



REGULAR MEETING MINUTES

Date: 3/10/2025
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

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, Ross Silverstein

Absent: Linh Dan Do

Staff: Connor Hochleutner, Assistant Planner; Fahteen Khan, Associated Planner; Corinna Sandmeier, Principal Planner; Marian Sleiman, City Attorney's Office

C. Reports and Announcements

Principal Planner Corinna Sandmeier reported that the City Council will hear an appeal of the Planning Commission's approval of the 320 Sheridan Drive project at tomorrow's City Council meeting.

D. Public Comment

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

E. Consent Calendar

E1. Approval of minutes from the February 24, 2025 Planning Commission meeting (Attachment)

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

ACTION: Motion and second (Behroozi/Ferrick) to approve the consent calendar consisting of the minutes from the February 24, 2025 Planning Commission meeting; passes 6-0 with Commissioner Do absent.

F1. Use Permit/Thomas James Homes/670 Cambridge Ave.:

Consider and adopt a resolution to approve a use permit to demolish an existing single-story, two-unit multifamily residence and accessory building and construct a new two-story, single-family

residence and detached garage on a substandard lot with regard to minimum lot width in the R-2 (Low Density Apartment) 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 proposal also includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. The project includes one development-related heritage tree removal which was reviewed and conditionally approved by the City Arborist. (Staff Report #25-009-PC)

Commissioner Silin said that his residence was located within 500 feet of the subject property, and he would recuse himself.

Assistant Planner Hochleutner reported that there were no changes to the published report.

Gagan Kang, 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.

The Commission asked the applicant to discuss the decision process to not add a second single-family residence; the applicant indicated he would provide more information to the Commission through Planner Hochleutner.

ACTION: Motion and second (Ehrich/Behroozi) to adopt a resolution approving the item as submitted; passes 5-0 with Commissioner Silin recused, and Commissioner Do absent.

F2. Use Permit/Karen Staubach/340 Nova Ln.:

Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and a detached garage and construct a new two-story, single-family residence on a substandard lot with regard to width, depth, and area 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 proposal also includes an attached accessory dwelling unit (ADU) which is a permitted use and not subject to discretionary review. (Staff Report #25-010-PC)

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

Karen and Nick Staubach, applicants, spoke on behalf of the project.

Chair Schindler opened the public hearing.

Public Comment:

- Jory Macdonald, neighbor, expressed support for the project.

Chair Schindler closed the public hearing.

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

G. Public Meeting

- G1. Housing Element Annual Progress Report/City of Menlo Park:
Consider and adopt a resolution recommending the City Council accept the 2024 annual progress report regarding the status and implementation of the City's 2023-2031 General Plan Housing Element; the Housing Element annual progress report is not considered a project under CEQA.
Continue to the meeting of March 24, 2025

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

ACTION: Motion and second (Behroozi/Schindler) to continue the item; passes 6-0 with Commissioner Do absent.

- G2. Environmental Justice Element Annual Progress Report/City of Menlo Park:
Consider and adopt a resolution recommending the City Council accept the 2024 annual progress report regarding the status and implementation of the City's General Plan Environmental Justice Element; the Environmental Justice Element annual progress report is not considered a project under CEQA.
Continue to the meeting of March 24, 2025

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

ACTION: Motion and second (Silverstein/Ehrich) to continue the item; passes 6-0 with Commissioner Do absent.

H. Informational Items

- H1. Future Planning Commission Meeting Schedule.

- Regular Meeting: March 24, 2025

Planner Sandmeier said the March 24 agenda would have two single-family residential projects, a hazmat use permit, and the annual progress report on the General Plan.

