



REGULAR MEETING MINUTES

Date: 5/19/2025
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 Andrew Ehrich called the meeting to order at 7:06 p.m.

B. Roll Call

Present: Andrew Ehrich (Chair), Ross Silverstein (Vice Chair), Katie Behroozi (Arrived 7:11 p.m.), Jennifer Schindler, Misha Silin

Absent: Linh Dan Do, Katie Ferrick

Staff: Fahteen Khan, Associate Planner; Matt Pruter, Associate Planner; Corinna Sandmeier, Principal Planner; Marian Sleiman, City Attorney's Office; Chris Turner, Senior Planner

C. Reports and Announcements

Principal Planner Sandmeier said the City Council at its May 27, 2025 meeting would hold a study session on the development agreement terms for the Parkline masterplan project. She said the Commission considered the Springline project's development agreement annual review on April 28, and had some questions for follow up. She said in response that Springline indicated three of their 20 below market rate (BMR) units had seen turnover since they had been occupied; and there were no remaining households on the BMR waiting list, and they would revert to a lottery to fill the next vacancy. She said they indicated they had an interest list for their market rate units, but no official waiting list.

D. Public Comment

Chair Ehrich opened public comment. He noted for the record that Commissioner Behroozi arrived at 7:11p.m. He closed public comment as no one requested to speak.

E. Consent Calendar

E1. Approval of minutes from the April 28, 2025 Planning Commission meeting (Attachment)

Commissioner Schindler said she would like the minutes for the April 28, 2025 meeting to reflect the two specific questions she had asked the Springline applicant about the BMR units' turnover. She noted the 20 BMR units and that she had asked how many of those units had turned over since the Commission's last update and the approximate magnitude of the BMR wait list. She said the applicant indicated he would have to get back to the Commission on that.

Chair Ehrich opened public comment on Item E1 and the Consent Calendar consisting of Item E2 and closed public comment as no one requested to speak.

ACTION: Motion and second (Schindler/Behroozi) to approve the minutes for the April 28, 2025 Planning Commission meeting with modifications; passes 4-0 with Commissioner Silverstein abstaining and Commissioners Do and Ferrick absent.

- Add questions Commissioner Schindler had asked of Springline project applicant regarding BMR unit turnover and the BMR waiting list

E2. Approval of minutes from the May 5, 2025 Planning Commission meeting (Attachment)

ACTION: Motion and second (Schindler/Silin) to approve the Consent Calendar consisting of the minutes for the May 5, 2025 Planning Commission meeting; passes 5-0, with Commissioners Do and Ferrick absent.

F. Public Hearing

F1. Use Permit/Hannah Chiu/519 Central Ave.:

Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence to construct a new two-story, single-family residence on a substandard lot with regard to minimum lot width and area in the R-1-U (Single-Family Urban) zoning district at 519 Central Avenue 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 includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. The project also includes removal of a street tree, which was reviewed and conditionally approved by the City Arborist. (Staff Report #25-021-PC)

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

Hannah Chiu, applicant, spoke on behalf of the project.

Staff answered questions about alley maintenance agreements and alley access.

Chair Ehrich opened the public hearing.

Public Comment:

- Stephanie Zeller expressed concerns about street tree preservation, proposed tree replacement and its impact on an existing healthy magnolia tree, and alley access and misuse.
- Wing Ng expressed concerns about fencing and property line details.
- Thomas Lento expressed concerns about second floor windows and privacy and daylight plane requirements.
- An unnamed commenter expressed concerns about street tree preservation similar to Ms. Zeller's comment.

Chair Ehrich closed the public hearing.

The Commission discussed daylight plane requirements and survey requirements with staff and the street tree removal and replacement with the applicant. The Commission further discussed a modification to the approval to allow some optionality for the street tree replacement type choice and location.

ACTION: Motion and second (Schindler/Silverstein) to adopt a resolution approving the item with the following modifications; passes 5-0 with Commissioners Do and Ferrick absent.

Add condition 2.d.: Concurrent with the submittal of a complete building permit application, the Applicant may modify the location and/or species of the proposed flame tree intended to replace the elm street tree, or not replace it at all, subject to review and approval of the City Arborist and the Planning Division.

- F2. Use Permit/Scott Norton/700-800 El Camino Real (Suite 180):
Consider and adopt a resolution to approve a use permit to operate a private fitness studio, which is considered a personal improvement service and requires use permit approval pursuant to the Menlo Station Planned Development Permit (PDP), in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district at 700-800 El Camino Real, and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #25-022-PC)

Planner Khan said staff had no additions to the written report.

Scott Norton, applicant, spoke on behalf of the project.

Chair Ehrich opened the public hearing.

Public Comment:

- David Ruck expressed support for the private fitness studio.

Chair Ehrich closed the public hearing.

ACTION: Motion and second (Silverstein/Behroozi) to adopt a resolution approving the item as presented; passes 5-0 with Commissioners Do and Ferrick absent.

Commissioner Behroozi suggested providing parking for bicycles.

F3 and F4 are related items with the same staff report

Senior Planner Chris Turner presented the staff report for items F3 and F4 noting that each would have its individual action.

Eric Morley, applicant team, said their team was available for questions.

Chair Ehrich opened the public hearing for items F3 and F4 and closed it as no one requested to

speak.

Replying to the Commission, Solon Stewart-Rose said he was part of the Meta facilities team. Mr. Morley said he and Eric Harrison, Signature Development, were on the Willow Village team and introduced Juan Salazar, representing Meta.

