



REGULAR MEETING AGENDA

Date: 10/20/2025
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

- E1. Approval of minutes from the September 8, 2025 Planning Commission meeting ([Attachment](#))
- E2. Approval of minutes from the September 29, 2025 Planning Commission meeting ([Attachment](#))

F. Public Hearing Items

- F1. Use Permit/Anthony Ho/835 Arbor Rd:
Consider and adopt a resolution to approve a use permit to construct exterior and interior modifications and additions, including a basement and second-story, to an existing non-conforming one-story residence on a substandard lot with regard to minimum lot width and area in the R-1-S (Single Family Suburban Residential) zoning district. The proposed work would exceed 50 percent of the replacement value of the existing structure and the addition would exceed 50 percent of the existing floor area, both of which require use permit approval. ***Continue and re-notice***
- F2. Public Right-of-Way Abandonment/Adjacent to 100 Terminal Ave.
Consider and adopt a resolution determining that the abandonment of public right of way adjacent to 100 Terminal Avenue is consistent with the General Plan and recommending the City Council approve the requested abandonment; determine this action is categorically exempt under CEQA Guidelines Section 15305, Class 5 exemption for minor alterations in land use limitations. ([Staff report #25-049-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: November 3, 2025
 - Regular Meeting: November 17, 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.

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REGULAR MEETING DRAFT MINUTES

Date: 9/8/2025
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 7:02 p.m.

B. Roll Call

Present: Andrew Ehrich (Chair), Ross Silverstein (Vice Chair), Katie Behroozi, Linh Dan Do (left at 8:30 p.m.), Katie Ferrick, Jennifer Schindler, Misha Silin

Staff: Calvin Chan, Senior Planner; Jacob Garcia, Contract Planner; Matt Pruter, Associate Planner; Monika Roy, Planning Technician; Corinna Sandmeier, Principal Planner; Mariam Sleiman, City Attorney's Office; Chris Turner, Senior Planner

C. Reports and Announcements

Principal Planner Corinna Sandmeier said the City Council at its September 9, 2025 meeting would hold a study session on proposed strategies for the City's anti-displacement plan.

Commissioner Do said that due to limited childcare she would need to leave the meeting at 8:30 p.m.

Chair Ehrich said he and Vice Chair Silverstein had been in email conversation with staff regarding certain meeting processes, and a resulting point of clarification was that Planning Commissioners did not have any ability to place or request that items be placed on the agenda. He said staff made that determination. He said staff was asked whether the language for Item G, which usually was informational items, might at Vice Chair Silverstein's request be broadened to make possible discussions of broader Planning Commission items. He said it was clarified that this section was meant as a courtesy to provide information on the upcoming meeting, and that language would remain unchanged for now.

D. Public Comment

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

E. Consent Calendar

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

Chair Ehrich said he would pull Item E1 from the Consent Calendar.

ACTION: Motion and second (Behroozi/Ferrick) to approve the Consent Calendar consisting of Item E2, the minutes from the August 11, 2025 Planning Commission meeting; passes 6-0 with Commissioner Silverstein abstaining.

- E1. Approval of minutes from the June 23, 2025 Planning Commission meeting ([Attachment](#)) **Continued from the meeting of July 14, 2025**

Chair Ehrich said he had requested the June 23, 2025 Planning Commission meeting minutes be continued as there was Commission discussion and a question posed to the staff about the language of Item G on the agendas. He said that question was now answered so he could approve those minutes.

Commissioner Silverstein said the discussion during Item G in that meeting was a question to staff about a potential item that might or might not come on a future agenda, which staff could not answer, and a clarifying question for more context or information about an item that would come before the Planning Commission that similarly staff was unable to answer. He said through various conversations they had, it was confirmed that staff would be unable to answer such follow-up questions under Item G and the Commission would need to just receive the agenda items as they come. He moved to approve.

ACTION: Motion and second (Silverstein/Do) to approve the minutes from the June 23, 2025 Planning Commission meeting, continued from the meeting of July 14, 2025; passes 6-0 with Commissioner Ferrick abstaining.

- E2. Approval of minutes from the August 11, 2025 Planning Commission meeting ([Attachment](#))

ACTION: Motion and second (Behroozi/Ferrick) to approve the Consent Calendar consisting of Item E2, the minutes from the August 11, 2025 Planning Commission meeting; passes 6-0 with Commissioner Silverstein abstaining.

