



REGULAR MEETING MINUTES

Date: 1/12/2026
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 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, Jennifer Schindler, Misha Silin

Absent: Katie Ferrick

Staff: Monica Roy, Planning Technician; Corinna Sandmeier, Principal Planner; Brian Toy, Associate Planner

C. Reports and Announcements

Principal Planner Sandmeier said the City Council at its January 13th meeting would hear an update on the City’s Middle Avenue Pedestrian and Bicycle Rail Crossing project.

D. Public Comment

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

E. Consent Calendar

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

E1. Approval of minutes from the December 1, 2025 Planning Commission meeting (Attachment)

ACTION: Motion and second (Schindler/Silverstein) to approve the Consent Calendar consisting of minutes from the December 1, 2025 Planning Commission meeting; passes 6-0 with Commissioner Ferrick absent.

F. Public Hearing Item

- F1. Use Permit/Jessica Govea/108 Gilbert Ave:**
Consider and adopt a resolution to approve a use permit for a change of use from retail to office for a tenant suite within an existing commercial building that is substandard with regard to the minimum parking requirement in the C-MU (Neighborhood Mixed Use) zoning district.
(Withdrawn by the applicant)



G. Public Meeting Item

- G1. Architectural Control/Joon Lee/896 Middle Ave.:
Consider and adopt a resolution to approve an architectural control permit to modify the exterior of an existing multi-family development in the R-3 (Apartment) zoning district, at 896 Middle Ave. The modifications would include new lap and shingle siding, belly bands and corner trims. Additionally, the existing wood battens at the deck railings would be replaced with horizontal lap siding and the buildings would be repainted. The modifications would not affect the gross floor area or number of units. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff report #26-001-PC)

Associate Planner Toy said staff had no updates on the item.

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

Replying to Commissioner Behroozi, Planner Toy said the City Attorney provided a definition of substantial remodel, which might inhibit tenant rights, and how just cosmetic improvements and other minor work that could be performed safely without a residential property being vacated was not substantial rehabilitation. He said this proposal did not appear to have anything that would require tenants to vacate the property nor fall under the definition of substantial remodel.

Chair Ehrich noted the applicant responded there were no plans to have tenants move out during this work.

ACTION: Motion and second (Silin/Behroozi) to adopt a resolution to approve the item as submitted, passes 6-0 with Commissioner Ferrick absent.

H. Informational Items

- H1. Future Planning Commission Meeting Schedule

- Regular Meeting: January 26, 2026

Planner Sandmeier said the January 26th meeting would be cancelled as no items were ready for that meeting. She said staff did not have the agenda for February 9th confirmed yet.

- Regular Meeting: February 9, 2026

I. Adjournment

Chair Ehrich adjourned the meeting at 7:20 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on February 23, 2026