



REGULAR MEETING 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

Approved by the Planning Commission on October 20, 2025