



REGULAR MEETING AGENDA

Date: 5/5/2025
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 846 9472 6242 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the live meeting, in-person, at the City Council Chambers
- Access the meeting real-time online at:
zoom.us/join – Meeting ID# 846 9472 6242
- Access the meeting real-time via telephone (listen only mode) at:
(669) 900-6833
Regular Meeting ID # 846 9472 6242
Press *9 to raise hand to speak
- Submit a written comment online up to 1-hour before the meeting start time:
planning.commission@menlopark.gov*
Please include the agenda item number related to your comment.

*Written comments are accepted up to 1 hour before the meeting start time. Written messages are provided to the Planning Commission at the appropriate time in their meeting.

Subject to change: The format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the city website menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

Regular Meeting

A. Call To Order

B. Roll Call

C. Reports and Announcements

D. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

E. Consent Calendar

None

F. Public Hearing

- F1. Architectural Control and Use Permit/Kerry Williams/325 Sharon Park Dr.:
Consider and adopt a resolution for an architectural control review to conduct exterior modifications to the storefront of unit D (formerly Inspiration Day Spa) and a use permit for a change of use from the existing personal service use to a fitness studio in an existing multi-tenant shopping center that is substandard with regard to the minimum parking requirement in the C-2 (Neighborhood Shopping) zoning district. Additionally, the proposed fitness studio (Body Fit Training) is considered a private recreational facility, which is a special use and requires use permit approval. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff Report #25-019-PC](#))

G. Regular Business

- G1. Selection of Planning Commission Chair and Vice Chair for May 2025 through April 2026. Not a CEQA project. ([Staff Report #25-020-PC](#))

G. Informational Items

- G1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.

- Regular Meeting: May 19, 2025
- Regular Meeting: June 9, 2025

H. Adjournment

At every regular meeting of the Planning Commission, in addition to the public comment period where the public shall have the right to address the Planning Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during the Planning Commission's consideration of the item.

At every special meeting of the Planning Commission, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or before, the public hearing.

Any writing that is distributed to a majority of the Planning Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Planning Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at menlopark.gov/agendas and can receive email notifications of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 4/30/2025)



STAFF REPORT

Planning Commission

Meeting Date:

5/5/2025

Staff Report Number:

25-019-PC

Public Hearing:

Consider and adopt a resolution to approve an architectural control review to conduct exterior modifications to the storefront of unit D-4 (formerly Inspiration Day Spa) and use permit for a change of use from the existing personal service use to a fitness studio in an existing multi-tenant shopping center that is substandard with regard to the minimum parking requirement in the C-2 (Neighborhood Shopping) zoning district at 325 Sharon Park Drive. Additionally, the proposed fitness studio is considered a private recreational facility, which is a special use and requires use permit approval; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities.

Recommendation

Staff recommends that the Planning Commission adopt a resolution to approve an architectural control permit for exterior modifications to the storefront of unit D-4 (formerly Inspiration Day Spa) and a use permit for a change of use from the existing personal service to a fitness studio in an existing multi-tenant shopping center that is substandard with regard to the minimum parking requirement in the C-2 (Neighborhood Shopping) zoning district at 325 Sharon Park Drive. Additionally, the proposed fitness studio is considered a private recreational facility, which is a special use and requires use permit approval. The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A.

Policy Issues

Each architectural control and use permit is considered individually. The Planning Commission should consider whether the required architectural control findings identified in Menlo Park Municipal Code Section (MPMC) 16.68.020 and use permit findings identified (MPMC) 16.78.020 (Special Uses, Consideration Factors Prior to Permit Issuance) and (MPMC) 16.82.030 (Permits, Granting) can be made for the proposed project. The City's General Plan includes a variety of goals and associated policies to implement those goals related to retaining and enhancing neighborhood serving commercial and retail clusters that may be considered in evaluating the proposed project, such as:

- Goal LU-3: Retain and enhance existing and encourage new neighborhood-serving commercial uses, particularly retail services, to create vibrant commercial corridors.
- Policy LU-3.3: Neighborhood Retail: Preserve existing neighborhood-serving retail and encourage new neighborhood retail clusters in appropriate areas that promote existing neighborhood character.

Background

Site location

The subject property consists of a commercial shopping center, known as the Sharon Heights Shopping Center, hereafter referred to as the center. The center contains two large tenant spaces currently occupied by Safeway and CVS Pharmacy, as well as a number of smaller tenant spaces occupied by a variety of neighborhood-serving commercial uses such as a bakery, a coffee shop, a bank, a UPS store, personal services (nail and hair salon), a dry cleaner, a shoe repair shop, a jewelry shop, medical and dental facilities and variety of restaurants.

Using Sharon Park Drive in the east-west orientation, the subject property is located at the southern side of the street, with the subject property situated between Sharon Park Drive to the east and north and Sand Hill Road to the south, partially bounded by the intersection of Sharon Park Drive and Sand Hill Road to the southeast. The subject property, along with the neighboring Shell gas station at 125 Sharon Park Drive, is located in the C-2 (Neighborhood Shopping) zoning district.

There is a mixture of multi-family residences on parcels to the north and east of the project site, on the opposite side of Sharon Park Drive. To the west of the subject property, some parcels are zoned C-1(X) (Administrative and Professional District, Restrictive – Conditional). A location map is included as Attachment B.

Blanket use permit

On August 4, 2003, the Planning Commission approved a blanket use permit for all C-2 zoning district permitted uses, as defined in Section 16.38.010 of the Zoning Ordinance. This approval allows these uses to be established at the center without needing individual use permits, despite a substandard number of parking spaces or, in other words fewer parking spaces than is typically required. However, any changes involving conditionally permitted or special uses still require a separate use permit pursuant to Section 16.80.020(5) of the Zoning Ordinance. The report's parking and circulation section discusses the potential parking impact of the current proposal.

Analysis

Project description

The applicant, Body Fit Training (BFT), is requesting a use permit for a change of use from the existing day spa to a fitness studio, in unit D-4 of a multi-tenant shopping center, which has substandard parking.

Additionally, the fitness studio is considered a private recreational facility, which is a special use, and would require Planning Commission review even if the property met the parking requirement of the Zoning Ordinance. The fitness studio would occupy the tenant suite formerly used by Inspiration Day Spa.

BFT would provide personal training services in a small group setting, with curated programs with sessions averaging 50 minutes. General business hours are planned from 6 a.m. to 8 p.m. for members. No business operations between the hours of 12 midnight and 6 a.m. are proposed. BFT anticipates an average of 10-12 members per session with most demand during the morning (6 a.m. – 10 a.m.) and evening (4 p.m. – 8p.m.) sessions. The proposed open layout would be conducive to holding training sessions and the tenant space would be improved to also include a small reception area with shelves displaying merchandise for sale, a utility room and restrooms.

The proposed project would involve exterior modifications to align the suite's frontage to be flush with the

building frontage. Currently, there is a notched area for the entryway, which the applicant would like to align with the façade, adding 31 square feet to their tenant space. An outdoor corridor located in front of the suite contains columns greater than 12 inches in thickness, which require the covered area and columns to be included in the calculation of the building's gross floor area (GFA), to the extent of the columns. This area, and its extent, would not change, meaning the interior floor area of the tenant suite would increase from 3,315 square feet to 3,346 square feet but the overall GFA of the building would not increase.

Design and materials

Proposed design elements would include anodized steel framing with tempered glass panes for the storefront and white colored brick cladding alongside the bottom of the storefront. The applicant is also proposing a new roof top heating, ventilation and air conditioning unit, which would be fully screened with a beige colored aluminum louvered screen. Staff believes these changes would be consistent with the aesthetic of the existing building, with materials and colors used to establish a harmonious appearance with the existing building, which includes modern elements along other suite frontages.

The project plans are provided in Attachment A, Exhibit A, and the project description letter is provided in Attachment A, Exhibit B.

Special use

A fitness studio is considered a private recreational facility, which is a special use, and requires use permit approval. Section 16.78.020 of the Zoning Ordinance lists three factors, not necessarily findings, to be considered in determining whether the characteristics of the special use are compatible with the uses permitted in the surrounding area:

1. Damage or nuisance from noise, smoke, odor, dust or vibration;
2. Hazard from explosion, contamination, or fire;
3. Hazard occasioned by unusual volume or character of traffic, or the congregation of a large number of people or vehicles.

Staff believes the proposed addition of a fitness studio provided by Body Fit Training would not risk creating any such hazard or nuisance. The parking demand generated by the fitness studio would be slightly over the day spa, as discussed below, but would not result in an unusual amount of traffic. Staff is not aware of any ongoing parking problems at this site. A building permit application would be required to ensure interior improvements meet building codes and applicable health and safety regulations.

Parking and circulation

According to MPMC Section 16.72.040(1), properties in the C-2 district have parking requirements based on use types (commercial or residential). The center is considered nonconforming with regard to parking. The existing center is approximately 75,000 square feet, of which 3,346 square feet is proposed for the fitness studio (private recreation) in one of the tenant spaces. The other tenant spaces include a mixture of retail, office and restaurant uses, with two anchor tenants being Safeway and CVS. Six parking spaces per 1,000 square feet is the minimum required parking for commercial uses. Applying this parking rate to the square footage for the shopping center, the total minimum required parking for the subject parcel is 453 parking spaces. Currently, the site has 373 parking spaces, which results in an overall parking ratio of approximately 5 per 1,000 square feet. According to a representative of the center, they do not have issues or complaints regarding a lack of parking.

