



REGULAR MEETING MINUTES

Date: 6/9/2025
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 7:01 p.m.

B. Roll Call

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

Staff: Calvin Chan, Senior Planner; Fahteen Khan, Associate Planner; Matthew Pruter, Associate Planner; Corinna Sandmeier, Principal Planner; Chris Turner, Senior Planner

C. Reports and Announcements

Principal Planner Corinna Sandmeier said the City Council at its June 10, 2025 meeting would hold a public hearing on the proposed fiscal year 2025 to 2026 budget and the Capital Improvement Plan and would also consider the potential repeal of the closure of a portion of Santa Cruz Avenue.

D. Public Comment

None

E. Consent Calendar

E1. Approval of minutes from the May 19, 2025 Planning Commission meeting (Attachment)

Chair Ehrich opened the Consent Calendar for public comment and closed it as no one requested to speak.

ACTION: Motion and second (Behroozi/Silverstein) to approve the consent calendar consisting of the minutes from the May 19, 2025 Planning Commission meeting; passes 6-0 with Commissioner Ferrick abstaining.

F. Public Hearing

F1. Use Permit and Variance/Kyuhee Voorhies/805 Harvard Ave.:

Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence with a partial basement and construct a new two-story, single-family residence with a basement on a substandard lot with regard to minimum lot depth and area in the R-1-U (Single Family Urban Residential) zoning district at 805 Harvard Avenue. The project also includes a use permit request for excavation within the required street side setback along Cornell

Road for a proposed basement lightwell. Additionally, the project includes a variance request to locate the garage entrance 16 feet from the street side lot line instead of the required 20 feet. 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 would also include an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. (Staff Report #25-024-PC)

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

Commissioner Silin noted that his home was within 500 feet of the subject property, and he would recuse himself from the meeting until the conclusion of the subject item.

Chris Kummerer, CKA Architects, spoke on behalf of the project.

Chair Ehrich opened the public hearing for the item and closed it as no one requested to speak.

Commission discussion included appreciation for locating the house to minimize impacts on the redwood tree groves and street trees, support for the requested variance, the retention of the Tudor revival theme, the privacy consideration given to the second floor balcony, and the in-person neighbor outreach. Vice Chair Silverstein suggested that the requirement for a 20-foot garage setback was punitive and unnecessary and if variances from that were consistently being given that they recommend to Council to reduce the requirement. Chair Ehrich suggested future work and discussion on such variance considerations toward facilitating good development.

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

- F2. Use Permit/Steve Bowers/1211 Arbor Rd., 1231 Arbor Rd., and 1100 Santa Cruz Ave.: Consider and adopt a resolution to approve a use permit to construct six foot tall metal fences/gates within the front setback of the St. Raymond School parking lot along Arbor Rd., which would transition to an eight foot tall metal fence with gates between the parking lot and the basketball courts to the west of St. Raymond Church in the R-E (Residential Estate) zoning district. The proposed fences/gates would exceed the maximum heights allowed in a residential district. A use permit revision is also requested to modify sitewide parking and circulation plans approved through a use permit in 1992 to reflect current uses for the church and school, without a reduction in parking availability. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #25-025-PC)

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

Chair Ehrich opened the public hearing on the item. One person indicated online a desire to speak but did not speak when invited to by staff. Chair Ehrich then closed the public hearing.

Commission comment included support for actions to improve safety at the subject property intersection and increased fence heights for security.

ACTION: Motion and second (Schindler/Silin) to adopt a resolution approving the item as presented; passes 7-0.

F3. Use Permit/Hongju Chen/1261 El Camino Real:

Consider and adopt a resolution to approve a use permit to operate a massage therapy business, which is considered a restricted personal service and requires a use permit, in an existing multi-tenant commercial building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district at 1261 El Camino Real, and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #25-026-PC)

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

Denise Sanders, representing the property owner, and Mark Morino, applicant representative, spoke on behalf of the project.

Chair Ehrich opened the public hearing on the item and closed it as no one requested to speak.