- Regular Meeting: April 14, 2025

I. Adjournment

Chair Schindler adjourned the meeting at 8:07 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett

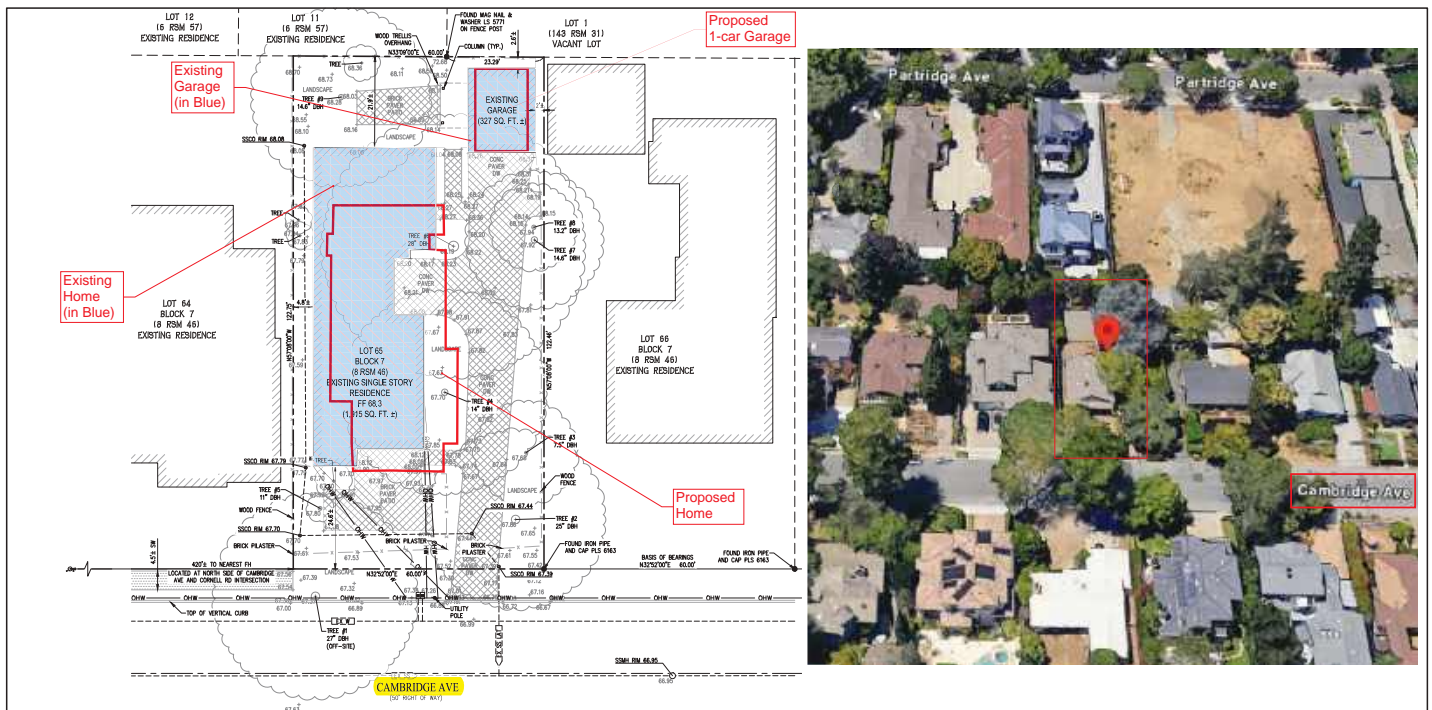
Approved by the Planning Commission on April 14, 2025.



