



## REGULAR MEETING AGENDA

**Date:** 1/24/2022  
**Time:** 7:00 p.m.  
**Location:** [Zoom.us/join](https://zoom.us/join) – ID# 871 4022 8110

### NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: In accordance with Government Code section 54953(e), and in light of the declared state of emergency, all members of the Planning Commission, city staff, applicants, and members of the public will be participating by teleconference.

#### How to participate in the meeting

- Submit a written comment online up to 1-hour before the meeting start time:  
[PlanningDept@menlopark.org](mailto:PlanningDept@menlopark.org) \*
- Access the meeting real-time online at:  
[zoom.us/join](https://zoom.us/join) – Meeting ID# 871 4022 8110
- Access the meeting real-time via telephone (listen only mode) at:  
(669) 900-6833  
Regular Meeting ID # 871 4022 8110  
Press \*9 to raise hand to speak

\*Written and recorded public comments and call-back requests are accepted up to 1 hour before the meeting start time. Written and recorded messages are provided to the Planning Commission at the appropriate time in their meeting. Recorded messages may be transcribed using a voice-to-text tool.

- Watch the meeting
  - Online:  
[menlopark.org/streaming](https://menlopark.org/streaming)

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website [www.menlopark.org](http://www.menlopark.org). The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.org/agenda](https://menlopark.org/agenda)).

## Regular Meeting

- A. **Call To Order**
- B. **Roll Call**
- C. **Reports and Announcements**
- D. **Public Comment**

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda, and items listed under Consent Calendar. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

## E. **Consent Calendar**

- E1. Approval of minutes and court reporter transcript from the November 15, 2021, Planning Commission meeting. ([Attachment](#))
- E2. Approval of minutes from the November 22, 2021, Planning Commission meeting. ([Attachment](#))

## F. **Presentation Item**

- F1. Presentation for a Master Plan/Signature Development Group and Peninsula Innovation Partners, LLC on behalf of Meta Platforms, Inc. (formerly Facebook, Inc.)/1350-1390 Willow Road, 925-1098 Hamilton Avenue, and 1005-1275 Hamilton Court:  
Receive a presentation on the proposed Willow Village mixed-use master plan development. This presentation would allow for the Planning Commission and members of the community to learn more about the proposed project. The proposed Master Plan would comprehensively redevelop an approximately 59-acre existing industrial, research and development (R&D), and warehousing campus with up to 1,730 housing units, up to 200,000 square feet of retail uses, up to 1,600,000 square feet office campus for Meta, formerly Facebook consisting of up to 1,250,000 square feet of office space and the balance (i.e., 350,000 square feet if office space is maximized) of accessory space in multiple buildings, a 193 room hotel, and publicly accessible open space including an approximately 3.5 acre publicly accessible park. The proposal includes a request for an increase in height, floor area ratio (FAR), and density under the bonus level development allowance in exchange for community amenities. The proposed project also includes the realignment of Hamilton Avenue and an elevated park to connect the main project site with the Belle Haven Neighborhood Shopping Center. The project would also consider reconstruction of an existing service station at 1399 Willow Road and an approximately 6,700 square foot expansion at the Belle Haven neighborhood shopping center as a future separate phase. The main project site encompasses multiple parcels zoned O-B (Office) and R-MU-B (Residential Mixed Use). The gas station and shopping center parcels are zoned C-2-S (Neighborhood Shopping, Restrictive). ([Staff Report #22-005-PC](#)) *This item was continued from the January 10, 2022 Planning Commission meeting.*

## **G. Regular Business**

- G1. Determination of Substantial Conformance/709 Harvard Avenue: Review of staff determination that exterior material changes to siding, windows and doors at the main house and detached garage, and window and door relocations, are in substantial conformance with the previous approval. ([Attachment](#))

## **H. Public Hearing**

- H1. Use Permit/Charlene Cheng/269 Willow Road:  
Request for a use permit to construct a new two-story residence with an attached garage on a substandard lot with regard to minimum lot depth in the R-1-U (Single Family Urban Residential) district. The parcel is a vacant panhandle lot, with access via an easement located over 267 and 275 Willow Road, and 269 Willow Road is proposed as the new address for the subject parcel. ([Staff Report #22-006-PC](#))
- H2. Environmental Impact Report (EIR) Scoping Session/6<sup>th</sup> Cycle Housing Element and Safety Element Updates and Environmental Justice Element of the City of Menlo Park General Plan/City of Menlo Park:  
Preparation of an EIR for the 6<sup>th</sup> Cycle Housing Element and Safety Element Updates and a new Environmental Justice Element for the City's General Plan (collectively referred herein as "the Housing Element Update project") in compliance with the requirements of the California Environmental Quality Act (CEQA). The EIR will be a Subsequent EIR to the City's 2016 General Plan EIR (State Clearinghouse Number 2015062054). The Project analyzed in the EIR would include adoption of General Plan amendments that would add or modify goals, objectives, policies, and implementation programs related to housing, safety, and environmental justice that would apply citywide. General Plan amendments would also include conforming amendments to other elements of the General Plan necessary to ensure internal consistency. Amendments to the El Camino Real and Downtown Specific Plan and the Zoning Ordinance would also be necessary to modify development standards for certain zoning districts and the Affordable Housing Overlay (AHO) district to allow higher residential densities for the production of more housing. In addition, the Housing Element would identify specific sites appropriate for the development of multifamily housing (in particular affordable units), and the City would rezone those sites as necessary to meet the requirements of State law. The preliminary list of existing and proposed sites that can accommodate development of multifamily housing includes sites that are located across the city, and is subject to refinement based on additional public input and review of the draft Housing Element by the Department of Housing and Community Development of the State of California. It is anticipated the Project would complete a full EIR and no topic areas would be scoped out with the exception of Agricultural and Forestry Resources and Mineral Resources, which are topic areas that are not anticipated to require further analysis. ([Staff Report #22-007-PC](#))

## **I. Informational Items**

- I1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.
- Regular Meeting: February 14, 2022
  - Regular Meeting: February 28, 2022

## J. Adjournment

At every regular meeting of the Planning Commission, in addition to the public comment period where the public shall have the right to address the Planning Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during the Planning Commission's consideration of the item.

At every special meeting of the Planning Commission, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Planning Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at [jaherren@menlopark.org](mailto:jaherren@menlopark.org). Persons with disabilities, who require auxiliary aids or services in attending or participating in Planning Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 01/19/22)





## REGULAR MEETING AGENDA DRAFT MINUTES

**Date:** 11/15/2021  
**Time:** 7:00 p.m.  
**Location:** Zoom

### A. Call To Order

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

Associate Planner Matt Pruter at Chair Doran's request explained how applicants and the public would be able to participate in the virtual meeting.

### B. Roll Call

Present: Andrew Barnes, Chris DeCardy (Vice Chair), Michael Doran (Chair), Camille Gonzalez Kennedy, Michele Tate (was not present for G1 through adjournment)

Absent: Cynthia Harris

Staff: Payal Bhagat, Contract Principal Planner; Ori Paz, Associate Planner; Matt Pruter, Associate Planner; Corinna Sandmeier, Acting Principal Planner

### C. Reports and Announcements

Acting Principal Planner Corinna Sandmeier referred to Item F1 on this evening's agenda for 500 El Camino Real. She said they realized the wrong Attachment A was posted for the item. She said that they had posted the correct Attachment A with the agenda the same way that comments were added within the agenda for online retrieval.

Chair Doran announced that they would not be able to continue the Menlo Flats item on tonight's agenda. He said as it was the last item on the agenda, and they might need to take it out of order. He apologized in advance to those whose items might be delayed this evening.

Commissioner Andrew Barnes asked staff to report on signage and sizing language and bringing forth regulations and work products related to that.

Planner Sandmeier said staff was looking at the first meeting in December, the 13<sup>th</sup>, to bring that item.

### D. Public Comment

Chair Doran closed public comment as there were no speakers.

### E. Consent Calendar

- E1. Approval of minutes and court reporter transcript from the October 4, 2021, Planning Commission meeting. (Attachment)

Commissioner Henry Riggs referred to page 18 of the meeting minutes and the first line of the first full paragraph. He said in it there was a phrase he thought was meant to say, "a set of."

Chair Doran said the minutes were removed from the Consent Calendar.

ACTION: M/S () to approve the Consent Calendar; passes 5-0-1-1 with Commissioner Barnes abstaining and Commissioner Cynthia Harris absent.

ACTION: M/S (Chris DeCardy/Riggs) to approve the minutes from the October 4, 2021 meeting with the following modification; passes 5-0 with Commissioner Barnes abstaining and Commissioner Harris absent.

Page 18, 1<sup>st</sup> line, 1<sup>st</sup> full paragraph, edit sentence to read: *Commissioner DeCardy said this was not a mandate to build but ~~to a set up~~ of incentives to build.*

## F. Public Hearing

- F1. Use Permit Revision/Verle and Carol Aebi/973 Roble Avenue:  
Request for a use permit revision to modify previously approved plans to demolish an existing one-story, single-family residence and detached garage, and construct a new two-story, single-family residence with a basement and detached two-car garage on a substandard lot with regard to minimum lot width in the R-3 (Apartment) zoning district. The approved use permit included a new accessory dwelling unit (ADU) above the detached garage, which exceeds the maximum height for a detached ADU. The modifications include changes to the previously approved roof deck for the proposed primary dwelling. (Staff Report #21-057-PC)

Staff Comment: Associate Planner Ori Paz said there were no additions to the staff report.

Questions of Staff: Commissioner Riggs said it appeared previously there was a tree halfway down on the left property line and asked if it was removed. Planner Paz said that was a citrus tree proposed for removal. He said additional trees were proposed for planting further down that side of the property for screening.

Applicant Presentation: Carl Hesse, project architect, introduced the property owners Verle and Carol Aebi. He said the use permit was originally approved in October 2019. He said they requested a use permit revision in September 2020 that was approved and involved eliminating a majority of the basement under the proposed new house and locating an ADU above the detached garage at the back of the property. He said the revision request now included a change in driveway materials at the request of the owners from concrete with the Hollywood strip down the side and permeable pavers at the back by the garage to all permeable pavers. He said also with the driveway revision per City engineering and their civil engineer's discussion the driveway at the curb cut was shifted to the right a bit, so the flare of the curb cut did not project past the left side or the north side property line. He said a similar adjustment was made at the rear left side of the driveway where it gradually moved in a bit to make room for a couple of new proposed trees. He said on the ground level the rear concrete patio had been extended slightly and mostly towards the back and the south or right side. He said the most significant requested change was the second-floor balcony at the rear of the house where they were proposing some translucent and metal screen walls as screening elements

for the homeowners and the neighbors. He said additional privacy screening of two trees near the rear left side of the driveway were to screen the balcony from the windows of the neighboring window.

Mr. Verle Aebi, property owner, said the home was intended as a retirement home for he and his wife. He said they wanted to change the green roof, so it was visible from their master bedroom. He said they expected their ADU to be occupied and he and his wife primarily walked, and the property was close to transit.

Keith Willig, project landscape architect, said their role was to provide screening between the structures. He said they had worked closely with the City Arborist selecting approved screen trees and doing on site analysis for the most effective placement of the trees in conjunction with the screening glass on the second floor for privacy screening.

Commissioner Riggs said the five-foot screening glass for the balcony did not appear to extend the length of the balcony and would provide a view into a series of windows in the apartment building next door. He asked if a screening tree could be offered to be planted on the neighbor's side of fence, if they were interested, to fill in the gap between the glass wall screening and the screening from the two trees proposed.

Mr. Willig said he could not speak for the neighbor or project architect, but he thought the height of the deck fence would screen the owners who intended to sit in that area. He said they addressed the view at the end of the glass screen with trees. He said he could not address a planting on the neighbor's property or additional planting on the subject property at this time. Commissioner Riggs asked if it seemed practical that something planted on the neighbor's side might increase the screening and that might be an option to consider. He said use of the balcony might include visitors who might stand there.

Mr. Hesse said to clarify that the glass screening wall went to the end of the balcony. He said what Commissioner Riggs was seeing beyond was the extension that was the green roof that was not accessible and had a guardrail.

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

Commission Comment: Commissioner DeCardy said he thought the treatment of the rear balcony was an improvement over the original design approved.

Commissioner Barnes moved to approve the item as recommended in the staff report.  
Commissioner Camille Gonzalez Kennedy seconded the motion

**ACTION:** M/S (Barnes/Kennedy) to approve the item as recommended in the staff report; passes 6-0-1 with Commissioner Harris absent.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") 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 November 15, 2022) for the use permit revision to remain in effect.
  - b. Development of the project shall be substantially in conformance with the plans prepared by Square Three Design Studios, consisting of 24 plan sheets, received October 14, 2021 and approved by the Planning Commission on November 15, 2021, subject to review and approval by 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 the driveway approach, sidewalk, curb and gutter along entire project frontage per the latest City standard details, along with any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
  - g. All applicable public right-of-way improvements, including frontage improvements and the dedication of easements and public right-of-way, shall be completed to the satisfaction of the Engineering Division prior to building permit final inspection.
  - h. 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.
  - i. Post-construction runoff into the storm drain shall not exceed pre- construction runoff levels. The applicant's design professional shall evaluate the Project's impact to the City's storm drainage system and shall substantiate their conclusions with drainage calculations to the satisfaction of the City Engineer prior to building permit issuance.

- j. Simultaneous with the submittal of a complete building permit application, the applicant shall provide documentation indicating the amount of irrigated landscaping. If the project proposes more than 500 square feet of irrigated landscaping, it is subject to the City's Water Efficient Landscaping Ordinance (Municipal Code Chapter 12.44). Submittal of a detailed landscape plan would be required concurrently with the submittal of a complete building permit application.
- k. Heritage and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report updated by Advanced Tree Care dated July 2, 2021.
- l. If construction is not complete by the start of the wet season (October 1 through April 30), the Applicant shall implement a winterization program to minimize the potential for erosion and sedimentation.
- m. Prior to building permit issuance, Applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule.

4. Approve the use permit subject to the following **project-specific** conditions:

- a. Simultaneous with the submittal of a complete building permit application, the applicant shall revise the proposed garage floor plan to include a note dedicating one of the garage parking spaces to the ADU, subject to review and approval by the Planning Division.
- b. Prior to sign off on the final inspection for the primary dwelling, the applicant shall submit documentation indicating substantial progress has been made on the construction of the ADU, subject to review and approval by the Planning Division.

F2. Use Permit/Stanford University/500 El Camino Real:  
Request for a use permit for hazardous materials to install two diesel emergency back-up generators associated with a previously-approved mixed-use office, residential, and retail development on an 8.43-acre site in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The overall project is currently under construction. (Staff Report #21-058-PC)

Staff Comment: Planner Sandmeier said as she mentioned earlier the wrong Attachment A was included in the packet and the correct one had been posted with the online agenda. She reviewed the correct Attachment A on screen for the Commission. She said staff had confirmed that all of the rest of the staff report and attachments in the agenda packet for this item were correct.

Questions of Staff: Commissioner Riggs relayed personal experience of difficulty satisfying a specific condition for this project that asked to demonstrate conformance on a project he had worked on and looked for assurance that would not be the case with the City. Planner Sandmeier said this was a common condition for the City and she did not expect issues with it.

Applicant Presentation: Nic Durham, Stanford University, Department of Project Management, said the reasons for the request for two emergency generators included a request from the City's Public Works Department to run the pumps for the bio-retention area in the event of power loss to prevent flooding on the site. He said it would also supply some power to the office building and not just for critical infrastructure items. He said the second emergency generator was required by the Menlo Park Fire Protection District. He said they had to add a fire pump for a fire sprinklers event so if

power was lost the fire sprinklers would work in an emergency. He said the second emergency generator would also run lights in the garage underneath the residential structure.

Replying to Commissioner Barnes' question, Mr. Durham said the intent was to run the generators only in the event of emergency other than the required minimum testing. He said in the event of a power outage both generators would probably run but it was not a heavy draw. He was not able to address the question of how many emergency situations might be anticipated.

Chair Doran opened the public hearing.

Public Comment:

- Nicola Diolaiti, District 3, said it was unfortunate Attachment A was corrected at the last minute. He asked about the decibel rating of the generator and at what distance those might better meet the City's requirement of 55 decibels. He said he calculated that would be 202 feet in open air without accounting for the reflection of the existing buildings. He asked why there was an environmental exception based on existing structures as the project was being developed now. He said the plan to run the generators 20 minutes per week concerned him. He said as the project was ongoing the air quality in the morning was very poor because of the construction process. He said running diesel generators would further worsen air quality. He asked if there was a plan to monitor the pollution the generators would emit and to restrict the rate at which the generators would run during the maintenance operation for the 20 minutes per week.

Chair Doran closed the public hearing.

Commission Comment: Commissioner DeCardy asked when in the project development timeline, the applicants were made aware of the need for the two emergency generators. Mr. Durham said the City's request for an emergency generator for the bioswale pumps was after permits had been issued and about a year ago. He said the Fire District's request for the fire pump came within the last six months or so.

Commissioner DeCardy said that it was indicated that battery storage systems were reviewed and that the space required for those were about six to 10 times the space required for the diesel generators. He asked how many systems were reviewed and how the needed space was determined. Mr. Durham said their consultant looked into battery systems and natural gas for emergency backup. He said based on the formula for what needed power and for how long they found that battery systems would need a large space. He said it was explained to him that the battery technologies were not developed enough for what was needed. Replying further to Commissioner DeCardy, Mr. Durham said he did not know what the time period specifications and capacity for the emergency need were used. Commissioner DeCardy said he would need to understand that better before he could support approval.

Commissioner Riggs said he had experience working on several large project teams and all of them had diesel generators. He said it was hard to get around needing diesel generators although it was a cost developers would rather not have. He referred to a hospital surgery center project in Portland he had worked on that had need for a diesel generator. He said as it was located near a residential area, they enclosed the generator and put acoustical surfaces on the inside of the enclosure including a partial lid so air could circulate but sound would be somewhat baffled. He said they were successful at reducing the sound of the generator below 50 decibels. He said with City regulations on noise it was reasonable to ask for acoustic treatment of a generator. He said he understood that



this was a relatively minimalistic approach at providing only the electricity needed for basic safety concerns in an event. He said he understood that the more recently developed diesel generator types needed testing only once a month rather than every week. Mr. Durham said he was not sure where the requirement came from.

Commissioner Riggs said this request should have been part of the approval process several years ago. He said three years ago he would have requested sound baffling to meet City noise requirements and also to find out if the testing could be reduced to once a month.

Planner Sandmeier said according to the hazardous materials generator supplemental submitted by the applicant team that the testing was based on the generator's specifications. She said it was not a City requirement and she did not know if it would meet the emergency requirement if the specifications for generator testing were not met for those specific generators. She said there was a letter included from an acoustical engineer confirming that the generators would meet the requirements of the City's noise ordinance and were measured to the nearest residential property line.

Commissioner Barnes said he wanted to revisit his question about what constituted an event that would require use of the emergency generators. Mr. Durham said power outage was the event so if they lost power to the buildings the generators would be used. Commissioner Barnes asked about potential emissions from use of the generators that might affect health. Mr. Durham said he did not have that information to quantify for him.

Commissioner Barnes noted that the site was next to the train tracks and trains were not electrified yet so those were diesel powered. He said he suspected that the trains in terms of noise and emission had a much greater impact than the two proposed generators. He said seeing the proposal as a necessary evil he moved to approve as recommended in the staff report. Chair Doran seconded the motion.

ACTION: M/S (Barnes/Doran) to approve the item as recommended in the staff report; passes 4-1-2 with Commissioner Kennedy temporarily absent and Commissioner Harris absent.

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 November 15, 2022) for the use permit to remain in effect.
  - b. Development of the project shall be substantially in conformance with the plans prepared by Sandis, consisting of eight plan sheets, dated received September 22, 2021, and approved by the Planning Commission on November 15, 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 applicant 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 applicant 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. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.
  - g. Prior to building permit issuance, the applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule.
  - h. If there is an increase in the quantity of hazardous materials on the project site, a change in the location of the storage of the hazardous materials, or the use of additional hazardous materials after this use permit is granted, the applicant shall apply for a revision to the use permit.
  - i. Any citation or notification of violation by the Menlo Park Fire Protection District, San Mateo County Environmental Health Department, East Palo Alto Sanitary District, Menlo Park Building Division, or other agency having responsibility to assure public health and safety for the use of hazardous materials will be grounds for considering revocation of the use permit.
  - j. If the entity discontinues operations at the premises, the use permit for hazardous materials shall expire unless a new entity submits a new hazardous materials information form and chemical inventory to the Planning Division for review by the applicable agencies to determine whether the new hazardous materials information form and chemical inventory are in substantial compliance with the use permit.
4. Approve the use permit subject to the following **project-specific** condition:
- a. Applicant shall provide documentation of having completed the requirements outlined in the agency referral forms (Attachment H of the staff report) prior to building permit issuance subject to review and approval of the Planning and Building Divisions.
- F3. Use Permit and Architectural Control/Scott Erickson/2245 Avy Avenue:  
Request for a use permit and architectural control to construct a new 960-square-foot temporary portable classroom at an existing school (Phillips Brooks) in the P-F (Public Facilities) zoning district. (Staff Report #21-059-PC)

Staff Comment: Planner Pruter noted an update regarding the public comment that was provided in the staff packet item. He said the applicant notified staff that they were communicating with the person and resolving the concerns.

Applicant Presentation: Scott Erickson, Head of School at Philips Brook School, said they needed to install a temporary portable classroom space on the existing lower campus blacktop to address some changing immediate needs related to ongoing Covid response. He said they now lacked previously available indoor space for their current afterschool program. He said they had more needs in their afterschool program as more parents were returning to office work. He said their afterschool program had been in place for many years and provided childcare support and supervision needs through 6:00 p.m. on school days and was part of the existing conditional use permit. He said they expected this need to continue for three years with the proposed portable building allowing them to serve immediate needs and have adequate time to arrive at a more permanent solution. He said there were no changes to student density, staff density, and enrollment; and no changes to parking, programming hours or anything else. He said they had held two neighbor meetings since the summer and at both meetings he presented the portable project. He said only one neighbor and the same neighbor attended the two meetings. He said he supported the project moving ahead. He said he would like to comment on Attachment F referred to by Planner Pruter. He said he had spoken with the person who had commented twice and had apologized to him for the concern he had raised. He said he shared a four part solution with him: 1) adding a PBS staff monitor to ensure the Avy Avenue and Zachary Court intersection was kept clear; 2) adding two signs to remind parents not to block that intersection; 3) running an article in the weekly newsletter with a reminder message to all parents not to block the intersection and to repeat that message again; and 4) giving his cell phone number to the person with the encouragement to contact him right away about any concerns or problems.

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

Commission Comment: Commissioner Barnes moved to approve, and Commissioner Kennedy seconded the motion.

ACTION: M/S (Barnes/Kennedy) to approve the item as recommended in the staff report; passes 6-0-1 with Commissioner Harris absent.

1. Make a finding that the project is categorically exempt under Class 14 (Section 15314, "Minor Additions to Schools") of the current 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. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
  - a. The general appearance of the proposed portable classroom is in keeping with the character of the neighborhood. The proposed exterior materials and finishes for the building would be high quality in nature and will be appropriate in relation to the existing building fabric.

- b. The development will not be detrimental to the harmonious and orderly growth of the City. The project will help meet the regulatory requirements.
  - c. The proposed portable classroom will follow the pattern of development on the site generally and the use will not impair the desirability of investment or occupation in the neighborhood.
  - d. The site provides adequate parking spaces and appropriate access, as required in all applicable city ordinances.
  - e. The subject site is not part of a specific plan area.
4. Approve the use permit and architectural control 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 November 15, 2022) for the use permit to remain in effect.
  - b. Development of the project shall be substantially in conformance with the plans prepared by CAW Architects, consisting of 19 plan sheets, dated received October 27, 2021, and approved by the Planning Commission on November 15, 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 applicant 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 applicant 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. All applicable public right-of-way improvements, including frontage improvements and the dedication of easements and public right-of-way, shall be completed to the satisfaction of the Engineering Division prior to building permit final inspection.
  - h. 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.

- i. Post-construction runoff into the storm drain shall not exceed pre-construction runoff levels. The applicant's design professional shall evaluate the Project's impact to the City's storm drainage system and shall substantiate their conclusions with drainage calculations to the satisfaction of the City Engineer prior to building permit issuance.
  - j. Simultaneous with the submittal of a complete building permit application, the applicant shall provide documentation indicating the amount of irrigated landscaping. If the project proposes more than 500 square feet of irrigated landscaping, it is subject to the City's Water Efficient Landscaping Ordinance (Municipal Code Chapter 12.44). Submittal of a detailed landscape plan would be required concurrently with the submittal of a complete building permit application.
  - k. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Cal Tree and Landscaping, Inc., dated received October 23, 2021.
  - l. Prior to building permit issuance, the applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule.
5. Approve the use permit and architectural control subject to the following **project-specific** condition:
- a. The portable classroom shall be removed from the project site after a three-year period, ending on November 15, 2024.

F4 and G1 are associated items with a single staff report

- F4. Draft Environmental Impact Report (EIR) Public Hearing/Andrew Morcos for Greystar/165 Jefferson Drive (Menlo Flats):
- Public hearing to receive comments on the Draft EIR to redevelop the project site with approximately 158 multi-family dwelling units (inclusive of 20 additional bonus units for the incorporation of on-site below market rate units per the City's BMR Housing Program (Chapter 16.96.040)) and approximately 14,862 square feet of commercial space on a 1.38-acre parcel. The proposed mixed-use building would be eight stories in height, including three levels of above grade podium parking. The commercial space would be located on the ground floor and second floor. The project site is located in the R-MU-B (Residential Mixed Use-Bonus) zoning district. The project site currently contains one single-story approximately 24,300 square foot office building that would be demolished. The proposed building would contain approximately 154,032 square feet of gross floor area of residential uses with a floor area ratio of 256.3 percent. The proposed commercial component would contain approximately 14,862 square feet of gross floor area with a floor area ratio of 24.7 percent. The proposal includes a request for an increase in height, density, and floor area ratio (FAR) under the bonus level development allowance in exchange for community amenities. The proposed project would include a below market rate housing agreement that requires a minimum of 15 percent of units (or 21 units of the 138 maximum units allowed by the Zoning Ordinance before accounting for the 20 bonus units) be affordable. The applicant is proposing to incorporate 20 additional market-rate units (which are included in the total 158 units), per the density bonus provisions in the BMR Housing Program (Chapter 16.96.040), which allows density and FAR bonuses, and exceptions to the City's Zoning Ordinance requirements when BMR units are incorporated into the project. As part of the project, the applicant is requesting removal of two heritage trees. The Draft EIR was prepared to address potential physical environmental effects of the proposed project in the following areas:

population and housing, transportation, air quality, greenhouse gas emissions, and noise (operation period traffic and stationary noise). The Draft EIR identified less than significant effects in the following topic areas: Population and Housing and Greenhouse Gas Emissions. The Draft EIR identified less than significant effects with mitigation for the Air Quality, Transportation, and Noise (operational traffic and stationary noise) topic areas. The City is requesting comments on the content of this focused Draft EIR. The project location does not contain a toxic site pursuant to Section 6596.2 of the Government Code. The City previously prepared an initial study for the proposed project that determined the following topic areas would have no impact, less-than-significant impacts, or less-than-significant impacts with mitigation measures (including applicable mitigation measures from the ConnectMenlo EIR): Aesthetics, Agriculture and Forestry Resources, Biological Resources, Cultural Resources, Energy, Geology and Soils, Hazards and Hazardous Materials, Hydrology and Water Quality, Land Use and Planning, Mineral Resources, Noise (construction-period, groundborne vibration, and aircraft-related noise), Public Services, Recreation, Utilities and Services Systems, Tribal Cultural Resources, and Wildfire. Written comments on the Draft EIR may be also submitted to the Community Development Department (701 Laurel Street, Menlo Park) no later than 5:00 p.m. on December 9, 2021. (Staff Report #21-060-PC)

**Item F4 was transcribed by a court reporter.**

(Commissioner Tate seemed absent for the following items.)

**G. Study Session**

- G1. Study Session for Use Permit, Architectural Control, Below Market Rate (BMR) Housing Agreement, Heritage Tree Removal Permits, and Environmental Review/Andrew Morcos for Greystar/165 Jefferson Drive (Menlo Flats):  
Request for a study session for a use permit, architectural control, below market rate housing agreement, heritage tree removal permits, and environmental review to redevelop the project site with approximately 158 multi-family dwelling units (inclusive of 20 additional bonus units for the incorporation of on-site below market rate units per the City's BMR Housing Program (Chapter 16.96.040)) and approximately 14,862 square feet of commercial space on a 1.38-acre parcel. The proposed mixed-use building would be eight stories in height, including three levels of above grade podium parking. The commercial space would be located on the ground floor and second floor. The project site is located in the R-MU-B (Residential Mixed Use-Bonus) zoning district. The project site currently contains one single-story approximately 24,300 square foot office building that would be demolished. The proposed building would contain approximately 154,032 square feet of gross floor area of residential uses with a floor area ratio of 256.3 percent. The proposed commercial component would contain approximately 14,862 square feet of gross floor area with a floor area ratio of 24.7 percent. The proposal includes a request for an increase in height, density, and floor area ratio (FAR) under the bonus level development allowance in exchange for community amenities. The proposed project would include a below market rate housing agreement that requires a minimum of 15 percent of units (or 21 units of the 138 maximum units allowed by the Zoning Ordinance before accounting for the 20 bonus units) be affordable. The applicant is proposing to incorporate 20 additional market-rate units (which are included in the total 158 units), per the density bonus provisions in the BMR Housing Program (Chapter 16.96.040), which allows density and FAR bonuses, and exceptions to the City's Zoning Ordinance requirements when BMR units are incorporated into the project. As part of the project, the applicant is requesting removal of two heritage trees. (Staff Report #21-060-PC)



Staff Comment: Planner Bhagat outlined the topics staff requested the Commission consider including site layout, the BMR proposal, the community amenities proposal, and roadway congestion (LOS) intersection improvements and additional bicycle parking.

Chair Doran opened public comment and closed public comment as there were no speakers.

Commission Comment: Commissioner Barnes commented on site layout, including proposed open space. He said he thought the revisions to the paseo design addressed the Planning Commission's concerns. He said he thought the parking garage screening for the building was acceptable. He said he did not have additional input on colors and materials and thought those proposed were fine. He said regarding the BMR proposal there were two proposed alternatives. He said he did not think more moderate-income housing was needed as much as deeper affordability levels were. He said his recommendation was to go with all low-income units or Scenario 1. He said regarding roadway congestion and levels of service that he supported looking at those and ideally solutions to pre-project levels but not to do anything that would increase demand. He said he leaned towards keeping bicycle parking as proposed to meet standards. He said regarding the community amenities proposal that he did not like in-lieu fees as it let the developer off the hook rather than getting things done and done well. He said he supported using the ConnectMenlo list of community amenities and thought the argument against it that the people who were the source of that list were no longer there was false. He said that disenfranchised people's input particularly the Spanish-speaking community. He said the list could be augmented but it should be the basis for community amenity proposals.

Replying to Commissioner DeCardy, Planner Bhagat said she believed the ordinance had been updated to include the in-lieu option at 110% and said she did not know the status of updating the community amenities list. Planner Sandmeier said she thought that the in-lieu fee was now a public amenity. She said she could bring more information to the next meeting on the updating of the community amenities list.

Commissioner DeCardy said the revision to the paseo and the corner with seating solution was moving in the right direction. He asked regarding the diagrams the applicant showed as the grade was moving up what was happening with the property next to it. Mr. Morcos said a retaining wall was along the property line where the grade differed. He said they were required to raise this site approximately three feet so it would be about three feet tall. Commissioner DeCardy asked about a fence or other protection to prevent falls. Mr. Morcos said he believed there would be a fence. He said that their part of the paseo was 10 foot in width and when the property next door developed that would add another 10 feet in width. Ms. Krolewski said where it was less than a 30-inch drop only a six-inch curb was needed. Mr. Manus said where it raised to the northwest and backed up on the Uptown site, they were essentially level, so the sea level rise criteria enabled both of those sites to get level. He said it was the undeveloped site that was not part of the solution.

Commissioner DeCardy said the site layout in general was headed in the right direction. He said his only concern with the garage screening was that it be kept green over time and there was some provision to require that it was. He said regarding the BMR proposal he appreciated the Housing Commission's input. He said that they needed as much affordable housing as possible and obviously needed at the very low rates. He said he understood the economics regarding that but found the tradeoff of fewer BMRs tough. He said regarding the community amenities proposal that he was inclined to follow the City Council as they looked at the big picture. He said if they had made the opportunity for in-lieu fee then he would support the in-lieu fees. He said regarding LOS he had no comment other than that any improvements would not increase demand and use but only

improve flow and safety. He asked for feedback on the emergency power backup moving from diesel to battery.

Mr. Morcos said with a generator they would be able to occupy the building for a period of time. He said with the battery inverter, they had approximately 90 minutes to get everyone safely out of the building. He said the garage could not be operated and the elevator had its own reserve battery backup. He said the inverters were really for lighting exits and minimal power to the building. He said the difference with this building and their other two projects was this one did not have an automated parking system or stackers, which operations really needed a generator to support moving cars.

Chair Doran said regarding the site layout he thought it was great and liked that the paseo was adjacent to open space and the potential for synergy there. He said the parking garage screening was acceptable and expressed hope vegetation would be maintained. He said he had nothing to say on the proposed colors and materials. He said on the BMR proposal he would prefer to see a spectrum of income levels represented. He said regarding the community amenities proposal he generally agreed with Commissioner Barnes and would prefer to see actual bricks and mortar community amenities as those were something lasting whereas the funding in lieu seemed less permanent. He said one thing on the in-lieu fee list did get his attention and that was to fund Sequoia Union School District. He said he thought the effect of development on schools was overlooked and in particular on that school district. He said he would definitely support in-lieu if the funding went to that high school district. He said regarding roadway improvements he was in favor of maintaining LOS that did not result in increased demand on the roads. He said he had no further comments on the traffic or parking.