F. Public Hearing Items

- F1. Use Permit/Anthony Ho/1346 Hoover St.:
Consider and adopt a resolution to approve a use permit to remodel and add first- and second-story additions to an existing non-conforming single-family residence with a basement located on a substandard lot with regard to lot width and area in the R-3 (Apartment) zoning district. The proposal also includes a use permit request for the proposed work to exceed 50 percent of the replacement value of the existing nonconforming structure over a 12-month period. The proposal would exceed 50 percent of the existing floor area and is considered equivalent to a new structure. Additionally, the proposal includes use permit requests for additions and remodeling to an existing, detached, nonconforming garage which would exceed 50 percent of the replacement value of the nonconforming structure over a 12-month period and for a new accessory dwelling unit (ADU) above the existing detached garage which would exceed the maximum height for a detached ADU. Determine this action is categorically exempt under CEQA Guidelines Section 15303, Class 3 exemption for new construction or conversion of small structures. **Continued from the meeting of August 11, 2025** ([Staff Report #25-039-PC](#))

Planner Sandmeier reported a minor error on the data table where the right side setback was shaded. She said the shading was incorrect as that was used to denote a substandard or

nonconforming condition, but the numbers were correct. She said after publication of the staff report staff received an additional email from a neighbor with concerns about the use permit requests, which was forwarded to the Planning Commission and copies of which were available for the public at the table in the rear of the Council Chambers.

Chair Ehrich noted the applicant team was present but would not make a presentation.

Chair Ehrich opened the public hearing.

Public Comment:

- Sandra Bardas expressed concerns about the variance and the overall scale of the project, noting that it would occupy a substantial portion of a substandard lot. She also raised concerns about the presence of two large projects at either end of the road, which could potentially obstruct fire department access.
- Scott Blum indicated his concern about privacy in their backyard because the proposed ADU was to be located on top of the garage, and shared a corresponding photo of his property and the subject property.
- Gina Milani expressed concerns regarding the ADU setbacks, emphasizing the need for fairness by referencing past planning project history and that her own plans to develop her property had been obstructed.
- Valerie Fredrickson expressed concerns about loss of sunlight, the possibility of trees on her property dying, and health impacts on her long-term tenants. She requested modifications to the proposed plans.
- Kevin Dawkins conveyed his concerns about construction dirt, dust, noise, parking, and traffic impacts.

Chair Ehrich closed the public hearing.

Commissioner Ferrick clarified with staff that no variances were being requested. Replying to her, Planner Sandmeier said that a use permit to exceed the height limit of an ADU was being requested and that construction management plans were implemented during the building permit phase.

Replying to a Commission question, Anthony Ho, project designer, said the rear window of the ADU would most likely need to be ingress/egress, and that they were looking at an opaque window,

Planner Sandmeier said the City's Building Official had indicated that the ADU's door could service as required egress as the ADU was basically one room.

Commissioner Schindler observed that the R-3 zoning allowed greater height for greater density or smaller setbacks for additional units. She said this proposal was seeking both allowances and at this point she did not support the second story ADU.

Replying to Commissioner Schindler, Ms. Sleiman, City Attorney's Office, said an ADU located within .5 mile of transit could be allowed an 18-foot height.

Mr. Ho replying to Commissioner Do said that the ADU might possibly be cantilevered another foot but not more than five feet as it was a wood structure.

Commissioner Do noted the proximity of the ADU to the neighbor and said she was supportive of anything that could safely be done to address that potential privacy impact.

ACTION: Motion and second (Silverstein/Silin) to hold a five-minute recess to reconvene at 8:13 p.m. to allow staff to research a question posed about height limits; passes 7-0.

Chair Ehrich said he would like more density than what the project proposed but he could support it.

Ms. Sleiman said a developer was allowed 18 feet in height for an ADU if the property was located within .5-miles of high quality transit. She said the Commission could explore various conditions for the conditional use permit requests.

Commissioner Do left the meeting at 8:30 p.m.

Commission discussion ensued about the City's goals and wants and property owner rights, height and impacts to neighbors, and the varied development patterns of the surrounding area of the subject property.

Commissioner Silverstein moved to approve with the modification suggested by staff to require obscured glass for the rear window of the ADU; Commissioner Silin seconded the motion.

ACTION: Motion and second (Silverstein/Silin) to adopt a resolution approving the item with the following modification; passes 5-1 with Commissioner Schindler opposed and Commissioner Do absent.

- ***Add condition 2.a.: Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans showing obscured glass for the rear window of the accessory dwelling unit (ADU), for the purpose of providing privacy screening between the ADU and the neighboring residence, subject to review and approval of the Planning Division.***

- F2. Use Permit Revision/Michael Hart/319 Barton Way:
Consider and adopt a resolution to approve a use permit revision to construct first-floor additions to an existing two-story residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban Residential) zoning district. Determine this action is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for existing facilities. The original use permit was granted in 2005. ([Staff Report #25-040-PC](#))

Commissioner Silverstein said he lived within 1000 feet of the subject property but would not recuse himself as he had no financial interest in the outcome.

