



# PLANNING COMMISSION MEETING MINUTES

7:00 PM - Thursday, July 6, 2023

*Telephone/Video Conference and In-Person  
Community Meeting Chambers, Los Altos City Hall  
1 North San Antonio Road, Los Altos, CA*

## CALL MEETING TO ORDER

At 7:00 p.m. Chair Mensinger called the meeting to order.

## ESTABLISH QUORUM

PRESENT: Chair Mensinger, Vice-Chair Ahi, Commissioners Doran, Roche, and Steinle

ABSENT: Commissioners Beninato and Disney

STAFF: Development Services Director Zornes, Planning Services Manager Williams, Senior Planner Gallegos and Senior Planner Golden

## PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

## ITEMS FOR CONSIDERATION/ACTION

### CONSENT CALENDAR

1. **Planning Commission Minutes**

Approve the minutes of the Regular Planning Commission meeting of May 18, 2023.

Action: Upon motion by Commissioner Doran, seconded by Commissioner Roche, the Commission recommended approval of the minutes of the Regular Planning Commission meeting of May 18, 2023 as written.

The motion was approved (5-0) by the following vote:

AYES: Doran, Ahi, Mensinger, Roche and Steinle

NOES: None

ABSENT: Beninato and Disney

## PUBLIC HEARING

Commissioner Doran recused herself from the next agenda item since she lives within 500 feet of the subject property.

2. **MOD23-003 - Melissa Bryant-Neal - 1150 Riverside Drive**

Modification to a conditional use permit for the expansion of an animal clinic in a Commercial Neighborhood District and variance to the 50-foot separation requirement to an R1 District. The

applications are considered categorically exempt pursuant to Section 15301 of the California Environmental Quality Act (CEQA) because it involves the use of an existing building. *Project Planner: Golden*

Senior Planner Golden gave the staff report presentation.

Project applicant Melissa Bryant-Neal provided a project presentation and went over the project details.

Chair Mensinger opened the public comment period.

#### PUBLIC COMMENT

Resident Abby Ahrens and Terry Couture provided public comments.

Chair Mensinger closed the public comment period and Commission discussion proceeded.

Action: Upon a motion by Vice-Chair Ahi, seconded by Commissioner Steinle, the Commission recommended approval of the project.

The motion was approved (4-0) by the following vote:

AYES: Ahi, Mensinger, Roche and Steinle

NOES: None

ABSENT: Beninato and Disney

RECUSED: Doran

### **3. V23-0001 and SC23-0003– Walter Chapman – 236 Eleanor Avenue**

Request for Design Review for a 1,647 square-foot first-story and 326 square-foot second-story addition to an existing two-story house and Variance to allow a basement 2.5 feet above grade that exceeds the maximum height limit of two feet, a 326 square-foot second-story addition on a flag lot which allows only one-story structures, a height of 26.2 feet that surpasses the maximum limit of 20 feet for flag lots, and the placement of an accessory structure in the required front yard, where such structures are not permitted. This project is categorically exempt pursuant to Section 15301 (“Existing Facilities”) and Section 15331 (Historical Resource Restoration/Rehabilitation) of the California Environmental Quality Act (CEQA). *Project Planner: Gallegos*

Senior Planner Gallegos gave the staff report presentation.

Project architect Walter Chapman provided a project presentation and went over the project details. The project historian answered commissioner questions.

Chair Mensinger opened the public comment period.

#### PUBLIC COMMENT

None.

Chair Mensinger closed the public comment period and Commission discussion proceeded.

Action: Upon a motion by Commissioner Doran, seconded by Commissioner Steinle, the Commission recommended approval of the project.

The motion was approved (5-0) by the following vote:

AYES: Doran, Ahi, Mensinger, Roche and Steinle

NOES: None

ABSENT: Beninato and Disney

### **COMMISSIONERS' REPORTS AND COMMENTS**

Commissioner Roche reported on the June 13, 2023 City Council meeting and stated that there was nothing of significance discussed that pertained to the Planning Commission.

### **POTENTIAL FUTURE AGENDA ITEMS**

Development Services Director Zornes gave a brief overview of potential future items regarding the 6<sup>th</sup> Cycle Housing Element Update .

### **ADJOURNMENT**

Chair Mensinger adjourned the meeting at 8:05 PM.

*Stephanie Williams*

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Stephanie Williams  
Planning Services Manager






# PC 7-6-23 Regular Meeting FINAL action minutes

Final Audit Report

2023-08-28

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