The original approval of the center required 422 parking spaces. Staff is not aware of the basis for the discrepancy between the required originally approved parking spaces and the existing 373 spaces with

exception of two factors. First, in response to the requirements of the American with Disabilities Act (ADA), the parking area had been re-stripped resulting in elimination of a few spaces. Second, sometime after 1988, the main entrance to the shopping center was redesigned to improve safety and efficiency, resulting in elimination of several parking spaces.

Customer parking demands are not expected to be excessive based on the hours of operation of the businesses sharing the parking lot. In the project description letter the applicant states that the parking is underutilized and never reaches maximum capacity even during the peak hours of the day. This was confirmed by staff on a site visit conducted on April 11, 2025 between the hours of noon and 1p.m. The applicant indicates typical business hours for most of the tenants are Monday to Friday between 8:30 a.m. to 5:30 p.m., with the busiest hours between 10 a.m. and 3:30 p.m. Additionally, the businesses have staggered hours of demand.

The proposed fitness studio is intended to serve the local community and would host sessions/classes instead of walk-ins, with most of the sessions held outside of the peak hour use of the shopping center, either early morning hours (6 a.m. to 10 a.m.) or evening hours (between 4 p.m. and 8 p.m.), with 10 to 12 members per session. Additionally, the center hosts a varied range of tenant uses that are complimentary to one another. Some trip sharing is also anticipated based on the different uses and the various services that they provide (i.e., a customer patronizing the fitness studio may opt to also eat at one of the restaurants or do grocery shopping, which would not generate an additional car trip).

The Transportation Division has determined the estimated daily trips for the existing spa use, considered a personal service, to be approximately 48.5 daily trips and the estimated daily trips for the proposed fitness studio to be approximately 115.4 daily trips. Given the difference in net new trips is less than 100 daily trips, neither a Traffic Impact Analysis (TIA) nor a Transportation Demand Management (TDM) plan are required for this project.

Correspondence

Staff has not received any items of correspondence on the proposed project.

Conclusion

Staff believes that the proposed materials and design would be compatible with the existing commercial development and surrounding buildings. It would result in a harmonious modernization that is compatible with other modern elements along the existing shopping center, and no GFA changes are proposed. Additionally, the proposed use would be located in an existing, neighborhood-serving commercial center. Although the property is substandard with regard to parking, staff believes the existing parking spaces at the center would provide adequate parking for patrons and staff. The proposed fitness studio would provide a new neighborhood serving use, which promotes General Plan goal LU-3. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

The project sponsor is required to pay Planning, Building, and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project.

Environmental Review

The proposed project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the

current California Environmental Quality Act Guidelines.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property.

Appeal Period

The Planning Commission action will be effective after 15 days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council.

Attachments

- A. Draft Planning Commission Resolution
 - Exhibits to Attachment A
 - A. Project Plans
 - B. Project Description Letter
 - C. Conditions of Approval
- B. Location Map

Report prepared by:
Fahteen Khan, Associate Planner

Report prepared by:
Corinna Sandmeier, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2025-0XX**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING AN ARCHITECTURAL CONTROL REVIEW TO CONDUCT EXTERIOR MODIFICATIONS TO THE STOREFRONT AND USE PERMIT FOR A CHANGE OF USE FROM A PERSONAL SERVICE TO A FITNESS STUDIO FOR A TENANT SUITE IN AN EXISTING MULTI-TENANT SHOPPING CENTER THAT IS SUBSTANDARD WITH REGARD TO THE MINIMUM PARKING REQUIREMENT IN THE C-2 (NEIGHBORHOOD SHOPPING) ZONING DISTRICT. ADDITIONALLY, THE PROPOSED FITNESS STUDIO IS CONSIDERED A PRIVATE RECREATIONAL FACILITY, WHICH IS A SPECIAL USE AND REQUIRES USE PERMIT APPROVAL**

WHEREAS, the City of Menlo Park (“City”) received an application requesting architectural control review to conduct exterior modifications to the storefront and a use permit to allow a change of use of a tenant suite from a personal service to a fitness studio within an existing multi-tenant shopping center that is substandard with regard to the minimum parking requirement in the C-2 (Neighborhood Shopping) zoning district, and the proposed fitness studio is considered a private recreational facility, which is a special use, requiring a use permit (collectively, the “Project”) from Kerry Williams (“Applicant”) on behalf of the property owner Larry Meyer, Radin Co. (“Owner”), located at 325 Sharon Park Drive, Unit D (APN 074-283-100) (“Property”). The Project architectural control permit and use permit are depicted in and subject to the development plans and project description letter, which are attached hereto as Exhibit A, and incorporated herein by this reference; and

WHEREAS, the Property is located in the Neighborhood Shopping (C-2) zoning district. The C-2 zoning district supports a variety of retail services, personal services, restaurant, and residential uses; and

WHEREAS, the proposed Project complies with all objective standards of the C-2 zoning district, apart from the required minimum parking for the site; and

WHEREAS, although the proposed Project would continue to have a substandard parking count of 373 spaces for the site, the proposed Project would be neighborhood serving, as it is walkable for the neighboring community, and some trip sharing is anticipated based on the different uses and various services at the shopping center; and

WHEREAS, the proposed fitness studio is considered a special use and is conditionally permitted; and

WHEREAS, the Project requires discretionary action by the City as summarized above, and therefore the California Environmental Quality Act (“CEQA,” Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require a determination regarding the Project’s compliance with CEQA; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the Project is exempt from environmental review pursuant to CEQA Guidelines §15301 (Existing Facilities); and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, at a duly and properly noticed public hearing held on May 5, 2025, the Planning Commission fully reviewed, considered, and evaluated the whole of the record, including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the proposed Project.

NOW, THEREFORE, THE MENLO PARK PLANNING COMMISSION HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, and other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Architectural Control Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

1. That the general appearance of the structure is in keeping with character of the neighborhood; in that, the Project is designed in a modern architectural style. The materials and forms of the building and proposed modifications to the suite's frontage would comply with the C-2 zoning district objective standards, be compatible with the architectural style of the previously approved project, and would provide visual interest.
2. That the development will not be detrimental to the harmonious and orderly growth of the city; in that, the project is a commercial project. The proposed Project is consistent with all applicable requirements of the City of Menlo Park Municipal Code. The proposed Project is designed in a manner that is consistent with existing and anticipated future development in the area. The proposed front entry will satisfy all accessibility requirements as provided in the Building Code and Americans with Disabilities Act (ADA). Therefore, the proposed Project will not be detrimental to the harmonious and orderly growth of the city.
3. That the development will not impair the desirability of investment or occupation in the neighborhood; in that, the Project consists of a commercial development consistent with the Municipal Code. The proposed Project is designed in a manner consistent with all applicable codes and ordinances. Therefore, the Project would not impair the desirability of investment or occupation in the neighborhood.
4. That the development provides adequate parking as required in all applicable city ordinances and has made adequate provisions for access to such parking; in that

the proposal would be neighborhood serving, as it is walkable for the neighboring community, some trip sharing is anticipated based on the different uses and various services at the shopping center, the proposed Project does not modify the gross floor area of the site, no on-site parking would be removed as part of the proposed Project, and a change of use on a parcel with substandard parking is permitted in the C-2 zoning district subject to issuance of a use permit. Therefore, the Project will provide sufficient on-site parking.

5. That the development is consistent with any applicable specific plan; in that, the Project is not located within a specific plan area. However, the project is consistent with all applicable codes, ordinances, and requirements outlined in the City of Menlo Park Municipal Code.

Section 3. Conditional Use Permit Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

The approval of the use permit for a change of use from a personal service (day spa) to a private recreation (fitness studio) within a tenant suite of an existing commercial building at a property that is substandard with regard to the minimum parking requirement is granted based on the following findings, which are made pursuant to Menlo Park Municipal Code (MPMC) Sections 16.78.020 and 16.82.030:

1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort, and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:
 - a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general plans for the area in question and surrounding areas, and impact of the application hereon. The proposed Project is designed in a manner which is consistent with the goals, policies, and objectives of the General Plan and applicable Municipal Code and Zoning Ordinance requirements, and more specifically the Project would be compatible with the surrounding uses.
 - b. The proposed project would remain substandard with regard to the parking requirements for the C-2 zoning district. However, the Transportation Division reviewed the project and determined the existing 373 parking spaces could accommodate the patrons of the proposed use given the current utilization of the parking lot and the anticipated trip sharing based on the different uses and the various services that are provided on-site.
 - c. The proposed Project is designed to meet all the applicable codes and ordinances of the City of Menlo Park Municipal Code, and the Planning Commission concludes that the Project would not be detrimental to the health, safety, and welfare of the surrounding community as the proposed fitness studio would be located in a mixed-use commercial building compatible with the surrounding residential neighborhood.