Contract Planner Jacob Garcia said staff had no changes to the written report.

Chair Ehrich noted the applicant team was present but would not make a presentation.

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

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

F3. Use Permit/Travis Wood/460 Cotton St.:

Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence, and construct a new two-story, single-family residence with a basement on a substandard lot with regard to minimum lot width in the R-1-S (Single Family Suburban Residential) zoning district. The project also includes a use permit request for excavation within the required left- and right-side setbacks for proposed lightwells. 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. ([Staff Report #25-041-PC](#))

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

Travis Wood, architect, spoke on behalf of the project.

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

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

F4. Use Permit/Daniel Warren/404 Durham St.:

Consider and adopt a resolution to approve a use permit to remodel and add second-story additions to an existing nonconforming single-story, single-family residence located on a substandard lot with regard to minimum lot width and area in the R-1-U (Single Family Urban Residential) zoning district. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure over a 12-month period and requires approval of a use permit by the Planning Commission. The proposal would exceed 50 percent of the existing floor area and is considered equivalent to a new structure. The proposal includes conversion of existing space into an Accessory Dwelling Unit (ADU), which is a permitted use and not subject to discretionary review. Determine this action is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for existing facilities. ([Staff Report #25-042-PC](#))

Senior Planner Chris Turner said staff did not have any updates to the written report.

Daniel Warren, Warren Design, spoke on behalf of the project.

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

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

- F5. Use Permit/Charles Holman/1005 Olive St.:
Consider and adopt a resolution to approve a use permit to construct exterior and interior modifications and additions to an existing nonconforming single-story residence in the R-1-S (Single Family Suburban Residential) zoning district. The proposed work would exceed 75 percent of the replacement value of the existing structure, which requires a use permit. Determine this action is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for existing facilities. ([Staff Report #25-043-PC](#))

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

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

Commissioner Silverstein requested staff note this application as an example of a project that met the spirit of front setback requirements, and suggested if there was an opportunity in the future for streamlining triggers for entitlements that a nonconforming front setback property project such as this should perhaps not be subject to a use permit, especially with more subdivisions potentially occurring following SB 9. Commissioner Silin indicated his agreement.

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

- F6. Use Permit Revision/Hiromi Ogawa/323 Pope St.:
Consider and adopt a resolution to approve a use permit revision to construct first-floor exterior and interior modifications to an existing two-story residence on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district. The original use permit was granted in 2007. Determine this action is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for existing facilities. ([Staff Report #25-044-PC](#))

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

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

Commissioner Silverstein requested that staff note this application as an example of a project that met the spirit of the use permit requirements and if there was an opportunity in the future for streamlining triggers for entitlements suggested that such a project should perhaps not be subject to a use permit revision. Chair Ehrich expressed agreement.

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

- F7. Use Permit/Christina Meza/325 Sharon Park Dr. (Safeway):
Consider and adopt a resolution to approve a use permit for the sale of beer, wine, and distilled spirits for off-site consumption (State of California Alcoholic Beverage Control license type 21), which is a special use requiring a use permit, at an existing supermarket in the C-2 (Neighborhood Shopping) zoning district. Determine this action is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for existing facilities. ([Staff Report #25-045-PC](#))

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

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

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

G. Informational Items

G1. Future Planning Commission Meeting Schedule

- Regular Meeting: September 29, 2025

Planner Sandmeier said items for the September 29 meeting were not finalized but would include three single-family residential projects.

- Regular Meeting: October 6, 2025

H. Adjournment

Chair Ehrich adjourned the meeting at 9:20 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett



REGULAR MEETING DRAFT MINUTES

Date: 9/29/2025
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 7:00 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: Matt Pruter, Associate Planner; Thomas Rogers, Principal Planner; Corinna Sandmeier, Principal Planner; Mariam Sleiman, City Attorney's Office; Chris Turner, Senior Planner

C. Reports and Announcements

Principal Planner Corinna Sandmeier said the initial actions for the Parkline Project were on the City Council's September 30, 2025 meeting agenda.

Commissioner Schindler reported 30 to 40 people including her attended the City's Open House on the Parking Management Study; she encouraged all to look at the City's page for the Downtown Parking Management Study and complete the study.

Commissioner Ferrick announced an upcoming housing related event with the Housing Trust Silicon Valley, October 15, 2025, from 4 to 7 p.m. in San Jose, housingtrustsv.com.

D. Public Comment

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

E. Consent Calendar

- E1. Approval of minutes from the August 25, 2025 Planning Commission meeting ([Attachment](#))

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

ACTION: Motion and second (Ferrick/Silin) to approve the Consent Calendar, consisting of the minutes from the August 25, 2025 Planning Commission meeting; passes 7-0.

