



REGULAR MEETING MINUTES

Date: 12/2/2024
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

Vice Chair Andrew Ehrich called the meeting to order at 7:03 p.m.

B. Roll Call

Present: Andrew Ehrich (Vice Chair), Katie Behroozi, Linh Dan Do, Katie Ferrick, Misha Silin, Ross Silverstein

Absent: Jennifer Schindler (Chair)

Staff: Calvin Chan, Senior Planner; Connor Hochleutner, Assistant Planner; Kyle Perata, Assistant Community Development Director; Chris Turner, Senior Planner

C. Reports and Announcements

Assistant Community Development Director Kyle Perata said the City Council at its December 10, 2024 meeting would conduct its reorganization for 2025 followed by a reception.

D. Public Comment

- Kelly Traver expressed multiple concerns about a proposed project at 80 Willow Road.
- John Selling expressed multiple concerns about a proposed project at 80 Willow Road.

E. Consent Calendar

- E1. Architectural Control/Debora Ferrand/816 Santa Cruz Ave.:
Consider and adopt a resolution to approve an architectural control permit for an attached pergola, a new wood fence, and other site improvements associated with an existing outdoor seating area at the rear of an existing commercial building in the SP-ECR-D (El Camino/Downtown Specific Plan-Downtown Main Street Overlay) district; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #24-051-PC)

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

ACTION: Motion and second (Ferrick/Behroozi) to approve the consent calendar consisting of adoption of a resolution to approve an architectural control permit for 816 Santa Cruz Avenue;

passes 6-0 with Commissioner Schindler absent.

F. Public Hearing

F1. Use Permit/Mark Burbridge/351 Barton Pl.:

Consider and adopt a resolution to approve a use permit to partially demolish an existing single-story, single-family residence and construct first- and second-story additions and conduct interior modifications to an existing nonconforming structure on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district at 351 Barton Place. The proposed project would remove the nonconforming portions of the existing structure and the additions would exceed 50 percent of the existing floor area, and is considered equivalent to new structure; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #24-052-PC)

Commissioner Ross Silverstein said he lived within 1,000 feet of the subject property but not within the 500 feet that would require his recusal; he noted further he would not recuse himself and would be impartial in his consideration of the use permit request.

Assistant Planner Connor Hochleitner said staff had no additions to the written report.

Carole Micaelian, project architect, spoke on behalf of the project and answered clarifying questions regarding the proposed stairwell and privacy screening.

Vice Chair Ehrich opened the public hearing.

Public Comment:

- Rob Trice expressed support for the project, but expressed concerns with light spillover.

Vice Chair Ehrich closed the public hearing.

The Commission discussed solutions to light spillover from the stairwell with the applicant and property owner Mark Burbridge.

Commission comments included appreciation for the neighbor's concern, general support for the project, a desire to not specify particular plant type screening nor require obscured glass, and preference for screening solution agreed upon by the applicant and their neighbor.

Commissioner Ferrick moved to approve with a condition to require a landscape screening solution.

Planner Hochleitner said the submitted site plan noted a "screening bush" in the area of concern. Commissioner Ferrick suggested that a tree might provide better screening due to height allowances.

Discussion ensued among the Commissioners and staff regarding a proposed modification to the recommended action regarding landscape screening language.

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

Add condition 2.b.: Simultaneous with the submittal of a complete building permit application, the applicant shall revise the site plan to change the "screening bush" notation to "screening tree or bush" along the right side property line subject to review and approval of the Planning Division.

- F2. Use Permit/Spiffy Pottery Studio/1919 Menalto Ave.:
Consider and adopt a resolution to approve a use permit for a change of use from a dance studio to a pottery studio for a tenant suite within an existing commercial building that is substandard with regard to the minimum parking requirement in the C-MU (Neighborhood Mixed Use) zoning district at 1919 Menalto Avenue. The proposed pottery studio is considered a special use and is conditionally permitted subject to a use permit; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #24-053-PC)

Senior Planner Calvin Chan said staff had no additions to the written staff report.

Jeffrey Liang, applicant, spoke on behalf of the project and answered clarifying questions from Commissioners regarding a former request for business operations after midnight which was subsequently removed in response to neighborhood outreach.

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

ACTION: Motion and second (Silverstein/Ferrick) to adopt a resolution approving the item as presented; passes 6-0 with Chair Schindler absent.

G. Regular Business

- G1. Review of draft 2025 Planning Commission meeting dates (Staff Report #24-054-PC).

Mr. Perata introduced the item.

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

Commissioner Silverstein indicated he would be absent August 11, 2025 and Commissioner Behroozi indicated she might be absent at the last meeting in August 2025.

H. Informational Items

- H1. Future Planning Commission Meeting Schedule

- Regular Meeting: December 16, 2024

Mr. Perata said the December 16, 2024 meeting would be cancelled.

I. Adjournment

Vice Chair Ehrich adjourned the meeting at 8:20 p.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on January 13, 2025