2. In addition to the criteria outlined in MPMC 16.82, special uses are subject to the following additional factors to determine if the use will not be unreasonably incompatible with uses permitted in the surrounding areas:
 - a. Damage or nuisance from noise, smoke, odor, dust, or vibration;
 - b. Hazard from explosion, contamination or fire; and
 - c. Hazard occasioned by unusual volume or character of traffic or the congregation of a large number of people or vehicles.

The above factors are not present with the proposed use, in that the operations would not create damage or nuisances to neighboring properties or uses. The project would be subject to applicable building code requirements, which would reduce potential hazards. Furthermore, the proposed operations were evaluated by the City's Transportation Division, which determined the use would not create negative impacts on parking and circulation in the vicinity of the project site.

Section 4. Architectural Control and Conditional Use Permit. The Planning Commission approves PLN2025-00005, which architectural control and use permit is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The Architectural Control and Use Permit are conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit C.

Section 5. Environmental Review. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

1. The Project is categorically except from environmental review pursuant to Cal. Code of Regulations, Title 14, §15301 et seq. (Existing Facilities).

Section 6. Severability. If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the proposed Project, shall continue in full force and effect unless amended or modified by the City.

I, Corinna Sandmeier, Principal Planner of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on May 5, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

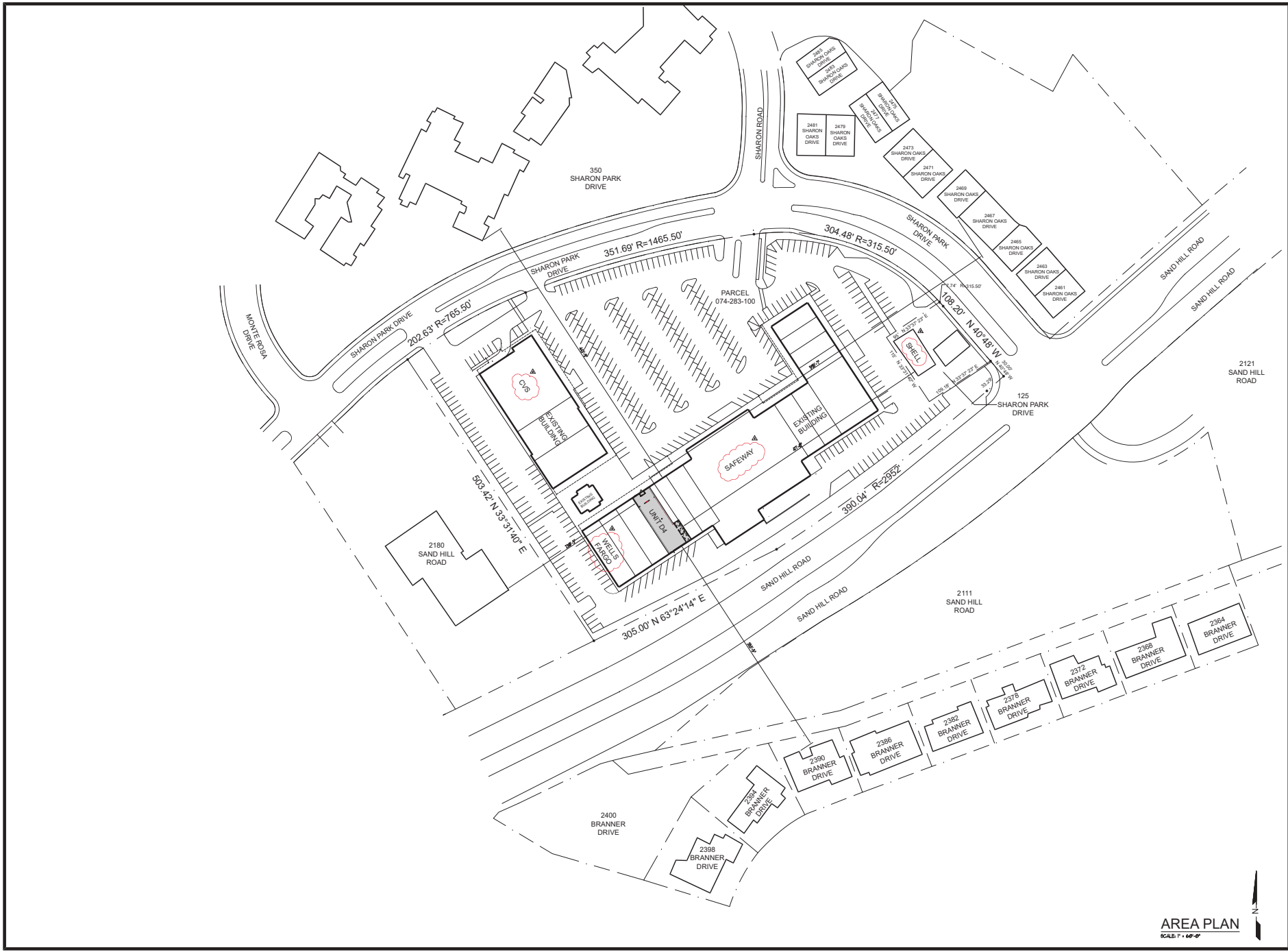
IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ____ day of May 2025.

PC Liaison Signature

Corinna Sandmeier
Principal Planner
City of Menlo Park

Exhibits

- A. Project Plans
- B. Project Description Letter
- C. Conditions of Approval



AREA PLAN
SCALE: 1" = 60'-0"

SEAL

DOCUMENT ONLY VALID IF SIGNATURE IS RED

ARCHITECT

HEIFETZ ARCHITECTS

HEIFETZ ARCHITECTS
22701 West Martha Street
Woodland Hills, CA 91367
Phone: 818-914-5891

DESIGNER

PSA

Architecture • Interior
Exterior • Planning • Design

9392 Montgomery Road
Cincinnati, Ohio 45242
Phone: 513-984-4000

CONTRACTOR

PROJECT: TENANT
IMPROVEMENT

1.1 06 200 0007 0002 Montgomery cap 01/05

SHARON HEIGHTS
325 SHARON PARK DR
UNIT D-4
MENLO PARK, CA 94025

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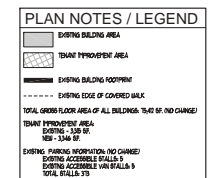
REVISIONS

NO.	DESCRIPTION	DATE
1	PERMIT REVIEW COMMENTS	08-21-2024
2	ENGINEERING REVISION	10-10-2024
3	USE PERMIT REVISIONS	11-04-2024
4	USE PERMIT REVISIONS	02-21-2025

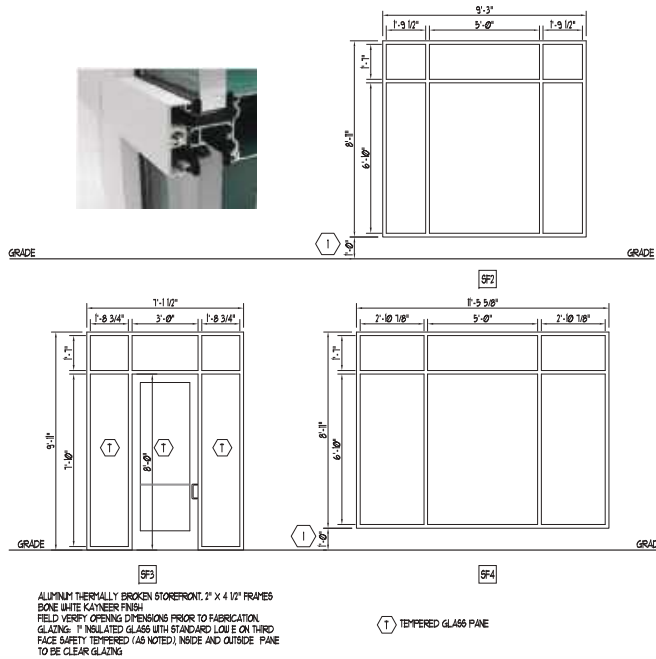
SITE AREA PLAN

ISSUE DATE: 11-11-2024
SCALE: AS NOTED
PROJECT: JOB #24011

SHEET
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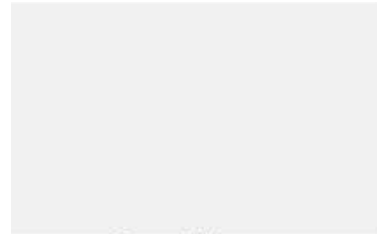