F. Public Hearing Items

F1. Use Permit/Quinn Yi/945 Lee Dr.:

Consider and adopt a resolution to approve a use permit to demolish an existing one-story, single-family residence and 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 Residential) zoning district. Determine this action is categorically exempt under CEQA Guidelines Section 15303, Class 3 exemption for new construction or conversion of small structures. ([Staff Report #25-046-PC](#))

Senior Planner Chris Turner said staff had no additions to the written report.

Chair Ehrich opened the public hearing.

Public Comment:

- Laura Lane said she liked the proposal but had reservations about the appearance of the hardscape property frontage as Lee Drive home frontages was characterized by green landscaping; she suggested the project be continued to address that.

Chair Ehrich closed the public hearing.

Quinn Yi, applicant, replying to the Commission, noted the narrowness of the frontage and the need for a two car driveway for the two car garage. She said that protection for the heritage tree on the right stipulated by the City Arborist included a pier foundation for the garage and a gravel driveway.

Commissioner comments included observation that the project met all standards and an expectation that green landscaping to the extent possible within the small frontage would occur.

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

F2. Use Permit/Ahmads Properties, LLC/1055 Sherman Ave.

Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and detached garage and construct a new two-story, single-family residence on a substandard lot with regard to lot width and area in the R-1-U (Single Family Urban) zoning district. Determine this action is categorically exempt under CEQA Guidelines Section 15303, 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 #25-047-PC](#))

Principal Planner Thomas Rogers said since publication of the staff report staff had received two items of correspondence; one was an email from Maria Flaherty that was sent directly to the Planning Commission on Sunday and that expanded on an email she had sent previously that was included in the published staff report. He said her new correspondence objected to the proposal, in particular the size of the proposed accessory dwelling unit (ADU) and the associated heritage tree removal. He said she also stated she did not receive any outreach from the applicant team. He said this morning staff received a letter from Lee and Francine Peck that was forwarded via email

to the Planning Commission; the Pecks expressed concern with the loss of the heritage tree and suggested municipal code changes regarding ADUs to potentially address neighbor concerns with similar projects in the future.

Commissioner Schindler referred to the August 12, 2025 project description letter and quoted: *the proposed project at 1055 Sherman demolishes the existing residence and replaces it with a new 3-bedroom, two-bath main residence with an attached two-bedroom, two-bath ADU, and two-car garage*. She confirmed with the applicant for the record that the main residence was a three-and-a half-bathroom house as described on the plans and staff report.

Chair Ehrich opened the public hearing.

Public Comment

- Robert Conlon said the proposal was massive and not at all in keeping with the size of the homes in the neighborhood. He said together the house and ADU were 3600 square feet and completely overbearing to neighbors. He requested the total residential square footage be reduced to something under 3000 square feet and that heritage trees #6 and #14 be retained. He suggested that if trees were removed that they be replaced with something comparable.

Chair Ehrich closed the public hearing.

Replying to Commissioner Silin, Planner Rogers said for this project the code for the ADU was accurate and complied with state law. He said there was an overall size for all buildings on the site and for an attached ADU, a proposal could essentially go over the floor area limit and building coverage by 800 square feet. He said for the attached ADU itself that it was limited to either 1,000 square feet or 50% of the main unit, whichever was larger. He said here it was the 50% of the main unit size that was most applicable and the proposed attached ADU was less than 50% of that.

Commissioner Silin said the City's website needed updating to align with the code.

Commission comments included recognition of neighbors' concerns about size and heritage tree removal and the proposal's compliance with City code.

Replying to Commissioner Do, Planner Rogers said in reference to a replacement tree that the City's Arborist made a determination that due to site constraints an in-lieu fee of \$13,200 was required instead and would be paid prior to permit issuance.

Replying to Commissioner Do, Bill Masten, architect, indicated the location of replacement trees and shrubbery would be determined once the building was framed. Replying to Commissioner Schindler, Mr. Masten said the drainage issue that had been identified along the back fence would be addressed once they moved into the civil engineering phase of the project, which was prior to building permit issuance.

Additional Commission comments noted the building heights were considerably less than the maximum allowed and the proposal included a different configuration of residential than usual, and a recognition that a use permit was needed because the lot was substandard.

Commissioner Schindler moved to approve with a condition that either the existing landscape privacy screening along the far back of the lot was retained or replaced with new plantings appropriate for the location.