Planning Commission Meeting

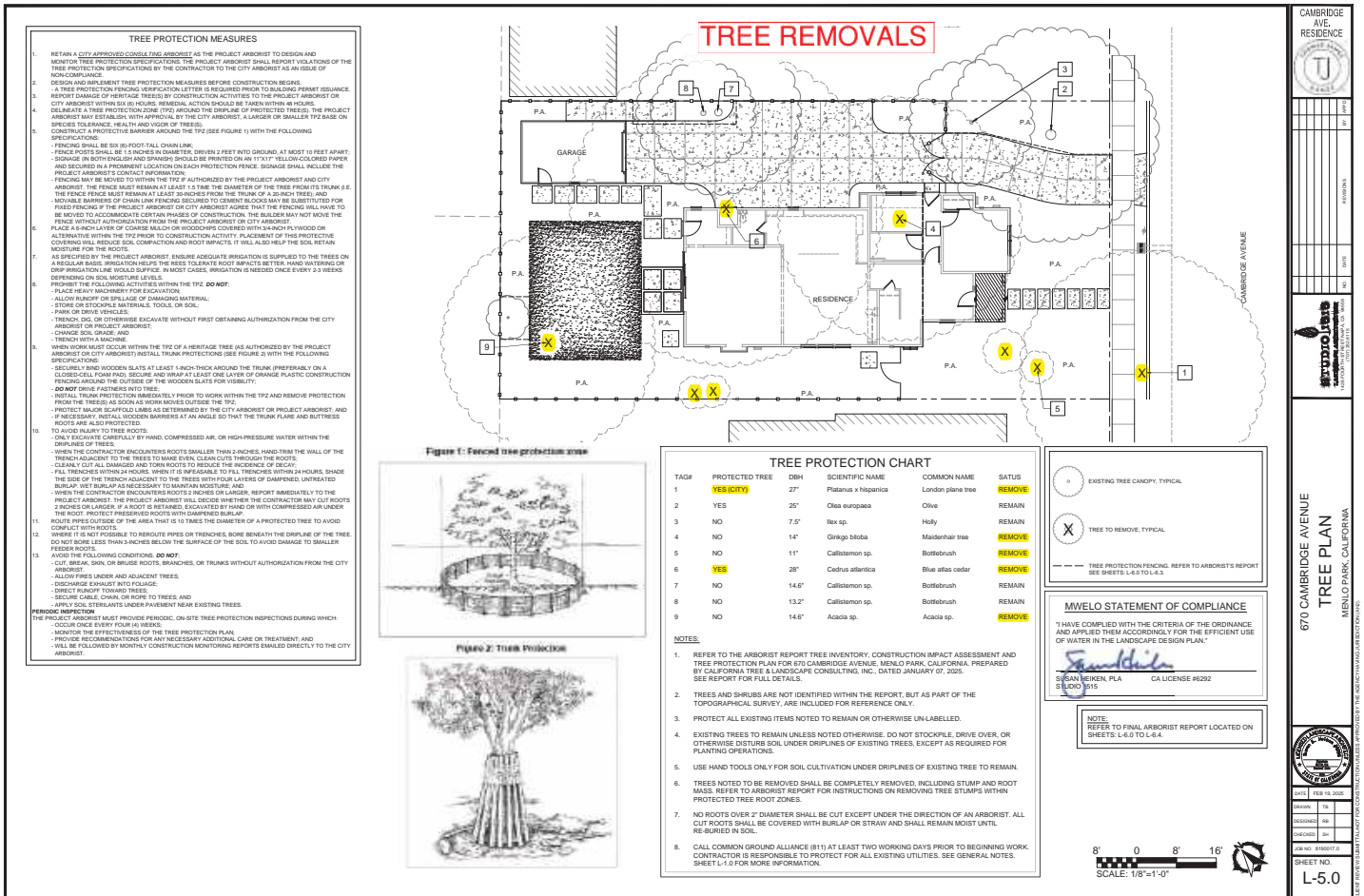
670 Cambridge Ave

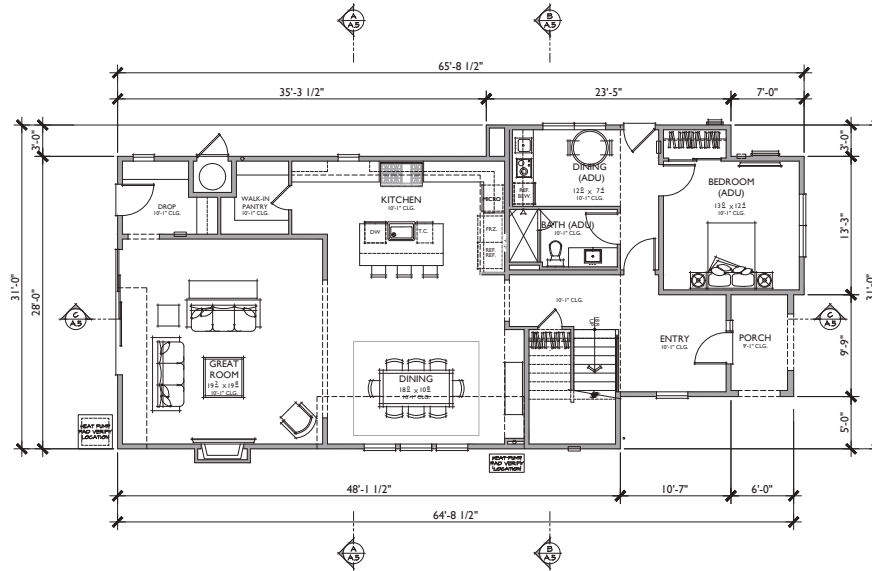
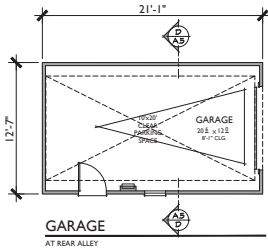
March 10th, 2025