Commissioner Riggs said he agreed with Chair Doran about the BMR option and supported very low-income options. He said he would defer to the Housing Commission on this as it was their focus. He asked why the Fiscal Impact Analysis showed a negative income impact to the City. Mr. Phillips, Special Counsel, said the report concluded there was a net cost to the City's general fund due to financing services for new residents associated with the development.

Commissioner Riggs said traffic impacts were inevitable. He said housing projects were what they wanted as opposed to office projects. He said he appreciated the reduction in parking. He asked if there would be active uses along the glassed façade running along the paseo. Mr. Manus said as the pavilion turned the corner the glass would go back as it followed the paseo. He said the sketch showed the activated plaza, the opening for the retail space fronting the plaza. Commissioner Riggs asked if the retail space was for retail or restaurant. Mr. Morcos said it was designed to accommodate a café if the market supported that and was slated as nonresidential. Commissioner Riggs said if it were used for math tutoring that would not look active. Mr. Morcos acknowledged that might be so. Commissioner Riggs said he would hesitate to be prescriptive about uses but having transparent glass storefront and no activity visible was in conflict with the architectural goal of that guideline. He said he hoped the building edges would be active and activate the site. He suggested the applicants target something active and bring back a layout that would give the Commission a sense of that activity. He commented it was a handsome project that had responded to what Menlo Park needed.

Commissioner Kennedy said she did not have anything new to add to the discussion.

## **H. Informational Items**

### **H1. Future Planning Commission Meeting Schedule**



- Special Meeting: November 22, 2021

Planner Sandmeier said the Special Meeting was for the Springline project.

- Regular Meeting: December 13, 2021
- Regular Meeting: December 20, 2021

**J. Adjournment (agenda format out of sequence)**

Chair Doran adjourned the meeting at 9:58 p.m.

Staff Liaison: Corinna Sandmeier, Acting Principal Planner

Recording Secretary, Brenda Bennett

CITY OF MENLO PARK  
Planning Commission

In re:

165 JEFFERSON DRIVE PROJECT

(MENLO FLATS)

\_\_\_\_\_ /

ENVIRONMENTAL IMPACT REPORT  
SCOPING SESSION  
REPORTER'S TRANSCRIPT OF PROCEEDINGS  
MONDAY, NOVEMBER 15, 2021

Reported by AMBER ABREU-PEIXOTO  
(Via ZOOM Videoconference)  
Certified Shorthand Reporter No. 13546  
State of California

1

## ATTENDEES

2

3 The Planning Commission:

4

Michael C. Doran - Chairperson

Henry Riggs

5

Camille Kennedy

Chris DeCardy - Vice Chairperson

6

Andrew Barnes

7

8 SUPPORT STAFF:

8

Matt Pruter, Associate Planner

9

Payal Bhagat, Contract Principal Planner

10

11 PROJECT PRESENTERS:

11

Andrew Morcos, Greystar

12

Clark Manus, Heller Manus

Karen Krolewski, PGA

13

14 CONSULTANTS:

15

Matthew Wiswell, LSA

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20 BE IT REMEMBERED that, pursuant to Notice of the  
21 Meeting, and on November 15, 2021, 8:27 p.m., via ZOOM  
22 Videoconference, before me, AMBER ABREU-PEIXOTO, CSR  
13546, State of California, there commenced a Planning  
Commission meeting under the provisions of the City of  
Menlo Park.

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1 NOVEMBER 15, 2021

8:27 p.m.

2

3

P R O C E E D I N G S

4

5 CHAIR DORAN: Okay. So the next item on the  
6 agenda is the Environmental Impact Report. And I think we  
7 have a combined staff report, with a Study Session to  
8 follow.

9 The Draft Environmental Impact Report, EIR, is a  
10 public hearing, with Andrew Morcos, from Greystar, 165  
11 Jefferson Drive, Menlo Flats.

12 This is a public hearing to receive comments on  
13 the Draft EIR to redevelop a project site with  
14 approximately 158 multifamily dwelling units, inclusive of  
15 20 additional bonus units for the incorporation of on-site  
16 below market rate units per the City's BMR Housing Program  
17 (Chapter 16.96.040), and approximately 14,862 square feet  
18 of commercial space on a 1.38-acre parcel.

19 The proposed mixed-use building would be eight  
20 stories in height, including three levels above-grade  
21 podium parking. The commercial space would be located on  
22 the ground floor and second floor. The project site is  
23 located in the R-MU-B (Residential Mixed Use-Bonus) zoning  
24 district.

25 The project site currently contains one

1 single-story, approximately 24,300-square-foot office  
2 building that would be demolished. The proposed building  
3 would contain approximately 154,032 square feet of gross  
4 floor area of residential uses, with a floor area ratio of  
5 256.3 percent.

6 The proposed commercial component would contain  
7 approximately 14,862 square feet of gross floor area, with  
8 a floor area ratio of 24.7 percent. The proposal includes  
9 a request for an increase in height, density, and floor  
10 area ratio (FAR), under the bonus level development  
11 allowance, in exchange for community amenities.

12 The proposed project would include a below market  
13 rate housing agreement that requires a minimum of 15  
14 percent of units (or 21 units of the 138 maximum units  
15 allowed by the Zoning Ordinance before accounting for the  
16 20 bonus units) be affordable.

17 The applicant is proposing to incorporate 20  
18 additional below market rate [verbatim] units (which are  
19 included in the total 158 units), per the density bonus  
20 provisions in the BMR Housing Program (Chapter 16.96.040),  
21 which allows density and FAR bonuses, and exceptions to  
22 the City's Zoning Ordinance requirements when BMR units  
23 are incorporated into the project.

24 As part of the project, the applicant is  
25 requesting removal of two heritage trees. The Draft EIR

1 was prepared to address potential physical environmental  
2 effects of the proposed project in the following areas:  
3 Population and housing, transportation, air quality,  
4 greenhouse gas emissions, and noise (operation period  
5 traffic and stationary noise).

6           The Draft EIR identified less than significant  
7 effects in the following topic areas: Population and  
8 Housing and Greenhouse Gas Emissions. The Draft EIR  
9 identified less than significant effects with mitigation  
10 for the Air Quality, Transportation, and Noise  
11 (operational traffic and stationary noise) topic areas.  
12 The City is requesting comments on the content of this  
13 focused Draft EIR. The project location does not contain  
14 a toxic site pursuant to Section 6596.2 of the Government  
15 Code. The City previously prepared an initial study for  
16 the proposed project that determined the following topic  
17 areas would have no impact, less-than-significant impacts,  
18 or less-than-significant impacts with mitigation measures  
19 (including applicable mitigation measures from the  
20 ConnectMenlo EIR): Aesthetics, Agriculture and Forestry  
21 Resources, Biological Resources, Cultural Resources,  
22 Energy, Geology and Soils, Hazards and Hazardous  
23 Materials, Hydrology and Water Quality, Land Use and  
24 Planning, Mineral Resources, Noise (construction-period,  
25 groundborne vibration, and aircraft-related noise), Public



1 Services, Recreation, Utilities and Service Systems,  
2 Tribal Cultural Resources, and Wildfire.

3 Written comments on the Draft EIR may also be  
4 submitted to the Community Development Department (701  
5 Laurel Street, Menlo Park) no later than 5:00 p.m., on  
6 December 9th, 2021.

7 We have a staff report on this from Ms. Bhagat, I  
8 believe.

9 Do we have any additions, corrections to the  
10 staff report at this time?

11 MS. BHAGAT: I have a brief presentation that I  
12 would like to go through real quickly, but there's no  
13 corrections or changes to the staff report as currently  
14 presented.

15 CHAIR DORAN: Okay. So just so I understand the  
16 order of the plan, you're going to make a presentation.

17 Is there also a presentation from the applicant?  
18 Do we have a joint -- I think we have a joint staff report  
19 between this and the Study Session.

20 So will it be a single presentation for the two  
21 as well?

22 MS. BHAGAT: So I will go through a brief  
23 presentation, just introducing the project. Then, through  
24 you, we can invite the applicant to give an overview of  
25 the proposal.

1           We also have the City's environmental consultant  
2 present, who would run through the CEQA process and the  
3 findings of the Draft EIR, after which we request that you  
4 open up the public hearing and seek the community's  
5 comments, and then provide comments on the Draft EIR and  
6 then close that portion of the public hearing, following  
7 which, we would open up the Study Session, where I can  
8 just introduce, real quickly, the questions that staff has  
9 for the Commission.

10           And we can just kind of get into the public  
11 comments and then any comments that the Commission might  
12 have on the project after that.

13           There will be no action tonight on this project.

14           CHAIR DORAN: Okay. So there's also no action on  
15 the Draft Environmental Impact Report?

16           MS. BHAGAT: That is correct.

17           CHAIR DORAN: It doesn't require a recommendation  
18 or anything from us?

19           MS. BHAGAT: It does not at this time. It will  
20 come back to you, after we prepare the Final Environmental  
21 Impact Report.

22           CHAIR DORAN: Okay. Well, in that case, if you  
23 want to start off with your presentation, you're welcome.

24           MS. BHAGAT: Thank you.

25           COMMISSIONER TATE: Oh. I'm sorry. One thing,

1 Chair Doran. I'm going to go ahead and leave now at 8:38,  
2 instead of 9 o'clock, since we're just starting this.

3 CHAIR DORAN: Okay. Well, thank you very much.

4 So if you want to proceed with your presentation  
5 now.

6 MS. BHAGAT: Yeah. I'm just bringing up the  
7 slides. Just give me one second.

8 If I can just confirm that everyone can see the  
9 slide?

10 CHAIR DORAN: Yes, I can see it.

11 MS. BHAGAT: Thank you.

12 Good evening Chair, members of the Commission and  
13 members of the community. The project before you this  
14 evening is the redevelopment of an existing site at 165  
15 Jefferson Drive, with the Menlo Flats project.

16 This 1.3, approximately, acre site is located  
17 east, off the Marsh Road, and south of Bayfront  
18 Expressway. Around the west and north side of the project  
19 site is surrounded by the Menlo Uptown project that was  
20 recently approved. This project site is shown in by the  
21 red box on the screen.

22 As the Chair mentioned, the applicant is  
23 proposing to demolish the existing building on-site and  
24 redevelop the site with an eight-story, mixed-use  
25 building, which would have approximately 1,500 square-foot

1 ground floor office, and a little bit of commercial  
2 included in that, and 158 apartment units, which are made  
3 up of studios and four bedrooms.

4 The project is proposed to be developed using the  
5 density bonus provision, after R-MU-B zoning district,  
6 which allows the increase in density and height in  
7 exchange for providing community amenities. The applicant  
8 will be providing 21 units as affordable or at below  
9 market rate.

10 The applicant is proposing to provide community  
11 amenities as fees, as well as providing a physical amenity  
12 on-site.

13 We are currently soliciting comments on the Draft  
14 EIR that was prepared for the project, and public comments  
15 are due 5:00 p.m., on December 9th.

16 After soliciting the comments from commenting  
17 agencies and members of the public, staff will prepare the  
18 Final EIR, which will be presented to the Planning  
19 Commission for consideration at a later date.

20 As I mentioned previously, we have two items,  
21 essentially, on the agenda: Review of the Draft EIR, and  
22 the Study Session.

23 So at this time, I would just request that we  
24 review the Draft EIR and then close the public hearing for  
25 the Draft EIR and then move into the Study Session. Staff

1 will make a brief introduction before discussing the  
2 project further.

3 And with that, I will turn the meeting over to  
4 the Chair, so that the applicant can make their  
5 presentation.

6 Thank you.

7 CHAIR DORAN: Thank you.

8 So we have a presentation by the applicant now?

9 MR. MORCOS: Good evening, Chair Doran, and  
10 Planning Commissioners.

11 Just wait to get the presentation up. Okay. All  
12 right. Sorry about that.

13 Good evening again. My name is Andrew Morcos,  
14 and I'm here representing Greystar. We're here to give  
15 you an update on Menlo Flats, our third multifamily  
16 project in -- following the ConnectMenlo General Plan  
17 amendment. I'll provide a brief update and overview of  
18 the project and explain how we've incorporated Planning  
19 Commission and the community's feedback to date.

20 But first I want to give an overview of Greystar  
21 in Menlo Park to date. Between this project, Menlo Flats,  
22 our recently-approved projects, Menlo Uptown and Menlo  
23 Portal, and our completed project, Elan Menlo Park, we're  
24 working with the City to provide over 11,000 homes. Over  
25 140 of these homes will be affordable BMRs.

1           Some project highlights of Menlo Flats are that  
2 it consists of 158 homes and made up of studios and four  
3 bedrooms, four baths, and just under 15,000 square feet of  
4 non-residential space. It includes 21 BMR affordable  
5 homes located on-site and equitably distributed throughout  
6 the project.

7           For our community amenity, we're recommending an  
8 in-lieu fee totaling 4.84 million, which I'll go into  
9 further detail on in the next few slides.

10           From an environmental perspective, this project  
11 has ambitious environmental features, including LEED Gold  
12 design certification and 100 percent all electric, no gas,  
13 and ample EV charging opportunities for parking.

14           From an open space perspective, this project  
15 provides 52 -- over 5,200 square feet of  
16 publicly-accessible open space, which exceeds the City's  
17 requirement by about 39 percent.

18           And, finally, a focus on connectivity, including  
19 Paseo, to create a future connection between Constitution  
20 and Jefferson Drive, and ample bike parking altogether  
21 encourage walking and biking from this location.

22           I'd like to dig into the community amenity a bit  
23 more, since it's an important feature of this project and  
24 development proposal. The appraised value, as determined  
25 by the City's consultant, totaled 4.4 million. We're

1 including the administrative fee of 10 percent. That gets  
2 to 4.84 million.

3 I also wanted to pass along some feedback I've  
4 received from community members, as we had community  
5 meetings on how this -- these funds could be spent. One  
6 was a pedestrian bridge or underpass connecting the  
7 Bayfront area to the Onetta Harris Community Center.

8 Another was an expansion-related contribution to  
9 Sequoia Union High School District; housing subsidies to  
10 support and prevent further displacement in Belle Haven;  
11 public transportation improvements in Belle Haven and in  
12 the Bayfront area. There's been interest in a sound wall  
13 adjacent to Highway 101, along Belle Haven.

14 And, finally, some of the ConnectMenlo community  
15 amenity list is still of interest and includes a grocery  
16 store, pharmacy, and undergrounding power lines in -- all  
17 in Belle Haven.

18 To update you on the BMR proposal for this  
19 project, we've taken feedback from Menlo Portal and Uptown  
20 and provided two alternatives here. One provides 21, all  
21 low-income homes, and the other provides a mix of  
22 affordability at very low income, low income, and moderate  
23 income.

24 Here we have a few of Planning Commission's  
25 comments from our previous meetings. First, there was a



1 concern over the diesel generator that we had in our  
2 previous design. In this update, we've removed the diesel  
3 generator and will be using battery inverters for  
4 emergency backup power.

5 Second, there were some comments regarding  
6 parking. For this project, we're actually requesting a  
7 waiver to reduce parking below the minimum required for  
8 158 units and are providing a .87 parking ratio, which is  
9 below the parking ratio of similar multifamily properties  
10 in both Menlo Park and Redwood City.

11 Next, we're continuing to refine the  
12 publically-accessible open space and Paseo. And I'll go  
13 into more detail in the following slides.

14 And, lastly, we are slightly short on bike  
15 parking in this current plan set, but will provide the  
16 required amount. And we're working with our design team  
17 and City to show that in the plan set following this  
18 meeting.

19 Here I want to highlight the bottom right-hand  
20 corner. You'll see where our publically-accessible open  
21 space connects with the Paseo. This is the previous  
22 rendering. And if you look at that same area in the next  
23 rendering, which you'll see here, we've augmented the area  
24 by transitioning the open space through a stadium seating,  
25 to a -- what we hope is a cafe or a nonresidential portion

1 of the project. And this also continues to connect with  
2 the Paseo on the right-hand side.

3 As far as community outreach, we initially  
4 presented Menlo Flats to Planning Commission in April of  
5 2020. In June of 2020, we distributed information fliers  
6 to over 6,000 addresses in the neighboring communities,  
7 including all of Belle Haven and had one-on-one  
8 conversations from those fliers. Just last month, we,  
9 again, distributed fliers to over 6,000 addresses in the  
10 same neighborhoods as previously, and hosted two virtual  
11 neighborhood meetings a couple weeks ago, from which I  
12 shared some of the feedback on the previous slides around  
13 community amenities.

14 Lastly, I don't need to go through a Draft EIR  
15 update. LSA and staff will do more than that, but I do  
16 just want to highlight that the Draft EIR found no  
17 significant and unavoidable impacts with mitigation.

18 And with that, I'd like to introduce our design  
19 team. Clark Manus, from Heller Manus; Karen Krolewski,  
20 from PGA, is our landscape architect.

21 And with that, Clark, take it away.

22 MR. MANUS: Terrific. Okay. Thank you, Andrew.

23 Karen and I just want to take you -- Chair and  
24 the Commission -- around the building, as we continue to  
25 adjust the design. I think the last time we were before

1 you, as Andrew said, there were probably a handful of  
2 things that we needed to continue to refine. And I just  
3 want to focus on a couple of those, as we walk around the  
4 building.

5 All of the renderings that you'll see -- there's  
6 a handful of them -- we have updated in order to reflect  
7 the current design and some of the things that were part  
8 of what the staff wanted to resolve.

9 So the first is -- and Karen will talk a little  
10 bit more in detail about sort of the nature of the pocket  
11 park. As you all remember -- and I'll just sort of help  
12 remind you -- one of the things that I think you provided  
13 input on was the porosity ability of the retail space and  
14 the ability for people to be able to gather on that corner  
15 in that pocket park, which leads up to the Paseo, as it  
16 goes around the project. And I think that was one of the  
17 things that we feel very successful in the course of  
18 incorporating as a part of your suggestions. So that was  
19 one of the items on your list.

20 So next.

21 So coming around -- go back one more. Coming  
22 around to the entry side on the southwest, not a lot has  
23 changed here. One of the things that's probably worth  
24 noting is on the left-hand side -- and you'll see this on  
25 the north side, as well as on the Paseo side, we've looked

1 to try and green the building up -- use of vines of  
2 various types. Karen can elaborate on the nature of those  
3 -- in an effort to soften the building. But we've been  
4 pretty comfortable and confident about the expression of  
5 that and the ability to sort of soften the character of  
6 the building.

7 Next.

8 And then coming around on the Paseo side, this  
9 view is actually looking back towards the street. Paseo  
10 is on the left-hand side; north side of the building is on  
11 the right. It actually fronts the Uptown project and the  
12 townhouses that were approved by this Commission  
13 previously. Again, we're using a system that will allow  
14 us to be able to green those walls that are adjacent to  
15 parking areas.

16 As Chair Doran described, in the course of the  
17 nature of the building, there's parking at the lower  
18 portions of the building. So in locations where there are  
19 solid walls, we've looked to use a green screen-like  
20 system that will allow us to use -- as Karen will describe  
21 -- aggressive vines that will allow it to create a nice,  
22 soft feel along that so that Paseo is really very nice and  
23 welcoming.

24 At the corner there, just to take note, there's a  
25 dog wash area, as well as access to bicycle parking for

1 the residents.

2 Next.

3 And then, again, coming around on the right-hand  
4 side is where the access to the garage is beyond and EV  
5 lane. On the left-hand side and to your left would be the  
6 Uptown townhouses. And on the Uptown townhouse site,  
7 there's access to garages.

8 But what we've endeavored to do here is to find a  
9 way that we can make sure that pedestrians feel  
10 comfortable and confident, in terms of the character of  
11 them being able to walk around and access is really only  
12 limited to those people who will be getting their cars  
13 from their garages that are at the lower levels of the  
14 townhouses.

15 Next.

16 And then lastly, this view -- I think,  
17 Commissioners, you probably didn't see this view before.  
18 We've incorporated this as a result of the development and  
19 refinement of the project.

20 The right-hand side is the Uptown townhouses,  
21 which this Commission heard and acted on. All the way in  
22 the back there is the Flats project. On the lower levels,  
23 again, that's the green screen walls that we're using to  
24 conceal parking and also create a nice and sort of lively  
25 character to the facade for the first 30 feet of the

1 building.

2 Next.

3 And next, just to refresh your memory -- again, I  
4 would just sort of say, next to nothing has probably  
5 changed on these plans from when you saw it last. Same  
6 uses at the ground floor: Commercial uses; parking  
7 behind. And the plan on the right is a plan of the  
8 courtyard and a typical residential floor plan that goes  
9 up through the building.

10 Next.

11 And with that, I'd like to turn it over to Karen,  
12 who can take you into a little bit more detail on how the  
13 nature of the public plaza evolved. I think that was one  
14 of the things that I think we have heard you say  
15 consistently, in terms of the public ground.

16 And I think with that, it's all yours, Karen.

17 MS. KROLEWSKI: Thank you, Clark. Yeah. I'm  
18 going to focus on showing you some of the changes to the  
19 plaza at the front of the building.

20 So this is the first slide, showing the overall  
21 relationship with the second story.

22 Next slide.

23 So the images on this slide show the design, as  
24 it's developed so far. So the design includes an exit  
25 from the neighborhood benefit space onto a raised patio.

1 The patio steps down, with tiered wooden seating, creating  
2 an inviting and activated corner. The seating also  
3 connects to the plaza, which anchors to the corner of the  
4 Paseo and provides a nice activated corner to lead a  
5 person down the Paseo.

6 And at the end of that Paseo, there is also a  
7 connection to the townhomes' site at the back. And Clark  
8 mentioned, on the vine walls that we will be creating for  
9 the project, those will be using a green screen product  
10 which will allow for easy maintenance of the building  
11 facade, as well as allowing for pruning and caring for the  
12 vines.

13 And we've -- are planning for a robust seasonal  
14 color pallet and -- so have picked out three vines for  
15 that green screen, including Bower vine, Carolina Jasmine,  
16 which will have yellow flowers, and also a -- mixed in  
17 there, a California grape, which will have a nice red fall  
18 color.

19 And that wraps up my presentation. And I think  
20 we'd also like to, at this point, wrap up the presentation  
21 as a whole.

22 Thank you to the Commissioners.

23 MR. MORCOS: I actually just want to -- thank  
24 you, Karen. Sorry about that. I just want to add one  
25 thing -- or correct one thing.

1           The space above the stadium seating is no longer  
2 a neighborhood benefit. Our community amenity will be  
3 paid through the in-lieu fee. So apologies for that  
4 error.

5           With that, thank you, Commissioners, and looking  
6 forward to any questions or comments.

7           MR. DORAN: Thank you.

8           Commissioner Riggs, do you have a question? A  
9 clarifying question?

10          No? Okay.

11          I'd like to move on to the EIR consultant for  
12 their presentation.

13          MR. WISWELL: Good evening. I believe we --  
14 there it is -- great.

15          So good evening, Chair and Commissioners. My  
16 name is Matthew Wiswell. I'm with LSA. We are the City's  
17 consultant for environmental review of the Flats project.  
18 With me tonight are Theresa Wallace, LSA's principal in  
19 charge; and Dean Arizabal, LSA's transportation principal.  
20 I will try to keep this as brief as possible, because I  
21 know that you've heard a very similar presentation for our  
22 previous projects in the Bayfront area.

23          Not sure if I can control the slide or not. But  
24 if someone can point me to the next slide, that will be  
25 great.



1           While we wait for that, I'll just go to the  
2 purpose of tonight's meeting, which is to hear your  
3 comments on the Draft EIR that was published on October  
4 25th. The focus of your comments should be on the  
5 adequacy of the analysis provided in the Draft EIR.

6           And while we're happy to answer questions or  
7 clarify material on the Draft EIR tonight, we would ask  
8 that any comments of a really technical or specific nature  
9 be provided again in writing, so that we can provide you  
10 with written responses.

11           We want to be sure that we're providing you the  
12 most accurate responses that you may need. And, you know,  
13 we want to confer with our technical specialists, who  
14 aren't here tonight, to do that.

15           I believe a court reporter is also recording the  
16 comments, and a transcript of all the comments received  
17 tonight will also be prepared. Each comment that we  
18 receive on the EIR will then be formally responded to in  
19 writing, and all comments must be received by December  
20 9th, which I believe Payal noted already.

21           There we go. That's a little better. So this  
22 slide shows the overall schedule for the environmental  
23 review process. On November 16th, the City issued a  
24 Notice of Preparation, or an NOP, notifying interested  
25 parties and responsible agencies that an EIR would be

1 prepared, and that an initial study was included for  
2 review. I see that we've lost our presentation now, but I  
3 can continue on.

4 All public comments that we received should be  
5 provided during -- or all comments provided during the  
6 30-day period were considered during preparation of the  
7 EIR. After that the City and the LSA team prepared the  
8 Draft EIR, and we're currently in a 45-day review period.

9 As Payal noted, after the close of the comment  
10 period on December 9th, we'll prepare the written  
11 responses to each substantive comment received on the  
12 adequacy of the EIR analysis, in what's referred to as a  
13 "Response to Comments" document.

14 Together, the Draft EIR, which is what you're  
15 reviewing tonight, and that future Response to Comments  
16 document will constitute the Final EIR. And then -- so  
17 the Final EIR will be published and available for review  
18 for a minimum of 10 days before any hearing is held.

19 Just to give you some background on CEQA, or the  
20 California Environmental Quality Act, it's the state law  
21 that requires the environmental evaluation of a project.  
22 Generally the purpose of CEQA is to inform the City's  
23 decision-makers, other agencies, and the general public  
24 about the potential environmental consequences of project  
25 approval.

1 I'm on Slide 4 here, if we want to skip forward  
2 to that one.

3 Wonderful. Thank you.

4 If any environmental impacts are identified, then  
5 the lead agency needs to identify ways to mitigate or  
6 avoid those impacts. And when an EIR is required,  
7 alternatives to the project must also be identified and  
8 evaluated.

9 Next slide, please.

10 The environmental analysis for the project tiers  
11 from the ConnectMenlo Final EIR. As you all know, the  
12 ConnectMenlo EIR provided a program-level analysis of the  
13 development potential envisioned for the entire city,  
14 including the increased development potential in the  
15 Bayfront area.

16 This EIR, for ConnectMenlo, evaluated the impacts  
17 of approximately 2.3 million square feet of nonresidential  
18 space, 400 hotel rooms, and 4,500 residential units. This  
19 Menlo Flats project fits within those development  
20 assumptions of the ConnectMenlo EIR.

21 A Settlement Agreement with the city of East Palo  
22 Alto also requires that certain projects that tier from  
23 the ConnectMenlo EIR, including those utilizing bonus  
24 level development, like the proposed project, to conduct a  
25 focused EIR with regard to housing and transportation

1 specifically. And this environmental review of the  
2 project complies with those terms of the Settlement  
3 Agreement.

4 Next slide, please.

5 So as I mentioned before, an initial study was  
6 circulated with the NOP, that an EIR would be prepared.  
7 Based on the conclusions of the initial study, the topics  
8 shown on this slide were not further evaluated because the  
9 project is not anticipated to result in significant  
10 effects related to those issues or because the initial  
11 study found that those topics were adequately addressed  
12 through the program level EIR for ConnectMenlo. The  
13 topics on the left, shown under "Potentially Significant  
14 Impact," were identified for further evaluation in the  
15 EIR.

16 Next slide, please.

17 So this slide gives an overview of the findings  
18 for each topic evaluated in the Draft EIR, which I will go  
19 over in the next couple of slides. The main takeaway is  
20 that no significant unavoidable impacts were identified,  
21 and that all impacts can be reduced to a  
22 less-than-significant level, with implementation of  
23 mitigation measures.

24 Next slide, please.

25 For the topic of population and housing, a

1 Housing Needs Assessment, or HNA, was prepared in  
2 compliance with the terms of the Settlement Agreement and  
3 to provide background and context for this EIR section.  
4 Briefly, the project would fit within the growth  
5 projections identified in the ConnectMenlo EIR and would  
6 not induce any unplanned population growth. Initially the  
7 project would increase the availability of housing and  
8 would not increase displacement pressures on surrounding  
9 communities, including Belle Haven and East Palo Alto. No  
10 mitigation measures required for that one.

11 For the topic of transportation, a Transportation  
12 Impact Analysis -- or a TIA -- was prepared, consistent  
13 with the City's TIA guidelines. Under CEQA, as we -- I  
14 think -- all know at this point, roadway congestion or  
15 level of service is no longer the metric for evaluation of  
16 transportation impacts.

17 And compliance with SB 743, and the City's  
18 updated TIA guidelines, VMT, or Vehicle Miles Traveled, is  
19 the threshold of significance. The threshold considers  
20 VMT per person or per capita, which is a measurement of  
21 the amount of distance that a resident, employee, or a  
22 visitor drives.

23 For mixed-use projects, each land use is  
24 independently evaluated. The analysis for residential --  
25 the residential component of the project determined that

1 implementation of the Transportation Demand Management  
2 plan, proposed by the project, would reduce VMT below the  
3 established threshold, which is 15 percent below the  
4 regional average VMT.

5 For the office use, the additional TDM measures  
6 were identified as a mitigation measure to ensure that  
7 this use would also be below the threshold.

8 The EIR also determined that the project would  
9 generally comply with the applicable  
10 transportation-related plan and policies, would not create  
11 any design hazards, or result in inadequate emergency  
12 access.

13 And then, finally, consistent with the City's TIA  
14 guidelines, a level of service analysis was also conducted  
15 for local planning purposes. Two intersections were  
16 identified in the near terms, exceeding the City's  
17 thresholds, and five additional intersections were  
18 determined to exceed the threshold during cumulative  
19 conditions. Intersection improvements were recommended to  
20 be included as project conditions of approval.

21 For the topic of air quality, the analysis  
22 determined that implementation of BAAQMD's basic  
23 construction measures would be required to reduce  
24 construction period impacts to a less-than-significant  
25 level, which is consistent with the findings of the

1 ConnectMenlo EIR. And the project would also not exceed  
2 regional air quality emissions during operation.

3 The EIR also included an operational and  
4 construction Health Risk Assessment, or an HRA, consistent  
5 with the mitigation measures outlined in the ConnectMenlo  
6 EIR. The HRA determines whether or not sensitive  
7 receptors, including residential uses, schools, or other  
8 similar sensitive uses could be exposed to toxic air  
9 contaminants.

10 The analysis determined that mitigation measures  
11 would be required to ensure that construction equipment is  
12 equipped with specific emissions' controls to reduce  
13 exposure of offsite receptors to TACs during construction.  
14 This analysis determined that both on and offsite  
15 receptors would not be exposed to substantial increases in  
16 TACs with the project during operation.

17 For greenhouse gas emissions, all impacts would  
18 be less than significant and implementation of the basic  
19 control measures I just mentioned would further reduce the  
20 GHG emissions during construction.

21 The project would be well below the BAAQMD's  
22 thresholds for operational emissions. And the project  
23 would generally comply with all the applicable plans and  
24 policies and regulations adopted for the purpose of  
25 reducing greenhouse gas emissions, including the state's

1 Scoping Plan, Plan Bay Area, and the City's Climate Action  
2 Plan.

3           And, finally, for noise, the analysis determined  
4 that transportation-related increases in noise would not  
5 exceed the City's standards because the project would  
6 locate residential uses in an area that is considered  
7 conditionally acceptable. Noise environment by the City  
8 mitigation measures would be required to reduce interior  
9 noise impacts. These include the installation of  
10 mechanical ventilation so that windows can remain closed,  
11 and the use of noise-reducing window materials. These are  
12 also consistent with the ConnectMenlo EIR mitigation  
13 measures.

14           So the -- as I mentioned previously, the EIR also  
15 evaluated a range of alternatives to the proposed project  
16 with the objective of avoiding or reducing potential  
17 impacts of the project. These alternatives were developed  
18 in consultation with City staff and consider the comments  
19 received during the NOP scoping period, as well as  
20 comments on the -- on previous projects in the area as  
21 well.

22           Under CEQA, alternatives to a project must  
23 generally meet most of the basic project objectives.  
24 While a number of project alternatives were considered,  
25 the EIR included full analysis of four alternatives,



1 including the CEQA-required no-project-alternatives and  
2 three different development alternatives, which are  
3 summarized in this slide.

4           So there's the base-level alternative, which  
5 looked at development of the site under the maximum base  
6 residential density allowed in the zoning district without  
7 any community amenities and without any bonus-level  
8 development. This would include 111 fewer residential  
9 units than the proposed project and a decrease of about  
10 6,000 square feet of nonresidential space.

11           Also some the impacts would be slightly lessened  
12 due to the reduced size of the project. None of the  
13 impacts would be entirely avoided, and similar mitigation  
14 measures would still be required.

15           We looked at an all-residential alternative,  
16 which evaluated the development at the maximum level of  
17 residential use in the zoning district, which, in this  
18 case, is 159 units -- one less than -- or one more than  
19 the proposed project, but without any nonresidential  
20 space.

21           Instead of providing any community amenities  
22 on-site, the project sponsor would pay the community  
23 amenity fee. While some of the impacts would be slightly  
24 lessened, only the VMT impact would be entirely avoided  
25 under this alternative because there wouldn't be any

1 office space.

2           And, finally, the reduced parking alternative  
3 analyzed the reduction in nonresidential parking that  
4 would be required to achieve a maximum VMT reduction  
5 possible. The VMT reduction is estimated based on a  
6 formula from the California Air Pollution Control  
7 Officers, which compares the proposed parking to the  
8 demand rate from the Institute of -- the parking demand  
9 from the Institute of Transportation Engineers. Based on  
10 this formula, reducing the office parking supply by nine  
11 spaces provides the maximum VMT reduction.

12           It should also be noted that the reduced parking  
13 alternative would result in fewer parking spaces than the  
14 minimum required by the zoning ordinance and, therefore,  
15 would require the approval of a variance, which the  
16 proposed project, as is, doesn't require.

17           All that being said, even with the maximum VMT  
18 reduction possible, there would still be a VMT impact, and  
19 the same mitigation measures as the project would be  
20 required.

