



REGULAR MEETING MINUTES

Date: 10/28/2024
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 7:00 p.m.

B. Roll Call

Present: Jennifer Schindler (Chair), Andrew Ehrich (Vice Chair), Katie Behroozi, Katie Ferrick, Misha Silin, Ross Silverstein

Absent: Linh Dan Do

Staff: Connor Hochleitner, Assistant Planner; Kyle Perata, Assistant Community Development Director; Thomas Rogers, Principal Planner

C. Reports and Announcements

Assistant Community Development Director Kyle Perata reported that Community Development staff was working with the Park Line Development project team on a negotiated Development Agreement, and draft terms of that agreement would be brought to the City Council for review in the near future.

D. Public Comment

None

E. Consent Calendar

E1 Approval of minutes from the August 26, 2024 Planning Commission meeting (Attachment)

E2 Approval of minutes from the September 9, 2024 Planning Commission meeting (Attachment)

E3 Approval of minutes from the September 23, 2024 Planning Commission meeting (Attachment)

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

ACTION: Motion and second (Ferrick/Ehrich) to approve the consent calendar consisting of the minutes from the August 26, September 9, and September 23, 2024 Planning Commission meetings; passes 6-0 with Commissioner Do absent.



F. Public Hearing

F1. Use Permit/Karen Zak/1460 Bay Laurel Dr.:

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 and a detached garage 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 15303's Class 3 exemption for new construction or conversion of small structures. The proposal includes an attached accessory dwelling unit (ADU) which is a permitted use and not subject to discretionary review. (Staff Report #24-042-PC)

Principal Planner Thomas Rogers said staff had no changes to the published report.

Karen Zak, applicant, spoke on behalf of the project.

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

The Commission discussed the uncovered tandem parking space for the ADU with staff and the unpermitted removal of the heritage staff with the applicant.

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

F2. Use Permit/Steven C Beck & Jane H Baxter/789 Stanford Ave.:

Consider and adopt a resolution to approve a use permit to modify accessory dwelling unit (ADU) standards to exceed the maximum ADU size of 1,000 square feet and maximum bedroom count of two, in order to construct a 1,200-square-foot, three-bedroom detached ADU on a standard lot within the R-1-U (Single Family Urban Residential) zoning district; determine this action is categorically exempt under CEQA Guidelines 15303's Class 3 exemption for new construction or conversion of small structures. (Staff Report #24-043-PC)

Planner Rogers said staff had no changes to the published report.

Steven Beck, property owner, spoke on behalf of the project.

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

Commission discussion revolved around the value of ADUs adding to the housing stock with sensitivity toward the City's square footage regulation for ADUs while suggesting ministerial processes be facilitated as much as possible for the construction of ADUs.

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

- F3. Use Permit/Jessica Sin/212 Ivy Dr.:
Consider and adopt a resolution to approve a use permit to remodel and construct a first-story addition to an existing nonconforming single-story, single-family residence where the proposed work would exceed 75 percent of the replacement value of the existing nonconforming structure in a 12-month period in the R-1-U (Single Family Urban Residential) zoning district at 212 Ivy Drive; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #24-044-PC)

Assistant Planner Connor Hochleitner said staff had no changes to the published staff report.

Jessica Sin, project architect, spoke on behalf of the project.

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

Commission discussion included appreciation for the neighbor outreach and the thoughtful single-story design for the project.

ACTION: Motion and second (Ferrick/Behroozi) to adopt a resolution approving the item as submitted; passes 6-0 with Commissioner Do absent.

G Informational Items

- G1. Future Planning Commission Meeting Schedule

- Regular Meeting: November 4, 2024

Mr. Perata said the November 4 agenda had two single-family home use permits and an architectural control and sign review for Bistro Vida at 639-641 Santa Cruz Avenue.

- Regular Meeting: November 18, 2024

Mr. Perata said the agenda was not confirmed for November 18.

H. Adjournment

Chair Schindler adjourned the meeting at 8:05 p.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on November 18, 2024