



REGULAR MEETING 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

Approved by the Planning Commission on October 20, 2025