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

- **Add condition 2a:** Simultaneous with the submittal of a complete building permit application, the applicant shall submit a revised site plan showing either the retention of trees #7-11 along the rear property line, or replacement plantings in this area to serve as landscape screening, or a combination thereof. The revised site plan shall be subject to review and approval of the Planning Division. The retained and/or new plantings shall be compatible with the grading and drainage plan, and shall be subject to inspection by the Planning Division prior to Building Permit final inspection.

F3. Use Permit/Ami Ferreira/308 Yale Rd.:

Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and detached garage and carport to construct a new two-story, single-family residence on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district. Determine this action is categorically exempt under CEQA Guidelines Section 15303, 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 #25-048-PC](#))

Associate Planner Matt Pruter said staff received one email comment letter after publication of the staff report that had been shared with the Commission and was available to the public this evening. He said the left side neighbor of the subject property wrote their concerns with potential impacts to light and loss of light, privacy for their one-story bedroom and bathroom windows, and landscape screening for privacy. He said also they had concerns about driveway access.

Chair Ehrich opened the public hearing.

Public Comment:

- Hugh McDonald said the ADU would be four feet from his home's foundation, and his concern was that the construction did not vibrate the soil and impact his foundation; he also hoped the ADU would be fireproof.
- David Sol, 316 Yale Road, said his concern was the second-story windows as they seemed to align directly with their bedroom and bathroom windows. He requested sills be raised, or opaque glass be used, or landscape screening trees planted.

Chair Ehrich closed the public hearing.

Steve Simpson, project architect, said they were happy to work with the neighbor at 316 on screening but noted their proposed windows on the side in question were modest and their intent was privacy both for their house and the neighbor's. He said they would not create issues and block the driveway during construction. He said the other neighbor's foundation would be fine as

they would not cause any unnecessary vibration; the new house would be fire sprinkled and was stucco on the side.

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

G. Informational Items

G1. Future Planning Commission Meeting Schedule

- Regular Meeting: October 6, 2025 – Cancelled
- Regular Meeting: October 20, 2025

Planner Sandmeier said the October 20 agenda would include a right of way abandonment and a use permit for a single-family home but was not yet finalized.

H. Adjournment

Chair Ehrich adjourned the meeting at 8:34 p.m.

Staff Liaison: Corinna Sandmeier

Recording Secretary: Brenda Bennett



STAFF REPORT

Planning Commission

Meeting Date:

10/20/2025

Staff Report Number:

25-049-PC

Public Hearing:

Consider and adopt a resolution determining that the abandonment of public right of way adjacent to 100 Terminal Avenue is consistent with the General Plan and recommending the City Council approve the requested abandonment; determine this action is categorically exempt under CEQA Guidelines Section 15305, Class 5 exemption for minor alterations in land use limitations.

Recommendation

Staff recommends that the Planning Commission adopt a resolution determining that the abandonment of the public right-of-way adjacent to 100 Terminal Avenue, with a public utility easement reserved over the necessary abandoned area to preserve access to existing utilities, is consistent with the General Plan and recommending that the City Council approve the requested abandonment. The draft resolution is included as Attachment A.

Policy Issues

In order to abandon public right-of-way, the City is legally required to follow a multistep process as specified by the State of California Streets and Highways Code, §8300, or can abandon public right of way through a parcel or final map as provided for in the Subdivision Map Act (California Government Code §66499.20.2). The Planning Commission should consider whether the proposed vacation is consistent with the General Plan and vote on a determination to forward to the City Council. The City Council will consider the Commission's determination prior to taking final action on the request.

Background

On Jan. 28, 2020, the City Council adopted Resolution No. 6537, expressing the City's intent to collaborate with Meta on the construction of a new community center and library in the Belle Haven neighborhood at 100 Terminal Ave. On Jan.12, 2021, the City Council approved the project. The new facility, now known as the Belle Haven Community Campus (BHCC), was substantially completed on May 16, 2024, and is now in operation.

As part of the BHCC project, several parcel modifications were required for the construction of the facility. Terminal Avenue was originally dedicated to the City in September 1940, as shown on the map entitled Belle Haven City, recorded in Book 23 of Maps, Page 6, in the official records of San Mateo County (Attachment B). On June 23, 2020, a portion of the Terminal Avenue public right-of-way that was never constructed as a public roadway was vacated by City Council Resolution No. 6565 (Attachment C). Following this, the City acquired land adjacent to the Terminal Avenue right-of-way from Pacific Gas and Electric (PG&E), as authorized by City Council on Oct. 26, 2021. Once the property was acquired from PG&E, an additional 4,689 square foot portion of the Terminal Avenue right-of-way was planned to be

abandoned and integrated into the BHCC site owned by the City to create one unified parcel for the facility.

On Sept. 30, 2025, the City Council adopted Resolution No.6995, declaring the City's intention to abandon the remaining public right of way adjacent to and within 100 Terminal Ave.