STOREFRONT FRAME TYPES

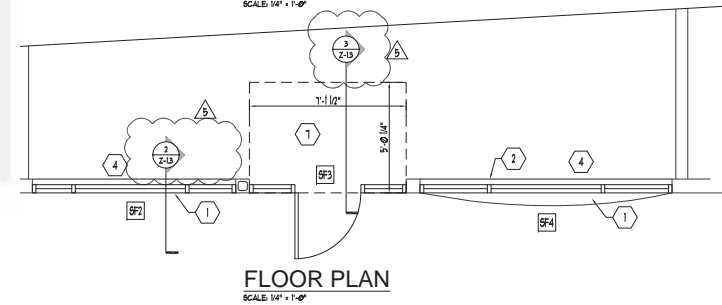
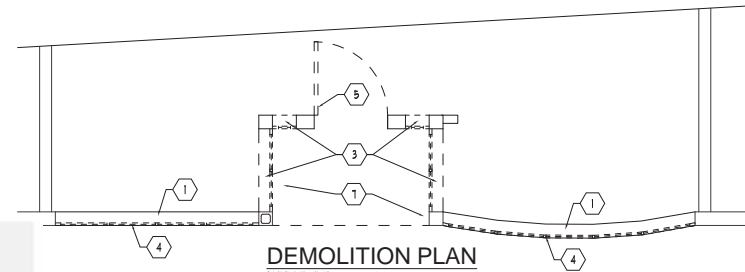


NOTES

- EXISTING BRICK KNEE WALL AND CAP TO REMAIN, NEW SEPT GLOSS WHITE PAINT FINISH
- RELOCATE EXISTING KNEE WALL WITH 2X FRAMING AT 16" C/C AND 5/8" GYP BOARD AS REQUIRED TO PROVIDE STRAIGHT FINISHED WALL FLUSH WITH EXISTING CEILING
- REMOVE SECTION OF EXISTING KNEE WALL TO FLUSH WITH EXISTING CONCRETE SLAB
- REMOVE EXISTING WINDOW AND METAL CANOPY ABOVE UP TO EXISTING TIMBER BEAM
- REMOVE EXISTING DOOR AND ASSOCIATED SIDE LITE AND TRANSOM ABOVE UP TO EXISTING TIMBER BEAM
- PROVIDE AND INSTALL ALUMINUM ROOFFRONT SLIP / DEFLECTION TRACK AT EXISTING TIMBER BEAM
- REMOVE EXISTING CONCRETE SLAB AND REPLACE WITH NEW 4" THICK 18000 PSI CONCRETE SLAB WITH 1" THICK CONCRETE TIEBARS AT EXISTING BUILDING TIEBARS TO EXIST 4" MINIMUM OF 2" REINFORCED GRADE METALLIC CONCRETE OVER 4" MINIMUM CURRENT 7" OF REINFORCED AND 1" OF PEA GRAVEL
- APPLY SEPT GLOSS WHITE PAINT TO EXISTING PAINTED SURFACES



**Bone White
STOREFRONT FINISH**
FOR REFERENCE ONLY



09/23



DOCUMENT ONLY VALUE PER SIGNATURE IS \$100



PHRHS-25GPRHCTO
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7 hrs lacs-P 11mG2-omkVZ
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09/23/2023

09/23/2023

09/23/2023

09/23/2023



OVERALL ELEVATION



EXISTING STOREFRONT

EXISTING STOREFRONT

EXISTING CANOPY AND
TREE TO REMAIN

SEAL

DOCUMENT ONLY VALID IF SIGNATURE & SEAL

ARCHITECT

HEIFETZ ARCHITECTS
22701 West Martha Street
Woodland Hills, CA 91367
Phone: 818-914-5891

DESIGNER

PSA
Architecture • Interior
Exterior • Planning • Design

9392 Montgomery Road
Cincinnati, Ohio 45242
Phone: 513-984-4000

CONTRACTOR

PROJECT: TENANT
IMPROVEMENT

11-11-2024

SHARON HEIGHTS
325 SHARON PARK DR
UNIT D-4
MENLO PARK, CA 94025

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REVISIONS

PERMIT REVIEW COMMENTS	08-21-2024
ENGINEERING REVISION	10-30-2024
USE PERMIT REVISIONS	11-04-2024
USE PERMIT REVISIONS	02-21-2025

EXISTING EXTERIOR
IMAGES

ISSUE DATE: 11-11-2024
SCALE: AS NOTED
PROJECT: JOB #24011

SHEET
Z-1.1



SEAL



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ARCHITECT



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DESIGNER



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Cincinnati, Ohio 45242
Phone: 513-984-4000

CONTRACTOR

PROJECT: TENANT
IMPROVEMENT

1-1 ON 08-10-2023 / 08-10-2023 Montgomery Road

SHARON HEIGHTS
325 SHARON PARK DR
UNIT D-4
MENLO PARK, CA 94025

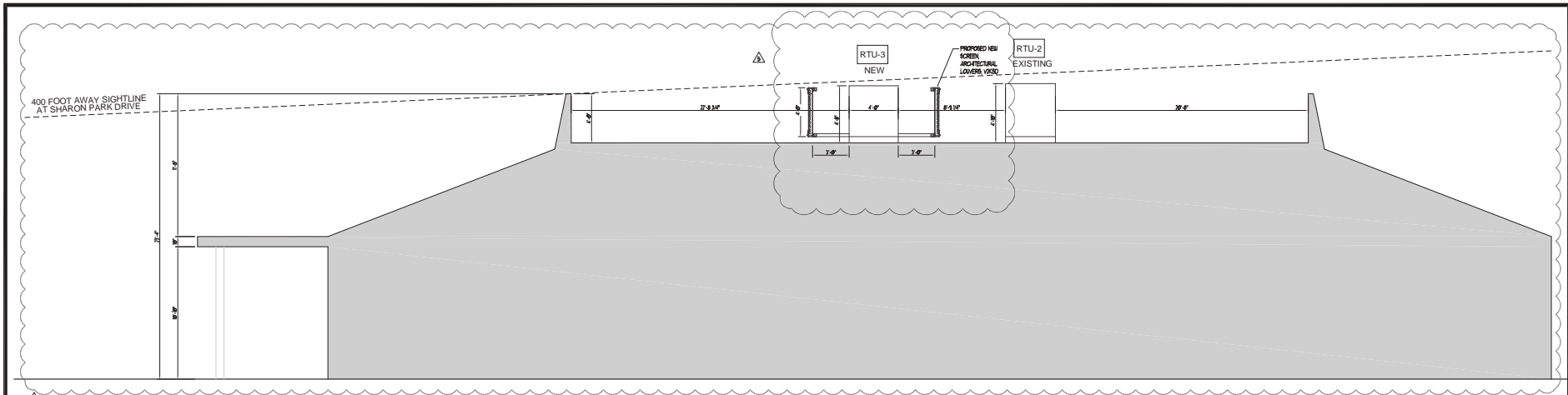
COPYRIGHT:
PSA ARCHITECTS ©2023

REVISIONS	
△ PERMIT REVIEW COMMENTS	08-21-2024
△ ENGINEERING REVISION	10-10-2024
△ USE PERMIT REVISIONS	11-04-2024
△ USE PERMIT REVISIONS	02-21-2025

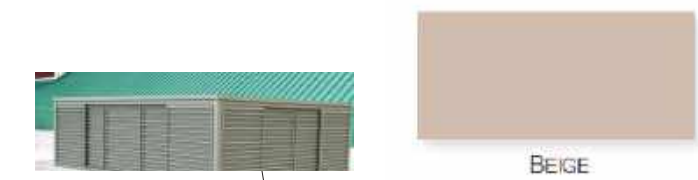
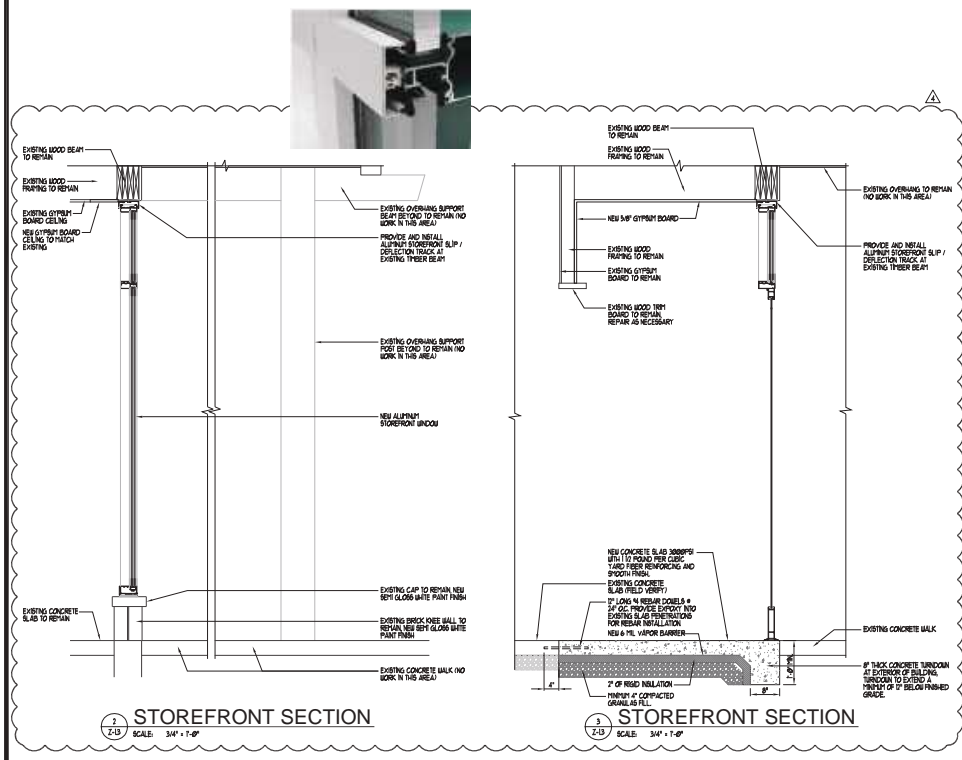
CONCEPTUAL
INTERIOR
IMAGES