Replying to questions about item F3 development agreement as to the fifth item on the one time actions In progress list as only four were listed, why LEED was listed in progress as construction was complete, and what would happen if the applicant and West Bay Sanitary District (District) could not come to a workable solution on a recycled water treatment plant, Planner Turner said staff now had confirmation of the LEED Gold certification for the CitizenM hotel. He said the referenced list had only four items, five was a typo, and the list was now three items. He suggested having the applicant address the question about discussions with West Bay Sanitary District.

Mr. Stewart-Rose said they had been working with the District and the State Water Board to get what was the first of its kind recycled water system approved. He said the District was currently designing and constructing a regional recycled water treatment facility and they were in discussion with the District to potentially use that water so their system would continue to use recycled water even if they were unable to recycle it on the property.

Commissioner Schindler said if the documentation was to be refined that the appendices that looked at one time actions and ongoing activity status for the two documents that represented the East Campus and the two documents that represented the West Campus as labeled did not align with what was in the list of appendices as M and N were swapped, and P and O were swapped. She asked about the one action item that was labeled as “no information” with regard to the campus expansion, item 661.c that referenced sales and use taxes specific to the hotel. She said the same item was listed in last year’s report and for the same reason, and it appeared to have resulted in a financial shortfall for the City related to sales tax.

Planner Turner said last year the City did not know if the sub permits had been submitted and that CitizenM mostly managed that construction project with not as much involvement from Meta as far as making sure those sub permits were applied for. He said this year they had confirmation that those sub permits had not been applied for, and staff was in the process of determining the remedy for that, and if there was remedy that would be reported in next year’s annual review.

Other Commission comments included that the item related to CitizenM should have been addressed previously and appreciation that vehicular trips to the Meta campuses were significantly below the trip cap.

Replying to Commissioner Silverstein, Mr. Morley said there had been no action or movement by Dumbarton Rail or Dumbarton Forward, but they continued to monitor those and advocate at the state and federal level for both policy and financial resources.

Commissioner Silverstein said he would like to see Meta take more of the lead on the Dumbarton projects.

Replying to Commissioner Silin, Mr. Harrison said that the majority of their time for Willow Village was working on the onsite infrastructure improvements, noting they were readying the fourth submittal of the improvement plan set to submit to the City in June. He said a drainage channel

needed verification from the U.S. Army Corps of Engineers whether that was its jurisdiction as their project proposed to fill the channel. He said they received notification it was not and had to do the same verification process with the San Francisco Regional Water Quality Control Board. He said there was not adequate energy within PG&E's current facilities for a project of this magnitude, and PG&E would build a new distribution substation at the Ravenswood substation, which was about a four year process and they were in year two. He said as mentioned they had been working with the District and providing funding for project management and other essential primary work efforts to advance the District's Bayfront Recycled Water Plant to bring that use within Willow Village. He said also they had been working with Caltrans to do the necessary improvements on Willow Road, for which they had received approval on the initial submittal.

Mr. Morley said as they shared during the original approval process with the City Council and Planning Commission this was a long term complex process. He said they received approvals for overall development in 2022, all architectural approvals in 2023, and they had worked through the city and outside agency approvals in 2024, and they were continuing to do that as planned and outlined before the City Council.

Commissioner Behroozi expressed concern about the housing allocation needs associated with the completion of Willow Village including essential services for people that were also embedded in the project.

Replying to the question of whether the project was behind schedule, Mr. Morley said that they continued to track to the overall schedule as was outlined to the Council around the original approval. He said they understood the urgency and were doing their part in terms of advancing the various approvals both internally and with the City and outside agencies, noting that the latter had taken longer than anticipated but broadly they were still tracking to the schedule.

- F3. Development Agreement Annual Review/Meta Platforms, Inc./1 Hacker Way and 1 Meta Way: Consider and adopt a resolution to determine Meta Platforms, Inc. (Meta) has demonstrated good faith compliance with the terms of the Development Agreements for the 2024 annual review period for their East Campus, West Campus, and Meta Campus Expansion projects. Review of the development agreements does not qualify as a project under CEQA. (Staff Report #25-023-PC)

ACTION: Motion and second (Silin/Behroozi) to adopt a resolution to approve the item as submitted; passes 5-0 with Commissioners Do and Ferrick absent.

- F4. Development Agreement Annual Review/Peninsula Innovation Partners, LLC/1350-1390 Willow Road, 925-1098 Hamilton Avenue, 1005-1275 Hamilton Court: Consider and adopt a resolution to determine Peninsula Innovation partners, LLC has demonstrated good faith compliance with the terms of the Development Agreement for the 2024 annual review period for the Willow Village mixed-use masterplan project. Review of the development agreement does not qualify as a project under CEQA. (Staff Report #25-023-PC)

ACTION: Motion and second (Schindler/Silin) to adopt a resolution to approve the item as submitted; passes 5-0 with Commissioners Do and Ferrick absent.

G. Informational Items

G1. Future Planning Commission Meeting Schedule

- Regular Meeting: June 9, 2025

Planner Sandmeier said the June 9 agenda would have a use permit for a single family residence, use permit for a massage use at 1261 El Camino Real, and a use permit for St. Raymond's Church on Arbor and Santa Cruz Avenue for modifications to fencing, parking and circulation.

- Regular Meeting: June 23, 2025

H. Adjournment

Chair Ehrich adjourned the meeting at 9:13 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on June 9, 2025