outdoor dining space.

Commissioner Ferrick moved to approve the item as submitted.

Commissioner Ehrich said for the record (minutes) that he wanted to highlight the high level of support for the project that the staff report section on correspondence outlined and express his support for not requiring more parking. He then seconded Commissioner Ferrick's motion.

ACTION: Motion and second (Ferrick/Ehrich) to adopt a resolution approving the item for 1925 Menalto Avenue as submitted; passes 6-0 with Commissioner Silverstein absent.

G. Informational Items

G1. Future Planning Commission Meeting Schedule

- Regular Meeting: August 26, 2024

Mr. Perata restated that the Environmental Justice and Safety Elements review and recommendation by the Planning Commission would be on the August 26, 2024 meeting agenda and the meeting would be held at the Belle Haven Community Campus.

- Regular Meeting: September 9, 2024

No items confirmed yet for the September 9, 2024 meeting.

H. Adjournment

Chair Schindler adjourned the meeting at 8:16 p.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on September 9, 2024