21           So, ultimately, it was determined that the -- in  
22 terms of environmental impacts, the all-residential  
23 alternative would be the environmentally superior  
24 alternative. However, this alternative would not fully  
25 achieve some of the basic project objectives related to

1 providing on-site nonresidential space.

2 Next slide, please.

3 So with that, that concludes my presentation and  
4 overview of the CEQA process and the EIR. As we noted,  
5 comments will be collected by the City and should be  
6 submitted to the e-mail address, or, if you prefer to  
7 write them in a letter, to the address listed there.

8 Even if you make verbal comments tonight, we  
9 would again encourage you to also submit your comments in  
10 writing, so that we can thoroughly respond to them.

11 And with that, I will take any questions.

12 CHAIR DORAN: Thank you. I do want to open it up  
13 to public comment, but if we have clarifying questions  
14 from the Commission, we can do that now.

15 Not seeing any. So I would like to open it up to  
16 public comment at this time.

17 Mr. Pruter, do we have any hands raised now?

18 MR. PRUTER: Thank you, Chair Doran.

19 We do not at this time, but as a reminder for  
20 folks interested in commenting, if you could press the  
21 hand icon on your interface, you can provide us with  
22 public comment. And if you're calling by phone, you can  
23 press \*9 as well.

24 And I see none at this time. So we can wait a  
25 few moments, if you'd like.

1 CHAIR DORAN: Yeah. Let's give it a little  
2 while.

3 Still no hands raised?

4 MR. PRUTER: At this time, I still see no hands  
5 raised. So you can close it, if you feel you'd like to.  
6 Thank you.

7 CHAIR DORAN: Yeah. I'm going to close public  
8 comment now, bring it back to the Commission for questions  
9 and comments on the Draft EIR.

10 Commissioner DeCardy?

11 COMMISSIONER DECARDY: And, Mr. Wiswell, thank  
12 you for the presentation, the thorough presentation and  
13 all your hard work.

14 I want to start by really just commending you and  
15 the City for the fourth alternative, the reduced parking  
16 alternative. I think it's fabulous that that was  
17 included. I hope that this is the beginning of including  
18 such an alternative in every one of these EIRs in the  
19 future. I think having that information is just fantastic  
20 for the community to be able to understand, especially in  
21 this part of our community, where transportation, traffic,  
22 vehicle movement has been such an issue for such a long  
23 time.

24 So my first thing is just to really thank you and  
25 thank the City and hope this is a precedent that we'll use

1 again and again.

2           And then I do, on that specific thing, on -- have  
3 a clarifying question, which is -- so the reduction of  
4 nine spaces, which is from the office building or the  
5 commercial, is about a 25 percent reduction.

6           So my first question is, the reduced parking was  
7 for the office, but not for the residential. And if you  
8 could explain why.

9           MR. WISWELL: Sure. Yeah. So I mentioned that  
10 the reduced parking is based on the idea that reducing  
11 parking, reduces VMT in some cases. And the way that you  
12 determine that is by comparing the provided parking to the  
13 estimated parking demand. And in this case, the  
14 residential parking is already so low that any further  
15 reduction would not result in any VMT decrease, if that  
16 makes sense.

17           So there's the -- the potential VMT reduction is  
18 capped at about 12 percent. And based on the formula  
19 provided by the Air Pollution Control Officers, they've  
20 already hit the max for residential. They can't -- any  
21 further reduction wouldn't provide any additional VMT  
22 decrease.

23           COMMISSIONER DECARDY: So to a certain degree,  
24 you're beholden to having to use that input in your  
25 analysis.

1           Is that the way to say that?

2           MR. WISWELL: That's correct. Yes.

3           COMMISSIONER DECARDY: Okay. That's helpful.

4           And then not being an analytical expert in this,  
5 is -- so this 25 percent reduction, is it really just the  
6 nine spaces is the important thing? Like, if this  
7 happened to be a commercial project that had 100 spaces,  
8 is the same answer going to be nine? Or is the same  
9 answer 25 percent? Or is it actually neither one of  
10 those, if you extrapolated, would be the way to think  
11 about it?

12           MR. WISWELL: Sure. The 25 percent is more  
13 correct.

14           COMMISSIONER DECARDY: Okay. So -- and then I  
15 guess my question is, the preferred -- the stated  
16 preferred alternative now is the project. But what's the  
17 downside of having this additional VMT benefit?  
18 Presumably there's some environmental benefit to that  
19 amount of reduced VMT.

20           And isn't the only hassle the need for a  
21 variance, which actually has nothing to do with the  
22 environment, other than, I suppose, us printing a whole  
23 bunch of paper to look at a variance or something.

24           So walk through why that wasn't the preferred  
25 alternative to the project.

1 MR. WISWELL: Sure. So I will say, just --  
2 first, if I can make a clarification.

3 It's the environmentally superior alternative;  
4 not necessarily preferred.

5 COMMISSIONER DECARDY: Okay.

6 MR. WISWELL: CEQA doesn't get into the business  
7 of recommending projects or not.

8 COMMISSIONER DECARDY: Fair enough.

9 MR. WISWELL: So as I kind of touched on in my  
10 presentation, even with the reduced parking alternative,  
11 it would still require a mitigation measure for VMT for  
12 the office use specifically. And so we had another  
13 alternative that's all residential. And since it doesn't  
14 have any office space, it doesn't require that  
15 transportation mitigation measure.

16 So when we look at what the environmentally  
17 superior alternative is, it's generally the one that  
18 requires the fewest mitigation measures.

19 COMMISSIONER DECARDY: I see. But it's still --  
20 right. So that's the superior one.

21 But relative to the project, if you were just  
22 looking at the project to the no-parking alternative,  
23 everything is equal, except you get the benefit of the VMT  
24 reduction from the reduced 25 percent, and you have to do  
25 a variance. That's the way to look at that, if you're

1 just comparing across the EIR to those -- those two  
2 aspects of -- those two of the four that you put in there?

3 MR. WISWELL: I might want to ask Eric Phillips  
4 to weigh in on this. I know that there may be an issue  
5 with the amount of parking that can be reduced from the  
6 legal side -- or maybe Payal can weigh in -- because it  
7 would be less than the zoning code requires.

8 Payal, do you want to touch base more on that?

9 MS. BHAGAT: Sure. I can try to take that.

10 So, Vice Chair, the issue is if you compare the  
11 two projects out of the -- sort of the environmental scope  
12 of the environmentally superior project, the issue is that  
13 this is an SB 330 project, the current project that is  
14 being proposed. Therefore, legally speaking -- and Eric  
15 can speak to that some more -- staff cannot add a  
16 requirement that the applicant go through a discretionary  
17 review process, such as a variance, because SB 330 statute  
18 doesn't allow us to do that.

19 So, in other words, we couldn't say, "Do the" --  
20 reduce the parking for the office by nine spaces;  
21 therefore, be not compliant with the zoning code, which  
22 requires you to do a variance so that we could reduce the  
23 VMT by 12 percent.

24 MR. WISWELL: And I would just note there -- even  
25 if we do this, all it does is take a few -- a couple



1 measures out of the transportation mitigation measure. It  
2 doesn't completely avoid it. And there still will be some  
3 additional measures needed. It just -- it change -- it  
4 would change how many additional measures would be needed.

5 COMMISSIONER DECARDY: I appreciate that. Thank  
6 you.

7 So mostly I'll just go back to the beginning on  
8 this, which is, I think it's fabulous that this is in the  
9 EIR. I think it's clear that this is information that is  
10 hugely helpful to a community that has been deeply  
11 impacted by traffic. And I think it gives us, as a city,  
12 a whole lot more information in the future to understand  
13 that building more parking and making roads bigger does  
14 not take care of our vehicle-miles-traveled problem. And  
15 this puts it -- that in really stark relief, in a really  
16 helpful way.

17 So I'll just go back to the beginning and thank  
18 you for making that happen, and appreciate the  
19 clarifications.

20 CHAIR DORAN: Do we have other Commissioners that  
21 would like to speak?

22 Okay. Well, I'm not seeing anyone else that  
23 wants to speak on the Draft EIR.

24 I want to ask Ms. Bhagat. Is there anything else  
25 you need from the Commission now, or can I close the

1 public hearing portion?

2 MS. BHAGAT: Chair, if there are no other  
3 comments from any of the Commissioners, then we can go  
4 ahead and close the public hearing on this portion and  
5 move on to the Study Session.

6 CHAIR DORAN: Okay. I'm not seeing any other  
7 comments from the Commission. So I'm going to close the  
8 public hearing portion of the meeting.

9 We will now move to the Study Session.

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11 (WHEREUPON, Agenda Item F4 ended.)

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CERTIFICATE OF REPORTER

I, AMBER ABREU-PEIXOTO, hereby certify that the said proceedings were taken remotely in shorthand by me, a Certified Shorthand Reporter of the State of California, and was thereafter transcribed into typewriting, and that the foregoing transcript constitutes a full, true, and correct report of said proceedings which took place;

That I am a disinterested person to the said action.

IN WITNESS WHEREOF, I have hereunto set my hand this 10th day of January, 2022.

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AMBER ABREU-PEIXOTO, CSR No. 13546



## SPECIAL MEETING DRAFT MINUTES

**Date:** 11/22/2021  
**Time:** 7:00 p.m.  
**Location:** Zoom

### A. Call To Order

Chair Michael Doran called the meeting to order at 7:00 p.m.

Assistant Planner Chris Turner at Chair Doran's request explained how applicants and the public would be able to participate in the virtual meeting.

### B. Roll Call

Present: Andrew Barnes, Chris DeCardy (Vice Chair), Michael Doran (Chair), Cynthia Harris, , Michele Tate

Absent: Camille Gonzalez Kennedy

Staff: Kyle Perata, Acting Planning Manager; Corinna Sandmeier, Acting Principal Planner; Chris Turner, Assistant Planner

### C. Reports and Announcements

Acting Principal Planner Corinna Sandmeier said the City Council would next meet December 7, 2021 and there might be some items on the agenda that the Planning Commission had seen, but it was not finalized.

### D. Public Hearing

D1. Specific Plan Amendments, Architectural Control Revision, Use Permit Revision, Development Agreement Amendment, and Environmental Review under the California Environmental Quality Act (CEQA)/Cyrus Sanandaji/1300 El Camino Real (Springline). (Staff Report #21-061-PC)

1. A recommendation to the City Council on Specific Plan Amendments to increase the maximum Public Benefit Bonus-level floor area ratio (FAR) from 1.50 to 1.55 in the ECR NE-R District under certain circumstances;
2. Architectural control revision for compliance with Specific Plan standards and guidelines, including determination of a Public Benefit Bonus to exceed the Base level FAR (Floor Area Ratio) standards, for a previously approved mixed-use development consisting of office, residential, and community-serving uses on a 6.4-acre site. The proposed revision includes modifications to the basement and second levels of each office building, which would increase the project's gross floor area (GFA) by up to approximately 9,000 square feet, reconfiguration of the primary residential entry at the intersection of Oak Grove Avenue and Garwood Way for improved accessibility, and modification of a portion of the previously-designated community-

servicing use space facing Oak Grove Avenue to a multi-function space. The increase in gross floor area would require payment of an in-lieu fee in compliance with the City's Below Market Rate Housing Program, as recommended by the Housing Commission and included in the conditions of approval;

3. Use permit revision for hazardous materials for a fuel tank supplying a diesel emergency back-up generator, expanded outdoor seating associated with full/limited service restaurants, and the on-site and off-site consumption of alcohol (beer, wine and spirits) and beverage sales establishments (inclusive of a mobile beer truck). In accordance with the requirements of the California State Department of Alcoholic Beverage Control (ABC), to approve the off-site sale of alcohol, the Planning Commission must make a finding that the off-sale of alcohol at this location serves a public convenience or necessity; and
4. A recommendation to the City Council on a Development Agreement (DA) Amendment for the project sponsor to secure vested rights, and for the City to secure a public benefit.

The City prepared an addendum to the certified Final Infill EIR, which considered the above requested entitlements.

Staff Comment: Planner Sandmeier said the project was previously called the Station 1300 project. She said the City Council in 2017 approved a mixed-use development consisting of office, residential and community serving uses. She said the approval included a floor area ratio (FAR) of 1.5. She said the applicant was seeking a Specific Plan amendment that would increase the maximum public benefit bonus level FAR to 1.55 in the ECR NE-R District of the Specific Plan under certain circumstances. She said the applicant was seeking architectural control revision to increase the gross floor area (GFA) up to approximately 9,000 square feet or an FAR of 1.53 to reconfigure the primary residential entry at Oak Grove and Garwood Avenues, and to pay an in-lieu fee in compliance with the City's BMR housing program for the new square footage. She said the application included a request for a use permit revision for hazardous materials and for expanded outdoor seating associated with restaurants and for the onsite and offsite consumption of alcohol. She said lastly the application included a development agreement amendment that would allow the applicant to secure invested rights and for the City to secure a public benefit of \$300,000 to complete a quiet zone study and related projects if funds remained. She said staff recommended that the Planning Commission recommend that the City adopt an ordinance amending the Specific Plan, approve the architectural control revision and use permit revision, and recommend that the City Council adopt an ordinance approving a development agreement amendment. She said the three actions would be made by resolution requiring four Commissioners voting in the affirmative to do so.

Chair Doran said for the record that he toured the project site with Mr. Sanandaji but that would not affect his ability to be impartial in his consideration of the application.

Applicant Presentation: Cyrus Sanandaji said after taking the project over, they concluded from their project analysis that a series of minor modifications were needed to enhance the marketability and functionality of the buildings. He said regarding access at the corner of Garwood and Oak Grove Avenues that the proposed revision was to address ADA access to the residential building and to further activate that corner from the original approval of a community serving use (CSU) to what they were calling a multifunction publicly accessible space. He said that would serve the same purpose and host a Café open to the public. He said the FAR increase request had to do with support space that in its entirety was located in the parking garage so all, but 400 square feet of the proposed FAR

request change, was below grade. He said they were hoping to secure this project modification approval and the completion of the residential building in the early spring so the entire project could receive final approval in the May/June 2022 timeframe. He said they had had advanced discussions with a series of tenants that were conditioned upon being able to provide space that was practical and functional. He said there was a technical matter related to the previously approved and installed backup generator on the site. He provided visuals of the proposed revision to the entryway. He reviewed proposed added security for the basement garage space. He said the seating area they wanted to expand was limited to the Plaza area.

Chair Doran opened the public hearing.

Public Comment:

- Marcy Abramowitz, Felton Gables, said she supported the Springline project modifications and hoped the upgrades were approved. She relayed a pleasant experience she had had sitting in the Springline plaza area near the fountain while waiting for her car to be serviced across the street. She said she saw it as a gathering place for the public. She said she also looked forward to the much-needed new housing the project would bring and the new residents, who hopefully would bring more vitality to the downtown. She said as a neighborhood lead on the citywide quiet zone initiative she was pleased to see \$300,000 from this project for that public benefit.
- Fran Dehn, Menlo Park Chamber of Commerce, said they agreed with the staff recommendation that the Commission in its consideration recommend that the City Council adopt an ordinance amending the Specific Plan to increase the maximum public benefit bonus level FAR from 1.5 to 1.55; that the Commission approve the architectural control revision for compliance with Specific Plan standards and guidelines; approve the use permit revision for hazardous materials, expanded outdoor seating and onsite and offsite alcohol sales, and lastly recommend the Council adopt an ordinance approving the development agreement for the project sponsor to secure vested rights and the City to secure public benefit. She said the Downtown Specific Plan was adopted July 2012 and was intended to establish a framework for private and public improvements on El Camino Real. She said they thought this project was an optimization of a currently approved project as well as recognition of safety enhancements and Covid market shifts.

Chair Doran closed the public hearing.

Commission Comment: Chair Doran said he toured the site and understood the desire for the lobbies in the parking garage. He said the ADA access made complete sense. He said he recognized the kind of bureaucratic glitch in the approvals for the diesel generator. He said he questioned the plaza and the proposed beer truck. He said the project had 10 licensed premises around the plaza. He said he understood that Covid had increased the desire for outdoor spaces for restaurants and bars. He said he did not understand though the need for a beer truck in the plaza.

Mr. Sanandaji said the beer truck was not in addition or competitive with the proposed retail use, which would be located on Oak Grove Avenue. He said on Oak Grove Avenue there was not a lot of outdoor seating potential given the depth and width of the sidewalk. He said they were planning to furnish the entirety of the plaza, so the idea was to encourage activation in that space and extend the ability for the public to be able to enjoy the offerings of the taproom and/or any other restaurant in that area. He referred to the ABC requirement that for them to be able to serve any beer and wine, they had to obtain approval from the City. He said the intent was to activate the area. Chair Doran

asked if they did not have use permit for the beer truck whether people would be able to buy a beer in the taproom and carry it out into the Plaza. Mr. Sanandaji said they would not.

Steve Atkinson said the ABC basically required that rope or some kind of barrier be around outdoor seating where alcohol was served. He said in the taproom a person could sit in the limited amount of seating on Oak Grove Avenue but could not carry a beer around to sit in the plaza under ABC requirements. He said where they intended to expand seating on the plaza there would be barriers and people consuming alcoholic beverages there would have to stay within those barriers. He said for people to enjoy a beer from the taproom in the plaza it had to happen as proposed with the beer truck.

Commissioner Andrew Barnes said he was fine with the reasoning behind the changes requested and recommending that the City Council adopt an ordinance to amend the Specific Plan to increase the public benefit bonus level from 1.5. to 155 FAR. He said he was fine with approving a use permit revision for hazardous materials and the sale of alcohol. He referred to the \$300,000 to go to the Downtown amenity fund or otherwise as mentioned this evening. He asked for information on the quiet zone initiative and who benefitted from it. Planner Sandmeier said the study related to the train horn use. She said the City had budgeted this for a feasibility study. She said the funds from this project would be in case additional funds were needed for that and/or if projects identified out of the study could be done with the \$300,000. She said if funds remained from the \$300,000 after the balance would go into the Downtown amenity fund.

Mr. Atkinson said the quiet zone study was to look at ways in which the noise from the train whistles could be mitigated or not required to be sounded. He said the whistles currently were required to be engaged because of the road crossing.

Mr. Sanandaji said the quiet zone initiative was an effort they were enlisted to support that they were in favor of, and the City Council had made it a priority in response to the community's request.

Commissioner Barnes said he had looked through historic documents related to this project and did not find the fiscal impact analysis and its finding. He said he wondered about the impact of 183 new residential units on the school district and any fee associated with that. He suggested the \$300,000 might be better directed there.

Commissioner Henry Riggs said he had met with Mr. Sanandaji some time ago and toured the site to better understand the variety of requests. He said that Springline had to solve numerous problems in taking over the project both from design matters and an oversight of the City's review process. He said the quiet zone was one of the community amenities selected through community input and he supported the funding of it. He said he found all of staff's recommendations for the Commission's action logical and supportable. He said the changes envisioned here would not increase the occupancy of the project; they would not downgrade the very handsome project that was previously approved. He said the additional alcohol requests reflected a convenience to the 183 new residential unit occupants and potentially to the office workers after hours, and possibly to the community as a whole to share the benefits of a particularly nice plaza. He said he would be happy to make the motion regarding the four items in the recommendation when the Chair found it appropriate to do so.

Commissioner Chris DeCardy said dedicated parking for the residential units had been one space per unit but not necessarily tied to a unit but as dedicated parking for residential only. He asked if that now was .44 spaces per unit. Mr. Atkinson said the original project had more than one unit available as strictly residential parking but there was no strictly residential parking in this plan. He

said they needed to do that to make the shared parking study work for if spaces were residential only then during the day those would not be available for office workers. He said residents coming into the garage in the evening would find plenty of spaces as most of the commercial people would be gone.

Commissioner DeCardy referred to the shift to more outdoor seating related to Covid and asked if they revisited the parking study for a potential shift in office parking. Mr. Sanandaji said they reduced the parking that was originally proposed and built. He said it was approved at almost 1,000 parking spaces and they were down to 942 spaces as they took spaces to provide back of house operating support functions and encouraged and expanded the bicycle parking with lockers and showers. He said also they had secondarily an ability to maintain and then deploy a bicycle fleet for the residents and the occupants/tenants of the office buildings to promote alternative transit. He noted an app for parking for the community that would allow free parking for up to three hours.

Commissioner DeCardy said the project was better because parking spaces would be used differently. He said it was undesirable that buildings were being built to last the next 30 to 50 years that would have great areas of underground space that was not particularly useful for other purposes.

Commissioner DeCardy asked for staff's perspective on why \$300,000 for the quiet zone study was identified. Planner Sandmeier said the applicant proposed the \$300,000 contribution. She said staff reviewed it in comparison to the contribution in 2017 for additional square footage. She said that bonus level square footage compared with the current bonus level square footage so that seemed reasonable. She said it was also reviewed with the Public Works Department, which was taking the lead on the quiet zone study.

Commissioner DeCardy asked what implications for future projects there were from increasing the FAR from 1.5 to 1.55. Planner Sandmeier said the Specific Plan amendment was limited and would only apply to a project that had substantially completed construction and found deficiencies that needed to be addressed. She it was limited to the ECR NE-R District and that district currently had nine properties. She said she did not think the amendment would affect many projects but might help a similar project built at maximum bonus level FAR that then discovered deficiencies when construction was close to completion.

Acting Planning Manager Kyle Perata said the cap for the maximum development potential in the Specific Plan would continue through this amendment so there would be no increase in the total square footage as defined by that cap.

Commissioner DeCardy said in general all the items as recommended looked good.

Commissioner Barnes asked if a community amenities list was developed for the Specific Plan as was developed for ConnectMenlo. Planner Sandmeier said page E17 of the Specific Plan listed suggested amenities, but they were not meant to be limiting. She said it was meant for each project to propose for review at a public hearing. Commissioner Barnes noted Commissioner Riggs' comment that the proposal being made was from a list developed through community process. He said however the items in the Specific Plan were not prescriptive and this was a discretionary process on a project-by-project basis. He said the quiet zone might be worthy for the City to undertake but he did not see a transparency in the selection of it other than the applicant's assertion it was an important thing. He said he would rather see the money used for the school district.



Commissioner Riggs said he did not reference a hallowed list as being part of the Specific Plan but that the proposed amenity was a community-based choice. He said he did so however based on the earlier statements by the applicant. Replying to Commissioner Riggs, Planner Sandmeier said in this case this was a proposal made by the applicant that staff found reasonable. She said as she mentioned the City had budgeted money for a quiet zone study, which she believed was influenced by community input.

Commissioner Cynthia Harris said she appreciated the applicant addressing deficiencies when they took over the project including the more open entry for ADA compliance. She said like one of the speakers she looked forward to sitting in a Café or the courtyard and the attractive setting. She asked how \$63,000 was arrived at for the in-lieu BMR fee. Mr. Atkinson said one of the oddities about the project was that the amount of office and CSU (community serving use) in the 2017 approval was not a specific number but a range. He said the staff report from the 2017 approval stated that the overall amount of commercial (office plus CSU) was around 220,000 square feet. He said with the additions they were making that increased to 224,000. He said that was an additional 4,000 square feet of commercial but because each, the office and the CSU, was stated with an acceptable range varying from 13,000 to 14,000 square feet it was hard to say how much of each was being added. He said both the office and the CSU, and their proposed project were near the upper end of the ranges allowed. He said he looked at it in different ways. He said it seemed like the fairest and most reasonable way was to take the overall increase of 4,000 square feet and divide by two and then apply each to the applicable in lieu rate. He said replying further to Commissioner Harris that the Housing Commission approved this BMR in-lieu proposal.

Commissioner DeCardy noted, after staff explanations of general fund spending decisions and the public amenity fund for the Specific Plan area use, he generally was appreciative of Commissioner Barnes' comments regarding use of the \$300,000 and the principle Commissioner Barnes was trying to get at.

Commissioner Riggs moved to approve as recommended in the staff report. Commissioner Harris seconded the motion.

Commissioner Barnes said he would vote against the motion, not because of any merit deficit in the project, but because he did not believe the community benefit had been vetted. He said if the motion as made failed and a motion could be made to table that piece and approve the other recommended items, he could support that.

Commissioner Michele Tate voted yes but noted that there were inconsistencies between the General Plan and how it impacted ConnectMenlo and the Specific Plan so hopefully those things would line up one day.

**ACTION:** M/S (Riggs/Harris) to approve as recommended in the staff report; passes 5-1 with Commissioner Barnes opposing and Commissioner Kennedy absent.

1. Make a recommendation to the City Council on Specific Plan Amendments to increase the maximum Public Benefit Bonus-level floor area ratio (FAR) from 1.50 to 1.55 in the ECR NE-R District under certain circumstances;
2. Approve the architectural control revision for compliance with Specific Plan standards and guidelines, including determination of a Public Benefit Bonus to exceed the Base level FAR (Floor Area Ratio) standards, for a previously approved mixed-use development consisting of

office, residential, and community-serving uses on a 6.4-acre site. The proposed revision includes modifications to the basement and second levels of each office building, which would increase the project's gross floor area (GFA) by up to approximately 9,000 square feet, reconfiguration of the primary residential entry at the intersection of Oak Grove Avenue and Garwood Way for improved accessibility, and modification of a portion of the previously designated community-serving use space facing Oak Grove Avenue to a multi-function space. The increase in gross floor area would require payment of an in-lieu fee in compliance with the City's Below Market Rate Housing Program, as recommended by the Housing Commission and included in the conditions of approval;

3. Approve the use permit revision for hazardous materials for a fuel tank supplying a diesel emergency back-up generator, expanded outdoor seating associated with full/limited service restaurants, and the on-site and off-site consumption of alcohol (beer, wine and spirits) and beverage sales establishments (inclusive of a mobile beer truck). In accordance with the requirements of the California State Department of Alcoholic Beverage Control (ABC), to approve the off-site sale of alcohol, the Planning Commission makes a finding that the off-sale of alcohol at this location serves a public convenience or necessity; and
4. Make a recommendation of approval to the City Council on a Development Agreement (DA) Amendment for the project sponsor to secure vested rights, and for the City to secure a public benefit.

## **E. Informational Items**

- E1. Future Planning Commission Meeting Schedule
- Regular Meeting: December 13, 2021
  - Regular Meeting: December 20, 2021

Planner Sandmeier said the agenda for the December 13 meeting that was three weeks away had not been finalized.

## **F. Adjournment**

Chair Doran adjourned the meeting at 8:38 p.m.

Staff Liaison: Corinna Sandmeier, Acting Principal Planner

Recording Secretary: Brenda Bennett



## STAFF REPORT

### Planning Commission

Meeting Date:

~~4/10/2022~~ 1/24/2022

Staff Report Number:

22-005-PC

Presentation:

Receive a presentation from the applicant team for the proposed Willow Village mixed-use masterplan development project

### Recommendation

Staff recommends that the Planning Commission receive a presentation from the applicant team for the proposed Willow Village mixed-use project. This presentation is an opportunity for the community to learn more about the proposed project and the next steps in the environmental and entitlement review processes.

### Policy Issues

No actions will be taken as part of the presentation from the applicant team. The Planning Commission and the City Council will ultimately be required to consider the merits of the proposed project, including its consistency with the city's general plan and Zoning Ordinance, along with the municipal code, and other adopted policies and programs of the city such as the below market rate housing program and the provision of community amenities in exchange for bonus level development. The proposed project would require a general plan circulation element amendment to modify the on-site circulation network. The proposed project requires an EIR pursuant to the California Environmental Quality Act (CEQA.) The City Council will be the final decision-making body on the certification of the EIR, General Plan amendment, rezoning, conditional development permit (CDP), major subdivision and the realignment of Hamilton Avenue, and development agreement (DA). The Planning Commission will be the final decision making body on the architectural control permits for each building/site plans.

### Background

#### **Site location**

The project includes a main project site, the realignment of Hamilton Avenue and the associated parcel on the north and south of Hamilton Avenue, and the tunnel access on the Meta (formerly Facebook) West Campus adjacent to Building 20 along Willow Road. Each component is discussed below for reference.

#### **Main project site**

The approximately 59-acre main project site is generally located along Willow Road between Hamilton Avenue and Ivy Drive, previously referred to as the ProLogis Menlo Science and Technology Park. The main project site contains 20 existing buildings, encompassing the following addresses 1350-1390 Willow Road, 925-1098 Hamilton Avenue and 1005-1275 Hamilton Court. The project site currently contains 20 buildings with approximately 1 million square feet of gross floor area. Meta (formerly Facebook) Building 20 is located to the northwest and multifamily and neighborhood commercial uses are to the west, across Willow Road. The property is generally bordered by the San Francisco Public Utilities Commission (SFPUC) Hetch Hetchy right of way and Mid-Peninsula High School to the south, the Dumbarton Corridor to the

north, and properties within the Menlo Park Labs (formerly Menlo Business Park) to the east.

### Hamilton Avenue Parcels

The proposed project includes the realignment of Hamilton Avenue west of Willow Road, and the environmental review for the proposed project studies potential redevelopment of the Chevron station on the parcel to the south of Hamilton Avenue (referred to as Hamilton Avenue Parcel South) and the potential expansion of retail uses on the parcel north of Hamilton Avenue (referred to as Hamilton Avenue Parcel North). Hamilton Avenue parcel north is bounded by Willow Road to the east, Hamilton Avenue to the south, and the Dumbarton Rail Corridor to the north. Multifamily dwelling units at the 777 Hamilton Avenue property are located to the west. Hamilton Avenue parcel south is bounded by Hamilton Avenue to the north, Willow Road to the east, and Carlton Avenue to the west. To the south of the site is a 140-unit multifamily below market rate residential project that is currently under construction.

### Willow Road undercrossing and overcrossing

The main project site would be connected to the Meta West Campus by an undercrossing and an elevated parkway would connect the main project site with the Hamilton Avenue parcel north. Both the undercrossing and elevated park would include public access for bicyclists and pedestrians.

The location map in Attachment A identifies the main project site and off-site components of the proposed project, including the Hamilton Avenue parcels.

### ***Proposed Project***

The applicant, Signature Development Group (SDG) on behalf of Peninsula Innovation Partners, Inc., is proposing to redevelop the project site through the masterplan process, as provided for in the Zoning Ordinance, by utilizing a CDP and entering into a DA, to secure vested rights, with the city. As stated in the site location, the proposed project includes a main project site and off-site components along Hamilton Avenue. The applicant team's presentation will provide more detailed information on the overall project, including the site layout/planning, land uses, architectural design, and project phasing. The summary below is intended to provide an overview of the proposed project for the Planning Commission.

### Main project site

The proposed project would demolish existing on-site buildings and landscaping and construct new buildings within a town square district, a residential/shopping district, and a campus district. The campus district is intended to be occupied by Meta. The proposed site plan is included in Attachment B and a hyperlink to the project plans is included in Attachment C. The proposed project would result in a net increase of approximately 800,000 square feet of nonresidential uses (office space and non-office commercial/retail,) for a total of approximately 1.8 million square feet of nonresidential uses at the project site. In addition, the proposed project would include multifamily housing units, a hotel, publicly accessible open space (i.e. elevated linear park, town square, dog park, and 3.5 acre publicly accessible park).

The project site is zoned O-B (Office, bonus) and R-MU-B (Residential mixed-use, bonus). Through the application of a CDP, the applicant is proposing to redevelop the project site through the masterplan provisions of the Zoning Ordinance. These provisions allow a project to aggregate development potential across the entire site, including square footage, open space requirements, parking, etc.

The following table summarizes proposed development at the project site.

Table 1: Main Project Site Project Data		
	Proposed Project (CDP Standards)	Zoning Ordinance bonus level standards (maximums)*
Residential dwelling units	1,730 units**	1,730 units
Residential square footage	1,695,975 s.f.	1,695,975 s.f.
Residential floor area ratio	225%	225%
Commercial Retail square footage	200,000 s.f.	396,578 s.f.
Commercial Retail floor area ratio	0%	25%
Office square footage	1,600,000 s.f.*	1,774,755 s.f.
Office floor area ratio	113%	125%
Hotel rooms	193	n/a

\*Proposed office square footage includes 1.25M s.f. of office use and up to 350,000 s.f. of meeting and collaboration space use within the Campus District; the total s.f. includes the 25% non-residential FAR permitted in the R-MU portion of the project site.

\*\*The total units would include a minimum of 15 percent of the residential units as below market rate (BMR) units to satisfy the City’s inclusionary requirements. Additional BMR units would be incorporated to comply with the commercial development requirement.

The proposed project would also include a minimum of approximately 19.6 acres of open space, including a minimum of approximately 8.2 acres of publicly accessible open space, both of which exceed the minimum required acreage set by the Zoning Ordinance. The proposed building heights would range from approximately 15 feet to approximately 117 feet for the glass dome enclosing the meeting and collaboration space. The proposed project includes modification requests for various design standards enumerated by the Zoning Ordinance and an increase in height above the maximum height for the mixed-use building identified as Residential Parcel 3. The proposed project would comply with the height (average) for all buildings within each respective zoning district.

Hamilton Avenue Parcels and Willow Road grade separated crossings

The proposed project includes off-site improvements, such as the realignment of Hamilton Avenue and the Willow Road undercrossing and elevated park (over Willow Road). The realignment of Hamilton Avenue would result in the demolition and potential reconstruction of the existing Chevron station (Hamilton Avenue Parcel South) and the potential future expansion of retail uses at the existing Belle Haven neighborhood shopping center (Hamilton Avenue Parcel North).

The realignment of Hamilton Avenue and resulting demolition of the Chevron station are components of the proposed project. However, the potential improvements on Hamilton Avenue Parcels North and South that could occur as a result of the realignment of Hamilton Avenue would be enabled through separate permitting processes. The conceptual site plans for the Hamilton Avenue Parcels are included in Appendix 7 of the masterplan plan set (link in Attachment B) for reference.

The table below summarizes the potential development on the two Hamilton Avenue Parcels and the maximum permitted by the underlying zoning district (C-2-S district). The potential future projects on each parcel are listed below and studied for environmental clearance in the project EIR; however, subsequent

permitting would be required for each parcel individually, including use permits and architectural control permits. Specific designs for developments on each parcel have not been submitted at this time.