Commission comment included a suggestion that the applicant not rely on on-street parking for the business due to future anticipated widening for bicycle lanes and to approach Springline for potential use of its large parking structure by the business' staff, confirmation from the applicant that there was bicycle parking spaces on the first floor, and a suggestion to use electric energy rather than fossil fuel energy.

ACTION: Motion and second (Ferrick/Schindler) to adopt a resolution approving the item as presented; passes 7-0.

F4. Use Permit/Kohei Tamagawa/3553 Haven Ave., Unit 4:

Consider and adopt a resolution to approve a use permit to operate an indoor sports training private recreational use, which is considered a special use and requires a use permit, in an existing multi-tenant commercial building on a property that is substandard with regard to the minimum parking requirement in the M-2 (General Industrial) zoning district, and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #25-027-PC)

Associate Planner Matt Pruter said staff had no additions to the written report.

Kohei Tamagawa, applicant, spoke on behalf of the project.

Commissioner Behrooz discussed with staff the need for ventilation and the applicant's project description that the doors would be kept shut to mitigate noise.

Chair Ehrich opened the public hearing and closed it as no one requested to speak.

Chair Ehrich discussed with Mr. Tamagawa the stipulation in the project description letter that the rollup doors would be closed during training sessions. Mr. Tamagawa indicated he would prefer to remove that stipulation.

Commissioner Schindler said she would move to approve with a modification to allow the applicant at the building permit application stage to update the project description letter to remove the element about the doors being left closed during training sessions.

ACTION: Motion and second (Schindler/Behroozi) to adopt a resolution to approve the item with the following modification; passes 7-0.

- ***Add condition 2.a.: Simultaneous with the submittal of a complete building permit application, the applicant may revise the project description letter to omit the requirement to maintain closed doors during training sessions, subject to review and approval of the Planning Division.***

G. Informational Items

G1. Future Planning Commission Meeting Schedule

Commissioner Ferrick noted she had out of town work conflicts for the next two meetings.

- Regular Meeting: June 23, 2025

Planner Sandmeier said the June 23rd agenda would have an item for architectural control for 200 to 300 El Camino Real to add security gates to the garage entrances for those buildings.

- Regular Meeting: July 14, 2025

Chair Ehrich said he would be seeking information on how the Planning Commission could potentially express its opinion as a commission to the City Council rather than as individuals or through the Council liaison to the commission regarding use permits for various special uses and how the City's zoning codes were interacting with the needs of the citizens, and patterns the Commission had seen emerge.

H. Adjournment

Chair Ehrich adjourned the meeting at 8:42 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on June 23, 2025



Proposed Design



CHRIS KUMMERER & ASSOCIATES

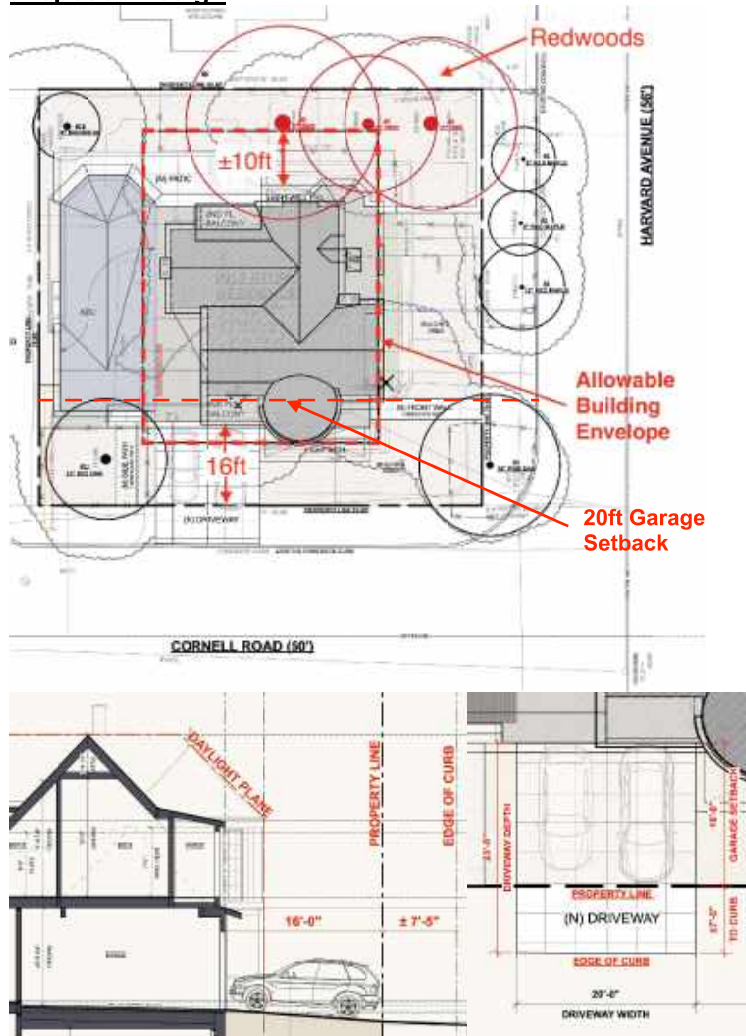
650.233.0342 | CONTACT@CKA-ARCHITECTS | 2089 AVY AVENUE, MENLO PARK, CA 94025 | CKA-ARCHITECTS.COM