ISSUE DATE: 11-11-2024
SCALE: AS NOTED
PROJECT: JOB #24011

SHEET
Z-1.2

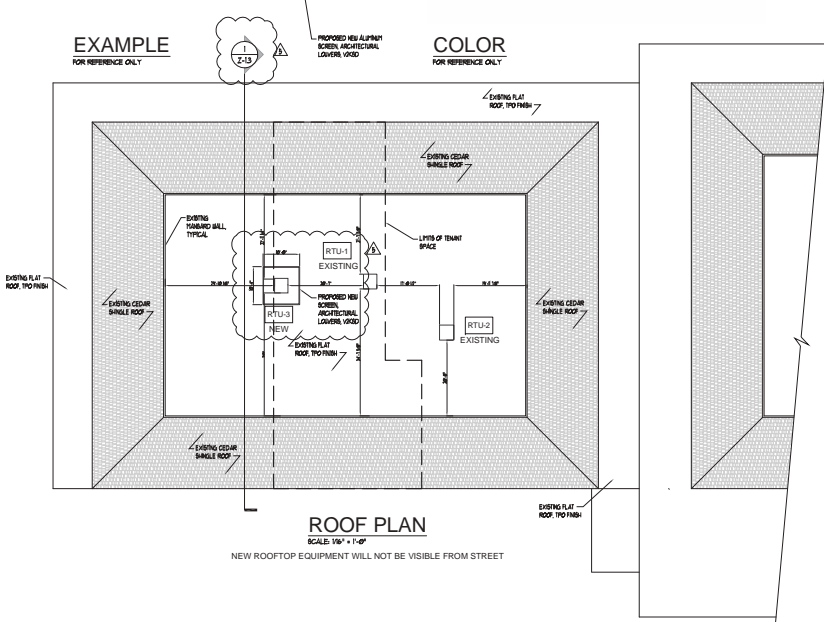


SECTION VIEW
SCALE: 1/4" = 1'-0"



EXAMPLE
FOR REFERENCE ONLY

COLOR
FOR REFERENCE ONLY



ROOF PLAN

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

DOCUMENT ONLY VALUE OF \$10,000.00
 2/25/2024
 PERITZ ARCHITECTS
 PHRHB2SGPRHCTO
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 7 hns lecs-P 1mG2-omVZ
 EYhc#3yMLoMVLyom
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1/10/2024
 PERMIT REVIEW COMMENTS 08-21-2024
 ENGINEERING REVISION 10-10-2024
 USE PERMIT REVISIONS 10-04-2024
 USE PERMIT REVISIONS 06-21-2025
 USE PERMIT REVISIONS 04-10-2025
 USE PERMIT REVISIONS 04-21-2025

ROOF PLAN AND SECTIONS

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 002 99 2'0 NTHW
 ESNHCH3 1'00F, PQAM

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Z-1.3

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SCALE: 1/2" = 1'-0"

2023 10 10

2012年1月1日

2018-19-2019-20

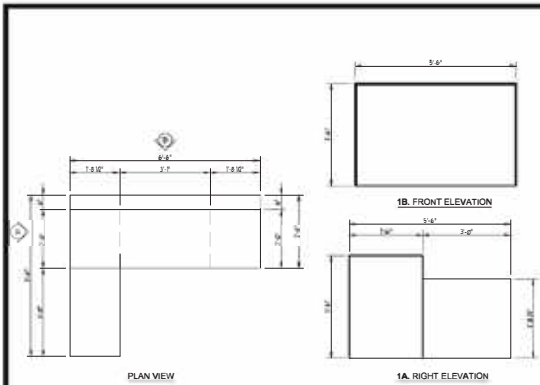
SCALE: 1/4" = 1'-0"

5. 2010年10月1日，某企业向银行借入期限为3个月的借款100000元，年利率为6%。12月31日计提利息时，应借记“财务费用”科目，贷记“应付利息”科目，金额为1500元。

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

A-10 SCALE 1/4" = 1'-0"

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



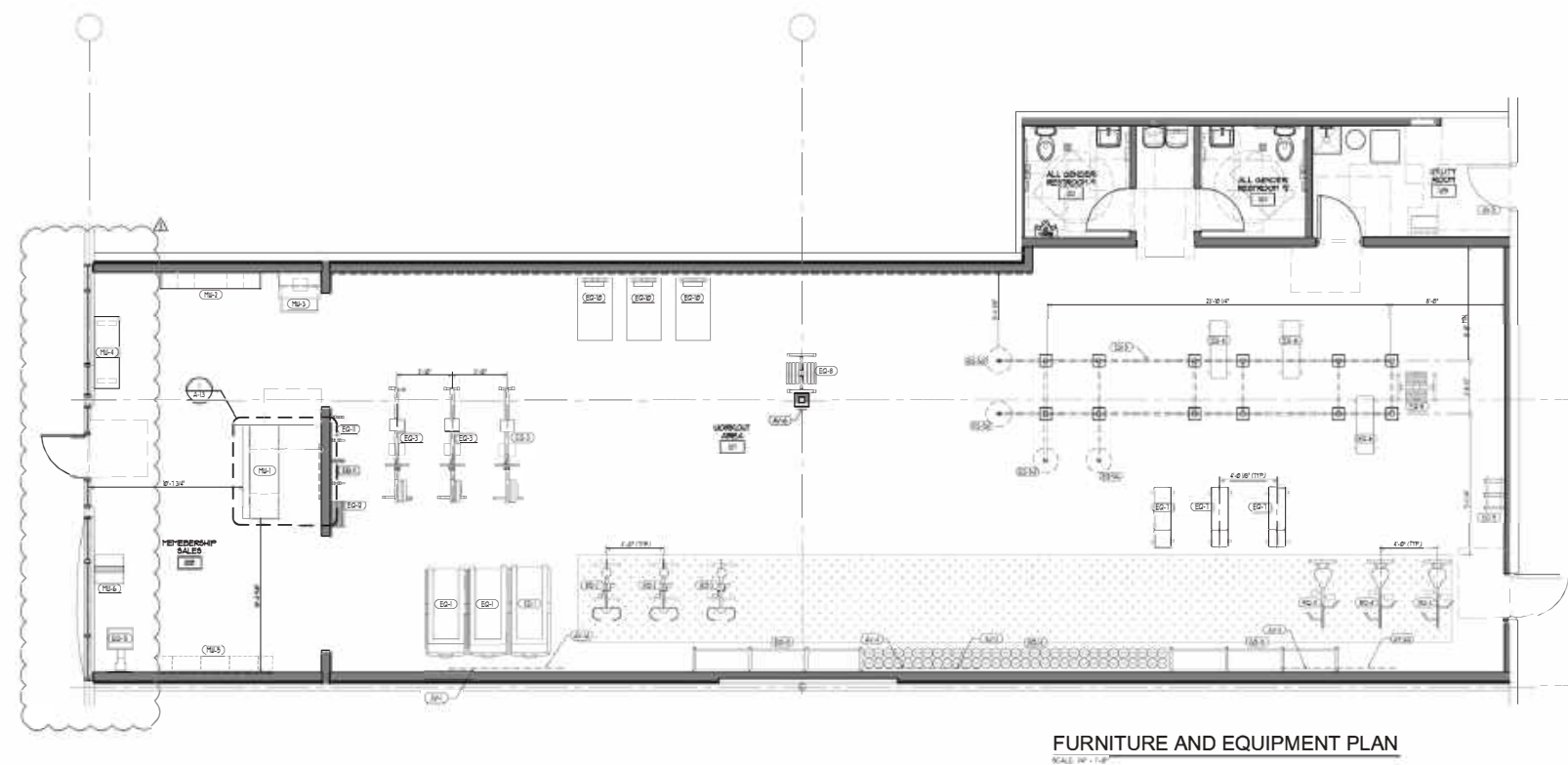
RECEPTION DESK DETAILS (REF. ONLY)
SCALE: 1/2" = 1'-0"