Table 2: Hamilton Avenue Parcels North and South Project Data		
Project Site	Potential Future Projects	Zoning Ordinance maximums*
Hamilton Avenue Parcel North	22,400 s.f.	48,134 s.f./(FAR 0.5)
Hamilton Avenue Parcel South	5,700 s.f.	21,126 s.f./(FAR 0.5)

\*Zoning Ordinance maximums represent maximum development potential after realignment of Hamilton Avenue, which includes re-subdividing the parcel to reduce the size of Hamilton Avenue Parcel South and increase the size of Hamilton Avenue Parcel North.

### **Project history**

The City received the initial submittal for the proposed project in July 2017 and issued a notice of preparation (NOP) for the environmental impact report for an updated proposed project on September 18, 2019 and the Planning Commission held an EIR scoping session on October 7, 2019. The City Council received an overview of public comments on the NOP and confirmed the scope and content of the environmental impact report to be prepared at its meeting on December 16, 2019. Since December 2019, the City has continued to review the masterplan proposal, the site-wide infrastructure plans, the tentative map including the realignment of Hamilton Avenue, individual architectural control packages for specific buildings, and develop the EIR to disclose potential environmental effects of the proposed project.

### **Analysis**

This presentation reintroduces the proposed project to the Planning Commission and members of the community. The City is in the process of completing the environmental analysis and anticipates releasing the draft environmental impact report (DEIR) in the first quarter of 2022. The release of the DEIR begins a minimum 45-day comment period and during that period the Planning Commission will hold a public hearing on the DEIR. That meeting is anticipated for the spring of 2022 and this presentation provides an update on the project to the community in advance of the DEIR release. The public hearing for the DEIR would be paired with a study session on the proposed project to allow the Commission and community members to comment on other topics of community interest (e.g. architectural design, project phasing, community amenities, etc.). In addition, the City is reviewing the community amenity proposal associated with the project. It is likely that the proposal would be reviewed by the City Council in February 2022.

### **Correspondence**

Since the notice of this presentation and as of the writing of this report, staff has not received any items of correspondence.

### **Impact on City Resources**

The project sponsor is required to pay Planning, Building and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the proposed project. The project sponsor is also required to fully cover the cost of work by consultants performing environmental review and additional analyses to evaluate potential impacts of the project.



## **Environmental Review**

A project level EIR is underway for the proposed project.

## **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 1,320-foot radius of the project site (including the main project site and the Hamilton Avenue Parcels).

## **Attachments**

- A. Location Map
- B. Illustrative Site Plan
- C. Hyperlink: Masterplan Project Plans  
<https://beta.menlopark.org/files/sharedassets/public/community-development/documents/projects/under-review/willow-village/december-2021/masterplan-plan-set-december-2021.pdf>

## **Disclaimer**

Attached are reduced versions of maps and diagrams submitted by the applicants. The accuracy of the information in these drawings is the responsibility of the applicants, and verification of the accuracy by City Staff is not always possible. The original full-scale maps, drawings and exhibits are available for public viewing at the Community Development Department.

Report prepared by:  
Kyle Perata, Acting Planning Manager

Report reviewed by:  
Corinna Sandmeier, Acting Principal Planner  
Deanna Chow, Assistant Community Development Director



# CITY OF MENLO PARK

## LOCATION MAP

### WILLOW VILLAGE



CITY OF  
MENLO PARK

Scale: 1:7,000

Drawn By: KTP

Checked By: KTP

Date: 1/10/2022







LEGEND	
1	Town Square
2	Grocery Store on Ground Level
3	Publicly Accessible Park
4	Publicly Accessible Dog Park
5	Elevated Park Access (Elevator and Stairs)
6	Elevated Park
7	Hotel
8	Mixed-Use Block
9	Residential Block
10a	Office Campus
10b	Meeting & Collaboration Space
11	Parking Garage with Transit Hub on Ground Level
12	Proposed Multi-use Pathway
13	Willow Road Tunnel
14	Realigned Hamilton Avenue
15	Hamilton Avenue Parcel North
16	Hamilton Avenue Parcel South

MASTER PLAN  
 Peninsula Innovation Partners  
 Conditional Development Permit

# WILLOW VILLAGE

Menlo Park, CA

G2.01  
 Conceptual Master Plan  
 December 23, 2021

## Additional Comments Received after Staff Report Publication

**From:** [Pamela Jones](#)  
**To:** [Planning Commission](#)  
**Subject:** Planning Commission 01242022 Item F1  
**Date:** Monday, January 24, 2022 2:37:53 PM

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**CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.**

Chair Doran, Vice Chair DeCardy, Commissioners Barnes, Harris, Tate, Riggs, Kennedy and Staff

Please define a “neighborhood shopping center.”

The area referred to as “Belle Haven Neighborhood Shopping Center” and “expansion of retail uses” implies a shopping area with restaurants, clothing stores, supermarket, drug store and other businesses that support the neighborhood. The area on Willow Road and Hamilton Avenue referred to in the related documents, consists of 5 restaurants, nail salon, Starbucks and Jack in the Box fast food with drive through. The police substation is also housed in this area and not considered retail.

The gas station is the only gas station that serves the Belle Haven neighborhood and the closest alternative is about 1.5 miles away on Willow Road.

The staff report states “potential expansion of retail uses” without further information about location, retailers, etc. and date of available services. There is also no time line or location for the gas station.

Lastly, there is no clear details on the changes of Willow Road as shown in the renderings. It appears that at some intersections there will be 2 additional lanes for turning North and South at Willow Road and Main Street and Willow Road and Park Street. There are no renderings for Ivy Drive and Willow Road that indicate turning lanes. Any changes with negative effects on Willow Road will dramatically effect the quality of life for the current neighborhood.

Respectfully, Pam D Jones

Sent from [Mail](#) for Windows

**From:** [victoria.robledo](#)  
**To:** [PlanningDept](#)  
**Subject:** [Sent to Planning JF-1 Willow Village  
**Date:** Monday, January 24, 2022 3:59:25 PM

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**CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.**

As a resident of Belle Haven I would like to request that the number of units be decreased to 1,200 due to the increased traffic affecting Willow Road. In addition, if there is a park as part of this project, that the park be facing Willow Road with an entrance off Hamilton and NOT an entrance Willow. I say this to eliminate traffic attempting to enter at Willow and causing pile ups. I would also like to question does Facebook need additional building ? We have enough traffic.. We do not need another HOTEL !!

Thank you,  
Victoria Robledo



## MEMORANDUM

**Date:** 1/14/2022  
**To:** Planning Commission  
**From:** Fahteen Khan, Assistant Planner  
**Re:** 709 Harvard Avenue – Exterior material changes to siding, windows and doors at the main house and detached garage, and window and door relocations: Determination of Substantial Conformance (PLN2020-00013\_SC01)

For all applications that involve the construction or alteration of structures (e.g., Architectural Control and Use Permit), a standard condition of approval is applied requiring the subsequent development to be in substantial conformance with the approved plans. In the following case, staff believes that a project's proposed changes are in substantial conformance with its original approval, although the modifications warrant notification of the Planning Commission. As is described in more detail later, any Planning Commissioner may request that the item be added to the agenda of the next Planning Commission meeting for further discussion.

### **Background**

On July 13, 2020, the Planning Commission approved a use permit to perform interior and exterior modifications, including the addition of a balcony, to an existing nonconforming two-story, single-family residence and an existing nonconforming detached garage that would exceed 50 percent of the replacement value of each of the two existing nonconforming structures in a 12-month period. The subject parcel is located on a substandard lot in the R-2 (Low Density Apartment) zoning district. The Planning Commission staff report with approved plans and meeting minutes are available through the link provided below.

### **Staff report**

[https://www.menlopark.org/DocumentCenter/View/25642/F1\\_709-Harvard-Ave?bidId=](https://www.menlopark.org/DocumentCenter/View/25642/F1_709-Harvard-Ave?bidId=)

### **Minutes**

[https://www.menlopark.org/AgendaCenter/ViewFile/Minutes/\\_07132020-3468](https://www.menlopark.org/AgendaCenter/ViewFile/Minutes/_07132020-3468)

The building permits were issued on 10/22/2020 for the main house (BLD2018-01415-REV003) and 10/26/2020 for the detached garage (BLD2020-02721), construction is complete.

### **Proposed Revisions**

The applicant is now requesting to legalize the following changes to the approved plans that were made during construction:

#### All elevations:

- The use of thicker trim from a standard two inches to three and a half inches



- on the bottom and the two sides of all windows and doors.
- The use of thicker trim from a standard two inches to six inches on the top of all windows and doors.
- The addition of gridding to the windows.

Front elevation:

- On the first floor left-side, the horizontal siding was replaced with veneer siding.
- The horizontal siding on the second floor dormers was replaced with shake shingle siding.
- The front entry door was replaced with a door consisting of two glass panels and wood trim.

Rear elevation:

- On the first floor, right-side the horizontal siding on the gable end was replaced with shake shingle siding and a vent was added.
- On the first floor right-side, the window was reduced in size from a four-foot by four-foot window to a two-foot by three-foot window to accommodate the internal layout of a bathroom.
- A door and window were shifted to accommodate the internal layout of the kitchen and family room.

Left elevation:

- The balcony railing was replaced with a solid wall with horizontal siding for privacy reasons.
- A change in the first-floor roof line to provide for adequate drainage under the solid balcony wall.
- Horizontal siding on the gable end was replaced with shake shingle siding and a vent was added.
- Two windows on the second story were shifted to accommodate the internal layout. Sill heights remain the same at two feet, nine inches and three feet, eight inches, respectively. The windows are separated by six feet, six inches instead of two feet, six inches.
- On the first floor, right-side the horizontal siding was replaced with veneer siding, which wraps around from the front.

Right elevation:

- Horizontal siding on the gable end was replaced with shake shingle siding and a vent was added.
- Two pop outs were consolidated into one. The consolidated pop outs house mechanical equipment for a new gas fireplace.
- Second floor window placement shifted toward the center due to the chimney removal and consolidation of the two pop outs to one.
- On the left side of the first-floor, horizontal siding was replaced with stone veneer.
- A four feet by four feet, six-inch window was added, with a sill height of two-feet seven-inches. This change is reflected on the first-floor, right-side of the right elevation.

- The window for the living room increased in size from seven feet by one foot, six-inches to seven feet, six inches by three feet and the sill height was lowered to three feet, eight inches whereas five feet, seven inches was approved.

The applicant is now also requesting to legalize the following changes to the approved plans for the detached garage:

Front elevation:

- The garage door was changed from a modern style to a farm house style.
- Horizontal siding on the gable end was replaced with shake shingle siding and a vent was added.

Rear elevation:

- Horizontal siding on the gable end was replaced with shake shingle siding, a vent was added, and a decorative support column for the gable beam was removed.
- The wooden posts were widened from six inches to one foot and have decorative wood trim at the bottom which is one foot, two inches wide.

Left elevation:

- The location of the door changed from the left to the right side of the elevation.
- The use of thicker trim from a standard two inches to three and a half inches on the bottom and two sides of all windows and doors. The top also has a thicker trim, which increased from a standard two inches to six inches.
- The window sill height was lowered to three feet, two inches from three feet, 11 inches. The window dimension increased from six feet by three feet to six feet by three feet, six inches.

Project plans comparing the approved and proposed floor plans, juxtaposed on the same sheet, are included as Attachment A, and a project description letter summarizing the changes is included as Attachment B.

The applicant also made the following additional changes to the approved plans:

- The location of the HVAC unit was updated pursuant to PG&E recommendation.
- The existing concrete driveway was replaced with paver blocks to match the rest of the paving on the site. New paving to the left side of the residence was also added to match the existing pavers.
- The front steps were changed from a semi-circle to regular steps.

**Staff Review**

Staff has determined that the changes to the project plans are in substantial conformance with the Planning Commission's previous action based on the following:

- These changes do not increase any existing non-conformities.
- The footprints of the residence and the garage are unchanged.

- There is no increase in floor area.
- The overall integrity of the architectural design is maintained.
- The changes to the windows do not enlarge second-story windows or lower second-story sill heights, so there would be no new privacy-related impacts.

### **Planning Commission Review**

If any member of the Commission would like to discuss the changes to the plans described above at the January 24, 2022, Planning Commission meeting, please notify staff no later than **5:30 p.m. on Tuesday, January 18, 2022**. If staff does not receive a request from a Planning Commissioner, there will be no further review, and the City will proceed with processing the described modifications as part of the building permit application. If any member of the Commission makes such a request, the item would be placed on the January 24, 2022, agenda as a regular business item to give the full Commission the opportunity to determine whether or not the changes meet the intent of the original approval. No additional materials beyond what is contained in this memorandum would be prepared for the agenda item.

If you have questions about the project, please contact Fahteen Khan at [fnkhan@menlopark.org](mailto:fnkhan@menlopark.org). If you wish to request that this item be scheduled for the Planning Commission meeting, please contact Corinna Sandmeier at [cgsandmeier@menlopark.org](mailto:cdsandmeier@menlopark.org)

### **Attachments**

- A. Approved and Revised Plans and Elevations
- B. Project Description Letter



Revisions	By
10.25.2021	DT
01.05.2022	DT



A House and Detached Garage Remodel for:  
**The Williams Residence**  
 709 Harvard Avenue  
 Menlo Park, CA

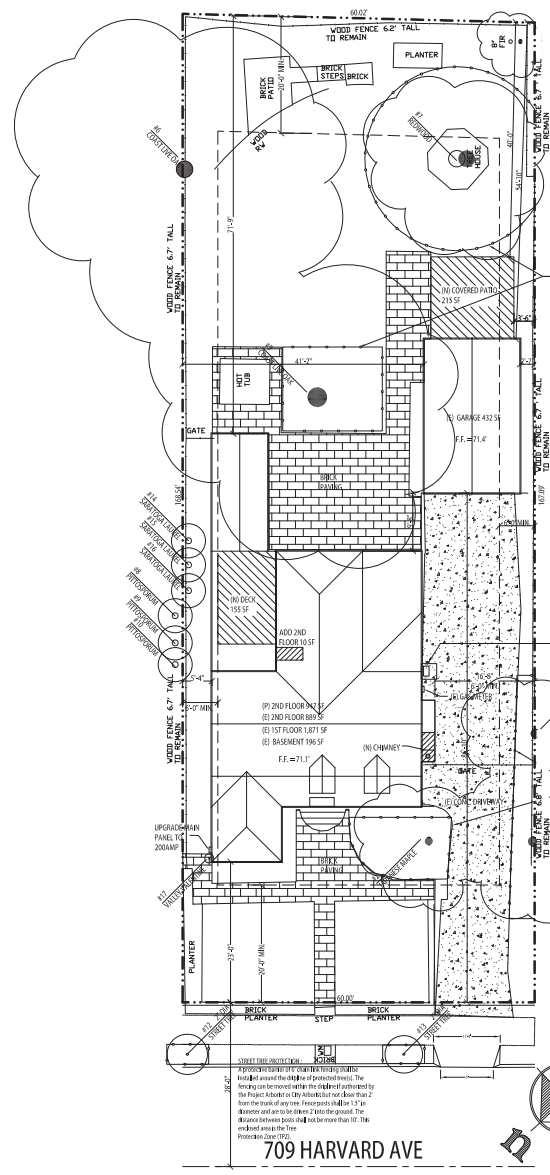


◆ Base and depth on the study to use as a guide for the project. The project is subject to change and the final design will be determined by the project team. The project team will be responsible for the final design and construction. The project team will be responsible for the final design and construction. The project team will be responsible for the final design and construction.

08.16.2021  
 D. Tamira  
 Designer

**A2.1**

PLANNING NOTE:  
 THE NONCONFORMING WALL IS NOT TO BE DEMOLISHED,  
 AND IF DEMOLISHED IT CANNOT BE REBUILT IN ITS CURRENT LOCATION. ANY NEW CONSTRUCTION  
 WILL NEED TO MEET THE SETBACK REQUIREMENTS, AND MAY NEED TO BE STEPPED BACK  
 FROM THE EXISTING WALL LINE.



709 HARVARD AVE

SITE PLAN (APPROVED PLANNING COMMISSION)

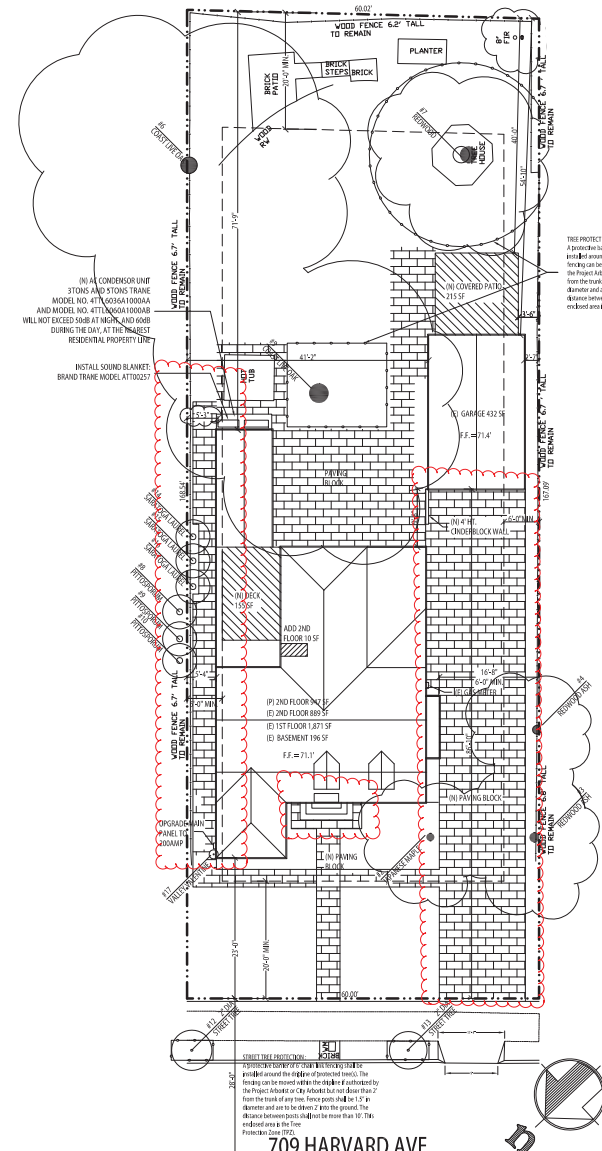
1"=10'-0"  
 APN 071-434-060

TREE PROTECTION:  
 A protective barrier of 6' chain link fencing shall be installed around the drip line of protected trees. The fencing can be removed within the drip line of a tree by the Project Architect or City Architect but not closer than 2' from the trunk of any tree. Fence posts shall be 12" in diameter and set to be 6" above 2" into the ground. The distance between posts shall be no more than 10'. The enclosed area is the Tree Protection Zone (TPZ).

SITE ANALYSIS  
 TOTAL SF OF PARCEL: 12,068 SF

IN AC CONDENSOR UNIT  
 CABRIER MODEL BINARY 190S  
 FEATURES <500B AT 5'-0" AWAY FROM UNIT  
 WILL NOT EXCEED 500B AT NIGHT AND 600B  
 DURING THE DAY AT THE NEAREST  
 RESIDENTIAL PROPERTY LINE

TREE PROTECTION:  
 A protective barrier of 6' chain link fencing shall be installed around the drip line of protected trees. The fencing can be removed within the drip line of a tree by the Project Architect or City Architect but not closer than 2' from the trunk of any tree. Fence posts shall be 12" in diameter and set to be 6" above 2" into the ground. The distance between posts shall be no more than 10'. The enclosed area is the Tree Protection Zone (TPZ).



709 HARVARD AVE

SITE PLAN (PROPOSED)

1"=10'-0"  
 APN 071-434-060

TREE PROTECTION:  
 A protective barrier of 6' chain link fencing shall be installed around the drip line of protected trees. The fencing can be removed within the drip line of a tree by the Project Architect or City Architect but not closer than 2' from the trunk of any tree. Fence posts shall be 12" in diameter and set to be 6" above 2" into the ground. The distance between posts shall be no more than 10'. The enclosed area is the Tree Protection Zone (TPZ).

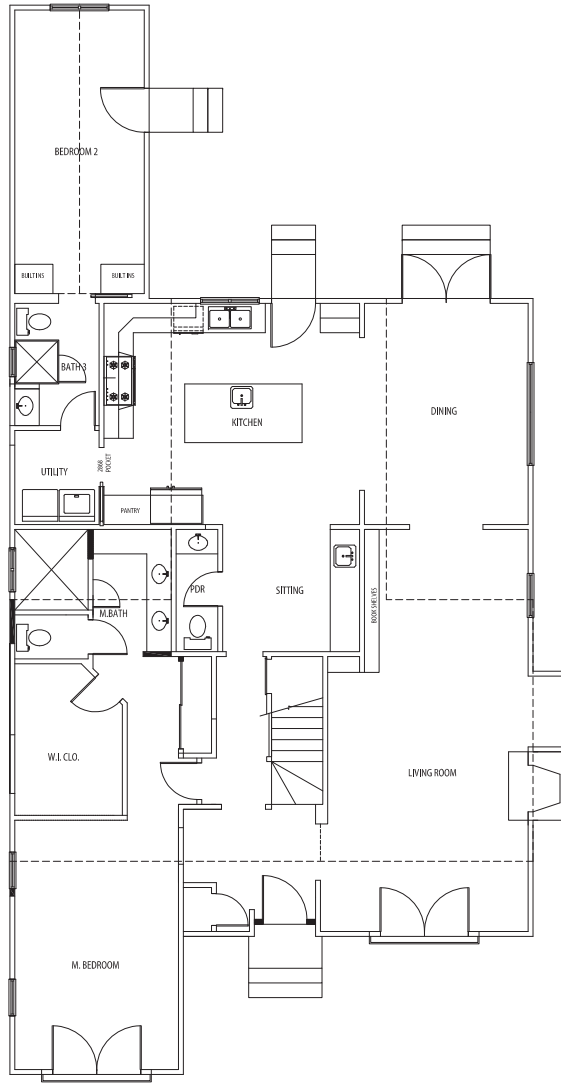
SITE ANALYSIS  
 TOTAL SF OF PARCEL: 10,068 SF

TREE LIST

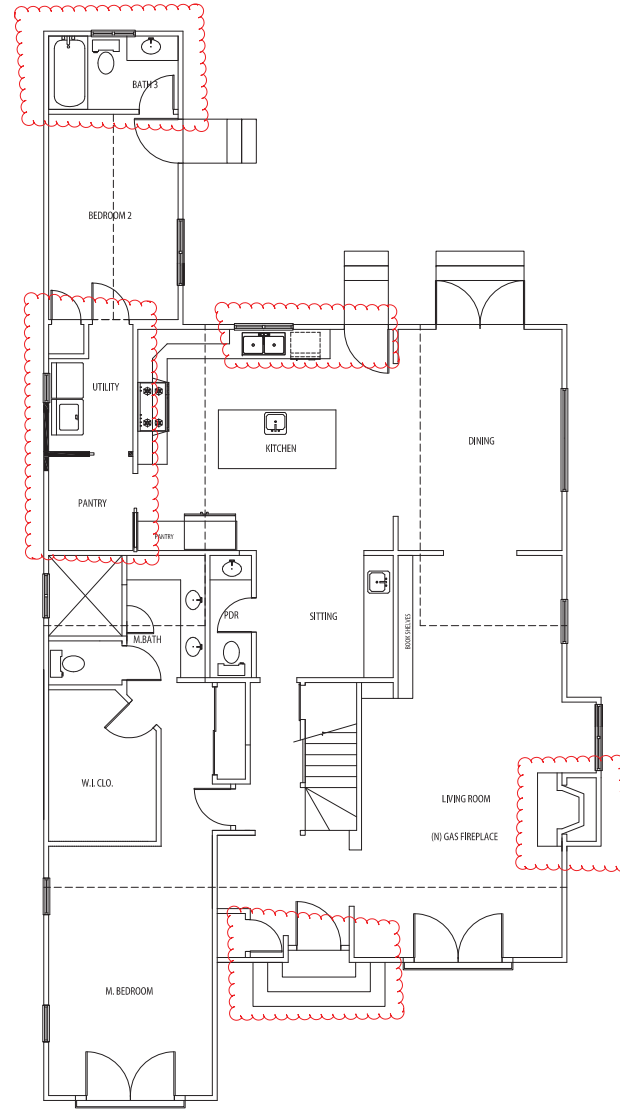
#1	ENGLISH WALNUT > REMOVED (DIED)	11" DIA
#2	JAPANESE MAPLE	16" DIA
#3	ACER PALMATAHUM	22.9" DIA
#4	REDWOOD ASH (FRAXINUS ANGUSTIFOLIA)	17.1" DIA
#5	REDWOOD ASH (FRAXINUS ANGUSTIFOLIA)	40.2" DIA
#6	COAST LIVE OAK (QUERCUS AGRIFOLIA)	35" DIA
#7	REDWOOD (SEQUOIA SEMPERVIRENS)	35.5" DIA
#8	PITTIOSPORUM (PITTIOSPORUM EUGENIODES)	18" DIA
#9	PITTIOSPORUM (PITTIOSPORUM EUGENIODES)	18" DIA
#10	PITTIOSPORUM (PITTIOSPORUM EUGENIODES)	18" DIA
#11	LONDON PLANE (PLATANUS X HISPANICA)	9.6" DIA
#12	STREET TREE	2" DIA
#13	STREET TREE	2" DIA
#14	SARATOGA LAUREL TREE	(N) 30" BOX SIZE
#15	SARATOGA LAUREL TREE	(N) 30" BOX SIZE
#16	SARATOGA LAUREL TREE	(N) 30" BOX SIZE
#17	VALLEY VALENTINE LILLY OF THE VALLEY	(N) 3 GAL

\* ON NEIGHBOR PROPERTY  
 \*\* ON NEIGHBOR PUBLIC RIGHT AWAY, REFER TO AREA PLAN





PROPOSED 1ST FLOOR PLAN  
SCALE 1/4" = 1'-0" (APPROVED PLANNING COMMISSION)



PROPOSED 1ST FLOOR PLAN  
SCALE 1/4" = 1'-0" (PROPOSED)

Revisions	By
01.05.2022	DT



A House and Detached Garage Remodel for:  
**The Williams Residence**  
709 Harvard Avenue  
Menlo Park, CA

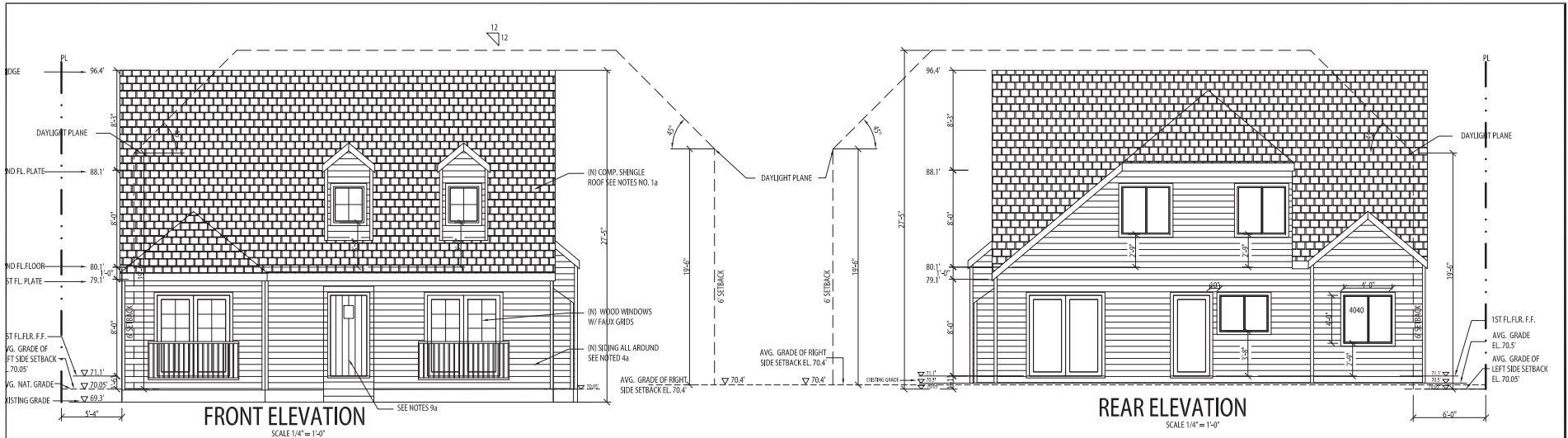


◆ Refer and indicate on the drawing any architectural details to be provided by the contractor. The contractor shall be responsible for obtaining all necessary permits and approvals. The contractor shall be responsible for coordinating with all other trades and subcontractors. The contractor shall be responsible for obtaining all necessary permits and approvals. The contractor shall be responsible for coordinating with all other trades and subcontractors. The contractor shall be responsible for obtaining all necessary permits and approvals. The contractor shall be responsible for coordinating with all other trades and subcontractors.

Date: 03.15.2020  
Drawn: D.Tamira  
Sheet:

A5.2.1



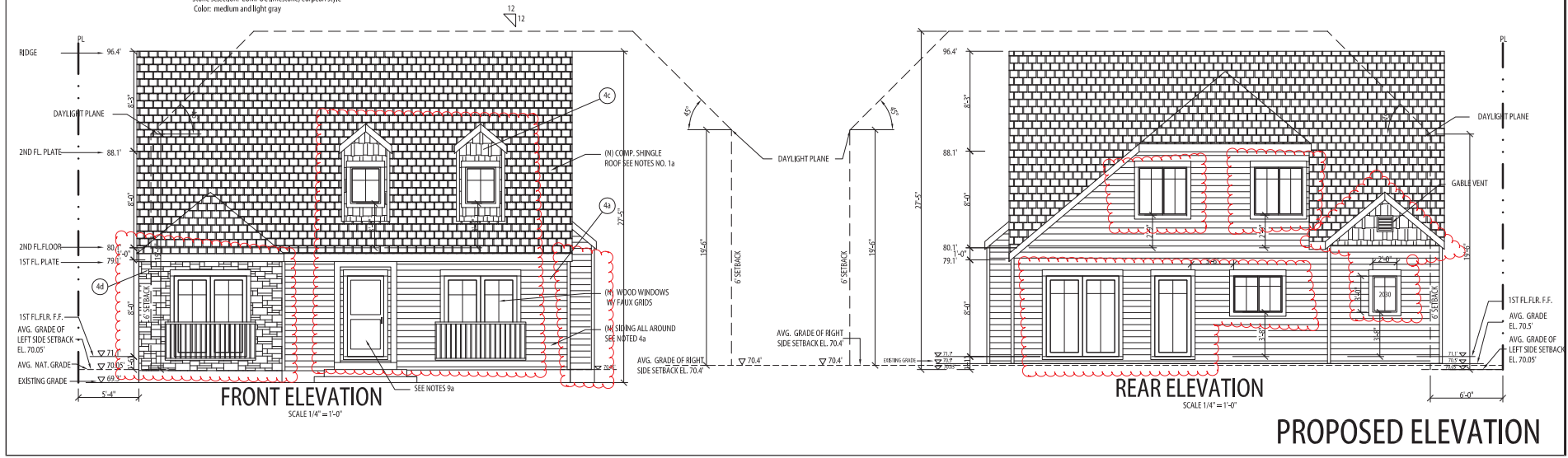


**FRONT ELEVATION**  
SCALE 1/4" = 1'-0"

**REAR ELEVATION**  
SCALE 1/4" = 1'-0"

**APPROVED ELEVATION**

- 1a. ROOFING MATERIAL: COMPOSITION SHINGLE ROOF BRAND Elk roof system or equal class 'A' roofing material of 30lb felt COLOR DARK GREY
- b. ROOF LESS THAN 4/12 OR FLAT ROOF WITH DURA-FOAM ROOF MATERIAL OR SIMILAR MATERIAL MIN CLASS 'A' ROOF WITH 40 YEARS MIN.
- c. COMBINATION 15LB AND 30LB FELT
2. GUTTERS AND DOWNSPOUTS : 3" DOWNSPOUT SELECT BY OWNER W/ SPLASH BLOCKS AT END FOR POSITIVE DRAINAGE AWAY FROM BUILDING
3. LAMP PLUS MODEL CASA SEVILLE IRON SCROLL 72058 EXTERIOR LIGHTING.
4. EXTERIOR FINISH:
  - a. 3/8" exotic siding brand James Hardie
    - installed over 2 layers of grade 'D' paper w.p. membrane house wrap ("Tyvek or equiv"). Finished per manufacturer recommendations.
    - Corner boards rough sawn 5/4 fiber cement James Hardie, primed pine or equiv.
    - b. 3 coat (stucco) 7/8" min. thk. of 2 layers of grade 'D' paper under stucco where occurs over plywood sheathing, 26 ga galvanized weep screed at foundation plate line at least 4" above grade or 2" above concrete or paving) per CBC or approved spray stucco over foam and wipe fabric bats.
    - c. shake/shingle style siding brand James Hardie
      - installed over 2 layers of grade 'D' paper w.p. membrane house wrap ("Tyvek or equiv"). Finished per manufacturer recommendations.
      - Corner boards rough sawn 5/4 fiber cement James Hardie, primed pine or equiv.
      - d. Kansas limestone flint hills mottled band us stone® plaster brown coat of plaster scratch coat w/ 26 gauge weep screen at foundation (min. 4" above grade) or 2 layers of class 'D' building paper of 1/2 cdx - "all sides"
      - Stone selection: LOMPOC limestone, european style
      - Color: medium and light gray
5. 1X OF TRIM , EXTERIOR TRIM AT EXTERIOR OPENINGS SHALL BE WEATHER PROTECTED PER C.B.C. COLOR PER KELLY MOORE TRIM
6. ADDRESS : PROVIDE HOUSE ADDRESS NUMBERS CLEARLY VISIBLE FROM STREET.
7. WINDOWS : PELLA WOOD WINDOW architect series with white color exterior, W/ FAUX GRDS
8. FASCIA : 2 X 8 R/S FASCIA BOARD @ ALL GABLE ENDS
- 9a. ENTRY DOOR : WOOD WITH 2 LITE GLASS
10. FIRE BLOCKING PER CBC 302.11: AT SPRINGS/ROUNDVENTS, PIPES, DUCTS, CABLES AND WIRES AT CEILING AND FLOOR LEVEL, WITH AN APPROVED MATERIAL TO RESTRICT THE FREE-PASSAGE OF FLAME AND PRODUCTS OF COMBUSTION THE MATERIAL FILLING THIS ANNUAL SPACE SHALL NOT BE REQUIRED TO MEET THE ASTM E 136 REQUIREMENTS.