Analysis

With the completion of the facility, the remaining 4,689 square foot portion of the Terminal Avenue right-of-way needs to be integrated into the BHCC site. Pursuant to the California Subdivision Map Act, abandoned public right-of-way reverts to the adjacent property owner(s), which in this case is the City. Upon recordation of the vacation, the City will relinquish its rights to use the property as a roadway but will retain ownership of the underlying land. Lots APN 055-280-050, 055-280-070, 055-280-090, 055-280-080 and the abandoned portion of Terminal Avenue, all of which are owned by the City, will be merged following the vacation and abandonment. Once both actions are recorded, the result will be a single unified parcel for the BHCC site. A public utility easement will be reserved over the necessary abandoned area to preserve access to existing utilities (sewer, reclaimed water, communication and electrical).

Utility coordination

The City has received "no objection" letters from all relevant public utility agencies, contingent upon the reservation of a public utility easement over the vacated area.

Abandonment procedure

The applicable abandonment procedure is a three-step process that first requires that City Council adopt a resolution of intent to abandon the public right-of-way, which the City Council adopted on Sept. 30, 2025. The second step is for the Planning Commission to determine if the abandonment is compatible with the City's general plan.

Upon a recommendation for the approval of the abandonment by the Planning Commission, the City Council would hold a public hearing at its Nov. 18 meeting to consider approval of the abandonment. Staff would advertise notices of the public hearing in the newspaper and at the site in accordance with the requirements of the Streets and Highways Code. An affidavit of posting would then be filed with the city clerk. Should the utility agencies, affected parties, Planning Commission, and City Council consider the abandonment favorably, a resolution ordering the vacation and abandonment of the public right-of-way adjacent to 100 Terminal Ave. would be recorded.

General Plan Consistency

The Land Use and Circulation Elements of the General Plan do not contain specific goals or policies that directly address the proposed abandonment. The proposed abandonment would not conflict with General Plan philosophy, which generally promotes orderly development, the maintenance of the City's economic vitality and fiscal health, the protection of people and property from exposure to health and safety hazards, and the minimization of adverse impacts of the development to the City's public facilities and services. Staff believes the proposal is consistent with the General Plan.

Impact on City Resources

There is no direct impact on City resources associated with the actions in this staff report. The fee for staff time to review and process the abandonment is waived because the City is the applicant.

Environmental Review

The proposed street abandonment is Categorically Exempt under Class 5, minor alterations in land use limitations, of the current State of 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.

Attachments

- A. Resolution
 - Exhibits to Attachment A
 - A. Abandonment of Public Right of Way adjacent to Terminal Avenue
- B. Subdivision Map
- C. Location map

Report prepared by:
Ebby Sohrabi, Senior Civil Engineer
Edress Rangeen, Associate Engineer

Report reviewed by:
Corinna Sandmeier, Principal Planner

RESOLUTION NO. XXXX**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK DETERMINING THAT THE ABANDONMENT OF PUBLIC RIGHT OF WAY ADJACENT TO 100 TERMINAL AVENUE IS CONSISTENT WITH THE GENERAL PLAN AND RECOMMENDING THAT THE CITY COUNCIL APPROVE THE REQUESTED ABANDONMENT**

WHEREAS, the City of Menlo Park (“City”) is the applicant requesting abandonment of Public Right of Way adjacent to Terminal Avenue; and

WHEREAS, a public utility easement will be reserved over the necessary abandoned area to preserve access to existing utilities;

WHEREAS, the Planning Commission has considered the abandonment of Public Right of Way adjacent to 100 Terminal Avenue shown in Exhibit A, which is attached and made apart thereto; and

WHEREAS, the Planning Commission reviewed the proposed abandonment of Public Right of Way adjacent to 100 Terminal Avenue and determined that the request complies with the General Plan goals, policies, and programs, and there have been no objections provided to the proposed abandonment by utility companies and easement holders; and

WHEREAS, the Project, requires discretionary actions 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 analysis and a determination regarding the Project’s environmental impacts; 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 proposed street abandonment is categorically exempt from environmental review pursuant to Cal. Code of Regulations, Title 14, §15305 et seq. (Minor Alternation in Land Use Limitations); 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 October 20, 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 Project.

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

1. The Project is categorically except from environmental review pursuant to Cal. Code of Regulations, Title 14, §15305 et seq. (Minor Alternation in Land Use Limitations).

while reserving a Public Utility easement over the necessary abandoned area would be compatible with orderly development, and there have been no objections to the abandonment proposal.

3. The Planning Commission hereby finds that the proposed abandonment of Public Right of Way adjacent to 100 Terminal Avenue shown in Exhibit A is consistent with the General Plan and recommends that the City Council approved the requested abandonment as proposed.

