



REGULAR MEETING MINUTES

Date: 11/4/2024
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 7:03 p.m.

B. Roll Call

Present: Jennifer Schindler (Chair), Andrew Ehrich (Vice Chair), Katie Behroozi (arrived at 7:07 p.m.), Linh Dan Do, Katie Ferrick, Misha Silin, Ross Silverstein

Staff: Connor Hochleitner, Assistant Planner; Fahteen Khan, Associate Planner; Kyle Perata, Assistant Community Development Director; Matt Pruter, Associate Planner; Thomas Rogers, Principal Planner

C. Reports and Announcements

Assistant Community Development Director Kyle Perata reported on an upcoming community meeting November 7, 2024 held in English language and one on November 14, 2024 held in Spanish language at the Belle Haven Community Center campus hosted by the City’s Housing team to consider anti-displacement strategies.

D. Public Comment

No persons requested to speak.

E. Consent Calendar

None

F. Public Hearing

F1. Use Permit/John Chou/5 Shasta Lane:
Consider and adopt a resolution to approve a use permit for excavation within the required rear setback for a retaining wall on a property located in the R-1-S (Single-Family Residential Suburban) zoning district, and determine this action is categorically exempt under CEQA Guidelines Section 15303’s Class 3 exemption for new construction or conversion of small structures. The retaining wall is associated with construction of a new detached ADU, which is a permitted use, although the excavation would also allow for a larger flat yard area. ([Staff Report #24-045-PC](#))

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



John Chou, applicant, introduced himself.

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

ACTION: Motion and second (Ehrich/Ferrick) to adopt a resolution to approve the item as submitted; passes 7-0.

- F2. Use Permit/Hannah Chiu/1401 Santa Cruz Ave.:
Consider and adopt a resolution to approve a use permit to demolish an existing one-story, single-family residence, with a basement and detached garage, and construct a new two-story, single-family residence on a substandard lot with regard to lot width in the R-1-S (Single Family Suburban Residential) zoning district; determine this action is categorically exempt under the CEQA Guidelines 15303's Class 3 exemption for new construction or conversion of small structures. The proposal also includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. ([Staff Report #24-046-PC](#))

Associate Planner Fahteen Khan said staff had no changes to the published report.

Hannah Chiu, Thomas James Homes, spoke on behalf of the project.

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

ACTION: Motion and second (Do/Ferrick) to adopt a resolution to approve the item as submitted; passes 7-0.

- F3. Architectural Control and Sign Review/Ali El Safy/639-641 Santa Cruz Ave.:
Consider and adopt a resolution to 1) approve an architectural control permit to change the paint color of the front and rear facades of the building at 639-641 Santa Cruz Avenue, install a mural on an existing electrical cabinet on the rear facade of the building, replace the double front door of the 639 Santa Cruz Avenue suite with a single door, and add various architectural details to the front facade of the 641 Santa Cruz Avenue suite, and 2) approve a sign permit for a second blade sign on the front facade of the 641 Santa Cruz Avenue suite that would also exceed three square feet in size at an existing building located in the SP-ECR/D (El Camino Real-Downtown Specific Plan) zoning district; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff Report #24-047-PC](#))

Assistant Planner Connor Hochleutner said staff had no additions to the published staff report.

Charles Belser, project architect, and Christie Perego, applicant representative, 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 centered on favorable comments regarding the business' expansion and the mural at the rear of the property and general comments regarding accessibility of the sign guidelines for applicants and application of those guidelines.

ACTION: Motion and second (Ferrick/Behroozi) to adopt a resolution to approve the item as submitted; passes 7-0.

G. Informational Items

G1. Future Planning Commission Meeting Schedule

- Regular Meeting: November 18, 2024

Mr. Perata said the November 18 agenda would have a use permit for a residential project at 801 Hermosa Way, a use permit revision and architectural control revision for an existing commercial building at 2800 Sand Hill Road, and a use permit and architectural control revision to extend the Planning Commission's previous approval of a temporary classroom for Phillips Brook School, 2245 Avy Avenue.

- Regular Meeting: December 2, 2024

Mr. Perata said the Commission's 2025 meeting calendar would be on the December 2 agenda.

H. Adjournment

Chair Schindler adjourned the meeting at 8:19 p.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on November 18, 2024