EXISTING VS. PROPOSED HOME

SITE CONTEXT





FIRST FLOOR



PLAN BLA-2848-31
3 BEDROOMS / 2 BATHS
1 - CAR DETACHED GARAGE

| FAL AREA TABLE | |
|---------------------------|----------------------|
| 1ST FLOOR | 1,342 SQ. FT. |
| 2ND FLOOR (INCLUDES VOID) | 1,103 SQ. FT. |
| TOTAL LIVING | 2,445 SQ. FT. |
| 1 - CAR DETACHED GARAGE | 265 SQ. FT. |
| TOTAL FAL | 2,710 SQ. FT. |
| ADU (NOT INCLUDED IN FAL) | 399 SQ. FT. |

NOTE: SQUARE FOOTAGE MAY VARY DUE TO METHOD OF CALCULATION

| FLOOR AREA TABLE | |
|---------------------------|----------------------|
| 1ST FLOOR | 1,362 SQ. FT. |
| 2ND FLOOR | 1,103 SQ. FT. |
| TOTAL LIVING | 2,465 SQ. FT. |
| PORCH | 58 SQ. FT. |
| 1 - CAR DETACHED GARAGE | 265 SQ. FT. |
| ADU (NOT INCLUDED IN FAL) | 399 SQ. FT. |

NOTE: SQUARE FOOTAGE MAY VARY DUE TO METHOD OF CALCULATION

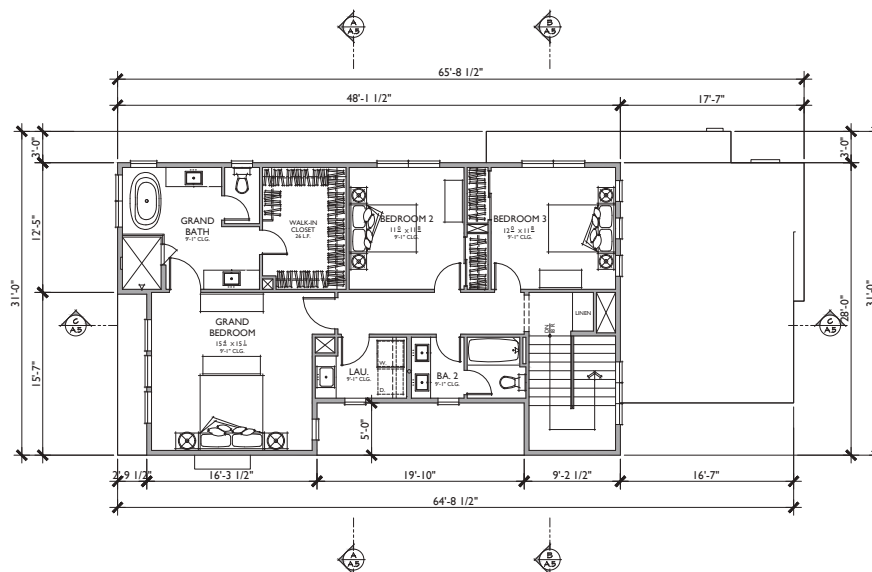
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Tel: (650) 321-1000
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FLOOR PLAN

670 CAMBRIDGE AVENUE
Menlo Park, California

918.22396
SCALE: 1/8" = 1'-0"

A2.0
01.02.25



SECOND FLOOR



PLAN BLA-2848-31
3 BEDROOMS / 2 BATHS
1 - CAR DETACHED GARAGE

| FAL AREA TABLE | |
|---------------------------|----------------------|
| 1ST FLOOR | 1,342 SQ. FT. |
| 2ND FLOOR (INCLUDES VOID) | 1,103 SQ. FT. |
| TOTAL LIVING | 2,445 SQ. FT. |
| 1 - CAR DETACHED GARAGE | 265 SQ. FT. |
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NOTE: SQUARE FOOTAGE MAY VARY DUE TO METHOD OF CALCULATION