WALL LEGEND

[Symbol]	EXISTING WALLS TO REMAIN
[Symbol]	NEW WALL, STD WALLS REFER TO WALL TYPES AND SECTION ON SHEET 1-1.2 AND 1-1.3

EQUIPMENT/FURNITURE SCHEDULE

ITEM NO.	QTY.	EQUIPMENT/MILLWORK DESCRIPTION	PROVIDED BY	ITEM NO.	QTY.	EQUIPMENT/MILLWORK DESCRIPTION	PROVIDED BY
MW-1	1	FRONT DESK	MILLWORK SUPPLIER	AV-1	1	65" HORIZONTAL MOUNTED "MY ZONE MONITOR" (SCREEN 1)	AV SUPPLIER
MW-2	1	HYBRID LOCKERS / CUBBIES	MILLWORK SUPPLIER	AV-1A	1	65" VERTICAL MOUNTED MONITOR (SCREEN 1)	AV SUPPLIER
MW-3	1	TOWEL BIN	MILLWORK SUPPLIER	AV-2	1	65" VERTICAL MOUNTED MONITOR (SCREEN 2)	AV SUPPLIER
MW-4	1	BENCH	MILLWORK SUPPLIER	AV-2A	1	65" HORIZONTAL MOUNTED "MY ZONE MONITOR" (SCREEN 2)	AV SUPPLIER
MW-5	1	6'-0" WIDE x 8'-0" HIGH SLATWALL	MILLWORK SUPPLIER	AV-3	1	65" VERTICAL MOUNTED MONITOR (SCREEN 3)	AV SUPPLIER
MW-6	1	(2) WAY RETAIL DISPLAY	MILLWORK SUPPLIER	AV-4	1	65" HORIZONTAL MOUNTED (SCREEN 4)	AV SUPPLIER
EQ-1	3	MATRIX 5 TREADMILLS	EQUIPMENT SUPPLIER	AV-5	1	AV RACK	AV SUPPLIER
EQ-2	3	KEISER M3 SPIN BIKE	EQUIPMENT SUPPLIER	AV-6	1	PROPOSED TRAINER CONTROL PANEL STATION	AV SUPPLIER
EQ-3	3	CONCEPT ROWERS	EQUIPMENT SUPPLIER				
EQ-4	3	BIONIC BIKES	EQUIPMENT SUPPLIER				
EQ-5	1	BEAVER HILL USA BFT V3 R/G WITH TRAILER ARMS	EQUIPMENT SUPPLIER				
EQ-5A	4	HANGING BAGS	EQUIPMENT SUPPLIER				
EQ-6	3	FLAT WEIGHT BENCHES	EQUIPMENT SUPPLIER				
EQ-7	3	INCLINE WEIGHT BENCHES	EQUIPMENT SUPPLIER				
EQ-8	2	BUMPER PLATE TREE W/ WHEELS	EQUIPMENT SUPPLIER				
EQ-9	1	MEDICINE BALL RACK	EQUIPMENT SUPPLIER				
EQ-10	3	CONCEPT 2 9K ERG'S WITH FLOOR STAND	EQUIPMENT SUPPLIER				
EQ-11	2	WALL MOUNTED BAND MOUNTS	EQUIPMENT SUPPLIER				
EQ-12	1	WALL MOUNTED MAT MOUNT	EQUIPMENT SUPPLIER				
EQ-13	2	11'-8" x 2'-2" FITOPS SHELF	EQUIPMENT SUPPLIER				
EQ-14	62	KETTLE BELLS (2 ROWS OF 31)	EQUIPMENT SUPPLIER				
EQ-15	1	BODY SCANNER	EQUIPMENT SUPPLIER				



SEAL:

DOCUMENT ONLY VALID SIGNATURES REQ
ARCHITECT

HEIFETZ ARCHITECTS

HEIFETZ ARCHITECTS
22701 West Martha Street
Woodland Hills, CA 91367
Phone: 818-914-5891

DESIGNER:

PSA
Architecture • Interior
Exterior • Planning • Design

9392 Montgomery Road
Cincinnati, Ohio 45242
Phone: 513-984-4000

CONTRACTOR:

PROJECT: TENANT IMPROVEMENT

BFT

SHARON HEIGHTS
325 SHARON PARK DR
UNIT D-4
MENLO PARK, CA 94025

CORPORATE: PSA ARCHITECTS ©2025

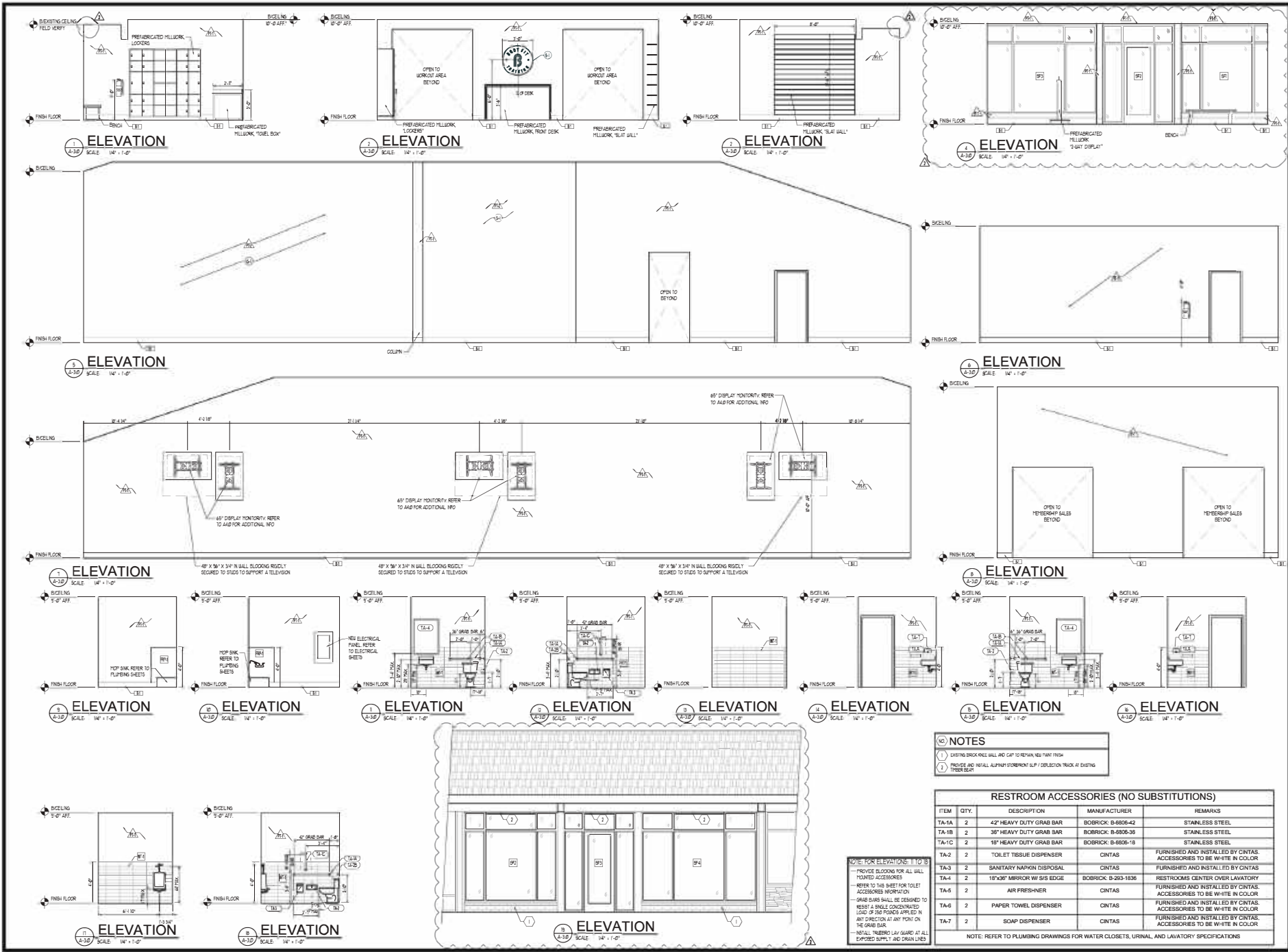
REVISIONS:

- △ PERMIT REVIEW COMMENTS 08-23-2024
- △ ENGINEERING REVISION 10-20-2024
- △ USE PERMIT REVISIONS 05-04-2024
- △ USE PERMIT REVISIONS 05-21-2025
- △ USE PERMIT REVISIONS 08-12-2025
- △ USE PERMIT REVISIONS 08-12-2025

FURNITURE AND EQUIPMENT PLAN, AND SCHEDULE

ISSUE DATE: 11-11-2024
SCALE: AS NOTED
PROJECT: JOS #24011

SHEET
A-1.3



SEAL:

DOCUMENT ONLY VALID IF SIGNATURE & RED ARCHITECT

HEIFETZ ARCHITECTS

HEIFETZ ARCHITECTS
22701 West Martha Street
Woodland Hills, CA 91367
Phone: 818-914-5891

DESIGNER:

PSA

Architecture • Interior
Exterior • Planning • Design

9392 Montgomery Road
Cincinnati, Ohio 45242
Phone: 513-984-4000

CONTRACTOR:

PROJECT: TENANT
IMPROVEMENT

BFT

SHARON HEIGHTS
325 SHARON PARK DR
UNIT D-4
MENLO PARK, CA 94025

DATE: 08-21-2024

ISSUE DATE: 11-11-2024

SCALE: AS NOTED

PROJECT: JOS #2011

SHEET

A-3.0



325 Sharon Park Drive, Unit D-4
Menlo Park, CA 94025

ELECTRONIC SUBMITTAL

April 21, 2025

Ms. Fahteen N. Khan, Associate Planner
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025
FNKhan@menlopark.gov

RE: Transmittal of Response to City of Menlo Park “Complete” Status Letter dated April 1, 2025 for a Use Permit and Architectural Control Permit for 325 Sharon Park Drive, Unit D-4, Menlo Park, CA 94025 (PLN2025-00002)

Dear Ms. Khan:

On behalf of Body Fit Training (“**BFT**” or “**Applicant**”), we are pleased to submit the attached, revised Formal Application in response to the City of Menlo Park’s “Complete” Status Letter dated April 1, 2025 for a **Use Permit and Architectural Control Permit (“ACP”)** to allow a 3,346 square foot personal training studio, along with associated tenant improvements, to be located within an existing, vacant, tenant suite within the Sharon Heights Shopping Center (“**Center**”) on a 20.78+/- acre site at 325 Sharon Park Drive, Unit D-4, in Menlo Park, CA (PLN2025-00002). This submittal includes a revised Use Permit/ACP Design Package prepared by PSA Architects dated April 21, 2025.

