



REGULAR MEETING MINUTES

Date: 6/22/2026
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 846 9472 6242 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

1. Call To Order

Vice Chair Katie Behroozi called the meeting to order at 7:00 p.m.

2. Roll Call

Present: Katie Behroozi (Vice Chair), Katie Ferrick, Nancy Larocca Hedley, Jennifer Schindler, Misha Silin

Absent: Andrew Ehrich, Ross Silverstein (Chair)

Staff: Matthew Ball, Assistant Planner; Monica Roy, Planning Technician; Corinna Sandmeier, Principal Planner

3. Reports and Announcements

Principal Planner Sandmeier said the City Council at its June 23, 2026 meeting would consider the Specific Plan updates for which the Planning Commission had made a recommendation.

4. Public Comment

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

E. Consent Calendar

E1. Approval of minutes from the June 8, 2026 Planning Commission meeting (Attachment)

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

ACTION: Motion and second (Ferrick/Schindler) to approve the Consent Calendar as presented; passes 5-0 with Commissioners Ehrich and Silverstein absent.

F. Public Hearing Items

- F1. Use Permit/Heather Young/503 Okeefe St.:
Consider and adopt a resolution to approve a use permit for first-floor additions and interior and exterior renovations to an existing nonconforming single-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district, at 503 O'Keefe Street. The proposed work would exceed 75% of the replacement value of the existing structure in a 12-month period. Determine

this action is categorically exempt under CEQA Guidelines Section 150301's Class 1 exemption for existing facilities. (Staff report #26-025-PC)

Assistant Planner Ball said staff had no updates to the published staff report.

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

ACTION: Motion and second (Ferrick/Silin) to adopt a resolution approving the item as presented; passes 5-0 with Commissioners Ehrich and Silverstein absent.

F2. Use Permit/Rasul Rasuli/351 McKendry Dr.:

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 on a substandard lot with regard to lot width, depth and area in the R-1-U (Single Family Urban Residential) zoning district, at 351 McKendry Drive. Determine this action is categorically exempt under CEQA guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. (Staff report #26-026-PC)

Planner Ball said three comments had been received after publication of the staff report and those had been provided to the Commission and made available for the public.

Rasul Rasuli, owner and applicant, spoke on behalf of the project, and based on comments received proposed raising windowsill heights from two-feet to three-feet and glaze a window over a bathtub. He proposed increasing the fence height to seven-feet and planting landscape screening.

Vice Chair Behroozi opened the public hearing.

Public Comment

- William Baron, a neighbor, expressed privacy concerns and concerns about heritage trees. He supported increased sill heights and increased fast growing landscape screening. He expressed concern about the use of astro turf and its environmental impact.
- Sandra Baron, wife of William Baron, expressed concerns about the outreach by the applicant, privacy impacts, tree removals, and construction dust.
- Melody Pagee, a neighbor, expressed support to remove the compromised heritage oak tree and concerns regarding the use of artificial turf and potential impacts from outdoor lighting.
- Dara Hazeghee, a neighbor, expressed concerns about privacy, fencing, and windowsill heights.

Vice Chair Behroozi closed the public hearing.

The Commission discussed the neighborhood outreach, City noticing process, windowsill heights, fence heights, use of astro turf, and construction management with staff.

The applicant responded to the Commission about lighting measures and preferred alternatives to astro turf and the requirements of WELO (water efficient landscape ordinance). The Commission discussed with the applicant the raising of all windowsill heights and the use of fast growing

landscape screening.

Commissioner Schindler read a list of desired changes to the approval that she heard including raised windowsills and obscure glass, a natural alternative to astro turf, fast growing landscape screening, and a seven foot fence.

ACTION: Motion and second (Schindler/Hedley) to adopt a resolution to approve with the following modifications; passes 5-0 with Commissioners Ehrich and Silverstein absent:

1. Simultaneously with the submittal of a complete building permit application, the applicant shall submit revised plans depicting the following:
 - a. Minimum windowsill heights of three feet above the finished floor along the right and left elevations;
 - b. A fence height of seven feet along the rear property line and the side property lines, with the exception of fencings within the front 20 feet of the property, which shall be limited to a height of four feet; and
 - c. The use of frosted glass for the window over the bathtub of the primary bathroom.
 2. Simultaneously with the submittal of a complete building permit application, the applicant shall submit revised plans depicting a natural yard solution that conforms with Menlo Park's water-efficient landscaping ordinance (WELO), subject to review and approval of the Public Works and Community Development Departments; and
 3. Simultaneously with the submittal of a complete building permit application, the applicant shall submit revised plans showing landscape screening along the right and rear property lines, subject to review and approval of the City Arborist and the Community Development Department.
- F3. Use Permit, Architectural Control, Major Subdivision, and Below Market Rate (BMR) Housing Agreement/Douglas McBeth/624 University Dr.:
- Consider and adopt a resolution to approve a use permit, architectural control permit, major subdivision, and BMR Housing Agreement to demolish an existing office building and construct five new three-story residential buildings with a total of six dwelling units and associated site improvements, on a substandard lot with respect to lot width in the R-3 (Apartment) zoning district. The proposal includes a major subdivision to subdivide the lot into six condominium parcels. Two units would be available for sale at below market rate (BMR), with one unit affordable for households earning up to 50 percent area median income (very low income) and one unit affordable for households earning up to 80 percent area median income (low-income). The application is being submitted subject to the State Density Bonus Law, Government Code Section 65915 and relevant amendments, which permits exceptions to the City's Zoning Ordinance requirements. The applicant is requesting waivers from development standards to decrease the minimum front and rear setbacks, modify the building profile requirement, modify the parking location requirement, and modify the exclusive open space requirement. In addition to requested waivers, the applicant is requesting four concessions to the BMR Guidelines pertaining to dispersed location of BMR and market rate units; proportionate number of bedrooms amongst BMR and market rate units; proportionate floor area amongst BMR and market rate units; and

design consistency amongst BMR and market rate units. The project utilizes state density bonus law for parking requirements and sales price of market rate units based on household size. The Planning Commission is the final decision making body on the requested use permit, architectural control and BMR agreement. The Planning Commission is a recommending body to the City Council on the major subdivision. *Continue to a future meeting*

Vice Chair Behroozi opened the item for public comment.

Public Comment

- Peter Lenhard expressed his concern about incorporating the proposed number of units into the site and the mitigation measures of displacement; he supported the continuation and asked if the site had been rezoned.

Vice Chair Behroozi closed public comment.

Replying to the Vice Chair, Planner Sandmeier said the property had not been rezoned and the project would demolish four existing dwelling units and construct six new dwelling units all located on 624 University Drive.

ACTION: Motion and second (Ferrick/Hedley) to continue the item to a future meeting; passes 5-0 with Commissioners Ehrich and Silverstein absent.

G. Informational Items

G1. Future Planning Commission Meeting Schedule

- Regular Meeting: July 13, 2026

Planner Sandmeier said the agenda was not yet finalized but potentially would include the annual development agreement review for the Springline project.

- Regular Meeting: July 27, 2026

H. Adjournment

Vice Chair Behroozi adjourned the meeting at 8:43 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on July 13, 2026