



## REGULAR MEETING MINUTES

**Date:** 07/26/2021

**Time:** 7:00 p.m.

**Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID# 997 7358 9076

### A. Call To Order

Chair Michael Doran called the meeting to order at 7:01 p.m.

### B. Roll Call

Present: Andrew Barnes, Chris DeCardy (Vice Chair), Michael Doran (Chair), Cynthia Harris, Camille Gonzalez Kennedy, Henry Riggs, Michele Tate

Staff: Kaitie Meador, Senior Planner; Corinna Sandmeier, Senior Planner

### C. Reports and Announcements

Senior Planner Corinna Sandmeier said the City Council would hold a special meeting on July 29, 2021 to conduct a study session on “Reimagining Police Services.”

Commissioner Chris DeCardy asked if a resolution had been reached regarding an email the Commission was copied on between a resident and planning staff regarding a below market rate and market rate unit on a Florence Lane project. Planner Sandmeier said she believed the concern related to the location of a patio and that the matter was not completely resolved. She said she would provide an update once more information was available.

### D. Public Comment

There was none.

### E. Consent Calendar

E1. Approval of minutes from the June 21, 2021, Planning Commission meeting. ([Attachment](#))

ACTION: M/S (Henry Riggs/DeCardy/) to approve the minutes from the June 21, 2021 Planning Commission meeting; passed 7-0.

### F. Public Hearing

F1. Use Permit/Wonman Lee/241 Hamilton Avenue:  
Request for a use permit to construct first-floor additions and perform interior and exterior modifications to an existing nonconforming, single-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district. The value of the proposed work would exceed 75 percent of the replacement value of the existing nonconforming structure in a 12-month period and therefore requires a use permit. ([Staff Report #21-037-PC](#))

Staff Comment: Senior Planner Kaitie Meador said staff had no updates to the report.

Applicant Presentation: Mehran Soltanzadeh, Rolm Design, said the proposal was to add 500 square feet to the front and side of the house and create a better flow to the home for the owners.

Mr. Wonman Lee, applicant and husband of Dr. Julie Tse, Ravenswood Health Center, said they chose Belle Haven as their home as it was equidistant to their work. He said they wanted to renovate and add a modest addition to accommodate a growing family and create a work at home space.

Commissioner Riggs asked why the designer chose stucco over other low maintenance siding. Mr. Soltanzadeh noted the existing wood siding had not been maintained. He said originally, they showed a cementitious type siding but at the property owners' request that was updated to stucco due to construction budget restraints. Mr. Soltanzadeh confirmed for Commissioner Riggs that the bay window was a one-piece fiberglass sealed unit that was pre-insulated.

Chair Doran opened the public hearing and closed it as there were no speakers.

Commission Comment: Commissioner Camille Gonzalez Kennedy said she appreciated residential applications that were additions to better fit the property owners' needs and kept existing housing stock within the City. She said the house was attractive. She moved to approve as recommended in the staff report. Commissioner Cynthia Harris seconded the motion.

Replying to Commissioner Andrew Barnes, Planner Meador said a conforming uncovered parking space had to be outside of the 20-foot front setback and could not be in tandem with the garaged.

Commissioner Riggs said he would note no on the project but appreciated an older building being brought up to standards.

Chair Doran said he agreed with Commissioner Kennedy about upgrading existing housing stock.

ACTION: M/S (Kennedy/Harris) to approve the item as recommended in the staff report; passed 6-1 with Commissioner Riggs dissenting.

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
  - a. The applicant shall be required to apply for a building permit within one year from the date of approval (by July 26, 2022) for the use permit to remain in effect.

- b. Development of the project shall be substantially in conformance with the plans prepared by Rolm Design Studio, consisting of 14 plan sheets, dated June 16, 2021, and approved by the Planning Commission on July 26, 2021, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
- c. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
- d. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
- e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Colony Landscape, dated July 12, 2021.

## **G. Informational Items**

### **G1. Future Planning Commission Meeting Schedule**

- Regular Meeting: August 9, 2021

Planner Sandmeier said the August 9, 2021, agenda would have an EIR Scoping and Study Session for the 1125 O'Brien Drive project and the Final EIR and entitlements for the Menlo Portal project.

- Regular Meeting: August 23, 2021

## **H. Adjournment**

Chair Doran adjourned the meeting at 7:28 p.m.

Staff Liaison: Corinna Sandmeier, Senior Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on August 23, 2021