**FRONT ELEVATION**  
SCALE 1/4" = 1'-0"

**REAR ELEVATION**  
SCALE 1/4" = 1'-0"

**PROPOSED ELEVATION**

Revisions	By
08.16.2021	DT
10.25.2021	DT
01.05.2022	DT

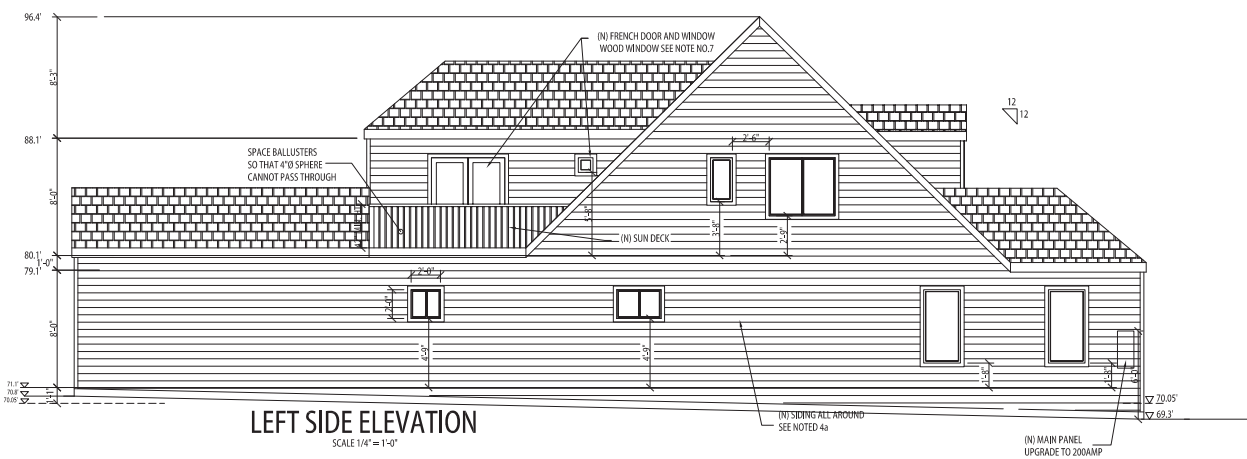


A House and Detached Garage Remodel for:  
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08.16.2021  
D.Tamira

**A7.4**

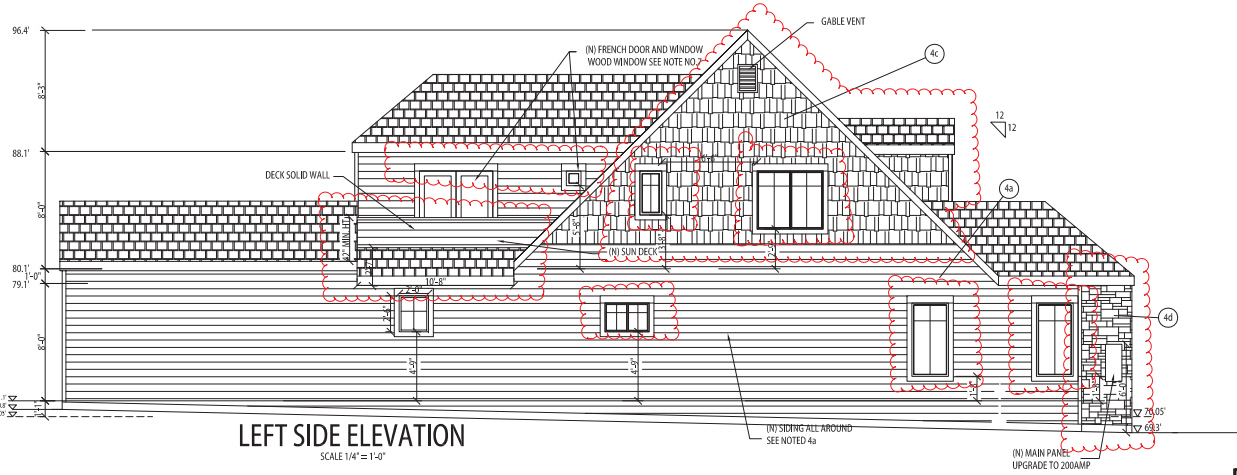
Revisions	By
08.16.2021	DT
10.25.2021	DT
01.05.2022	DT



LEFT SIDE ELEVATION  
SCALE 1/4" = 1'-0"

- 1a. ROOFING MATERIAL- COMPOSITION SHINGLE ROOF BRAND Ek- roof system or equal class 'A' roofing material of 30lb/sq. COLOR DARK GREY
- b. ROOF LESS THAN 4/12 OR FLAT ROOF WITH DURA-FOAM ROOF MATERIAL OR SIMILAR MATERIAL, MIN CLASS 'A' ROOF WITH 40 YEARS MIN. O/COMBINATION ISLB AND SOLB FELT
2. GUTTERS AND : HALF ROUND GUTTERS SELECT BY OWNER 065"
- DOWNSPUTS : 3"DOWNSPUT SELECT BY OWNER W/ SPLASH BLOCKS AT END FOR POSITIVE DRAINAGE AWAY FROM BUILDING
3. LAMP PLUS MODEL CASA SEVILLE IRON SCROLL 20558 EXTERIOR LIGHTING.
4. EXTERIOR FINISH:
  - a.6" hertz siding brand James Hardie
    - installed over 2 layers of grade 'D' paper w/p. membrane house wrap ("Tyvek or equiv"). Finished per manufactured recommendations.
    - Corner boards: rough sawn 5/4 fiber cement James Hardie, primed pine or equiv.
  - b. 3 coat (stucco) 7/8" min. thk. o/ 2 layers of grade 'D' paper under stucco where occurs over plywood sheathing, 26 ga galvanized weep screed at foundation plate line at least 4" above grade or 2" above concrete or paving) per cbc or approved spray stucco over foam and wire fabric lath.
  - c. shake/shingle style siding brand James Hardie
    - installed over 2 layers of grade 'D' paper w/p. membrane house wrap ("Tyvek or equiv"). Finished per manufactured recommendations.
    - Corner boards: rough sawn 5/4 fiber cement James Hardie, primed pine or equiv.
  - d.kansas limestone flint hills mottled brand us stoneo/ plaster brown coat o/ plaster scratch coat
    - w/ 26 gauge weep screen at foundation (min. 4" above grade)
    - o/ 2 layers of class 'D' building paper or 1/2 class "all sides"
    - Stone selection: LOMPOC limestone, european style
    - Color: medium and light gray
5. 1X OF TRIM, EXTERIOR TRIM AT EXTERIOR OPENINGS SHALL BE WEATHER PROTECTED PER C.B.C. COLOR PER KELLY MOORE TRIM
6. ADDRESS : PROVIDE HOUSE ADDRESS NUMBERS CLEARLY VISABLE FROM STREET. ADDRESS TO BE 4" TALL AND OF COLOR CONTRASTING TO BACKGROUND
7. WINDOWS : PELLA WOOD WINDOW architect series with white color exterior, w/ FAUX GRIDS
8. FASCIA : 2 X 8 R/S FASCIA BOARD @ ALL GABLE ENDS
- 9a. ENTRY DOOR : WOOD WITH 2 LITE/GLASS
10. FIRE BLOCKING PER CRC 302.11: AT OPENINGS AROUND VENTS, PIPES, DUCTS, CABLES AND WIRES AT CEILING AND FLOOR LEVEL, WITH AN APPROVED MATERIAL TO RESET THE FREE PASSAGE OF FLAME AND PRODUCTS OF COMBUSTION THE MATERIAL FILLING THIS ANNULAR SPACE SHALL NOT BE REQUIRED TO MEET THE ACTIVE FIRE REQUIREMENTS.

APPROVED ELEVATION



LEFT SIDE ELEVATION  
SCALE 1/4" = 1'-0"

PROPOSED ELEVATION

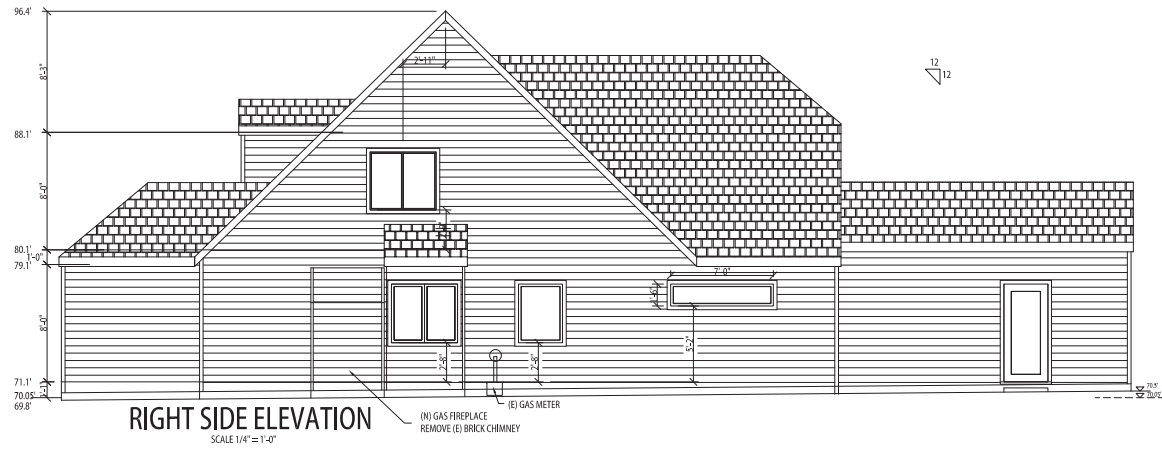
A House and Detached Garage Remodel for:  
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◆ Review and design on the study by user approved under the program of CDR/CEC. CDR/CEC is not responsible for any errors or omissions in this drawing. The user is responsible for providing the proper information and for checking the accuracy of the information provided. The user is responsible for obtaining all necessary permits and for complying with all applicable codes and regulations. The user is responsible for obtaining all necessary approvals and for complying with all applicable codes and regulations. The user is responsible for obtaining all necessary approvals and for complying with all applicable codes and regulations.

Date	08.16.2021
Drawn	D.Tamira
Scale	

A7.5

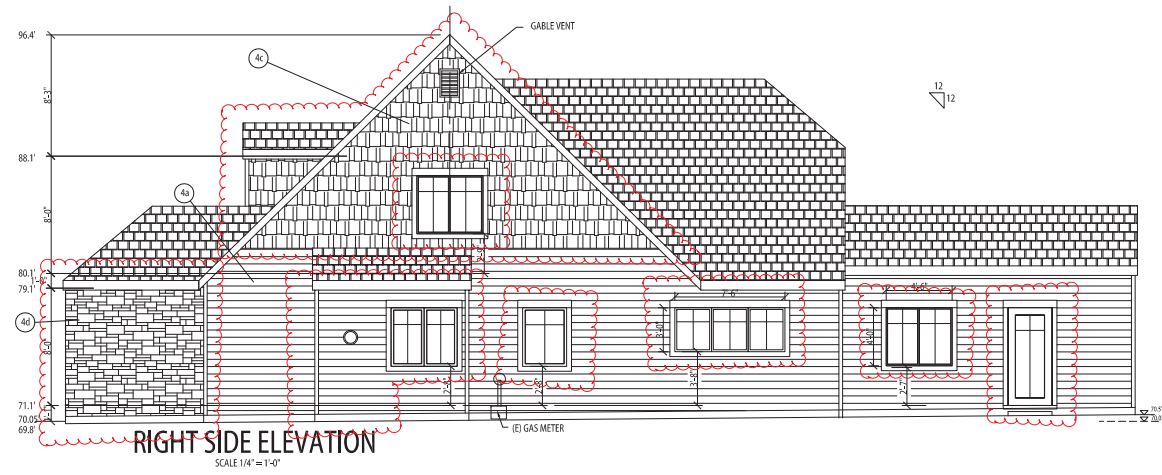
Revisions	By
08.16.2021	DT
10.25.2021	DT
01.05.2022	DT



**RIGHT SIDE ELEVATION**  
SCALE 1/4" = 1'-0"

- 1a. ROOFING MATERIAL: COMPOSITION SHINGLE ROOF BRAND Ek roof system or equal class 'A' roofing material of 30Lb felt COLOR DARK GREY
- b. ROOF LESS THAN 4/12 OR FLAT ROOF WITH DURA-FOAM ROOF MATERIAL OR SIMILAR MATERIAL, MIN CLASS 'A' ROOF WITH 40 YEARS MIN. D/COMBINATION 15LR AND 30LB FELT
2. GUTTERS AND : HALF ROUND GUTTERS SELECT BY OWNER 065"
- DOWNSPUTS : 3" DOWNSPOUT SELECT BY OWNER W/ SPLASH BLOCKS AT END FOR POSITIVE DRAINAGE AWAY FROM BUILDING
3. LAMP PLUS MODEL CASA SEVILLE IRON SCROLL 72058 EXTERIOR LIGHTING.
4. EXTERIOR FINISH:
  - a. 0" horiz. siding brand James Hardie
    - installed over 2 layers of grade 'D' paper w.p. membrane house wrap ("Tyvek or equiv"). Finished per manufactured recommendations.
    - Corner boards rough sawn 5/4 fiber cement, James Hardie, primed pine or equiv.
  - b. 3 coat (stucco) 7/8" min. thk. of 2 layers of grade 'D' paper under stucco where occurs over plywood sheathing, 26 ga galvanized weep screed at foundation plate line at least 4" above grade or 2" above concrete or paving per cbc or approved spray stucco over foam and wire fabric lath.
  - c. shake/shingle style siding brand James Hardie
    - installed over 2 layers of grade 'D' paper w.p. membrane house wrap ("Tyvek or equiv"). Finished per manufactured recommendations.
    - Corner boards rough sawn 5/4 fiber cement, James Hardie, primed pine or equiv.
  - d. kansas limestone flint hills mottled brand us stone/ plaster brown coat of plaster scratch coat w/ 26 gauge weep screen at foundation (min. 4" above grade)
    - o 2 layers of class 'D' building paper or 1/2 cbr- "all sides"
    - Stone selection: LOMPOC limestone, european style
    - Color: medium and light gray
5. 1X DF TRIM, EXTERIOR TRIM AT EXTERIOR OPENINGS SHALL BE WEATHER PROTECTED PER C.B.C. COLOR PER KELLY MOORE TRIM
6. ADDRESS : PROVIDE HOUSE ADDRESS NUMBERS CLEARLY VISIBLE FROM STREET. ADDRESS TO BE 4" TALL AND OF COLOR CONTRASTING TO BACKGROUND
7. WINDOWS : PELLA WOOD WINDOW architect series with white color exterior, W/ FAUX GRIDS
8. FASCIA : 2 X 8 R15 FASCIA BOARD @ ALL GABLE ENDS
- 9a. ENTRY DOOR : WOOD WITH 2 LITE GLASS
10. FIRE BLOCKING PER CBC 302.11: AT OPENINGS AND IN VENTS, RAFTS, DUCTS, CABLES AND WIRES AT CEILING AND FLOOR LEVEL, WITH AN APPROVED MATERIAL TO RESET THE FREE PASSAGE OF FLAME AND PRODUCTS OF COMBUSTION, THE MATERIAL FILLING THIS ANNUAL SPACE SHALL NOT BE REQUIRED TO MEET THE ASTM E 136 REQUIREMENTS.

**APPROVED ELEVATION**



**RIGHT SIDE ELEVATION**  
SCALE 1/4" = 1'-0"

**PROPOSED ELEVATION**

A House and Detached Garage Remodel for:  
**The Williams Residence**  
709 Harvard Avenue  
Menlo Park, CA

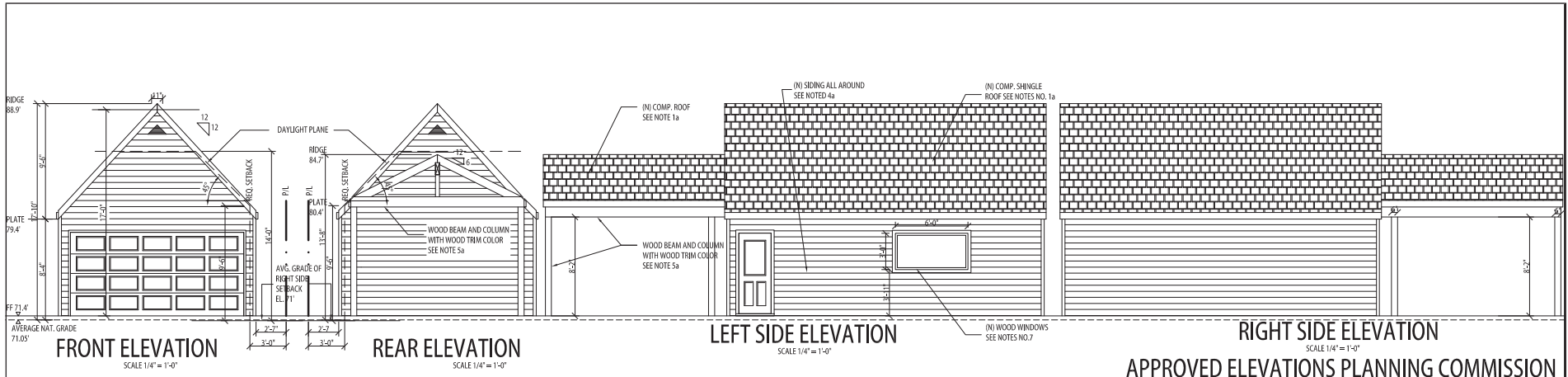
◆ Review and design on the drawing is based on the information provided by the owner. It is the responsibility of the owner to provide accurate information and to verify the accuracy of the information provided. The architect is not responsible for the accuracy of the information provided by the owner. The architect is not responsible for the accuracy of the information provided by the owner. The architect is not responsible for the accuracy of the information provided by the owner.

Date: 08.16.2021  
Drawn: D.Tamira  
Sheet: A7.6

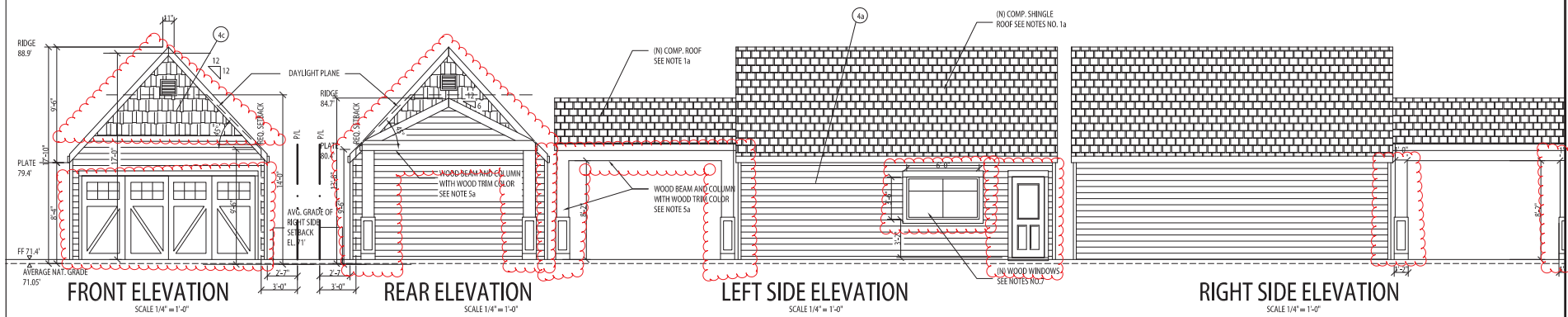




Revisions	By
09.17.2021	D.T.
10.26.2021	DT
01.05.2022	DT



- 1a. ROOFING MATERIAL: COMPOSITION SHINGLE ROOF BRAND Elk roof system or equal class 'A' roofing material of 30lbs/sq ft COLOR DARK GREY  
b. ROOF LESS THAN 4/12 OR FLAT ROOF WITH DURA-FOAM ROOF MATERIAL OR SIMILAR MATERIAL, MIN CLASS 'A' ROOF WITH 40 YEARS MIN. COMBINATION 15LB AND 30LB FELT
2. GUTTERS AND DOWNSPOUTS : 1 1/2" ROUND GUTTERS SELECT BY OWNER 065"  
DOWNSPOUTS : 1 1/2" DOWNSPOUT SELECT BY OWNER W/ SPLASH BLOCKS AT END FOR POSITIVE DRAINAGE AWAY FROM BUILDING
3. LAMP PLUS MODEL CASA SEVILLE IRON SCROLL 72058 EXTERIOR LIGHTING.
4. EXTERIOR FINISH:  
a. b. "hale" siding brand James Hardie  
- Installed over 2 layers of grade 'D' paper w.p. membrane house wrap ("Tyvek or equiv"). Finished per manufacturer recommendations.  
- Corner boards: rough sawn 5/4 fiber cement James Hardie, primed pine or equiv.  
c. shake/shingle-style siding brand James Hardie  
- Installed over 2 layers of grade 'D' paper w.p. membrane house wrap ("Tyvek or equiv"). Finished per manufacturer recommendations.  
- Corner boards: rough sawn 5/4 fiber cement James Hardie, primed pine or equiv.  
d. Kansas limestone flint hills mottled brand us stone/ plaster brown coat of plaster scratch coat  
w/ 26 gauge weep screen at foundation (min. 4" above grade)  
or 2 layers of class 'D' building paper or 1/2 cdx - "all sides"  
Stone selection: LOMPOC limestone, european style  
Color: medium and light gray
5. 1X DF TRIM, EXTERIOR TRIM AT EXTERIOR OPENINGS SHALL BE WEATHER PROTECTED PER C.B.C. COLOR PER KELLY MOORE TRIM
6. ADDRESS : PROVIDE HOUSE ADDRESS NUMBERS CLEARLY VISIBLE FROM STREET  
ADDRESS TO BE 4" TALL AND OF COLOR CONTRASTING TO BACKGROUND
7. WINDOWS : PELLA WOOD WINDOW architect series with white color exterior, between the glass grilles
8. FASCIA : 2 X 8 R/S FASCIA BOARD @ ALL GABLE ENDS
- 9a. ENTRY DOOR : WOOD WITH 2 LITE/GLASS b. GARAGE DOOR : WOOD DOOR GLASS AND GRILLS Integral Light Technology (bonded permanently to the inside and outside)
10. FIRE BLOCKING PER CRC 302.11: AT OPENINGS AROUND VENTS, PIPES, DUCTS, CABLES AND WIRES AT CEILING AND FLOOR LEVEL, WITH AN APPROVED MATERIAL TO RESTRICT THE FREE PASSAGE OF FLAME AND PRODUCTS OF COMBUSTION; THE MATERIAL FILLING THIS ANNUAL SPACE SHALL NOT BE REQUIRED TO MEET THE ASTM E 136 REQUIREMENTS.



A House and Detached Garage Remodel for:  
**The Williams Residence**  
709 Harvard Avenue  
Menlo Park, CA

08.16.2021  
D.Tamira

A9.1.1

September 03, 2021

To: Planning Department  
City Hall - 1st Floor  
701 Laurel Street  
Menlo Park, CA 94025  
650.330.6702

Project: 709 Harvard Avenue (2018-01415)

To Whom It May Concern:

By way of update, work on our home at 709 Harvard Avenue in Menlo Park has continued in accordance with the approved Building Permit, though we have made some changes to the building materials to fit a design aesthetic, consistent with the style of the home. Below, please find specific rationale and context.

Site Plan:

- AC Units- Location changed on the recommendation of PG&E. Technician requested/recommended change given proximity to meter. Details on installed units follow:
  - o Trane 4TTL6036A1000A has a sound rating of 72, rated in accordance with AHRI Standard 270-2008.
  - o Trane 4TTL6060A1000A has a sound rating of 73, rated in accordance with AHRI Standard 270-2008.
- Sound dampening equipment has been installed. (Trane sound blanket ATT00257) The nearest neighbors are ~25 feet from the unit. One unit is 8 feet from property line and the other is 13 feet from property line (measured from center of units where sound emanates).

Front Elevation:

- Horizontal siding on Left face replaced with stone veneer siding- This change was made for aesthetic reasons, in order to add depth and contrast to the front of the home.
- Horizontal siding on dormers replaced with Shaker Shingle siding- This change was made for aesthetic reasons. The Shaker Shingles have been painted to match the dominant color of the home.
- Thick trim at windows [and] all doors- Again, this change was made for aesthetic reasons. Here, we wanted the trim to be consistent with the style of the home and era in which it was originally built. We moved from 2" standard trim to 3 and 1/2" around and the top to be 6"
- Front door changed to door with window- Notably, the original structure had a window in the entry door. However, that may not have shown well in the original plan or may have been overlooked previously. That said, we increased the size of the window to allow more natural light into the home.
- The grids will be Faux Grids
- Windows sill height unchanged

#### Rear Elevation:

- Thick trim at windows [and] all doors- Consistent with the above, this change was made for aesthetic reasons. Here, we wanted the trim to be consistent with the style of the home and era in which it was originally built. We moved from 2" standard trim to 3 and 1/2" around and the top to be 6"
- Horizontal siding on gable end replaced with Shaker Shingle siding and added vent- Consistent with the above, this change was made for aesthetic reasons. The Shaker Shingles have been painted to match the dominant color of the home. The vent was added, per the contractor for airflow for an attic crawlspace.
- Right side window reduced in size- The window was reduced for aesthetic reasons and to accommodate internal layout of a bathroom.
- Middle Door and Middle window slight shifted- The door was moved slightly, to accommodate internal layout of the Kitchen and Family Room.
- The grids will be Faux Grids
- Windows sill height changed, see indicated on plans

#### Left Side Elevation

- Thick trim at windows [and] all doors- Consistent with the above, this change was made for aesthetic reasons. Here, we wanted the trim to be consistent with the style of the home and era in which it was originally built. We moved from 2" standard trim to 3 and 1/2" around and the top to be 6"
- 2<sup>nd</sup> floor sundeck Railing replaced with solid wall- We believe this stems from confusion around privacy concerns and potential mitigations discussed in the Plan Review Process. Specifically, building a solid wall was discussed in original June '20 Review Meeting, in addition to vegetation screening.
  - o In subsequent discussion with contractor, we thought the solid wall would provide additional privacy for us, as homeowners, and the neighboring homes, beyond the vegetation screen.
  - o Specific to the vegetation screen, three (3) Saratoga Laurel trees (36" box size) were planted on the Left Side of the home, per the plans. These trees are ~12.5 ft tall.
- Change in 1<sup>st</sup> floor roof line related to deck- Because the railing was changed to a "solid wall," as noted above, a slight change was made to the roofline to provide for drainage. (change indicated on plan)
- Horizontal siding on gable end replaced with Shaker Shingle siding and added vent- Consistent with what has been mentioned previously, this change was made for aesthetic reasons. The Shaker Shingles have been painted to match the dominant color of the home. The vent was added, per the contractor for airflow for an attic crawlspace.
- Horizontal siding on Right replaced with stone veneer siding- Consistent with the above, this change was made for aesthetic reasons, in order to add depth and contrast to the front-left side of the home.
- The small closet windows moved due to error placement on the planning commission drawing
- The grids will be Faux Grids
- Left bottom window (laundry window) sill height change, see indicated on plan

## Right Side Elevation

- Thick trim at windows [and] all doors- Consistent with the above, this change was made for aesthetic reasons. Here, we wanted the trim to be consistent with the style of the home and era in which it was originally built. We moved from 2" standard trim to 3 and 1/2" around and the top to be 6"
  - o In addition, per PG&E, the first floor window to the right of gas meter was changed to be "non-operable," due to placement of gas meter, consistent with current code requirements. Hence the change.
- Horizontal siding on gable end replaced with Shaker Shingle siding and added vent- Consistent with the above, this change was made for aesthetic reasons. The Shaker
  - Two "pop outs" were consolidated into one- The "pop outs" were on either side of a brick chimney for a wood burning fireplace. In renovating the home, the chimney and fireplace were removed. In its place is a gas fireplace. The "consolidated space" houses the mechanicals for the new, updated gas fireplace. Shingles have been painted to match the dominant color of the home. The vent was added, per the contractor for airflow for an attic crawlspace.
- Window style changed and sill height increased, the original windows were inoperable. As a result, we opted for windows that would open and did increase the vertical height to allow for more natural light and air flow.
- 2<sup>nd</sup> floor window placement shifted toward center- This is correct. The window did move from its original placement, in order to place it more central in the space, given that the chimney has now been removed.
- The grids will be Faux Grids
- 1<sup>st</sup> floor Window added on left side of the door.
- Windows sill height changed, see indicated on plans

## Garage- Front Elevation

- The grids will be Faux Grids
- Horizontal siding on gable end replaced with Shaker Shingle siding and added vent- Consistent with the above, this change was made for aesthetic reasons. The Shaker Shingles have been painted to match the dominant color of the home. The vent was added, per the contractor for airflow for an attic crawlspace.
- Garage door style- Garage door does reflect modest change. Change is due to inability to source a "match" of original door within budget.

## Garage- Rear Elevation

- "Vertical" element under patio roof - The roof was "wrapped" or enclosed for both aesthetic reasons and to address concerns about wildlife, primarily birds and squirrels, from nesting in rafter.
- Posts- Posts have been "wrapped" to match trim of windows and doors of home, consistent design aesthetic and the style of the home. The post widened from 6" to 12"

Garage- Left side Elevation

- Window style and size changed

Additional Notes:

- Cinderblock wall at front-left of garage- This is a freestanding, non-structural wall. It is not attached to the garage and only replaces a wooden fence that originally separated the driveway/ side yard from the backyard.

Thank you for reviewing our changes and design preferences. Please let me know if you require additional information or follow-up.

Thank you.

Sincerely,

The Williams Family

Patrick J. Williams

[Pwilliams07@gmail.com](mailto:Pwilliams07@gmail.com)

949.300.0865

Lori M. Lyons-Williams

[lorimlyons@outlook.com](mailto:lorimlyons@outlook.com)

650.924.8360



## STAFF REPORT

### Planning Commission

Meeting Date: 1/24/2022

Staff Report Number: 22-006-PC

Regular Business: Use Permit/Charlene Cheng/269 Willow Road

### Recommendation

Staff recommends that the Planning Commission approve the request for a use permit to construct a new two-story residence with an attached garage on a substandard lot with regard to minimum lot depth in the R-1-U (Single Family Urban Residential) district. The parcel is a vacant panhandle lot, with access via an easement located over 267 and 275 Willow Road, and 269 Willow Road is proposed as the new address for the subject parcel. Recommended actions are included as Attachment A.

### Policy Issues

Each use permit request is considered individually. The Planning Commission should consider whether the required use permit findings can be made for the proposal.

### Background

#### *Site location*

The subject property is located at 269 Willow Road in the Seminary Oaks neighborhood. The parcel is a vacant panhandle lot oriented parallel to Willow Road. Two adjacent parcels separate the subject site from Willow Road. An access easement over the right ten feet of the 267 Willow Road property and the left ten feet of the 275 Willow Road property combine to form the “handle” for the panhandle lot and provide access to the subject parcel. The subject parcel is proposed to have the address of 269 Willow Road. Using Willow Road in a north-south orientation, the project site is located near the western side of Willow Road between Nash Avenue to the north and Blackburn Avenue to the south. The adjacent parcels along the street are also located within the R-1-U (Single Family Urban Residential) zoning district and feature primarily single-family residences. The area represents a variety of architectural styles, including Mediterranean, traditional, and ranch style homes. A location map is included as Attachment B.

### Analysis

#### *Project description*

The applicant is proposing to construct a new two-story, single-family residence on the vacant panhandle lot. A data table summarizing parcel and project characteristics is included as Attachment C. The project plans and project description letter are included as Attachments D and E, respectively.

The proposed residence would be a three-bedroom home with the master bedroom and two additional bedrooms on the second floor. The first floor would be dedicated to shared living space, including the kitchen, dining, and living rooms and an office. The required parking for the home would be provided by an attached, front-loading, one-car garage and an uncovered parking space to the left of the garage. Guest

parking would be provided near the uncovered parking space at the end of the driveway. The proposed residence would meet all Zoning Ordinance requirements for setbacks, lot coverage, floor area limit (FAL), daylight plane, parking, and height. Of particular note, the project would have the following characteristics with regard to the Zoning Ordinance:

- The proposed floor area would be near the maximum FAL with 2,917.1 square feet proposed where 2,967 square feet is the maximum.
- The proposed project would be constructed below the maximum lot coverage at 23.7 percent where 35 percent is the maximum.
- The proposed residence would be constructed near the maximum height, at 27.9 feet proposed where 28 feet is the maximum.

The proposed residence would have a front setback of 24.6 feet, and a rear setback of 20, where 20 feet is required in either case. The required interior side setback in the R-1-U district is 10 percent of the minimum lot width, with a minimum of five feet and a maximum of ten feet. The flag lot orientation is such that the lot line met by the access, or “panhandle” is considered the front lot line. The panhandle reaches the lot at the center. The width, as measured as the distance between the two sides, is 109.8 feet. Therefore the side setbacks are ten feet on either side. The residence is proposed to be located at the minimum right side setbacks and 20.9 feet from the left side. The proposed second story would be directly above the first story at the front and rear, and stepped in from the first floor on both sides of the residence.

### ***Design and materials***

The applicant states that the proposed residence would be constructed in a colonial revival design. The exterior materials would be hardi board horizontal siding. The roof would feature presidential shingle roofing material. The windows would be simulated true divided lite style fiberglass windows with vinyl shutters at the first and second floor at the front, and second floor at the rear. A large fixed window would be set between two fiberglass casement windows without grids at the center of the rear elevation. The rear elevation would also feature sliding glass doors at the first floor.