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 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 October 20, 2025 by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

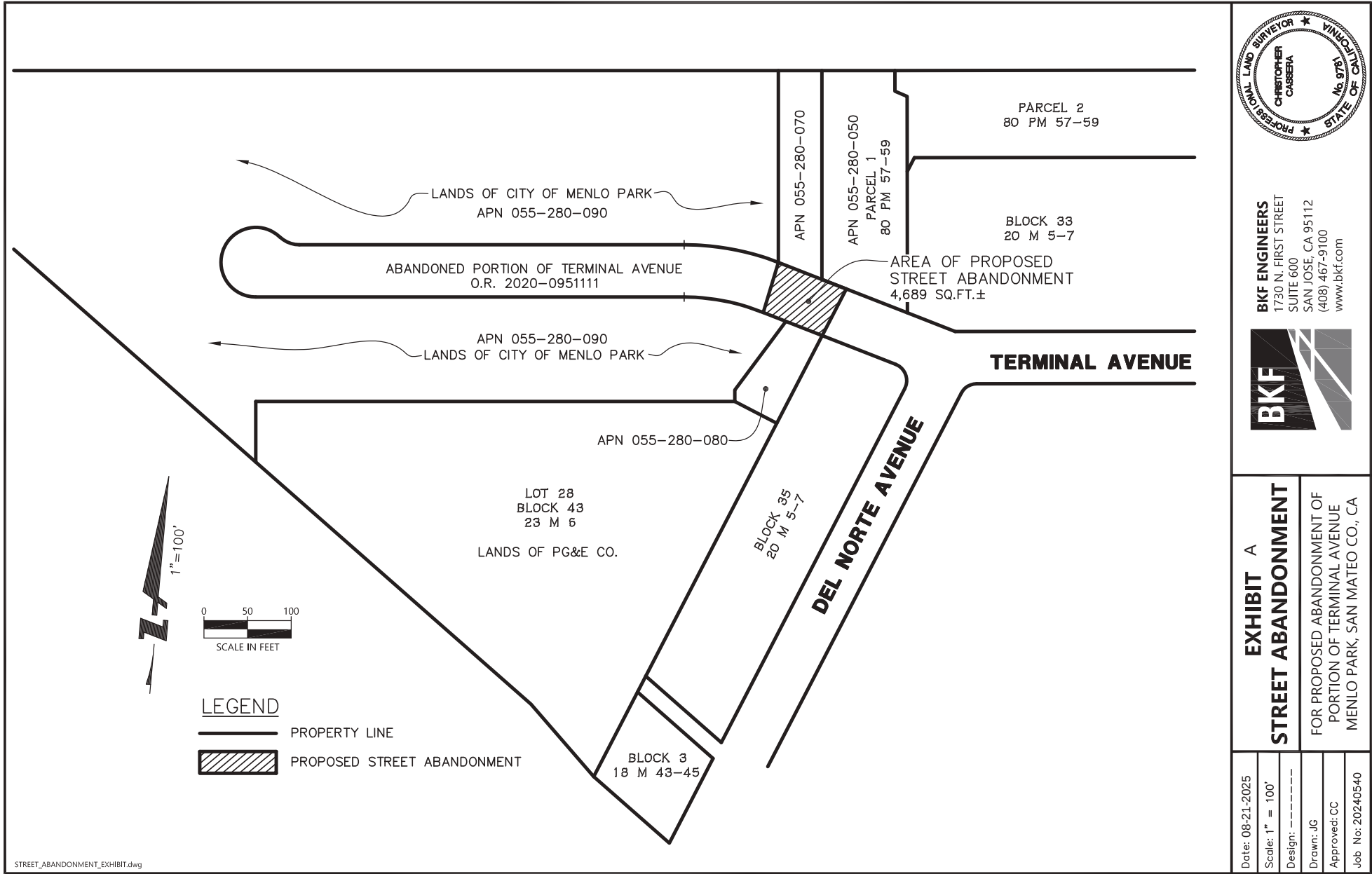
IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ____ day of October, 2025.

PC Liaison Signature

Corinna Sandmeier
Principal Planner
City of Menlo Park

Exhibits:

- A. Abandonment of Public Right of Way adjacent to Terminal Avenue



Attachment B - Subdivision Map

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KNOW ALL MEN BY THESE PRESENTS:

The undersigned hereby certify that they are the owners of the land subdivided as shown on this map that they are the only parties having any record title interest in said land, and that they hereby consent to the preparation and recording of this map.