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FLOOR PLAN

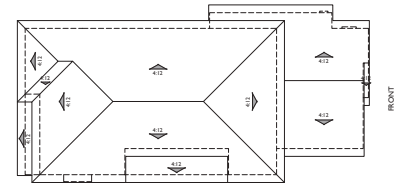
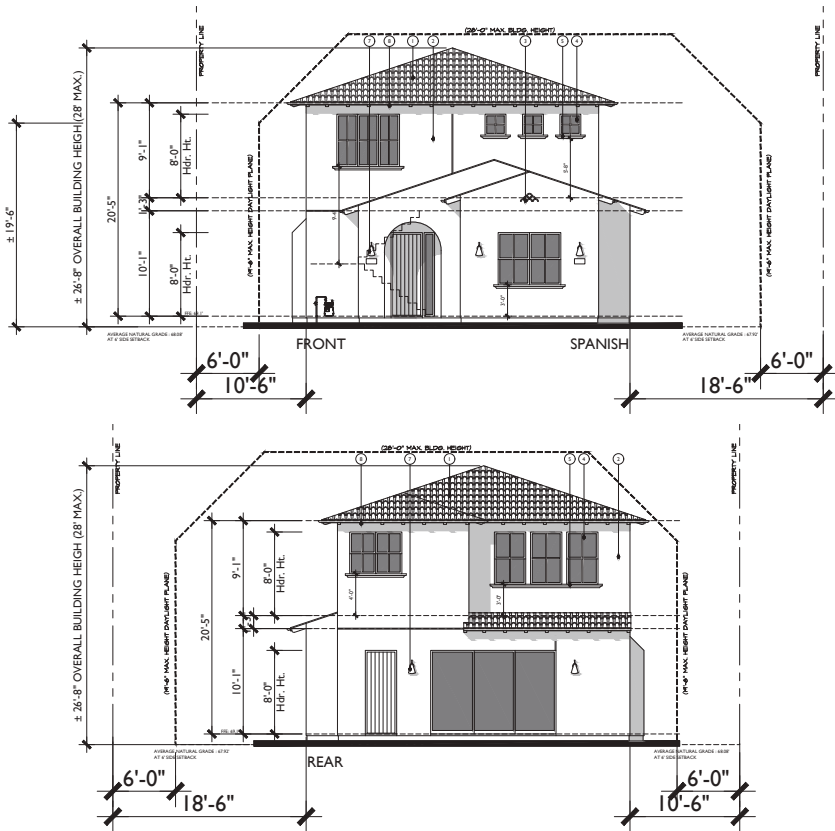
670 CAMBRIDGE AVENUE
Menlo Park, California

918.22396
SCALE: 1/8" = 1'-0"

A2.1
01.02.25



ELEVATIONS- FRONT AND REAR



ROOF PLAN

SPANISH

PITCH: 4:12 UNCL.
RAKE: TIGHT
SAVE: 18"
ROOF MATERIAL: CONCRETE 'S' TILE

MATERIALS LEGEND:

1. CONCRETE 'S' TILE
2. STUCCO
3. DECORATIVE GABLE DETAIL
4. COMPOSITE WINDOW - ANDERSON 100 SERIES - CLEAR GLASS & GRILLES-BETWEEN-GLASS
5. FOAM TRIM
6. SECTIONAL GARAGE DOOR W/ WINDOWS
7. COACH LIGHT
8. RAFTER TAIL