There are six second-story windows proposed at the rear and five at the front, along with three dormers with windows. All second-story windows would have a minimum sill height of three feet. No second-story windows are proposed at the sides. Staff believes the proposal not to have side-facing, second-story windows would help alleviate potential privacy concerns.

Staff believes that the design and materials of the proposed residence are compatible with the surrounding neighborhood. The colonial revival style would be generally attractive and add to the mix of architectural styles in the area.

### ***Trees and landscaping***

There are a total of 32 trees at and near the project site. Two heritage trees, tree #2, an apple tree in the southeast corner of the lot, and tree #6, a plum tree in the southwest quarter of the lot nearer to the center, and nine non-heritage trees, primarily at the center and rear of the lot, are proposed for removal due to conflict with the proposed residence and driveway. The remaining heritage trees would be protected according to the heritage tree ordinance and the applicant’s arborist report (Attachment F). One coast live oak tree and one hybrid laurel tree are proposed as heritage tree replacements. Four additional hybrid laurel trees are proposed as screening trees. The coast live oak tree is proposed in the rear yard. The hybrid laurel replacement tree would be located at the east side of the lot. Two hybrid laurel trees would be planted in the southeast corner near where the apple tree would be removed, one would be planted near the center of the southern side of the lot and one would be planted toward the northeast corner of the lot.

The trees are shown on the site plan and landscape plan within the proposed plan set (Attachment D). The proposed tree removals and tree protections were evaluated by the City Arborist, as well as the proposed replacement trees and their locations to confirm compliance with relevant standards. The City Arborist waived the notice and appeal period for the heritage tree removals based on the condition of the trees as part of the review of the heritage tree removal permits as the poor health of the trees is sufficient to warrant their removal. Protection of the trees in accordance with the arborist report and the Heritage Tree Ordinance would be ensured through standard condition of approval 3(k).

### **Correspondence**

The applicant indicates they reached out to surrounding properties and included correspondence with a neighbor at 247 Willow Road in their project description letter, Attachment E. The neighbor at 247 Willow Road expressed concerns including potential privacy impacts from second-story windows and the removal of the apple tree in the southeast corner of the lot, as well as general concerns about rodents on the vacant site and sewer line issues. The applicant indicates they will address the rodent concern during demolition and new sewer connections are proposed. Additional screening trees are now proposed in the southeast corner of the lot and the proposed second-floor sill heights for the windows were raised to three feet to address privacy concerns.

### **Conclusion**

Staff believes the proposed home would be aesthetically compatible with others in the neighborhood and the design decision not to install windows on the side-facing elevations at the second floor would help to reduce potential privacy concerns. Staff recommends the Planning Commission approve the proposed project.

### **Impact on City Resources**

The project sponsor is required to pay Planning, Building and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project. In addition, the proposed development would be subject to payment of the Transportation Impact Fee (TIF) as outlined in project-specific condition of approval 4.a.

### **Environmental Review**

The project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property.

### **Appeal Period**

The Planning Commission action will be effective after 15 days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council.



## **Attachments**

- A. Recommended Actions
- B. Location Map
- C. Data Table
- D. Project Plans
- E. Project Description Letter
- F. Arborist Report

## **Disclaimer**

Attached are reduced versions of maps and diagrams submitted by the applicants. The accuracy of the information in these drawings is the responsibility of the applicants, and verification of the accuracy by City Staff is not always possible. The original full-scale maps, drawings and exhibits are available for public viewing at the Community Development Department.

## **Exhibits to Be Provided at Meeting**

None

Report prepared by:  
Ori Paz, Associate Planner

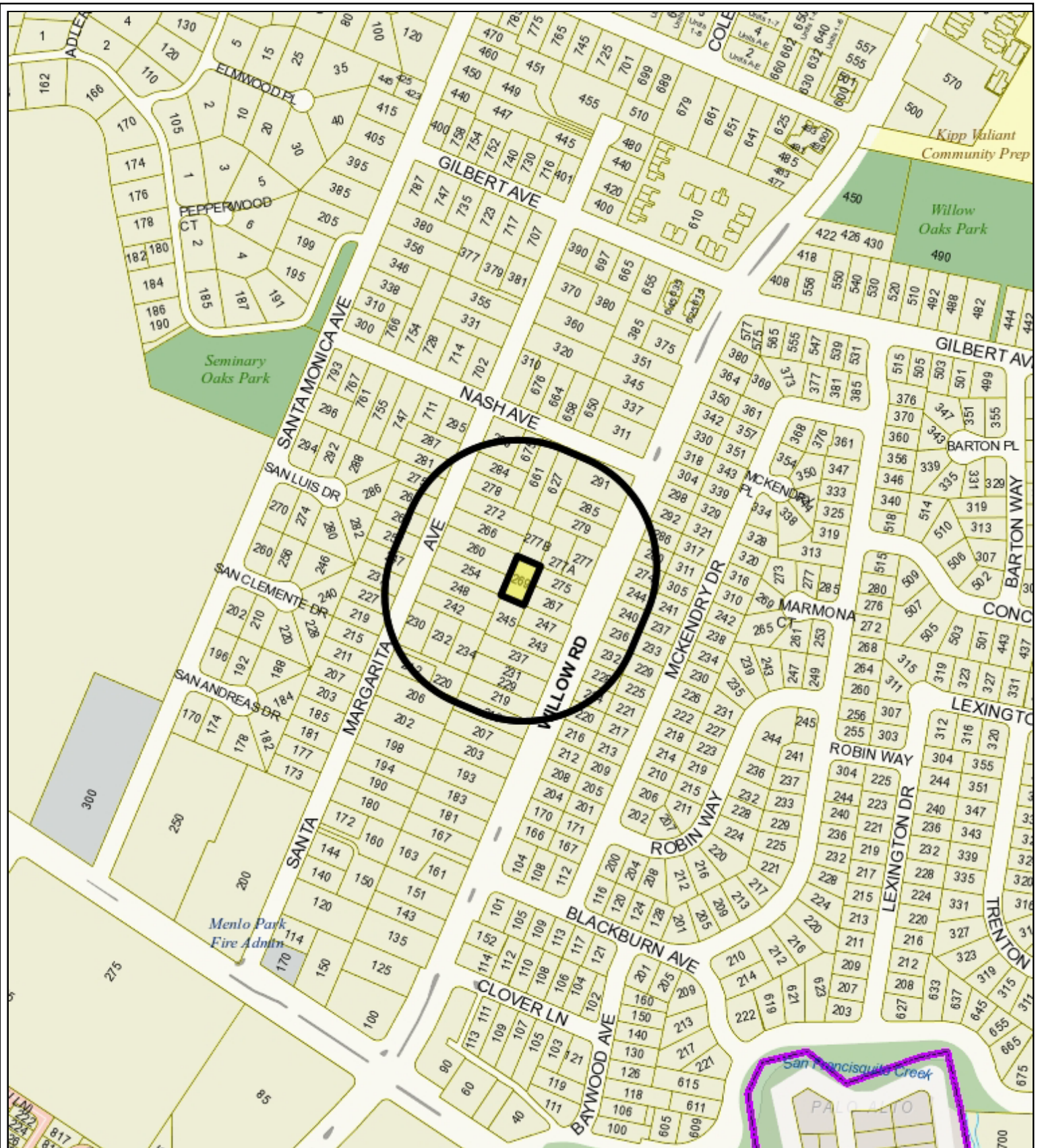
Report reviewed by:  
Corinna Sandmeier, Acting Principal Planner

## 269 Willow Road – Attachment A - Recommended Actions

<b>LOCATION:</b> 269 Willow Road	<b>PROJECT NUMBER:</b> PLN2021-00024	<b>APPLICANT:</b> Charlene Cheng	<b>OWNER:</b> MP Willow Capital LLC
<b>REQUEST:</b> Request for a use permit to construct a new two-story residence with an attached garage on a substandard lot with regard to minimum lot depth in the R-1-U (Single Family Urban Residential) district. The parcel is a vacant panhandle lot, with access via an easement located over 267 and 275 Willow Road, and 269 Willow Road is proposed as the new address for the subject parcel.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> January 24, 2022	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, DeCardy, Doran, Harris, Kennedy, Riggs, Tate)			
<b>ACTION:</b>			
<ol style="list-style-type: none"> <li>1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, “New Construction or Conversion of Small Structures”) of the current California Environmental Quality Act (CEQA) Guidelines.</li> <li>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.</li> <li>3. Approve the use permit subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. The applicant shall be required to apply for a building permit within one year from the date of approval (by January 24, 2023) for the use permit to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by ZSD Architects, Inc. consisting of 12 plan sheets, dated received December 15, 2021, and approved by the Planning Commission on January 24, 2021, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>g. All applicable public right-of-way improvements, including frontage improvements and the dedication of easements and public right-of-way, shall be completed to the satisfaction of the Engineering Division prior to building permit final inspection.</li> <li>h. 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</li> </ol> </li> </ol>			

269 Willow Road – Attachment A - Recommended Actions

<b>LOCATION:</b> 269 Willow Road	<b>PROJECT NUMBER:</b> PLN2021-00024	<b>APPLICANT:</b> Charlene Cheng	<b>OWNER:</b> MP Willow Capital LLC
<b>REQUEST:</b> Request for a use permit to construct a new two-story residence with an attached garage on a substandard lot with regard to minimum lot depth in the R-1-U (Single Family Urban Residential) district. The parcel is a vacant panhandle lot, with access via an easement located over 267 and 275 Willow Road, and 269 Willow Road is proposed as the new address for the subject parcel.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> January 24, 2022	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, DeCardy, Doran, Harris, Kennedy, Riggs, Tate)			
<b>ACTION:</b>			
<p>Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.</p> <ul style="list-style-type: none"> <li>i. Post-construction runoff into the storm drain shall not exceed pre- construction runoff levels. The applicant's design professional shall evaluate the Project's impact to the City's storm drainage system and shall substantiate their conclusions with drainage calculations to the satisfaction of the City Engineer prior to building permit issuance.</li> <li>j. Simultaneous with the submittal of a complete building permit application, the applicant shall provide documentation indicating the amount of irrigated landscaping. If the project proposes more than 500 square feet of irrigated landscaping, it is subject to the City's Water Efficient Landscaping Ordinance (Municipal Code Chapter 12.44). Submittal of a detailed landscape plan would be required concurrently with the submittal of a complete building permit application.</li> <li>k. Heritage and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report by Aesculus Arboricultural Consulting, dated January 6, 2022.</li> <li>l. If construction is not complete by the start of the wet season (October 1 through April 30), the Applicant shall implement a winterization program to minimize the potential for erosion and sedimentation.</li> <li>m. Prior to building permit issuance, Applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule.</li> </ul> <p>4. Approve the use permit subject to the following <b>project-specific</b> conditions:</p> <ul style="list-style-type: none"> <li>a. Prior to building permit issuance the applicant shall pay the Traffic Impact Fee (TIF), subject to the review and approval by the Planning and Transportation Divisions. The estimated TIF is \$ \$16,516.73. The TIF escalates annually on July 1.</li> </ul>			



**City of Menlo Park**

Location Map  
269 Willow Road



	<b>PROPOSED PROJECT</b>	<b>EXISTING DEVELOPMENT*</b>	<b>ZONING ORDINANCE</b>
Lot area	7,668.0 sf	7,668.0 sf	7,000 sf min.
Lot width	109.8 ft.	109.8 ft.	65 ft. min.
Lot depth	69.9 ft.	69.9 ft.	100 ft. min.
Setbacks			
Front	24.6 ft.	- ft.	20 ft. min.
Rear	20.0 ft.	- ft.	20 ft. min.
Side (left)	20.9 ft.	- ft.	10 ft. min.
Side (right)	10.0 ft.	- ft.	10 ft. min.
Building coverage	1,819.2 sf 23.7 %	- sf %	2,683.8 sf max. 35 % max.
FAL (Floor Area Limit)	2,917.1 sf	- sf	2,967.0 sf max.
Square footage by floor	1,555.0 sf/1 <sup>st</sup> floor 1,134.6 sf/2 <sup>nd</sup> floor 227.5 sf/garage 30.0 sf/porches 6.7 sf/fireplace	- sf/1 <sup>st</sup> floor  sf/garage	
Square footage of buildings	2,953.8 sf	- sf	
Building height	27.9 ft.	- ft.	28 ft. max.
Parking	1 covered/ 1 uncovered	-	1 covered/1 uncovered
<b>Note: Areas shown highlighted indicate a nonconforming or substandard situation.</b>			
Trees	Heritage trees**: 11	Non-Heritage trees**: 21	New Trees: 7
	Heritage trees proposed for removal: 2	Non-Heritage trees proposed for removal: 9	Total Number of Trees**: 28
*The subject site is a vacant lot **Includes trees on an adjacent lots			



# 269 WILLOW ROAD RESIDENCE, MENLO PARK, CA 94025



Z S D ARCHITECTS, INC.  
ARCHITECTURE, PLANNING, ILLUSTRATION

3553 Costello Dr.  
Los Altos, CA 94024  
tel. 408.348.8885  
cel. 408.464.5631



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PROPOSED RESIDENCE

269 WILLOW ROAD RESIDENCE

## PROJECT DESCRIPTIONS

THIS PROJECT IS BUILD A NEW TWO STORY HOUSE ON A VACANT LOT.

## CODE INFORMATION

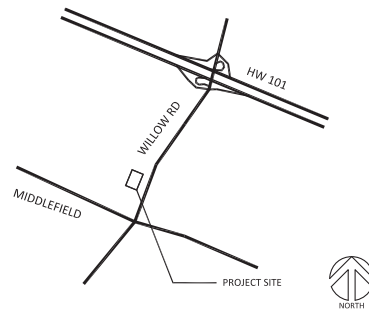
2019 CALIFORNIA BUILDING CODE (C.B.C.) STRUCTURAL UNIFORM  
2019 CALIFORNIA RESIDENTIAL CODE  
2019 CALIFORNIA MECHANICAL CODE  
2019 CALIFORNIA PLUMBING CODE  
2019 CALIFORNIA ELECTRIC CODE  
2019 CALIFORNIA ENERGY CODE  
(2019 BUILDING ENERGY EFFICIENCY STANDARDS)  
2019 CALIFORNIA GREEN BUILDING STANDARDS CODE

CITY OF MENLO PARK ORDINANCES

## NOTES

- THE PARCEL IS LOCATED WITHIN SPECIAL FLOOD HAZARD AREA ZONE AE AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP (FIRM) COMMUNITY PANEL NO. 06081C0308E, EFFECTIVE DATE 10/09/12.  
- BASE FLOOD ELEVATION = 48.2  
- DESIGN FLOOD ELEVATION = 49.5
- THE PROJECT WILL BE DESIGNED TO COMPLY WITH THE CITY'S FLOOD DAMAGE PREVENTION ORDINANCE, CHAPTER 12, SECTION 42.
- ANY FRONTAGE IMPROVEMENTS OR INGRESS/EGRESS EASEMENT AREAS WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED. ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS.
- AN ENCROACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES, INCLUDING UTILITY LATERALS, IN THE PUBLIC RIGHT OF WAY.

## VICINITY MAP



## DRAWING INDEX

### ARCHITECTURAL

- T.0 PROJECT DATA, VICINITY MAP, DRAWING INDEX
- A1.0 AREA PLAN AND STREETScape
- A1.1 SITE PLAN
- A1.2 TREE PROTECTION PLAN
- A2.1 1ST FLOOR PLAN
- A2.3 2ND AND ROOF PLAN
- A3.1 FRONT ELEVATION
- A3.2 REAR ELEVATION AND SIDE ELEVATIONS
- A3.3 SECTIONS
- A4.0 FLOOR AREA AND BUILDING COVERAGE DIAGRAMS
- 1 BOUNDARY AND TOPOGRAPHIC SURVEY

## PROJECT DATA

OWNER:	CHARLENE CHENG
ADDRESS:	PO BOX 62, CUPERTINO, CA
APN:	062-272-760
OCCUPANCY:	R-3 / U
CONSTRUCTION TYPE:	VB
ZONING:	R1-U
NUMBER OF STORIES:	2

### ZONING COMPLIANCE

	EXISTING	PROPOSED	ALLOWED / REQUIRED
LOT SIZE	7,668 +/- S.F.	7,668 +/- S.F.	
FLOOR AREA (FAL)	0	2,917 S.F.	2,967 S.F.
2ND FLOOR AREA (FAL)	0	1,134.6 S.F.	1,483.5 S.F.
BUILDING COVERAGE	0	1,819.2 / 7,668 = 23.7 %	35 %
SETBACK			
FRONT	1ST STORY	NA	24'-10" +/-
FRONT	2ND STORY	NA	24'-10" +/-
REAR	1ST STORY	NA	20'-0"
REAR	2ND STORY	NA	20'-0"
RIGHT SIDE	1ST STORY	NA	10'-0"
RIGHT SIDE	2ND STORY	NA	25'-0"
LEFT SIDE	1ST STORY	NA	20'-11"
LEFT SIDE	2ND STORY	NA	36'-10"
HEIGHT		NA	27'-10"

CHARLENE CHENG  
PO BOX 62, CUPERTINO  
CALIFORNIA, 95015  
408.772.9476 cel

11.28.21 PLANNING RESUBMITAL

10.28.21 PLANNING SUBMITAL

04.18.21 PLANNING SUBMITAL

Rev. Date Issue

Project No: 2021-06

Date: 08-02-2021

Scale: N.T.S

TITLE SHEET

T.0

**EXISTING TREES TO REMAIN**

TREE #	COMMON NAME	DBH (in.)	VITALITY (0: DEAD, 3:HEALTHY)	HERITAGE TREE	OFF-SITE
3	COAST REDWOOD	16.0	2	YES	YES
7	EUROPEAN PEAR	16.0	2	YES	NO
8	CHERRY	8.3	1	NO	NO
9	COAST LIVE OAK	2.1	3	NO	NO
14	PHYTOSPORUM	13.0	1	NO	YES
15	COAST LIVE OAK	8.0	3	NO	YES
16	COAST LIVE OAK	10.0	3	NO	YES
19	OLIVE	11.3	1	NO	YES
20	COAST LIVE OAK	35.4	3	YES	NO
21	RED HORSECHESTNUT	13.0	2	NO	YES
22	PRIVET	4.0	1	NO	YES
23	BAY LAUREL	15.0	2	YES	NO
24	COAST LIVE OAK	24.0	2	YES	YES
25	BAY LAUREL	13.0	1	NO	YES
26	LOQUAT	16.0	1	YES	YES
27	LOQUAT	13.0	1	NO	YES
28	LOQUAT	12.0	2	NO	YES
29	COAST LIVE OAK	6.0	1	NO	YES
30	RED HORSECHESTNUT	22.0	2	YES	YES
31	LONDON PLANE	26.5	2	YES	YES
32	LIQUIDAMBAR	37.0	2	YES	YES

**EXISTING TREES TO BE REMOVED**

TREE #	COMMON NAME	DBH (in.)	VITALITY (0: DEAD, 3:HEALTHY)	HERITAGE TREE	OFF-SITE
1	MANDARIN	4.0	1	NO	NO
2	APPLE	35.4	1	YES	NO
4	PEACH	4.8	1	NO	NO
5	CITRUS	4.5	1	NO	NO
6	PLUM	18.1	2	YES	NO
10	PLUM	13.8	2	NO	NO
11	CHERRY	1.8	2	NO	NO
12	MANDARIN	3.7	2	NO	NO
13	EUROPEAN PEAR	4.4	0	NO	NO
17	UNKNOWN	4.2	0	NO	NO
18	COMMON FIG	7.4	0	NO	NO

**LEGEND:**

-  NEW RESIDENCE
-  NEW TWO-STORY RESIDENCE
-  EXISTING RESIDENCE



0' 8' 16' 32'

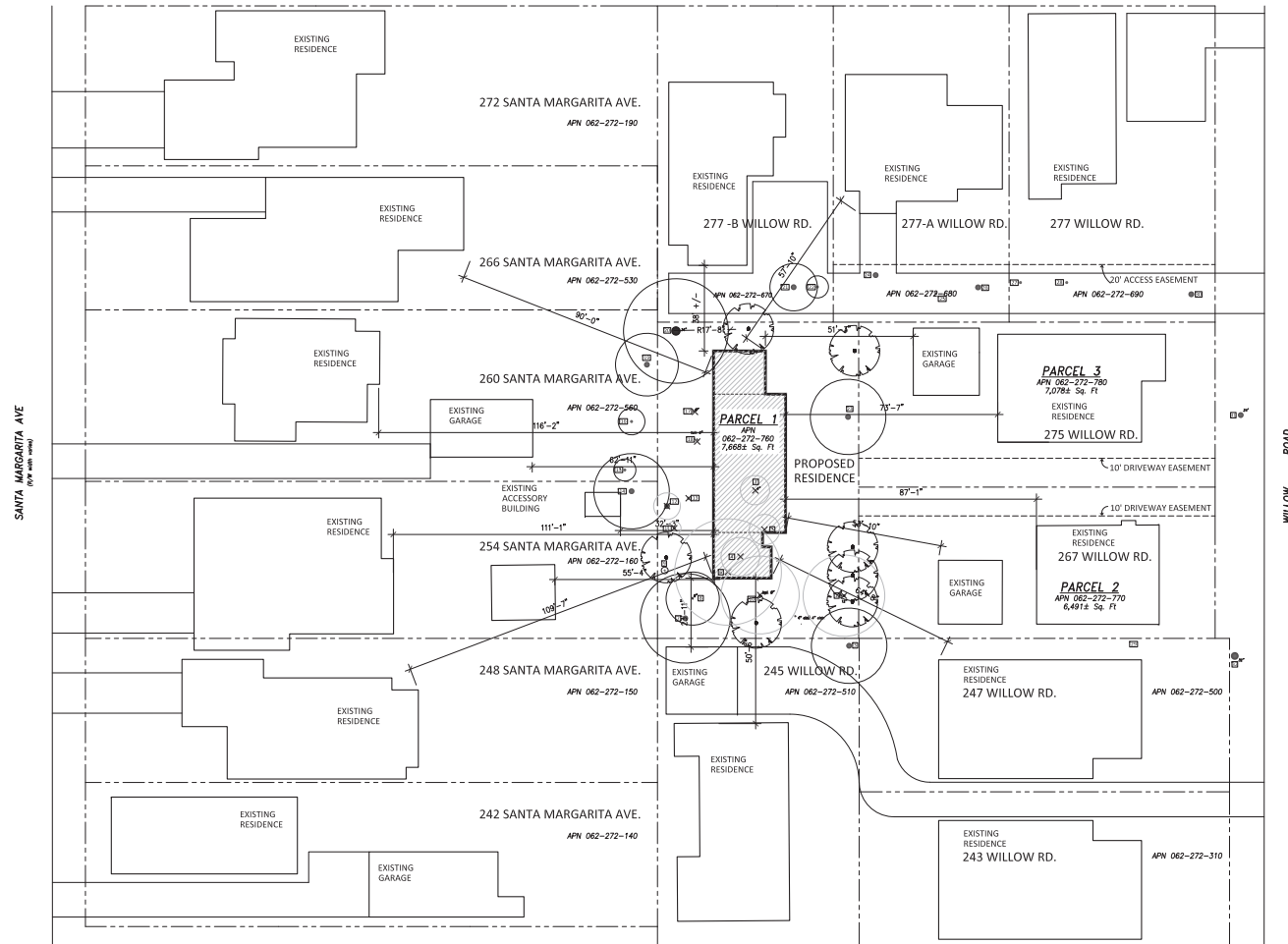
**AREA PLAN :  
269 WILLOW ROAD**

1"=20'-0"

**STREETSCAPE 269 WILLOW ROAD**

1/8"=1'-0"

0' 4' 8' 16'



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**269 WILLOW ROAD RESIDENCE**

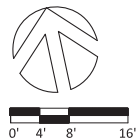
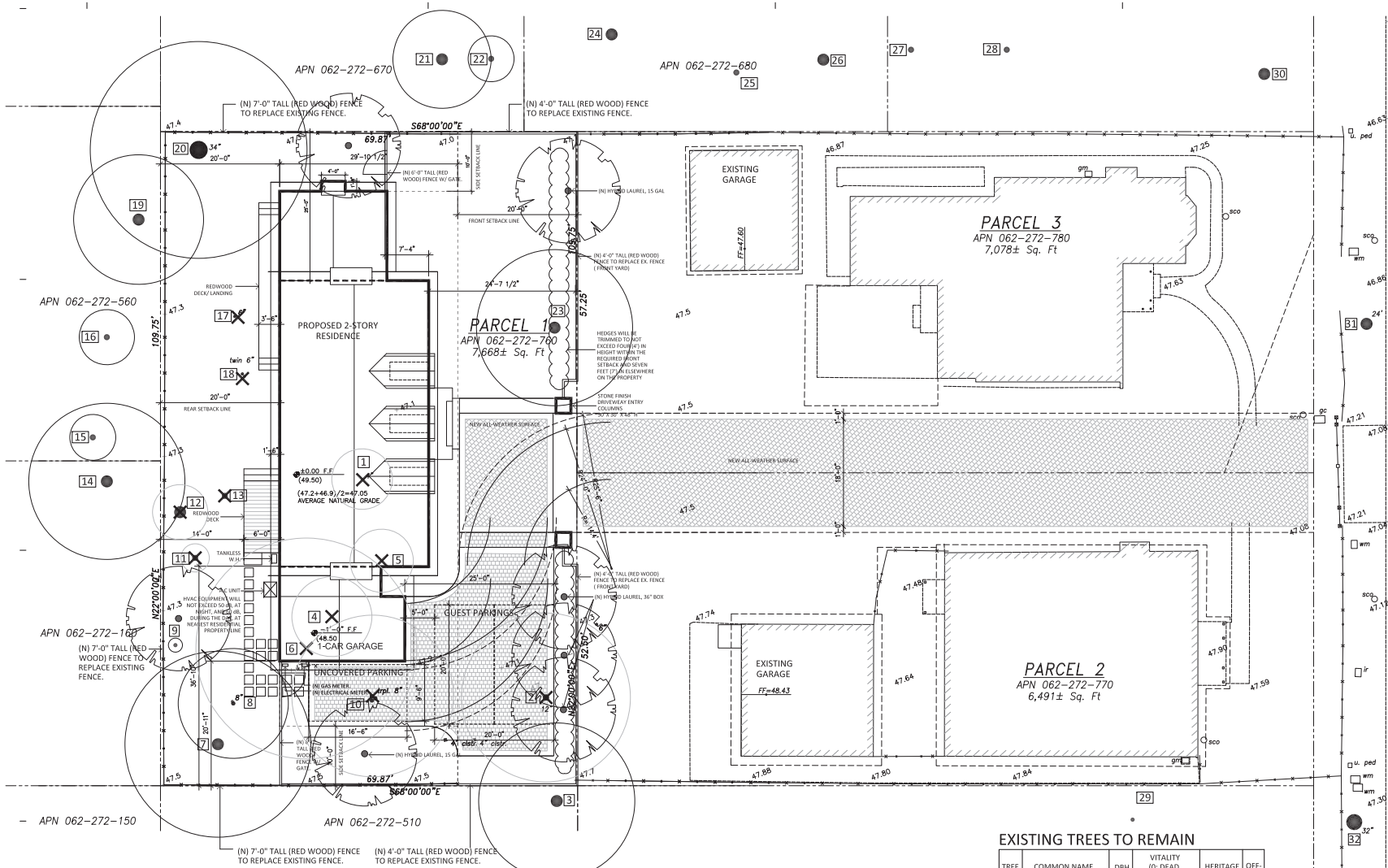
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CALIFORNIA, 95015  
408.772.9476 cel

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04.18.21		PLANNING SUBMITTAL

Project No: 2021-06  
Date: 08-02-2021  
Scale: AS NOTED

AREA PLAN AND STREETSCAPE

**A1.0**



# ENLARGED SITE PLAN

1/8"=1'-0"

- LEGEND:**
- NEW FIRST FLOOR / GARAGE AREA
  - NEW 2ND FLOOR
  - EXISTING RESIDENCE
  - NEW DRIVEWAY

### EXISTING TREES TO BE REMOVED

TREE #	COMMON NAME	DBH (in.)	VITALITY (0: DEAD, 3: HEALTHY)	HERITAGE TREE	OFF-SITE
1	MANDARIN	4.0	1	NO	NO
2	APPLE	15.4	1	YES	NO
4	PEACH	4.8	1	NO	NO
5	CITRUS	4.5	1	NO	NO
6	PLUM	18.1	2	YES	NO
10	PLUM	13.8	2	NO	NO
11	CHERRY	1.8	2	NO	NO
12	MANDARIN	3.7	2	NO	NO
13	EUROPEAN PEAR	4.4	0	NO	NO
17	UNKNOWN	4.2	0	NO	NO
18	COMMON FIG	7.4	0	NO	NO

### EXISTING TREES TO REMAIN

TREE #	COMMON NAME	DBH (in.)	VITALITY (0: DEAD, 3: HEALTHY)	HERITAGE TREE	OFF-SITE
3	COAST REDWOOD	16.0	2	YES	YES
7	EUROPEAN PEAR	16.0	2	YES	NO
8	CHERRY	8.3	1	NO	NO
9	COAST LIVE OAK	2.1	3	NO	NO
14	PHYTOSPORUM	13.0	1	NO	YES
15	COAST LIVE OAK	8.0	3	NO	YES
16	COAST LIVE OAK	10.0	3	NO	YES
19	OLIVE	11.1	1	NO	YES
20	COAST LIVE OAK	35.4	3	YES	NO
21	RED HORSECHESTNUT	13.0	2	NO	YES
22	PRIVET	4.0	1	NO	YES
23	BAY LAUREL	15.0	2	YES	NO
24	COAST LIVE OAK	24.0	2	YES	YES
25	BAY LAUREL	13.0	1	NO	YES
26	LOQUAT	16.0	1	YES	YES
27	LOQUAT	13.0	1	NO	YES
28	LOQUAT	12.0	2	NO	YES
29	COAST LIVE OAK	6.0	1	NO	YES
30	RED HORSECHESTNUT	22.0	2	YES	YES
31	LONDON PLANE	26.5	2	YES	YES
32	LIQUDAMBAR	37.0	2	YES	YES



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RESIDENCE

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408.772.9478 cel

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04.18.21	PLANNING SUBMITTAL	

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Date: 08-02-2021  
Scale: 1/8"=1'-0"

SITE PLAN  
**A1.1**







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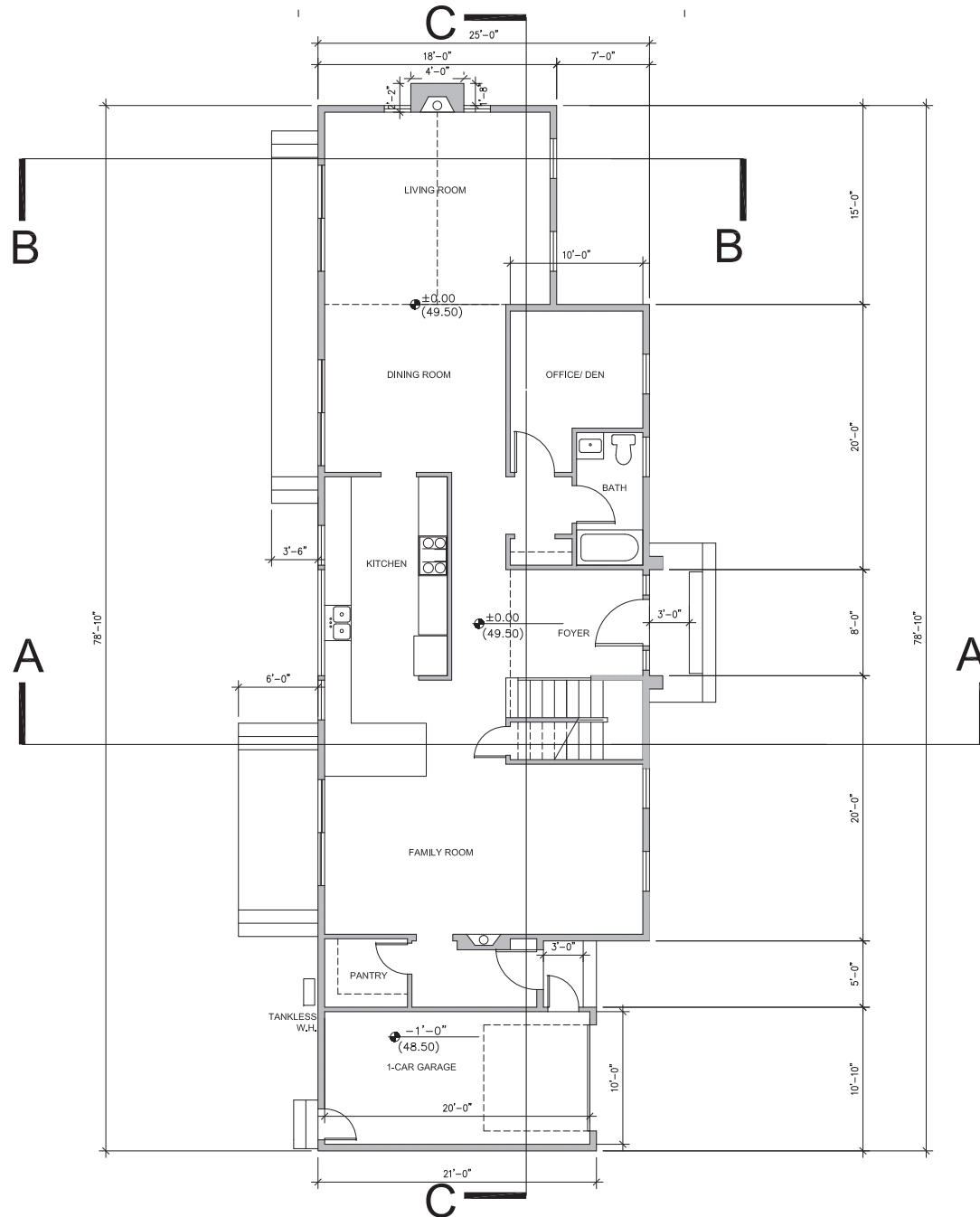
Rev.	Date	Issue
11.28.21	11.28.21	PLANNING RESUBMITTAL
10.28.21	10.28.21	PLANNING SUBMITTAL
04.18.21	04.18.21	PLANNING SUBMITTAL