The undersigned further hereby certify that they do hereby offer for dedication for public use as a public street the land delineated and designated hereon as Terminal Ave. and that they also offer for dedication for public use the easements for public utilities under, on, along or over those certain parcels of land 5 feet wide designated Public Utility Easements "PUE's" all as shown on this map.

David C. Bohannon Owner

Ophelia E. Bohannon Owner

State of California }
County of San Mateo }

On this 14 day of Sept 1940, before me D. H. Baybould, a Notary Public in and for the County of San Mateo, State of California, residing therein, duly commissioned and sworn, personally appeared David C. Bohannon and Ophelia E. Bohannon, known to me to be the persons who executed the within instrument, and they acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

D. H. Baybould
Notary Public in and for the
County of San Mateo,
State of California

I hereby certify that the Board of Supervisors of the County of San Mateo, State of California, did at its regular meeting held on the 7 day of Sept 1940, duly approve the within map, and accepted on behalf of the public the offer of dedication of certain lands shown hereon as public streets, and the easements for public utilities all as shown on this map.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County this 7 day of Sept 1940.

W. H. Augustus
County Clerk and Ex-Officio Clerk
of the Board of Supervisors of the
County of San Mateo, State of California

I, M. A. Grant, Engineer of the County of San Mateo do hereby certify that I have examined the within final map, that the subdivision as shown thereon is substantially the same as it appeared on the tentative map and approved alterations thereof, that all provisions of the "Subdivision Map Act" of the State of California and of any local ordinance applicable at the time of approval of said tentative map have been complied with, and that I am satisfied that said final map is technically correct.

Dated May 11 1940

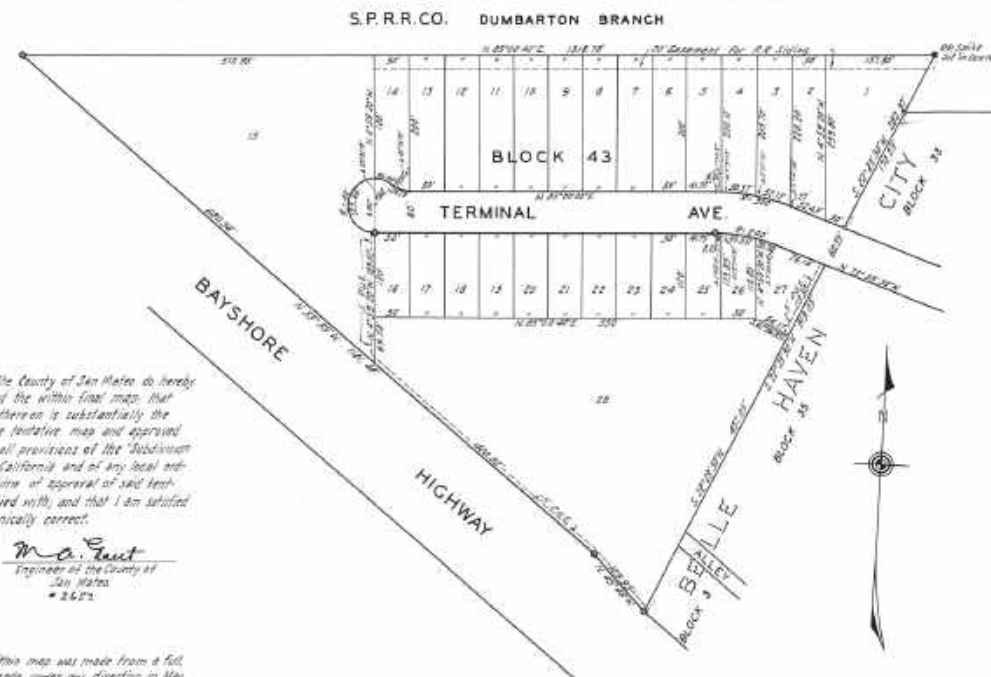
M. A. Grant
Engineer of the County of
San Mateo
2672

I hereby certify that the within map was made from a full, true and correct survey made under my direction in May, 1940, of the lands embraced hereon, and that 5/8 inch iron pipe monuments, indicated thus  on the map have been placed on the ground in the positions indicated, and are sufficient to enable the survey to be retraced.

Willis G. Frost
Registered Civil Engineer
No. 358

FILE NO. 99590 D
Filed for record Sept 14 A.D. 1940, at 9:50 A.M. in
Book 23 of Official Maps at page 6 San Mateo
County Records

T. C. Rine
County Recorder



TRACT NO. 525
BELLE HAVEN CITY
BLOCK 43

SAN MATEO COUNTY, CALIFORNIA

MAY 1940

SCALE 1" = 100'

WILLIS G. FROST — CIVIL ENGINEER

Attachment C - Location Map

Not to Scale