General Plan Designation

The Sharon Heights Shopping Center is designated **Retail/Commercial** under the City of Menlo Park General Plan. This designation provides for retail services, personal services, professional offices, banks, savings and loans, restaurants, cafes, theaters, residences, public and quasi-public uses, and similar compatible uses. (General Plan, LU-15)

Zoning Designation

The Project site is designated **C2 (Neighborhood Shopping District)** under the Menlo Park Zoning Ordinance (**Chapter 16.38**).

Conditionally Permitted Use – Recreational Facilities Privately Operated

The City of Menlo Park has determined that the proposed use has a designation of “Recreational Facilities Privately Operated” which is a conditionally permitted use in the C-2 district (**Section 16.38.020**)¹

¹ <https://www.codepublishing.com/CA/MenloPark/html/MenloPark16/MenloPark1638.html#16.38.020>

PROJECT DESCRIPTION

Overview

Applicants are franchisee owners who have leased an approximately 3,346 square foot tenant suite at the Sharon Heights Shopping Center. The Center includes approximately 75,000 gross square feet of neighborhood serving retail with an array of uses, including a Safeway grocery store, CVS pharmacy, Wells Fargo, State Farm insurance office, medical professional offices, Starbucks, Eric's Deli, Woodside Bakery, restaurants, dry cleaning, nail salon, and other uses, along with a large surface parking lot of 373 spaces. The proposed use will serve nearby residents and will complement existing uses at the Center. The tenant suite has been vacant for over two years, and both the property owner and BFT are eager to bring this exciting business to the Center.

Building Permit Application and Scope of Tenant Improvements

On June 17, 2024, Applicant submitted a building permit application (BLD2024-01659) for interior tenant improvements to the existing vacant suite, including new flooring, interior walls, finishes, fixtures, storage areas, restrooms, lighting, a front desk and small merchandise area for clients, and new mechanical, electrical and plumbing. The project also intends to submit an amended building permit to include minor upgrades to the storefront to provide greater transparency, bring in more light into the space, and make the storefront more harmonious with the rest of the shopping center.

The Project includes the installation of a 4.0' high x 4.0' wide HVAC unit in the center of the rooftop area placed on top of an 8" curb. The 4.0' tall parapet is 22.8" feet away from the unit. The unit will be fully screened on all sides by a 4' tall, beige, aluminum screen with down slanted louvers that allow ventilation but not visibility of the unit.

The existing floor area of the tenant suite is 3,315 square feet. The proposed floor area is 3,346 square feet, for a net addition of 31 square feet. The additional square footage is accomplished by removing the existing, small entry portal area, which currently diminishes the usable interior space, and aligning the new door with the windows in a new storefront system. Exterior signage will be handled under a separate permit. No sitework is proposed.

On August 30, 2024, as part of the building permit review process, BFT received comments from Associate Planner Matt Pruter stating *"It appears that a private recreation facility is being proposed, which is not a permitted use. It can be allowed through a use permit approval, which will require a separate use permit application and approval from the Planning Commission prior to any action on this building permit application."*

Based on subsequent conversations and email communications with yourself and Mr. Pruter, Applicant was advised that the City determined that *"BFT is considered as a private recreation use that would need a use permit."* (Email dated 10/25/24)

Prior Use

The previously occupied use in the tenant suite was the Inspiration Day Spa, which had been located on the property for about ten years. The spa provided skin care services, including facials, peels, and a variety of skin care maintenance and correction treatments. Customers could schedule 1-hour treatments or book longer sessions. The suite has been vacant for about 2 years.

Description of Business

BFT provides personal training services, including cardio and strength training, in a small group setting, with programs curated to match the needs of its clients. Clients work with individual trainers utilizing a variety of exercise tools and equipment, sophisticated software programming and heart monitoring technology aided by interactive visual screens.

BFT is designed to serve customers mainly from the immediate area and nearby neighborhoods, thus making the Sharon Heights Shopping Center an ideal location. The small group sessions led by a small number of employees (coaches) will not significantly increase traffic or create an undue demand on parking (and likely less than the Center's existing retail and other service uses).

Floor Plan Design

The floor plan layout includes a small retail/reception area which displays and sells branded merchandise for BFT clientele, a large open exercise space with equipment, floor mats, etc., two all gender restrooms, and a utility room.

Hours of Operation

7 days per week. Most of BFT's clientele are working adults. Depending upon demand, BFT anticipates offering morning, afternoon, and evening sessions as follows:

- 6:00 a.m. - 10:00 a.m.
- 12:00 p.m. - 1:00 p.m.
- 4:00 p.m. - 8:00 p.m.

Small Group Sessions

The small group sessions average 50 minutes. Personal training services provided include one coach for every 3 or 4 members.

Employees

Average of 3 - 4 coaches on-site per day.

Members per Session

The number of members per class will vary. We anticipate an average of 10 - 12 members per session.

Parking

The Sharon Heights Shopping Center was built by Marc Radin in the 1960's and remains a family-owned center to this day. Sharon Heights is a popular neighborhood center that rarely has vacancies. There are 373 parking spaces available in a large surface parking lot, including 5 accessible spaces and 5 accessible van spaces. This results in an overall parking ratio of about 5 per 1,000 square feet of floor area in the Center. According to Evan Meyer, a representative of the owners, the Center has never had any issues or complaints from tenants or customers regarding parking at the Center. The Center has had a wide array of tenants over the decades and the parking lot has not reached 100% utilization. As detailed below, at the busiest times, the parking lot is a maximum of 80% utilized.

Standard Business Hours

Typical business hours for most tenants in the Center are Monday - Friday between 8:30 a.m. and 5:30 p.m. Tenants operating during these hours include One Medical (8:00 a.m. – 4:00 p.m.), Wells Fargo (9:00 a.m. – 5:00 p.m.), State Farm Insurance (8:30 a.m. – 5:30 p.m.), and Peak Performance Chiropractic (9:00 a.m. – 5:00 p.m.). Eric's Deli is open Monday – Saturday, 10:00 a.m. – 4:00 p.m.

CVS operates 7 days a week: Monday - Saturday 7:00 a.m. to 10:00 p.m., and Sunday 8:00 a.m. to 9:00 p.m. Safeway is open every day from 5:00 a.m. – 2:00 a.m., and Starbucks is open daily from 5:00 a.m. – 8:00 p.m.

Morning Hours – 5:00 a.m. – 10:00 a.m.

Safeway and CVS are open early, along with Starbucks (5:00 a.m. – 8:00 p.m.), Woodside Bakery (7:00 a.m. – 6:00 p.m.), El Cerrito Mexican café (7:30 a.m. – 9:00 p.m.), Sharon Heights Dry Cleaners (7:00 a.m. – 6:30 p.m.), and Pediatric Dentistry (8:00 a.m. – 5:00 p.m.). **According to Mr. Meyer, the parking lot is nearly empty before 8:00 am and no more than 20% utilized from 5:00 a.m. – 10:00 a.m.**

10:00 a.m. – 3:00 p.m. – Busiest Hours

Most of the businesses in the shopping center are open by 10:00 am. According to Mr. Meyer, the 10:00 a.m. – 3:00 p.m. timeframe is the busiest at the Center. **However, even during this peak period, the parking lot is only about 80% utilized.**

6:00 p.m. – 7:00 p.m.

After work hours, typically between 6:00 p.m. – 7:00 p.m. is a busy period for Safeway and CVS, as well as for the restaurant tenants. **However, many daytime businesses are closed, so according to Mr. Meyer, the parking lot is typically about 60% full during this time.**

Weekends

CVS and Safeway are open daily. On the weekends, some businesses are open for partial hours, such as Pacific Coast Dermatology (Saturday only) and Peak Performance Chiropractic (Saturday only 10:00 a.m. – 2:00 p.m.). Wild Berry Yogurt is open Tuesday – Sunday (12:00 pm. – 8:00 p.m.) Starbucks is open on the weekends, as is Woodside Bakery and El Cerrito Café (both with partial Sunday hours). Many others are closed for the weekend, including One Medical, State Farm, Wells Fargo, and Pediatric Dentistry. **Parking utilization on the weekends varies throughout the day but typically does not exceed 75%.**

BFT Classes

Most of BFT's classes will be held outside of the peak hours of use at the Center, either in the early mornings from 6:00 a.m. – 10:00 a.m., and late afternoons and after work from 4:00 p.m. – 8:00 p.m. Even during BFT's class period of 12:00 p.m. – 1:00 p.m., the parking lot is typically only 80% utilized, leaving about 75 open parking spaces, which should be more than adequate to accommodate the 10 – 12 customers BFT anticipates during this time. Therefore, BFT is not expected to have a detrimental impact on the availability of parking or the ability of the Center to meet the needs of the employees and customers of its other tenants.