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1ST FLOOR PLAN

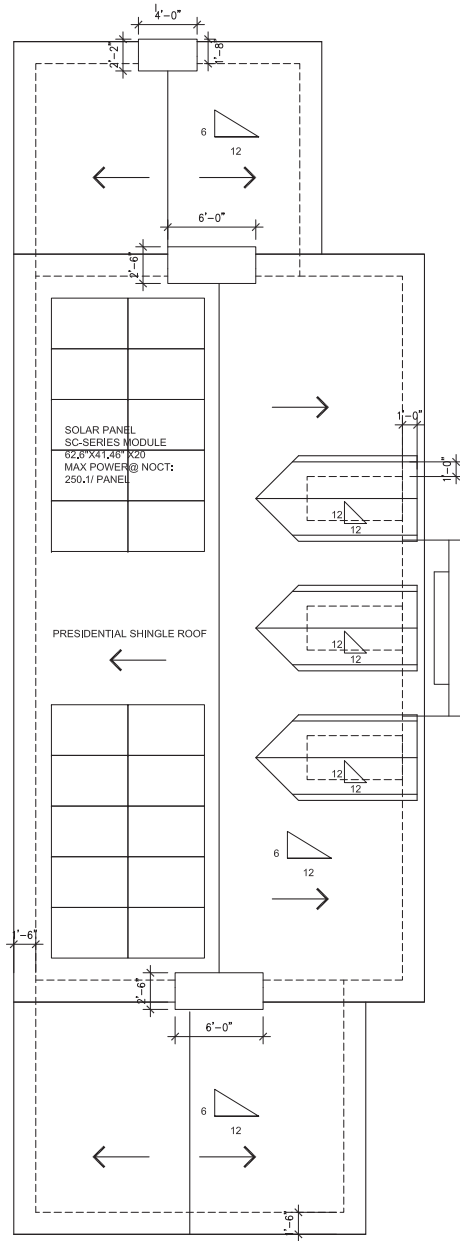
A2.1



0' 4' 8' 16'

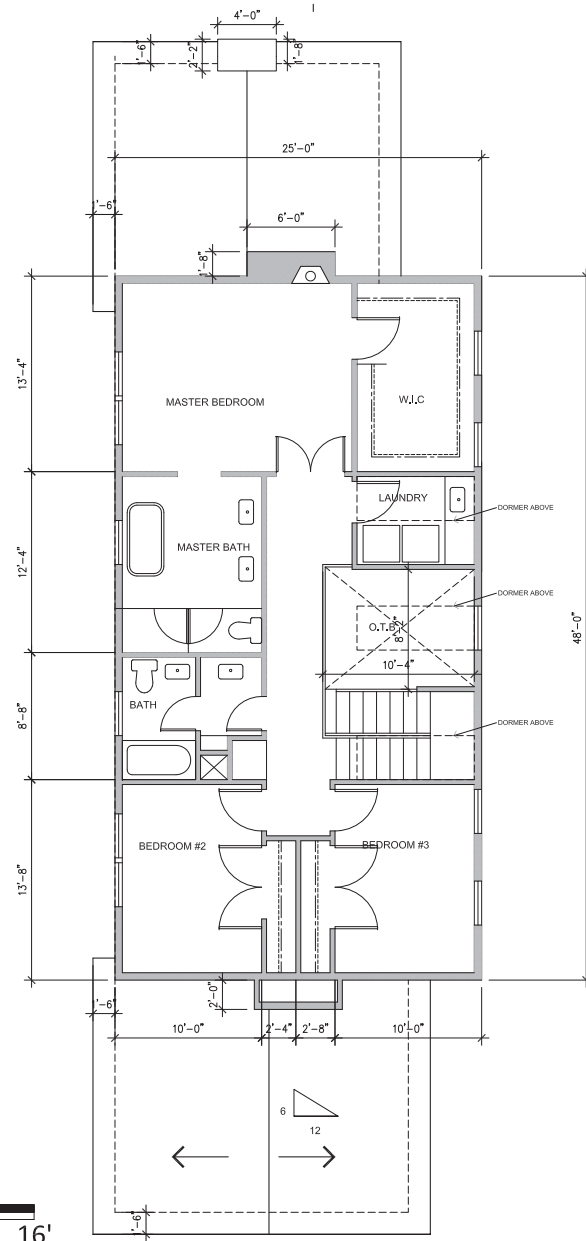
1ST FLOOR PLAN

1/4"=1'-0"



**ROOF PLAN**

1/4"=1'-0"



**2ND FLOOR PLAN**

1/4"=1'-0"



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2ND FLOOR PLAN & ROOF

**A2.2**

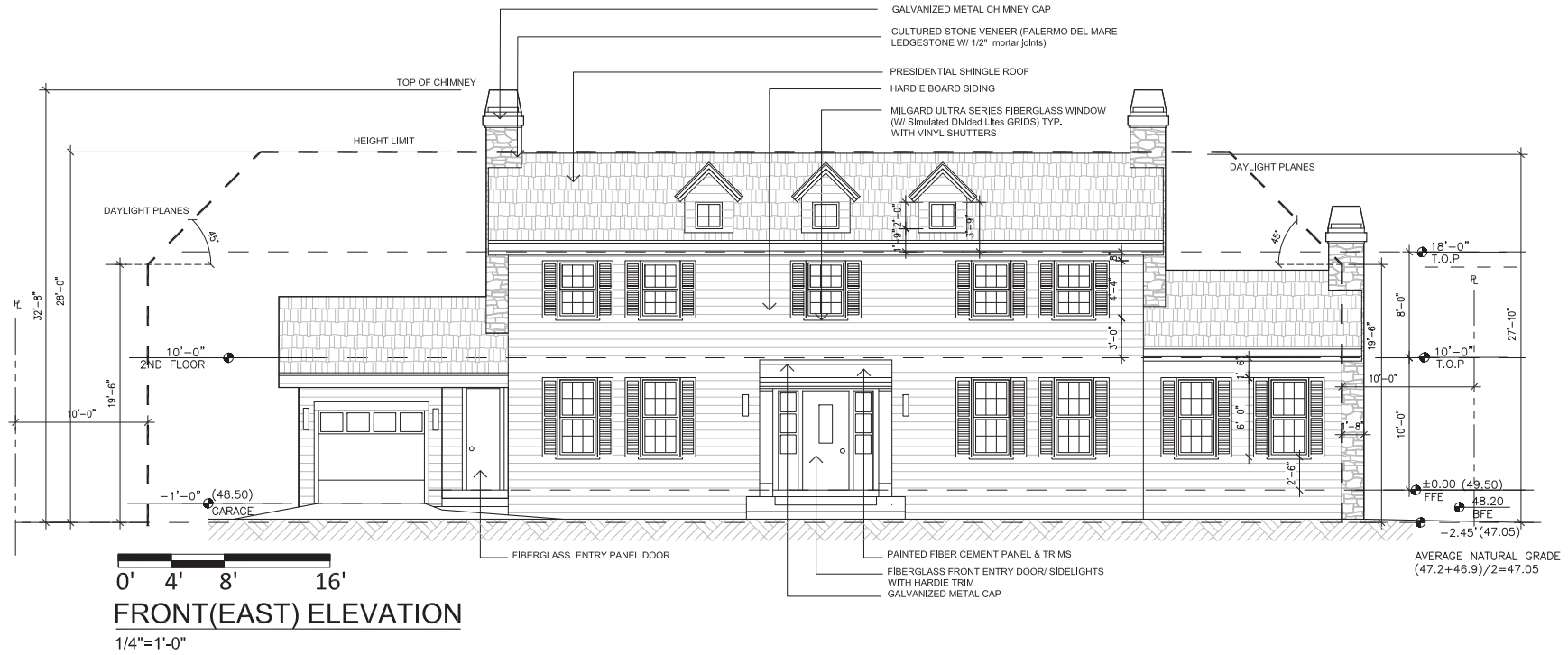


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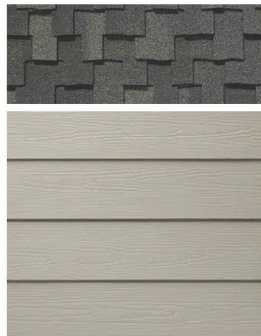


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**FRONT (EAST) ELEVATION**

1/4"=1'-0"



PRESIDENTIAL SHINGLE ROOF  
HARDIE BOARD SIDING



GARAGE DOOR



FRONT ENTRY DOOR/ SIDELIGHTS  
WITH HARDIE TRIM



MILGARD FIBERGLASS WINDOW  
WITH VINYL SHUTTERS



GALVANIZED METAL CHIMNEY CAP  
CULTURED STONE VENEER (PALERMO DEL MARE  
LEDGESTONE W/ 1/2" mortar joints)



LIGHTING FIXTURE

**MATERIAL SAMPLE IMAGES**

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FRONT ELEVATION  
& MATERIAL SAMPLE IMAGES

**A3.1**



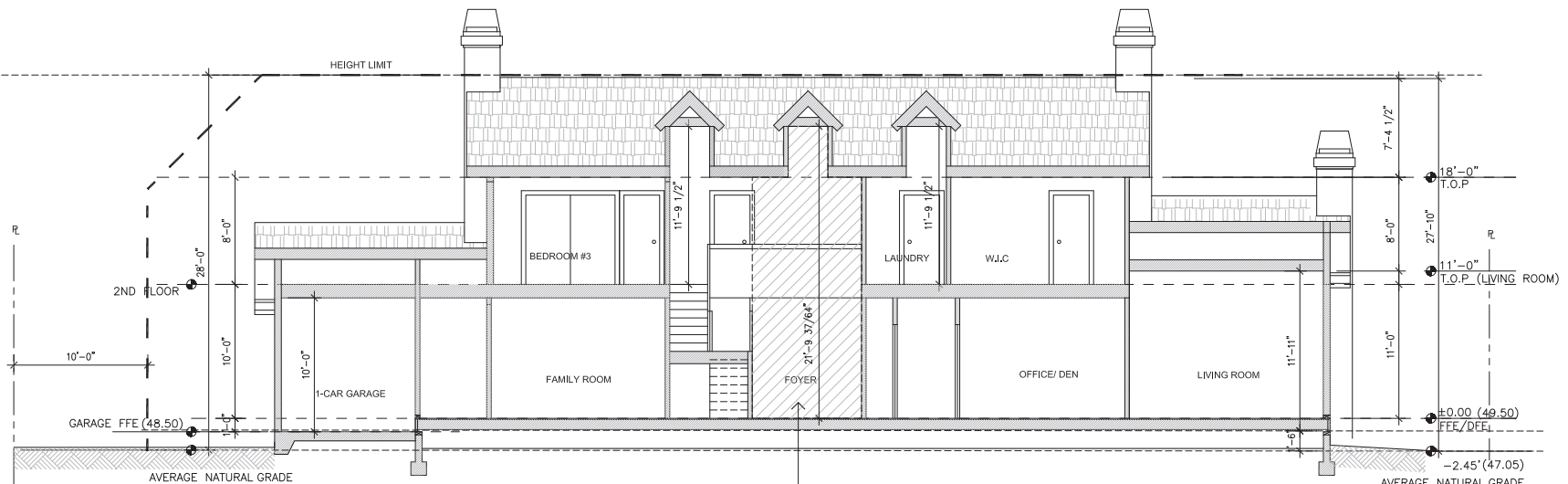


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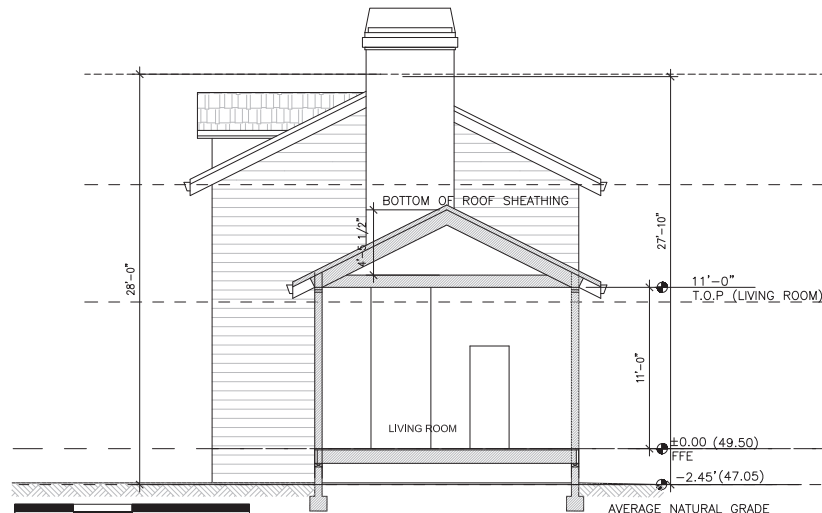
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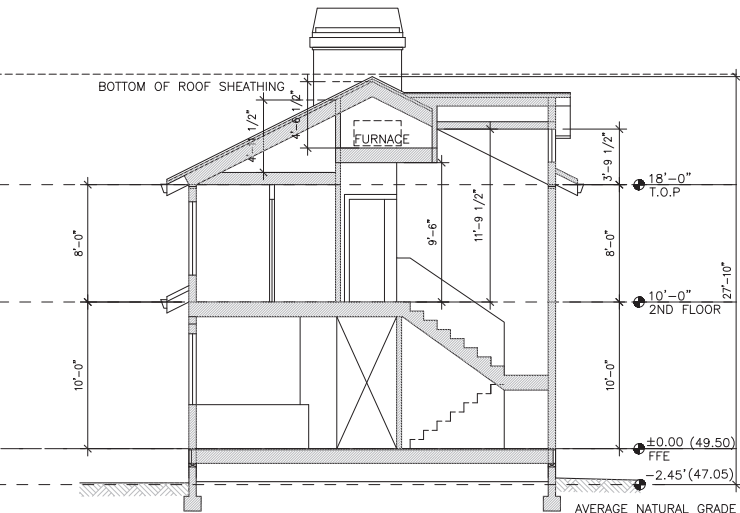
0' 4' 8' 16'  
**SECTION C-C**  
1/4"=1'-0"

AREA COUNTED 200%  
FLOOR AREA  
SEE A1.3 AREA J  
@ 2ND FLOOR PLAN  
FLOOR AREA DIAGRAMS

AVERAGE NATURAL GRADE  
(47.2+46.9)/2=47.05



0' 4' 8' 16'  
**SECTION B-B**  
1/4"=1'-0"



0' 4' 8' 16'  
**SECTION A-A**  
1/4"=1'-0"

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SECTIONS

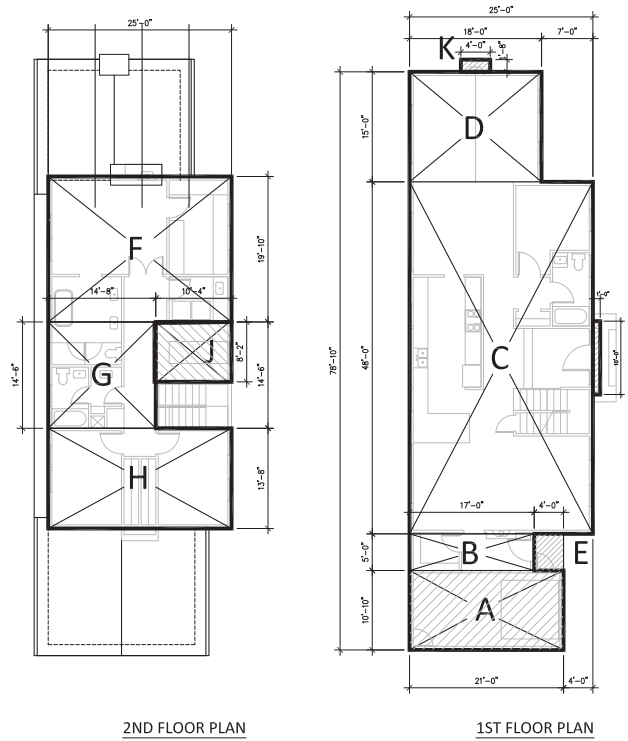
**A3.3**

## FLOOR AREA CALCULATION

SECTION	DIMENSION	AREA
A (1 CAR GARAGE)	21'-0" X 10'-10"	227.5 S.F.
B	17'-0" X 5'-0"	85.0 S.F.
C	25'-0" X 48'-0"	1,200.0 S.F.
D	18'-0" X 15'-0"	270.0 S.F.
<b>1ST FLOOR TOTAL AREA</b>	<b>A+B+C+D</b>	<b>1,782.5 S.F.</b>
F	25'-0" X 19'-10"	495.8 S.F.
G	14'-8" X 14'-6"	212.7 S.F.
H	25'-0" X 13'-8"	341.7 S.F.
J (DOUBLE HEIGHT SPACE ABOVE FOYER > 12'-0")	10'-4" X 8'-2"	84.4 S.F.
<b>2ND FLOOR LIVING AREA</b>	<b>F+G+H+J</b>	<b>1,134.6 S.F.</b>
<b>TOTAL FLOOR AREA LIMIT (FAL)</b>	<b>A+B+C+D+F+G+H+J</b>	<b>2,917.1 S.F.</b>

## BUILDING COVERED AREA CALCULATION

SECTION	DIMENSION	AREA
A (1 CAR GARAGE)	21'-0" X 10'-10"	227.5 S.F.
B	17'-0" X 5'-0"	85.0 S.F.
C	25'-0" X 48'-0"	1,200.0 S.F.
D	18'-0" X 15'-0"	270.0 S.F.
E (PORCH)	4'-0" X 5'-0"	20.0 S.F.
K (FIREPLACE)	4'-0" X 1'-8"	6.7 S.F.
L (ENTRY PORCH)	10'-0" X 1'-0"	10.0 S.F.
<b>BUILDING COVERED AREA</b>	<b>A+B+C+D+E+K+L</b>	<b>1,819.2 S.F.</b>
<b>LOT AREA</b>		<b>7,668 S.F.</b>
<b>BUILDING COVERAGE</b>		<b>1,819.2 S.F. / 7,668 S.F. = 23.7 %</b>



0' 4' 8' 16'

## FLOOR AREA DIAGRAMS

1/8"=1'-0"



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FAL/ BUILDING COVERAGE DIAGRAMS

A4.0

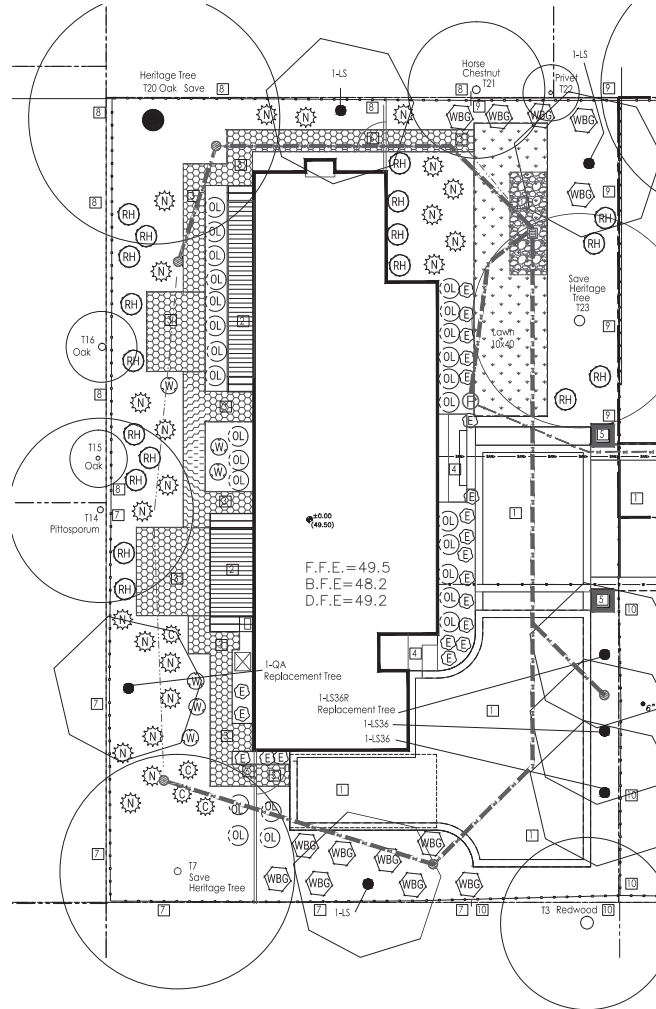






### Landscape Notes

- 1) See sheets L-1 and L-2 for details and specs.
- 2) Exact location of plants on site to be adjusted so as to best coordinate with irrigation component locations, light, drainage features, and swales.
- 3) Use black deep mulch in all planting areas. Provide cover with different mulch colors and prices including Monogony colored Wonder Mulch from Vision Recycling in Fremont. Another mulch possibly is recycled redwood sawdust. Some of which is gravel as noted on plan.
- 4) Install plants for all plant circles shown on the plan even if they aren't labeled. Call for clarification. For bidding purposes, if no one is available to answer questions, assume that any plant code specified is 15" wide 15 gal. size and any circle code larger is 15 gal. size.
- 5) The plan is schematic. Don't install plants too close to edges of paving or buildings. Keep valves and spigots clear from trees.
- 6) Do not compact soil that has been compacted during building construction. Do not do excessive digging under existing tree canopies. Dig plant pits only, and don't dig up entire area under existing tree canopies.
- 7) When installing utility lines, hand digging, boring, or spade, or other excavation method as approved by the Project Arborist shall be considered to protect existing mature trees. Consult with the Project Arborist prior to adjusting locations of utility lines. Read the project arborist's tree report and tree protection plan concerning the protection of all existing trees to be saved during construction.
- 8) Any frontage improvements which are damaged as a result of construction will be required to be replaced.
- 9) An encroachment permit from the Engineering Division is required prior to any construction activities in the public right of way. A list of requirements for encroachment permit submitted can be found on the City's webpage of: <http://www.meritpark.com/2025/encroachment-permits>
- 10) Refer to most recent tree report by Assocus Arboricultural Consulting for tree protection measures during construction.
- 11) A Landscape Audit Report from a Certified Professional will be required post construction.



I have complied with the criteria of the water conservation in landscaping ordinance and applied them for the efficient use of water in the landscape and irrigation design plan.  
 Greg Lewis 11/29/21 *Greg Lewis*

## Landscape Site/ Planting Plan

1/8" = 1'-0"  
 0 8 16'



### Plant Legend

KEY	QTY	SIZE	BOTANICAL NAME	COMMON NAME	WUCOLS #	water use
<b>REPLACEMENT TREES</b>						
GH	1	15 gal	Quercus agrifolia	Replacement tree	CA Live Oak	LOW
LS	3	15 gal	Laurus Saratoga or Olea Swain Hill	Hybrid Laurel		LOW
LS36R	1	36" box	Laurus Saratoga	Hybrid Laurel		LOW
LS36	2	36" box	Replacement tree - max height 40' per Selective web site	Hybrid Laurel		LOW
LS36	2	36" box	Replacement tree	Hybrid Laurel		LOW
LS36	2	36" box	Screening tree for neighbor - max height 40' per Selective web site	Hybrid Laurel		LOW
<b>MEDIUM SHRUBS</b>						
RH	18	5	Rhapisidopsis indica Class	India Hawthorne		LOW
<b>GROUND COVERS</b>						
C	4	1	Carex divisa	European Gray Sedge		LOW
E	21	1	Erigeron karwinskianus	Santa Barbara Daisy		LOW
N	22	1	Lomandra longifolia Nutt	Nyala Mat Rush		LOW
W	6	1	Nespetia laevis 'Widens Low'	Calmix		LOW
OL	24	1	Olea europaea 'Little Ole'	Dwarf Olive		LOW
WB	13	1	Westringia fruticosa	Blue Gem Coast Rosemary		LOW
LAWN	sod		Bonari Dwarf Fescue w/ 2x4 rough redwood header			HIGH

Ask owners if they want to update any plants if the budget allows.  
 Plant counts for planning purposes only. Contractor to do own plant count and install all plants shown on the plan. Do not make substitutes without written approval of Landscape Architect.

### Heritage Replacement Trees

KEY	QTY	COMMON NAME	REPLACEMENT TREE	REPLACEMENT VALUE
<b>HERITAGE TREE REMOVED</b>				
T2	15.4'	Apple	One 15 gal Coast Live Oak	\$200.00
T6	18.1'	Plum	One 36" box Laurus Saratoga	\$200.00

Only one 15 gal is required but we are updating for screen tree.

### Landscape Site Legend

- 1 Drieway - Previous Pavers with 6 inch wide concrete edge restraint capped to go with pavers - owner to select brand, pattern, and color
- 2 Low Deck - See architect's plans
- 3 Gravel - 3" deep such as crushed granite - owner to select gravel color - don't use gravel with a bit of white. Do not use white admix. Install previous weed cloth under gravel. Use 2x4 RWB header bar.
- 4 Landings and Steps - Conc. or conc. with tile or paver facing - also see architect's plans
- 5 Masonry or Painted Stucco Plans
- 6 3' wide x 7' tall solid wood gate and 6' tall fence
- 7 Existing 4' to 7' tall fence in good condition to remain
- 8 New solid wood 7' tall fence
- 9 New solid wood 7' tall fence
- 10 Existing solid wood 6' to 7' tall fence in 20' front yard setback - reduce existing fence to 4' height if possible and fence is in good condition or install new 4' high fence
- 11 6' x 12' shallow gravel basin below grade with solid and top of 4" - see civil plans



**MP WILLOW CAPITAL LLC**

353 Costello Drive  
Los Altos CA 94024

**269 Willow Rd**

**Project Description Letter**

Dec 1,2021

**Parcel General Information**

The 7668 +/- sqft parcel is a **vacant lot** that approximately 110' x 70'. The applicant is proposing to construct a new two-story single-family residence with an attached 1-car garage. A shared new paver driveway will be replaced with the current cracked concrete driveway.

There are two heritage trees are recommended for removal, the permit HTR2021-00095 has been approved. After discussing with 247 Willow Road neighbor, the key replacement trees are including one 15 gallons California live oak and six of 36" box of Hybrid Laurel which serve as screening trees. Please refer details on L1 of the landscape plan set.

**Proposed Single Family Residence**

The architectural style selected for the proposed home is the **Colonial Revival** which we believe that best blends in the neighborhood. As we know the Colonial Revival style encompasses a number of architectural traditions, such as English, Dutch, and Spanish colonial influences that were combined during the late-nineteenth and early-twentieth-centuries to create buildings that celebrated Colonial America. The ground level of the new home will have a living room, family room, Kitchen, formal dining and a private office with a bathroom. The second floor will have three bedrooms with two bathrooms and a laundry room. The open floor plan designed to appeal to families. There is attention paid to indoor-outdoor living, which contributes to healthy living and home value.

## Neighborhood Outreach

We have contacted the owners of 277,277A,277B, 243,245,247 Willow Rd and 254,260 Santa Margarita Ave. We have communicated and hand delivered a copy of the draft of the architectural design to all the adjacent neighbors. They were all pleased that finally a new development is happening on the vacant lot. Some of the neighbors were more excited that finally new fences would be installed around the property as well. Daniel Hom the owner of 247 Willow had some concerns regarding this new development and we have addressed his concerns via emails and in person. Attached email communication history for your reference. The last visit to the neighbors was on Oct 16<sup>th</sup>, 2021. We have sent the most updated plan set to the neighbor.

Best,  
Charlene Cheng  
PM@MP Willow Capital LLC  
[Charlene2005@gmail.com](mailto:Charlene2005@gmail.com)  
408-772-9476



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## 269 Willow Road, Menlo Park

14 messages

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**Daniel Hom** <danielkhom@aol.com>  
To: charlene2005@gmail.com, ltapia@menlopark.org  
Cc: dnahom@aol.com, danielkhom@aol.com

Wed, Jul 14, 2021 at 6:11 PM

July 14, 2021

Re: 269 Willow Road new two-story residence

Hello Charlene,

We meet and spoke briefly outside my home at 247 Willow Road. At the time, you mentioned the upcoming submittal and plans for the new house at 269 Willow. I want to take this opportunity to have a follow up now that I received the public notice.

1. As we discussed, I am in support of building on the empty property. Open space is nice however; I understand the desire for housing. I am in favor if the design is well planned and takes into consideration neighbors' concerns.
2. We discussed my concerns regarding privacy and line of site. With the planned two-story home, second-floor windows has the potential for direct line of site to the rear yard of my house at 247 Willow. I ask that your building design consider this. Please look into your building layout; window type, size and arrangement; architectural screening; exterior landscape screening; etc... for mitigation.
3. The City notice states two-heritage trees proposed for removal. I am curious about which trees? The property has an apple tree at the corner of the lot that provides some screening. It would be a shame to have this tree removed and the loss of privacy and fruits it provides.
4. 265 Willow has a tree that also provides minimal screening. I hope your new landscaping design has plans for relatively high screening for the line of sight from the second floor to my rear yard. Perhaps consider addition trees along the property line of to benefit all parties.
5. The previous owners of 265 Willow was unwilling to share the cost of a new fence. The fence is in decrepit condition. It is only standing because we attached supports from our roof to keep it up. Our properties needs a new privacy fence to match similar design.
6. The empty lot likely has rodents. I see field rats along the fence at night. I am sure these rodents will scatter once construction begins. However, where will they go and live is the concern.
7. Sanitary sewer laterals on your property should be inspected. Over the years, there's signs of raw sanitary waste in the front landscaping. You may want to have this looked into and repaired before Willow Road is repaved this summer. WBSD sent notices to all residents regarding the current repairs underway now.
8. I am not concern about construction noise as long it falls within City ordinance.
9. Throughout the years, the residents on our common driveway have enjoyed spending time outside. We hope construction and the plans do not negatively affect the quality of life.

In conclusion, our family is excited to have a change in ownership and looking forward to working with you on this project.

Please let me know when is a good time for you to meet again and share any future updates.

Regards,

Daniel Hom - owners of 247 Willow Road (and part owner of 243 Willow Road)

Cc: Leo Tapia – MP Planning Technician

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**Charlene Cheng** <charlene2005@gmail.com>  
To: Daniel Hom <danielkhom@aol.com>  
Cc: "Tapia, Leonel" <ltapia@menlopark.org>, dnahom@aol.com, danielkhom@aol.com

Wed, Jul 14, 2021 at 6:48 PM

Thank you for your email.  
I really appreciate you sharing your concerns as well as some good suggestions, my team will look into them and get back to you in a day or two.

BR,  
Charlene  
[Quoted text hidden]

---

**Charlene Cheng** <charlene2005@gmail.com>  
To: Daniel Hom <danielkhom@aol.com>  
Cc: dnahom@aol.com, Daniel Hom <danielkhom@aol.com>

Wed, Jul 14, 2021 at 11:43 PM

Hi Daniel,  
  
Would you like to meet up this Friday either 10-11am or after 4pm?

Please let me know,  
Thanks  
Charlene  
[Quoted text hidden]

---

**Daniel Hom** <danielkhom@aol.com>  
To: Charlene Cheng <charlene2005@gmail.com>  
Cc: dnahom@aol.com

Fri, Jul 16, 2021 at 1:11 AM

Hi Charlene,  
I'm out of town now. Weekend or next week Mon or Thu after 4 may work. I'm not available weekdays.

On Jul 14, 2021, at 11:44 PM, Charlene Cheng <[charlene2005@gmail.com](mailto:charlene2005@gmail.com)> wrote:

[Quoted text hidden]

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**Charlene Cheng** <charlene2005@gmail.com>  
To: Daniel Hom <danielkhom@aol.com>  
Cc: dnahom@aol.com, "Tapia, Leonel" <ltapia@menlopark.org>, mpwillow2021@gmail.com

Mon, Jul 19, 2021 at 11:37 AM

Good morning Daniel,

Hope you had a great weekend!

Since we couldn't meet up sooner I'm going to address your concerns in the email below, see check my comments in **RED**.  
Please let me know if you have any questions and we can meet up Thursday after 4 if necessary.

Thanks  
Charlene

On Fri, Jul 16, 2021 at 1:11 AM Daniel Hom <[danielkhom@aol.com](mailto:danielkhom@aol.com)> wrote:

Hi Charlene,  
I'm out of town now. Weekend or next week Mon or Thu after 4 may work. I'm not available weekdays.

On Jul 14, 2021, at 11:44 PM, Charlene Cheng <charlene2005@gmail.com> wrote:

Hi Daniel,

Would you like to meet up this Friday either 10-11am or after 4pm?

Please let me know,  
Thanks  
Charlene

On Wed, Jul 14, 2021 at 6:48 PM Charlene Cheng <charlene2005@gmail.com> wrote:

Thank you for your email.

I really appreciate you sharing your concerns as well as some good suggestions, my team will look into them and get back to you in a day or two.

BR,  
Charlene

On Wed, Jul 14, 2021 at 6:11 PM Daniel Hom <danielkhom@aol.com> wrote:

July 14, 2021

Re: 269 Willow Road new two-story residence

Hello Charlene,

We meet and spoke briefly outside my home at 247 Willow Road. At the time, you mentioned the upcoming submittal and plans for the new house at 269 Willow. I want to take this opportunity to have a follow up now that I received the public notice.

1. As we discussed, I am in support of building on the empty property. Open space is nice however; I understand the desire for housing. I am in favor if the design is well planned and takes into consideration neighbors' concerns.

**Thank you for your support! Yes, our experienced Architect has been diligently making the design not only follow the city guidelines as well as considering neighbors' concerns.**

2. We discussed my concerns regarding privacy and line of site. With the planned two-story home, second-floor windows has the potential for direct line of site to the rear yard of my house at 247 Willow. I ask that your building design consider this. Please look into your building layout; window type, size and arrangement; architectural screening; exterior landscape screening; etc... for mitigation.

**Yes we take neighbors' privacy very seriously. There is only one bedroom whose window may be in the direction of your rear yard. The distance from that window to your rear yard is more than 60 feet, please refer to the diagram attached. In addition, there is a big tree in the corner which will protect your privacy as well.**

3. The City notice states two-heritage trees proposed for removal. I am curious about which trees? The property has an apple tree at the corner of the lot that provides some screening. It would be a shame to have this tree removed and the loss of privacy and fruits it provides.