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ELEVATIONS

670 CAMBRIDGE AVENUE

Menlo Park, California

918.22396

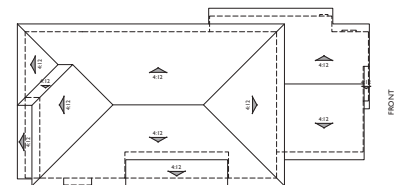
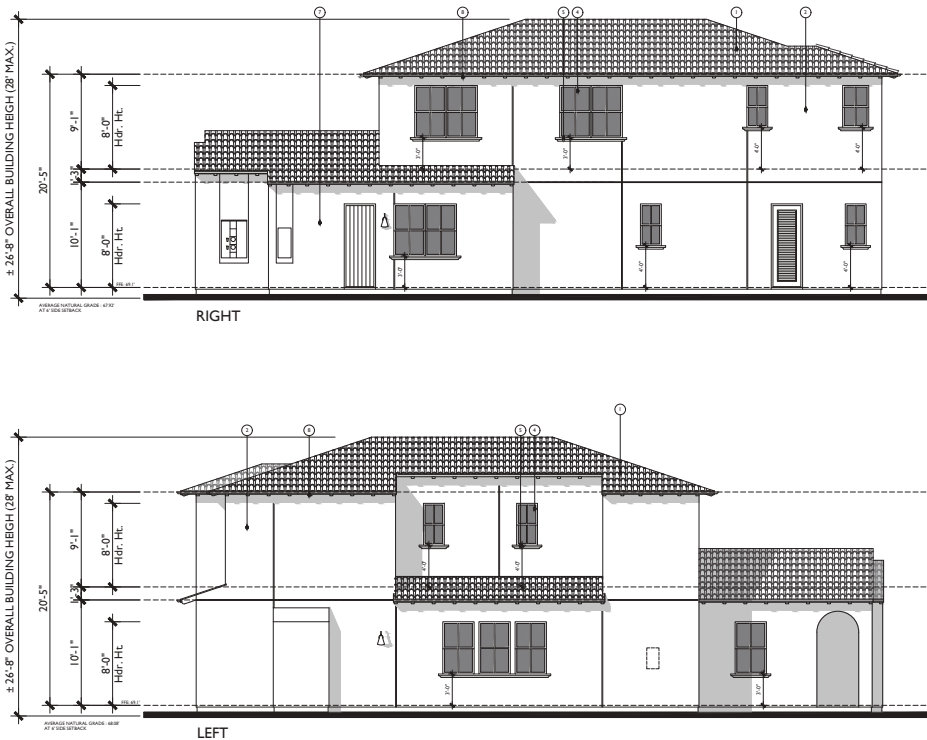
SCALE: 1/4" = 1'-0"

A3.0

01.02.25



ELEVATIONS- LEFT AND RIGHT



ROOF PLAN

SPANISH

PITCH: 4:12 UNCL.
RAKE: TIGHT
SAVE: 18"
ROOF MATERIAL: CONCRETE 'S' TILE

MATERIALS LEGEND:

1. CONCRETE 'S' TILE
2. STUCCO
3. DECORATIVE GABLE DETAIL
4. COMPOSITE WINDOW - ANDERSON 100 SERIES - CLEAR GLASS & GRILLES-BETWEEN-GLASS
5. FOAM TRIM
6. SECTIONAL GARAGE DOOR W/ WINDOWS
7. COACH LIGHT
8. RAFTER TAIL

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ELEVATIONS

670 CAMBRIDGE AVENUE

Menlo Park, California

918.22396

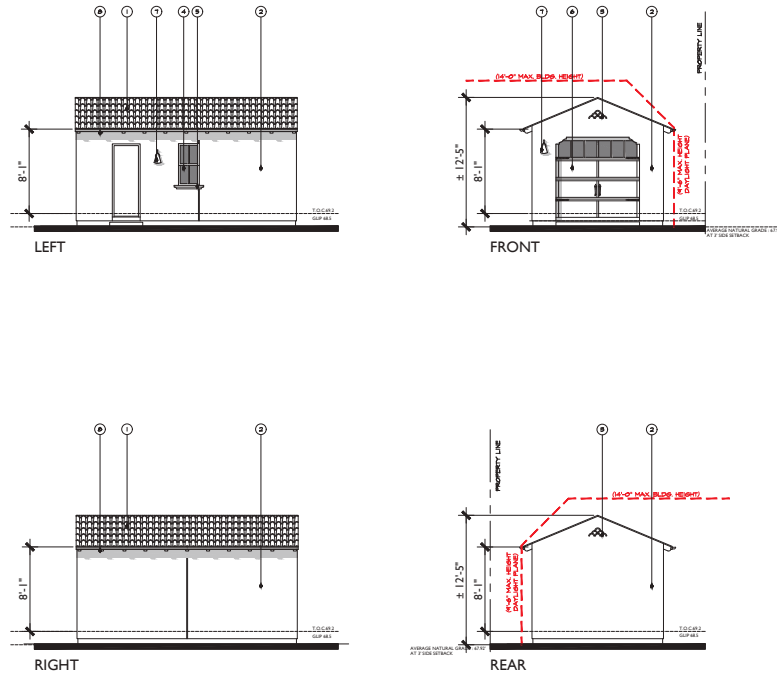
SCALE: 1/4" = 1'-0"