Thank you for the opportunity to provide the enclosed, revised submission. We are excited to join the Sharon Heights Shopping Center and the City of Menlo Park community of businesses.

For all communications, please contact Kerry Williams at kerry@kmwilliamsconsulting.com, or at (650) 703 – 2194.

Very Truly Yours,



Parag Hardas
Body Fit Training



Kerry M. Williams
Entitlements & Public Affairs Consultant

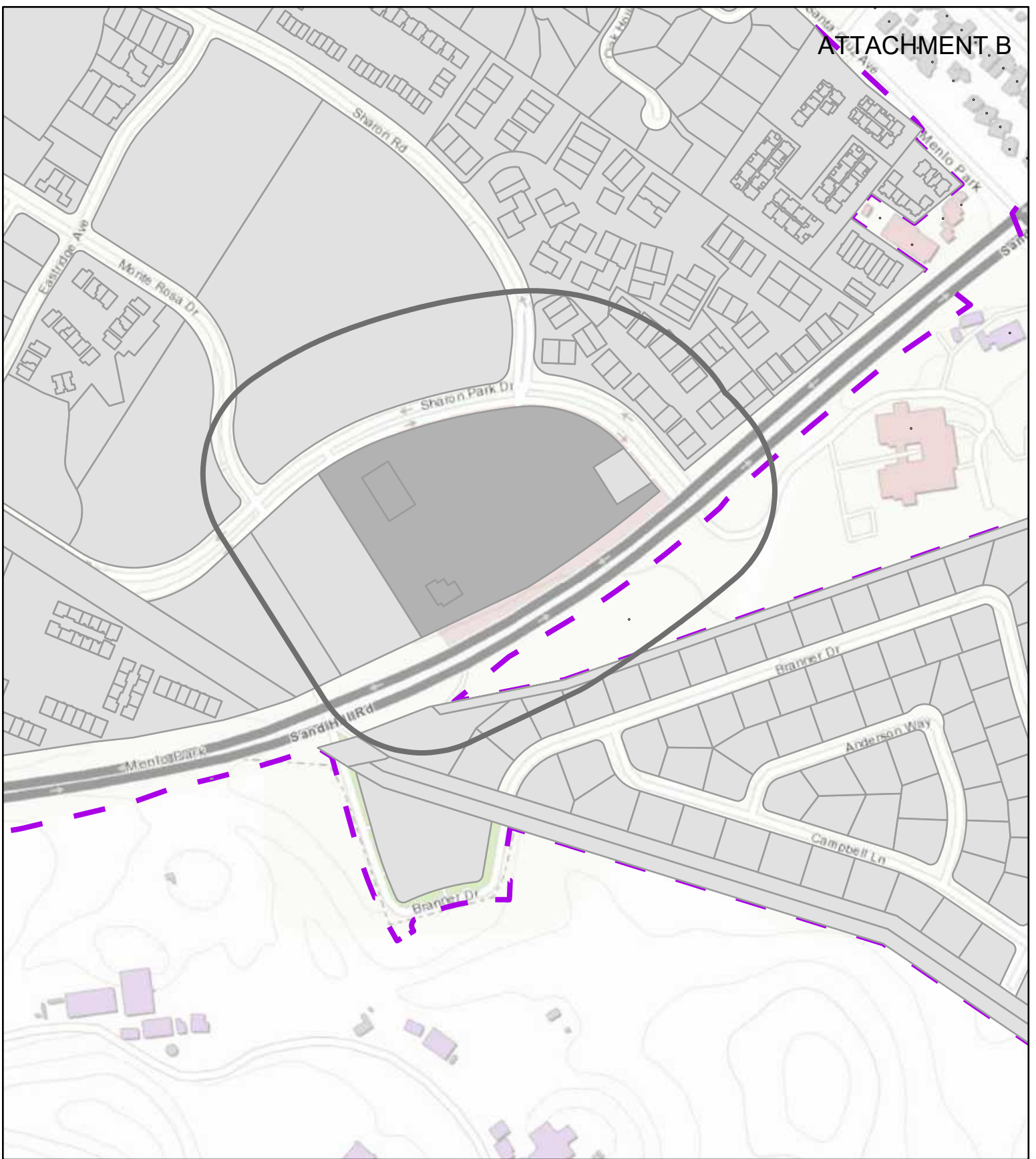
w/Encl: Revised Use Permit and Architectural Control Permit Design Package by PSA Architects,
April 21, 2025

325 Sharon Park Drive – ATT A Ex. C – Conditions of Approval

LOCATION: 325 Sharon Park Drive	PROJECT NUMBER: PLN2025-00002	APPLICANT: Kerry Williams	OWNER: Larry Meyer, Radin Co.
<p>PROJECT CONDITIONS:</p> <ol style="list-style-type: none"> 1. The architectural control permit and use permit shall be subject to the following standard conditions: <ol style="list-style-type: none"> a. The applicant shall be required to apply for a building permit within one year from the date of approval (by May 5, 2026) for the use permit to remain in effect. b. Development of the project shall be substantially in conformance with the plans prepared by PSA consisting of 11 plan sheets, dated received April 22, 2025 and approved by the Planning Commission on May 5, 2025, except as modified by the conditions contained herein, subject to review and approval of the Planning Division. c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project. d. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project. e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes. f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division. g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits. h. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application. i. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings. j. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of 			

325 Sharon Park Drive – ATT A Ex. C – Conditions of Approval

LOCATION: 325 Sharon Park Drive	PROJECT NUMBER: PLN2025-00002	APPLICANT: Kerry Williams	OWNER: Larry Meyer, Radin Co.
PROJECT CONDITIONS: approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application.			



CITY OF MENLO PARK

LOCATION MAP

325 SHARON PARK DRIVE



Scale: 1:4,000

Drawn By: FNK

Checked By: CDS

Date: 5/5/2025



STAFF REPORT

Planning Commission

Meeting Date:

5/5/2025

Staff Report Number:

25-020-PC

Regular Business:

Planning Commission Chair and Vice Chair

Selection: May 2025 through April 2026

Recommendation

Staff recommends that the Planning Commission select a Chair and Vice Chair for the term of May 2025 through April 2026.

Policy Issues

City Council Procedure CC-24-004 “Commissions/Committees Policies and Procedures and Roles and Responsibilities” states that each Commission shall annually rotate its Chair and Vice Chair and selection shall occur in May of each year. The policy does not provide any particular guidance for these selections, although staff would note that the Planning Commission has historically appointed Commissioners that have served the longest in their current service period without being Chair or Vice Chair, with any tiebreakers going to a Commissioner whose term is expiring first. However, these are not requirements.

Background

The Planning Commission last selected a Chair and Vice Chair on May 6, 2024, with Commissioners Schindler and Ehrich appointed to those roles, respectively.

Analysis

The Commission should seek nominations for the position of Chair and Vice Chair in two separate motions. Each position needs to receive a majority of votes of a quorum present and voting. The Commission should begin with appointing a Chair to serve through April 2026 and then nominate and appoint a Vice Chair. The Chair and Vice Chair selected would serve through April 2026.

The Chair and Vice Chair should both have a basic familiarity with typical meeting rules of order, although this does not require any specialized training; most Commissioners have likely absorbed these procedures through their membership on the Commission, and staff will always provide support. Ideally, the Chair and Vice Chair should not share similar conflicts-of-interest (e.g., home location or place of employment).

For reference, Table 1 summarizes the service to date of each Commissioner, with a sorting that reflects the Commission’s typical past selection practices, with alphabetical sorting where Commissioners have the exact same appointment/term details.

Table 1: Planning Commission Appointment/Chair History

Commissioner	Date appointed	Previously served as Chair	Term expiration	Eligible for reappointment when current term expires
Do	April 2022	Yes*	April 2026	Yes
Schindler	November 2022	Yes	April 2026	Yes
Ehrich	April 2023	No	April 2027	Yes
Ferrick	April 2023 (separately served 2008-2016)	(Yes, during previous term from March 2012 to May 2013)	April 2027	Yes
Silverstein	January 2024	No	April 2029	Yes
Behroozi	May 2024	No	April 2028	Yes
Silin	May 2024	No	April 2028	Yes

*Interim appointment: Chair Harris resigned in November 2023 and Commissioner Do was selected Chair for the remainder of the 2023-2024 term.

Impact on City Resources

Selection of Chair and Vice Chair does not have any impact on City resources.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

None

Report prepared by:
Corinna Sandmeier, Principal Planner