



REGULAR MEETING MINUTES

Date: 1/27/2025
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 846 9472 6242 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 7:01 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: Fahteen Khan, Associate Planner; Matt Pruter, Associate Planner; Thomas Rogers, Principal Planner; Corinna Sandmeier, Principal Planner

C. Reports and Announcements

Principal Planner Corinna Sandmeier said the City Council at its January 28, 2025 meeting would review proposed alternatives to the Below Market Rate Housing Guidelines and a community funding agreement for a proposed affordable housing project at 335 Pierce Road.

D. Public Comment

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

E. Consent Calendar

E1. Approval of minutes from the January 13, 2025 Planning Commission meeting (Attachment)

Commissioner Ferrick requested the item be pulled from the consent calendar.

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

Planner Sandmeier said that Commissioner Ferrick had sent staff two requested corrections in the minutes of commentary she had made. Planner Sandmeier said copies of the text were at the dais and were available for the public on the rear table in the Chambers.

Commissioner Ferrick said her corrections were clarification of language from the minutes which had not conveyed clearly what she intended to articulate.

ACTION: Motion and second (Ferrick/Silverstein) to approve the minutes from the January 13, 2025 Planning Commission meeting with Commissioner Ferrick's modifications as conveyed to staff;

passes 6-0 with Commissioner Schindler absent.

F. Public Hearing

- F1. Use Permit/James Loftus/651A Coleman Ave.:
Consider and adopt a resolution to approve a use permit to reduce the interior side setback for an accessory dwelling unit (ADU) to approximately three feet, where four feet is required. The proposed project is located in the R-1-U (Single Family Urban Residential) zoning district at 651A Coleman Avenue; 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 #25-003-PC)

Planner Sandmeier said staff had no changes to the written staff report.

James Loftus, property owner, spoke on behalf of the project.

Kalan Camero, AKD Homes, explained the history of the surveys for which a discrepancy had occurred.

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

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

- F2. Use Permit/Gagan Kang/420 Pope St.:
Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and detached structures and construct a new two-story, single-family residence and detached garage on a substandard lot with regard to lot width in the R-1-U (Single Family Urban Residential) 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 project includes an attached accessory dwelling unit (ADU), which is a permitted use that is not subject to discretionary review. (Staff Report #25-004-PC)

Principal Planner Thomas Rogers noted that the data table was omitted from the staff report but had since been provided to the Commissioners and applicant earlier in the day and was available for the public on the rear table in the Chambers.

Gagan Kang, Thomas James Homes, applicant, spoke on behalf of the project. Replying to questions, Mr. Kang confirmed the proposed detached garage was for two cars, with parking space for two cars next to it and a driveway at the front that might also be used for parking.

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

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

- F3. Use Permit/Salar Safaei/2319 Warner Range Ave.:
Consider and adopt a resolution to approve a use permit to build a retaining wall within the rear setback on a standard lot located within the R-1-S (Single Family Suburban Residential) 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 project would result in more than twelve inches of excavation within the required rear setback, which requires use permit approval. (Staff Report #25-005-PC)

Planner Rogers noted that the use permit was for the retaining wall excavation only as the house was permitted and currently under construction.

Salar Safaei, property owner, spoke on behalf of the project.

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

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

- F4. Use Permit/Karishma Anand/1046 Oakland Ave.:
Consider and adopt a resolution to approve a use permit to allow first-floor interior modifications and addition of a new second-story to an existing single-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 at 1046 Oakland Avenue. The proposed addition 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 #25-006-PC)

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

Karishma Anand, property owner, spoke on behalf of the project.

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

Commissioner Behroozi said she lived within 1000 feet of the subject property, but would not recuse herself, noting she did not know the applicants and had no substantive input to add.

Commission comment included appreciation for expansion of an existing home rather than demolition and rebuild and a design that incorporated the existing architecture and was compatible with the neighborhood.

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

H. Informational Items

- H1. Future Planning Commission Meeting Schedule

- Regular Meeting: February 10, 2025

Planner Sandmeier said the February 10 meeting was cancelled.

- Regular Meeting: February 24, 2025

Planner Sandmeier said the February 24 agenda was in progress.

I. Adjournment

Vice Chair Ehrich adjourned the meeting at 8:09 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on February 24, 2025