A3.1

01.02.25



ELEVATIONS-GARAGE



I - CAR GARAGE

PITCH: 12/12 UNO.
RAKE: TIGHT
RAVE: 10'
ROOF MATERIAL: CONCRETE 'S' TILE

MATERIALS LEGEND:

1. CONCRETE 'S' TILE
2. STUCCO
3. DECORATIVE GABLE DETAIL
4. COMPOSITE WINDOW - ANDERSON 100 SERIES - CLEAR GLASS & GRILLES-BETWEEN-GLASS
5. FOAM TRIM
6. SECTIONAL GARAGE DOOR W/ WINDOWS
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ELEVATIONS

670 CAMBRIDGE AVENUE

Menlo Park, California

918.22396

SCALE: 1/4" = 1'-0"

A3.2
01.02.25



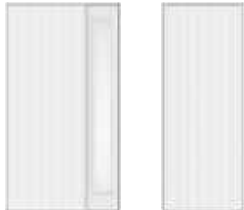
4" HOUSE NUMBERS

REPRESENTS MATERIALS ONLY NUMBERS TO REFLECT PROPERTY ADDRESS



EXTERIOR LIGHT FIXTURE

"LARK-SKY COMPLIANT"



FRONT DOOR & ADU DOOR

FULL PLANK FIBERGLASS DOOR
FULL LITE FIBERGLASS SIDELITE
WITH SATIN ETCH GLASS



GARAGE DOOR

OVERHEAD GARAGE DOOR
WITH FROSTED GLASS WINDOWS
COLOR: MOCHA BROWN

WINDOW FRAMES: WHITE



EXTERIOR RENDERINGS

COLOR SCHEME 1

WHITE HERON

SW 7627

- STUCCO
- DOOR AND WINDOW TRIMS
- UTILITY DOOR

INTELLECTUAL GRAY

SW 7045

- WINDOW SILLS
- FASCIA, EAVES, TAILS, AND GUTTERS
- GARAGE SIDE DOOR

URBANE BRONZE

SW 7048

- FRONT DOOR AND SIDELITE
- ADU DOOR

S-TILES

BROWN-GRAY

FENCE STAIN

SEMI-SOLID
PEPPERWOOD

NOTES:

1. RENDERINGS SHOWN ARE FOR ILLUSTRATION PURPOSES ONLY AND ARE NOT INTENDED TO BE AN ACTUAL DEPICTION OF THE HOME OR ITS SURROUNDINGS.
2. DOWNSPOUT COLOR TO FOLLOW T-HI PRODUCT STANDARDS



Toyon BLA 2848-31
Spanish

670 Cambridge Avenue
Menlo Park, California 94025

This is an example of design specifications for this particular plan and elevation. Detailed specifications, finishes and fixtures are subject to change, on home prior to sale, at any time without notice or obligation. Scope, features and lot dimensions are representative and may vary in construction and depending on the standard of measurement used, engineering and architectural requirements, or other site-specific conditions. Room size, walls, windows, doors, porches and balconies vary per home elevation and location. Not an offer or solicitation to sell real property. Thomas James Homes is a registered trademark of Thomas James Homes, LLC. ©2018 Thomas James Homes. All rights reserved. CA RES LICENSE #8028787

Date 08/15/24

Designer Kristin Lusk

Architect Bassenian Lagoni

COLOR BOARD
I-1.01

THANK YOU!

CONTACT INFO:
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650.272.3276