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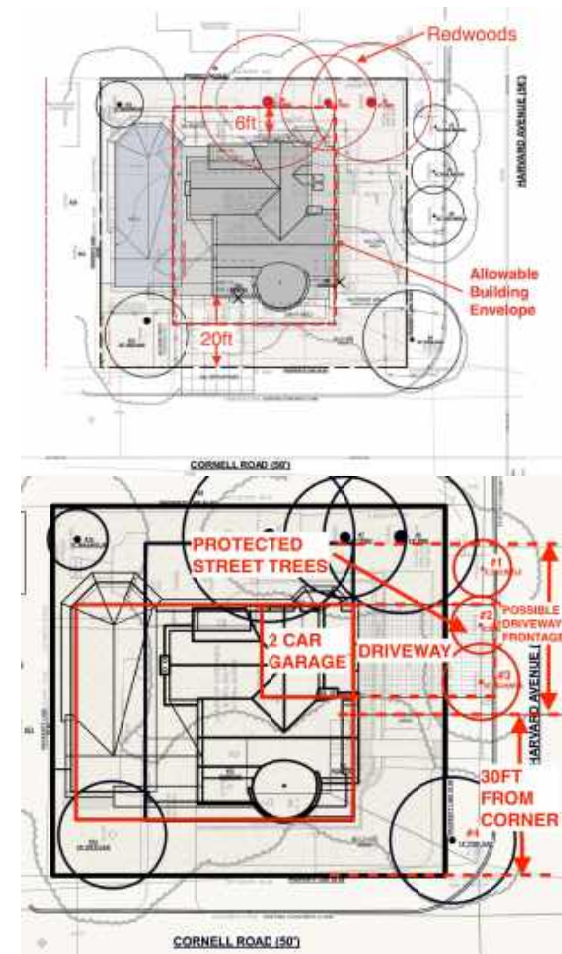
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Alternative Garage Options



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650.233.0342 | CONTACT@CKA-ARCHITECTS | 2089 AVY AVENUE, MENLO PARK, CA 94025 | CKA-ARCHITECTS.COM

Existing Neighborhood Conditions



The chart below indicates the estimated setbacks of adjacent neighboring homes that have a street facing setback less than 20':

ADDRESS	STRUCTURE	STREET SIDE/FRONT SETBACK
800 Creek Drive	House and Attached Garage	±10' street facing garage setback
69 Cornell Road	House and Detached Garage	10' street facing front setback (variance recently granted)
128 Cornell Road	House and Attached Garage	±10' street facing garage setback
145 Cornell Road	House and Detached Garage	±12' street facing garage setback

800 Creek Drive



69 Cornell



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128 Cornell Road



145 Cornell Road



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