**Attached is the Arborist report FYI. Yes, the apple tree stays;)**

4. 265 Willow has a tree that also provides minimal screening. I hope your new landscaping design has plans for relatively high screening for the line of sight from the second floor to my rear yard. Perhaps consider addition trees along the property line of to benefit all parties.

**Sure, we will review our landscaping design again to give you the maximum privacy possible.**

5. The previous owners of 265 Willow was unwilling to share the cost of a new fence. The fence is in decrepit condition. It is only standing because we attached supports from our roof to keep it up. Our properties needs a new privacy fence to match similar design.

**Yes, we should collaborate to build the new fences.**

6. The empty lot likely has rodents. I see field rats along the fence at night. I am sure these rodents will scatter once construction begins. However, where will they go and live is the concern.

**We will looking into this concern**

7. Sanitary sewer laterals on your property should be inspected. Over the years, there's signs of raw sanitary waste in the front landscaping. You may want to have this looked into and repaired before Willow Road is repaved this summer. WBSD sent notices to all residents regarding the current repairs underway now.

**The new construction will have brand new sewer pipe**

[Quoted text hidden]

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**Charlene Cheng** <charlene2005@gmail.com>

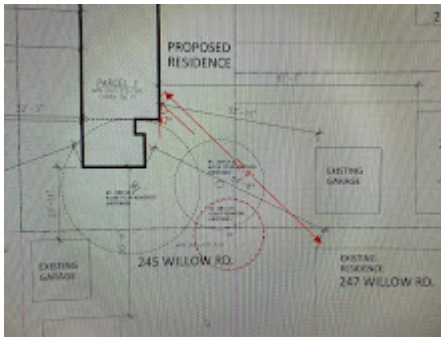
Mon, Jul 19, 2021 at 2:01 PM

To: Daniel Hom <danielkhom@aol.com>

Cc: dnahom@aol.com, "Tapia, Leonel" <ltapia@menlopark.org>, mpwillow2021@gmail.com

oops forgot the attachment

[Quoted text hidden]



**IMG\_4028.JPG**  
451K

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**danielkhom@aol.com** <danielkhom@aol.com>

Tue, Jul 20, 2021 at 7:42 AM

Reply-To: danielkhom@aol.com

To: "charlene2005@gmail.com" <charlene2005@gmail.com>

Cc: "dnahom@aol.com" <dnahom@aol.com>, "ltapia@menlopark.org" <ltapia@menlopark.org>, "mpwillow2021@gmail.com" <mpwillow2021@gmail.com>

Hi Charlene,

Thanks for the email. I appreciate the prompt response.

Can you clarify item 3? You mentioned the apple tree stays. But the arborist report states #1 heritage apple tree removed. Is the layout old?

Regarding the second story, what are the proposed elevations of the window and top of the structure?

Regards,  
Daniel

(apologizes if you receive this email twice. Having problems with my phone)

[Quoted text hidden]

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**Charlene Cheng** <charlene2005@gmail.com>

Tue, Jul 20, 2021 at 12:48 PM

To: Daniel Hom <danielkhom@aol.com>

E6

Cc: "dnahom@aol.com" <dnahom@aol.com>, "ltapia@menlopark.org" <ltapia@menlopark.org>, "mpwillow2021@gmail.com" <mpwillow2021@gmail.com>

My apologies, that apple tree will have to be removed since it's not healthy to stay, we will discuss with you when we are doing the landscaping.

Please refer to the attached schematics and hopefully address your concerns for the elevations of the window and top of the structure.

BR,  
Charlene

[Quoted text hidden]

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## 2 attachments



**IMG\_2203.JPG**  
1376K



**IMG\_2204.JPG**  
832K

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**danielkhom@aol.com** <danielkhom@aol.com>

Wed, Jul 21, 2021 at 1:13 AM

Reply-To: danielkhom@aol.com

To: "charlene2005@gmail.com" <charlene2005@gmail.com>

Cc: "dnahom@aol.com" <dnahom@aol.com>, "ltapia@menlopark.org" <ltapia@menlopark.org>, "mpwillow2021@gmail.com" <mpwillow2021@gmail.com>

Charlene,

it's unfortunate the apple tree is to be removed. This tree is fairly tall and provides adequate screening from the second floor center of windows at 16'. You may want to consider mature trees when engaging the landscape architect. 7' privacy fence along the property line is adequate for ground levels but not second floors. Normally I wouldn't be concerned with a public easement, front entrance, or driveways such as some of the other neighbors. But I am worried as it relates to my private rear yard where my family relaxes and two bedrooms faces.

Regarding the two-story house. What is the planned footage? I understand a few other homes on Willow Road have two-story houses. I believe those lots are larger. This lot appears smaller and uncharacteristic for a structure this size. As previously stated, I'm supportive of developing the empty lot at 269. But I am worried about the privacy and size of the structure relative to all other adjacent single-story homes.

I'm confident we can continue to work together towards a resolution.

Regards,  
Daniel

[Quoted text hidden]

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**Charlene Cheng** <charlene2005@gmail.com>

Wed, Jul 21, 2021 at 10:04 AM

E7



To: Daniel Hom <danielkhom@aol.com>  
Cc: "dnahom@aol.com" <dnahom@aol.com>, "ltopia@menlopark.org" <ltopia@menlopark.org>, "mpwillow2021@gmail.com" <mpwillow2021@gmail.com>

Morning Daniel,

I totally understand your concerns. We have followed all of the city guidelines and the building codes to design this project, we can work together in fine details later to protect you with the maximum privacy as possible.

Thank you for your understanding.

Charlene

[Quoted text hidden]

---

**Charlene Cheng** <charlene2005@gmail.com>

Wed, Jul 21, 2021 at 10:09 AM

To: Daniel Hom <danielkhom@aol.com>

Attached is the site plan we submitted for your review, everything designed was under the guidelines of the planning department. We had preliminary review with the city before the submission.

If you have more questions, I can arrange a zoom call with our Architech if needed,

Thanks again,

Charlene

[Quoted text hidden]



**269 willow site plan061021.pdf**

12858K

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**Daniel Hom** <danielkhom@aol.com>

Wed, Jul 21, 2021 at 6:38 PM

To: Charlene Cheng <charlene2005@gmail.com>

Thank you Charlene

On Jul 21, 2021, at 10:10 AM, Charlene Cheng <[charlene2005@gmail.com](mailto:charlene2005@gmail.com)> wrote:

[Quoted text hidden]



**269 willow site plan061021.pdf**

12858K

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**Charlene Cheng** <charlene2005@gmail.com>

Thu, Jul 22, 2021 at 1:30 PM

To: Daniel Hom <danielkhom@aol.com>

We are in the process of reviewing all the details with planning division, we will keep you updated. Thanks!

[Quoted text hidden]

---

**Daniel Hom** <danielkhom@aol.com>

Thu, Jul 22, 2021 at 11:32 PM

To: Charlene Cheng <charlene2005@gmail.com>

Great! And good luck working with Planning.

Menlo Park isn't the easiest city to work with. Lot sizes aren't standard and require more effort.

On Jul 22, 2021, at 1:31 PM, Charlene Cheng <[charlene2005@gmail.com](mailto:charlene2005@gmail.com)> wrote:

[Quoted text hidden]

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**RE: 269 Willow Rd landscape design review - additional comments 10/21/21**

14 messages

**Daniel Hom** <Daniel.Hom@bloomenergy.com>

Thu, Oct 21, 2021 at 9:05 AM

To: Daniel Hom &lt;danielkhom@aol.com&gt;, Charlene Cheng &lt;charlene2005@gmail.com&gt;, Greg &lt;lewislandscape@sbcglobal.net&gt;

Cc: Dnahom &lt;dnahom@aol.com&gt;

Hi Greg and Charlene,

I reviewed your attachment and have the following additional note/comments. (embedded image with Red line note)

Also included is an aerial with the 269 site plan. Note the line of site concern. This view is to my 247 rear yard and bedrooms. And therefore my request for taller screening from 269 second floor elevation.

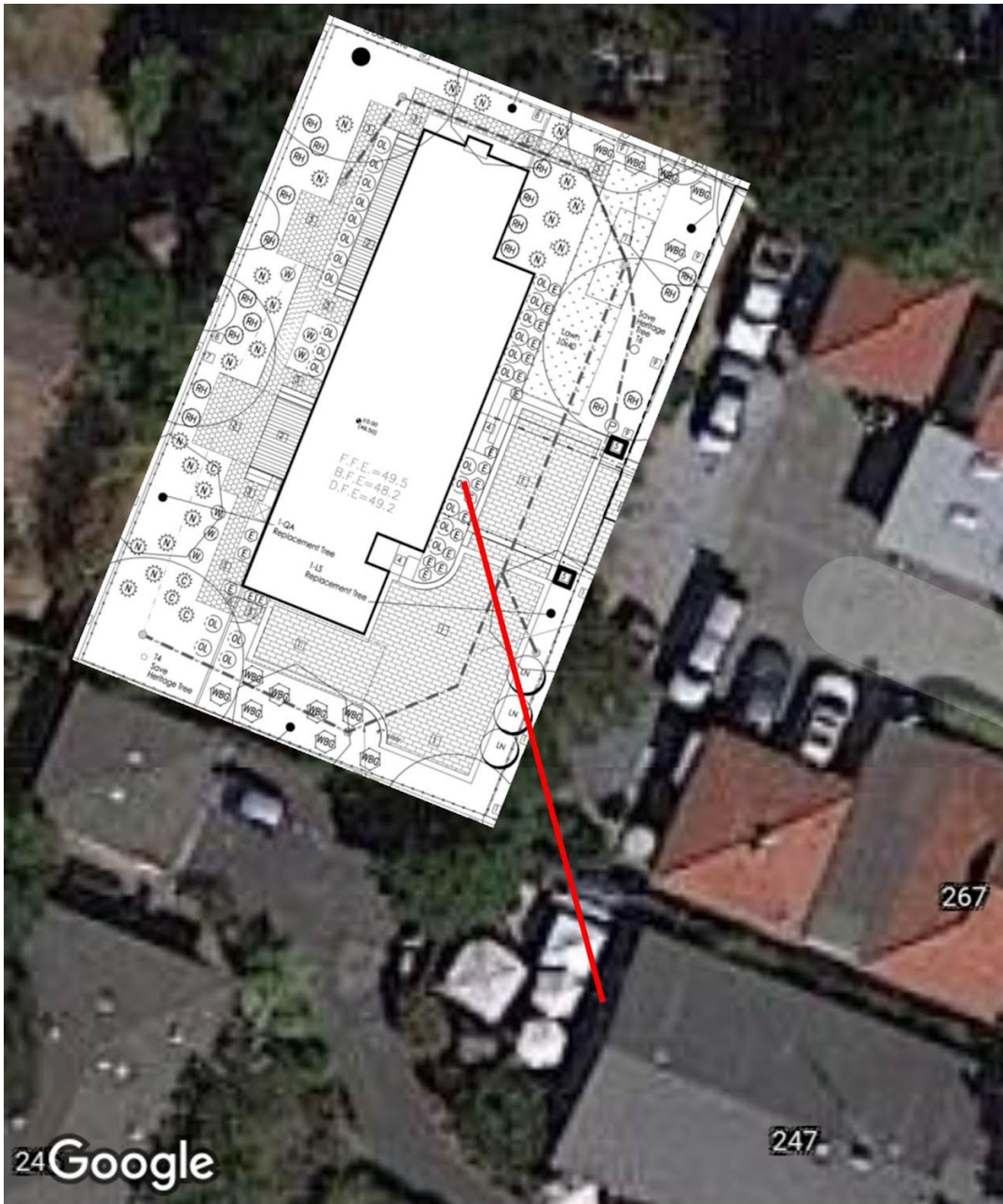
I hope this helps.

Respectfully,

Daniel and Alice Hom

247 Willow Owners





**From:** Daniel Hom <[danielkhom@aol.com](mailto:danielkhom@aol.com)>  
**Sent:** Wednesday, October 20, 2021 6:45 PM  
**To:** Charlene Cheng <[charlene2005@gmail.com](mailto:charlene2005@gmail.com)>; Greg <[lewislandscape@sbcglobal.net](mailto:lewislandscape@sbcglobal.net)>  
**Cc:** Daniel Hom <[Daniel.Hom@bloomenergy.com](mailto:Daniel.Hom@bloomenergy.com)>  
**Subject:** Re: 269 Willow Rd landscape design review

EXTERNAL EMAIL

Hi Charlene,

Thanks.

Greg,  
E12

It's inefficient to keep doing a little bit of work on this and then having to wait for information from different people.

I think the civil will be pretty responsive and send me something.

From you I need to know if you want to keep all the trees I have at this point and down size them to 15 gal except for the screen trees or if you want me to remove the trees we don't need for replacement trees.

[Quoted text hidden]

---

**Charlene Cheng** <charlene2005@gmail.com>  
To: Daniel Hom <Daniel.Hom@bloomenergy.com>

Sun, Oct 31, 2021 at 5:09 PM

Hi Daniel and Alice,

FYI, Please find attached is the latest landscape plan for 269 Willow.

BR,  
Charlene

[Quoted text hidden]

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 **269 landscaping planting plan 103121.pdf**  
911K



1/6/2022

Charlene Cheng  
MP Willow Capital LLC  
353 Costello Dr.  
Los Altos, California 94024  
(408) 772-9476  
charlene2005@gmail.com

Re: Tree protection for proposed new residence at 267-275 Willow Rd, Menlo Park, California 94025

Dear Charlene,

At your request, we have visited the property referenced above to evaluate the trees present with respect to the proposed project. The report below contains our analysis.

## **Summary**

There are six heritage trees on this property, one heritage tree overhanging from an adjacent property, and two street trees overhanging the property. Two, both heritage trees on this property, are recommended for removal, as they conflict with project features.

There are an additional 21 trees present on and adjacent to the property which do not belong to any class of protected trees. Of these, six are recommended for removal, as they conflict with project features. Three more are recommended for removal because they are dead.

All other trees are in good condition and should be retained and protected as detailed in the Recommendations, below. With proper protection, all are expected to survive and thrive during and after construction.

## Assignment and Limits of Report

We have been asked to write a report detailing impacts to trees from construction of the proposed new single-family house on this property. This report may be used by our client and other project members as needed to inform all stages of the project.

All observations were made from the ground with basic equipment. No root collar excavations or aerial inspections were performed. No project features had been staked at the time of our site visit.

## Tree Regulations

The Report is intended to satisfy tree reporting requirements for the City of Menlo Park, as detailed in relevant portions of the document titled "Heritage Tree Ordinance Administrative Guidelines," available at:

<https://www.menlopark.org/DocumentCenter/View/25577/Heritage-tree-ordinance-administrative-guidelines---draft>

Tree protection measures are intended to be consistent with the document titled "Tree Protection Specifications," available at:

<https://www.menlopark.org/DocumentCenter/View/90/Tree-Protection-Specifications>

## Observations

### *Current Site Conditions*

The property is currently vacant, though old landscape plants indicate that it may once have been used as a back yard. Access is through a wide shared driveway for the houses between this property and Willow Road.

### *Trees*

There are six heritage trees on this property, three overhanging the property from adjacent properties, and two street trees (Images 8). Two are coast live oaks (*Quercus agrifolia*), six are other large-stature ornamental trees, and three are fruit trees.

There are an additional 21 trees present on and adjacent to the property which do not belong to any class of protected trees. Three of these are dead.



### *Project Features*

A single-family home is proposed on the rear parcel of the property, which is currently occupied by landscaped area.

A paver driveway is proposed at the front of the property. A new paver path is proposed on the south side of the house. A new patio is proposed at the rear of the house, near the southwest corner just north of the garage.

A storm drain is proposed around the perimeter of the house, feeding into a proposed gravel basin in the northeast corner of the property.

A vehicle gate is proposed at the entrance to the property, to be installed on two large posts.

### *Potential Conflicts*

Trees #1, 4-6 - the house footprint conflicts directly with these trees.

Trees #2, 10 - the proposed driveway conflicts directly with these trees' trunks.

Trees #3, 7, 8 - a portion of the proposed driveway lies within these trees' TPZs.

Trees #9, 14-16, 19, 21, 22, 24-32 - no project features lie within these trees' TPZs.

Trees #11-13, 17, 18 - the proposed walkway around the house conflicts directly with these trees' trunks.

Tree #20 - portions of the proposed storm drain, walkway, and house lie within this tree's TPZ.

Tree #23 - portions of the proposed storm drain, gravel basin, and northern fence post lie within this tree's TPZ.

## **Testing and Analysis**

Tree DBHs were taken using a diameter tape measure if trunks were accessible. The DBHs of trees with non-accessible trunks were estimated visually. All trees were inventoried. Full tree protection analysis was performed for all trees with protected status.

Vigor ratings are based on tree appearance and experiential knowledge of each species.

Tree location data was collected using a GPS smartphone application and processed in GIS software to create the maps included in this report. Due to the error inherent in GPS data collection, and due also to slight differences between GPS data and CAD drawings, tree locations shown on the map below are approximate.

We visited the site once, on 4/7/2021. All observations and photographs in this report were taken at that site visit.

This report is based on the 11-page plan set titled "269 Willow Road Residence," last revised 12/15/2021, provided to me electronically by the client

## **Discussion**

### *Tree Protection Zones (TPZ's)*

Tree roots grow where conditions are favorable, and their spatial arrangement is therefore unpredictable. Favorable conditions vary among species, but generally include the presence of moisture, and soft soil texture with low compaction.

Contrary to popular belief, roots of all tree species grow primarily in the top two feet of soil, with a small number of roots sometimes occurring at greater depths. Some species have taproots when young, but these almost universally disappear with age. At maturity, a tree's root system may extend out from the trunk farther than the tree is tall.

The optimal size of the area around a tree which should be protected from disturbance depends on the tree's size, species, and vigor, as shown in the following table (adapted from *Trees & Construction*, Matheny and Clark, 1998):

<b>Species tolerance</b>	<b>Tree vitality<sup>1</sup></b>	<b>Distance from trunk (feet per inch trunk diameter)</b>
Good	High	0.5
	Moderate	0.75
	Low	1
Moderate	High	0.75
	Moderate	1
	Low	1.25
Poor	High	1
	Moderate	1.25
	Low	1.5

It is important to note that some roots will almost certainly be present outside the TPZ; however, root loss outside the TPZ is unlikely to cause tree decline.

Some of the tree species present here are not evaluated in Trees & Construction. Our own evaluation of them based on our experience with the species is as follows:

<b>Species</b>	<b>Estimated tolerance</b>	<b>Reason for tolerance rating</b>
Loquat	1	Insufficient experience with this species leads us to assign it the most conservative rating

### *Roots and Foundations*

Tree roots do not generally grow under houses, as foundation installation requires these areas to be heavily compacted and dry. As discussed above, these conditions do not meet trees' needs for root colonization. Roots may grow under houses if foundations are poorly installed, or if trees are growing in contact with the foundation.

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<sup>1</sup> Matheny & Clark uses tree age, but we feel a tree's vitality more accurately reflects its ability to handle stress.

## Conclusions

Trees #1, 2, 4-6, 10-13, 17, 18 - these trees are incompatible with the project as proposed.

Trees #3, 7, 8 - impacts to trees #3 and 7 from the proposed driveway will likely be minor. Impacts to tree #8 will likely be major.

Trees #9, 14-16, 19, 21, 22, 24-32 - significant impacts to these trees are unlikely from the project as proposed.

Tree #20 - combined impacts to this tree from the proposed storm drain, walkway, and house will likely be moderate to major.

Tree #23 - combined impacts to this tree from the proposed storm drain, gravel basin, and northern fence post will likely be moderate to major.

## Recommendations

### *Design Phase*

1. When placing sewer and other underground utilities, either:
  - a. Place them as far away from tree trunks as practical (preferably outside TPZs), or
  - b. Specify installation via directional boring at a depth of at least 3 feet.
2. Explore design options to minimize impacts to heritage trees #3, 7, 20, and 23.

### *Preconstruction Phase*

1. Remove trees #1, 2, 4-6, 10-13, 17, 18 (only #2 and 6 are heritage trees).
2. Install tree protection fencing, approximately as shown in the Tree Map, below.
  - a. Distances from trunk centers are given on the Tree Map.
  - b. Fencing for some trees may need to be slightly closer to the trunk to allow for access to the proposed house.
    - i. If fencing will need to be moved more than 2 feet closer to the tree than specified, contact the project arborist for guidance.
  - c. Please be aware that tree protection zones may differ from canopy sizes.
  - d. Tree protection fencing shall comprise 6' chain link fabric mounted on 1.5" diameter metal posts driven into the ground. (continued on next page)

- e. Place a 6" layer of wood chips inside tree protection fencing.
- f. Tree protection fencing shall adhere to the requirements in the document titled "Tree Protection Specifications," available at <https://www.menlopark.org/DocumentCenter/View/90/Tree-Protection-Specifications>

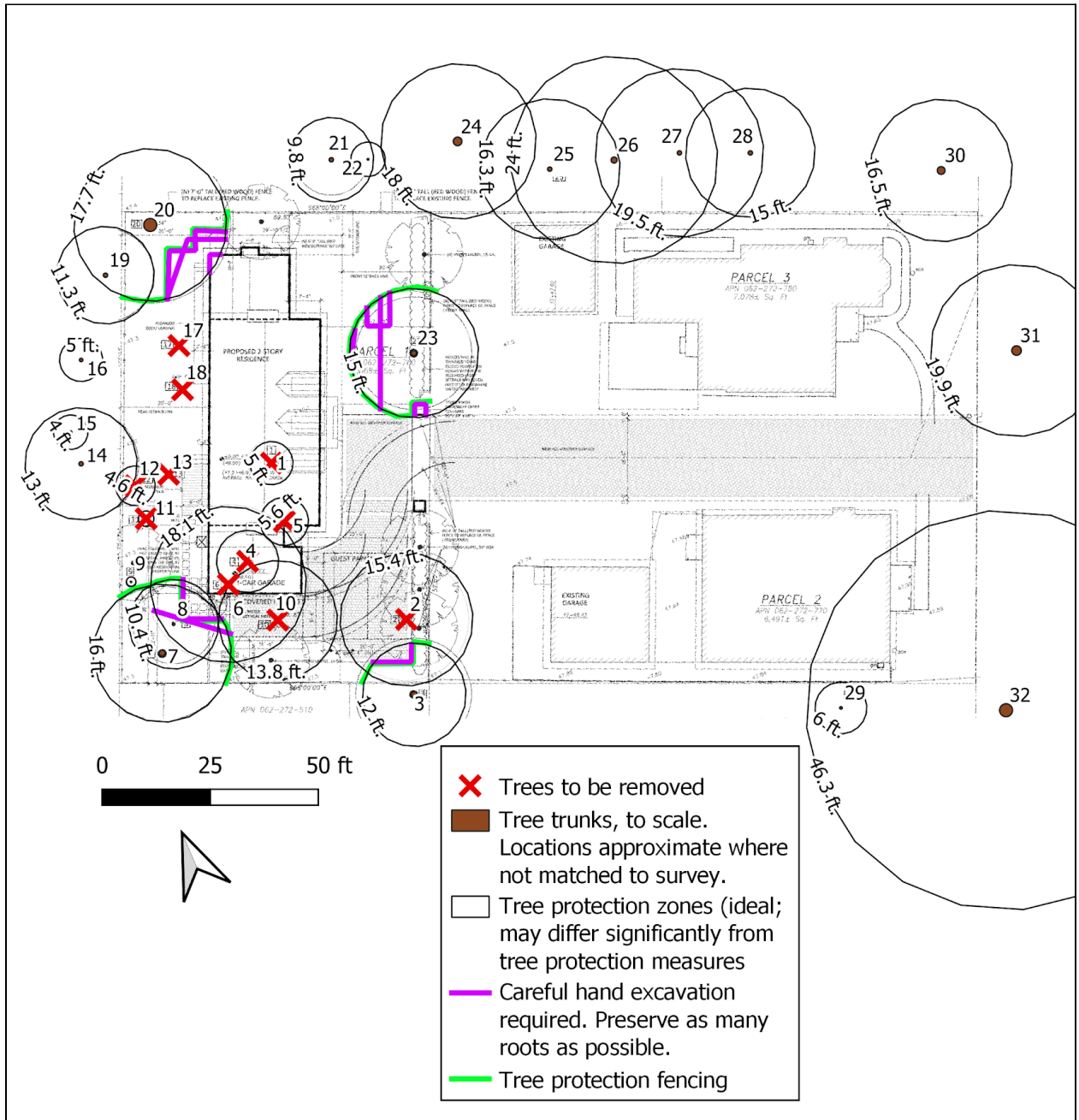
#### *Construction Phase*

1. Maintain tree protection measures as specified above.
2. Excavation for portions of proposed house and pavement within TPZs shall be performed as follows:
  - a. Hand-excavate nearest edge within tree protection zone to the full depth of the feature being installed or to a depth of three feet, whichever is shallower.
  - b. If roots over 1" must be severed, do so with a sharp saw or bypass pruners as close to the edge of excavation as possible.
  - c. Notify project arborist when excavation is complete. Project arborist shall inspect work to make sure all roots have been cut cleanly.
  - d. If excavation will be left open for more than 3 days:
    - i. Cover excavation wall nearest tree with several layers of burlap or other absorbent fabric
    - ii. Install a timer and soaker hoses to irrigate with potable water twice per day, enough to wet fabric thoroughly.

#### *Post-Construction Phase*

1. Install two new 15-gallon trees as replacements for heritage trees #2 and 6.
  - a. The DBHs of these trees are 15.4 and 18.1, respectively. According to the Heritage Tree Ordinance Administrative Guidelines, a heritage tree 15-20" in DBH must be replaced with a 15-gallon container.
2. Provide supplemental irrigation for trees #4 and 5 for at least 3 years to aid in root regrowth. Note that tree #5 should only be irrigated during the normal wet season (October-May), and only if rainfall is below average.

# Tree Map





# Supporting Photographs

*Image 1: apple #1 (note trunk damage in right-hand photograph)*





Image 2: plum #3





Image 3: coast live oak #4





*Image 4: coast live oak #5*





Image 5: bay laurel #6





Image 6: red horsechestnut #7





Image 7: London plane #8





Image 8: liquidambar #9





Respectfully submitted,



Katherine Naegele  
Consulting Arborist  
Aesculus Arboricultural Consulting, LLC  
Master of Forestry, UC Berkeley  
ISA Certified Arborist #WE-9658A  
ISA Tree Risk Assessment Qualified  
American Society of Consulting Arborists, Member  
Cell: 650 209-0631



## Terms of Assignment

The following terms and conditions apply to all oral and written reports and correspondence pertaining to the consultations, inspections, and activities of Aesculus Arboricultural Consulting:

1. All property lines and ownership of property, trees, and landscape plants and fixtures are assumed to be accurate and reliable as presented and described to the consultant, either orally or in writing. The consultant assumes no responsibility for verification of ownership or locations of property lines, or for results of any actions or recommendations based on inaccurate information.
2. It is assumed that any property referred to in any report or in conjunction with any services performed by Aesculus Arboricultural Consulting is in accordance with any applicable codes, ordinances, statutes, or other governmental regulations, and that any titles and ownership to any property are assumed to be good and marketable. The existence of liens or encumbrances has not been determined, and any and all property is appraised and/or assessed as though free and clear, under responsible ownership and competent management.
3. All reports and other correspondence are confidential and are the property of Aesculus Arboricultural Consulting and its named clients and their assigns or agents. Possession of this report or a copy thereof does not imply any right of publication or use for any purpose, without the express permission of the consultant and the client to whom the report was issued. Loss, removal, or alteration of any part of a report invalidates the entire appraisal/evaluation.
4. The scope of any report or other correspondence is limited to the trees and conditions specifically mentioned in those reports and correspondence. Aesculus Arboricultural Consulting assumes no liability for the failure of trees or parts of trees, inspected or otherwise. The consultant assumes no responsibility to report on the condition of any tree or landscape feature not specifically requested by the named client.
5. All inspections are limited to visual examination of accessible parts, without dissection, excavation, probing, boring or other invasive procedures, unless otherwise noted in the report, and reflect the condition of those items and features at the time of inspection. No warranty or guarantee is made, expressed or implied, that problems or deficiencies of the plants or the property will not occur in the future, from any cause. The consultant shall not be responsible for damages caused by any tree defects, and assumes no responsibility for the correction of defects or tree related problems.
6. The consultant shall not be required to provide further documentation, give testimony, be deposed, or to attend court by reason of this appraisal/report unless subsequent contractual arrangements are made, including payment of additional fees for such services as set forth by the consultant or in the fee schedule or contract.
7. Aesculus Arboricultural Consulting makes no warranty, either expressed or implied, as to the suitability of the information contained in any reports or correspondence, either oral or written, for any purpose. It remains the responsibility of the client to determine applicability to his/her particular case.
8. Any report and the values, observations, and recommendations expressed therein represent the professional opinion of the consultant, and the fee for services is in no manner contingent upon the reporting of a specified value nor upon any particular finding.
9. Any photographs, diagrams, charts, sketches, or other graphic material included in any report are intended solely as visual aids, are not necessarily to scale, and should not be construed as engineering reports or surveys unless otherwise noted in the report. Any reproduction of graphic material or the work product of any other persons is intended solely for clarification and ease of reference. Inclusion of said information does not constitute a representation by Aesculus Arboricultural Consulting as to the sufficiency or accuracy of that information.



Tree #	Common Name	Species	DBH (inches)	Vitality	Heritage Tree?	Street Tree?	Off-Site Tree?	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal); feet from center of trunk	Expected Impacts (for Heritage/Street/Off-Site trees only)	Notes
1	Mandarin	Citrus reticulata	4.0	1				X	\$680.00	2	5.0	Conflicts with proposed house	-
2	Apple	Malus domestica	15.4	1				X	\$5,100.00	3	15.4	Conflicts with proposed driveway	Trunk is damaged from a prior leader failure. Ganoderma conk is present in damaged area.
3	Coast redwood	Sequoia sempervirens	16.0	2	X		X		\$6,400.00	3	12.0	Minor from driveway	Neighbor tree. DBH estimated.
4	Peach	Prunus persica	4.8	1				X	\$250.00	1	7.2	Conflicts with proposed house	-
5	Citrus	Citrus sp.	4.5	1				X	\$770.00	2	5.6	Conflicts with proposed house	-
6	Plum	Prunus sp.	18.1	2	X			X	\$5,300.00	2	18.1	Conflicts with proposed house	Very poor structure from past pruning
7	European pear	Pyrus communis	16.0	2	X				\$6,300.00	2	16.0	Minor from driveway	-
8	Cherry	Prunus sp.	8.3	1					\$1,180.00	2	10.4	Major from proposed storm drain, major from proposed walkway	-
9	Coast live oak	Quercus agrifolia	2.1	3					\$180.00	3	1.1	-	-
10	Plum	Prunus sp.	13.8	2				X	\$2,790.00	2	13.8	Conflicts with proposed driveway	-

Tree #	Common Name	Species	DBH (inches)	Vitality	Heritage Tree?	Street Tree?	Off-Site Tree?	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal); feet from center of trunk	Expected Impacts (for Heritage/Street/Off-Site trees only)	Notes
11	Cherry	Prunus sp.	1.8	2				X	\$140.00	2	1.8	Conflicts with proposed walkway	-
12	Mandarin	Citrus reticulata	3.7	1				X	\$400.00	2	4.6	Conflicts with proposed walkway	-
13	European pear	Pyrus communis	4.4	0				X	\$0.00	2	0.0		-
14	Pittosporum	Pittosporum sp.	13.0	1					\$2,080.00	3	13.0	-	-
15	Coast live oak	Quercus agrifolia	8.0	3					\$1,630.00	3	4.0	-	-
16	Coast live oak	Quercus agrifolia	10.0	3					\$2,690.00	3	5.0	-	-
17	Unknown	N/A	4.2	-				X	\$0.00	N/A	0.0	Conflicts with proposed walkway	-
18	Common Fig	Ficus carica	7.4	0				X	\$0.00	3	0.0	Conflicts with proposed walkway	-
19	Olive	Olea europaea	11.3	1					\$1,890.00	3	11.3	-	-
20	Coast live oak	Quercus agrifolia	35.4	3					\$32,400.00	3	17.7	Moderate to major overall - moderate from new storm drain; moderate from proposed walkway; minor from proposed house	Tree protection fencing may need to be moved slightly closer for access to house corner
21	Red horsechestnut	Aesculus x carnea	13.0	2			X		\$6,200.00	3	9.8	-	Neighbor tree. DBH estimated.

Tree #	Common Name	Species	DBH (inches)	Vitality	Heritage Tree?	Street Tree?	Off-Site Tree?	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal); feet from center of trunk	Expected Impacts (for Heritage/Street/Off-Site trees only)	Notes
22	Privet	Ligustrum lucidum	4.0	1			X		\$450.00	3	4.0	-	Neighbor tree. DBH estimated.
23	Bay laurel	Laurus nobilis	15.0	2	X				\$8,300.00	2	15.0	Moderate to major overall - moderate from storm drain; minor from gravel basin; minor from proposed fence pillar	-
24	Coast live oak	Quercus agrifolia	24.0	2	X		X		\$16,800.00	3	18.0	Minimal	TPZ appears to end just beyond property line fence. Neighbor tree. DBH estimated.
25	Bay laurel	Laurus nobilis	13.0	1			X		\$4,990.00	2	16.3	-	Neighbor tree. DBH estimated.
26	Loquat	Eryobotria japonica	16.0	1	X		X		\$2,820.00	1	24.0	Minimal	Activity within the TPZ is very unlikely. Neighbor tree. DBH estimated.
27	Loquat	Eryobotria japonica	13.0	1			X		\$1,870.00	1	19.5	-	Neighbor tree. DBH estimated.
28	Loquat	Eryobotria japonica	12.0	2			X		\$2,800.00	1	15.0	-	Neighbor tree. DBH estimated.
29	Coast live oak	Quercus agrifolia	6.0	1			X		\$590.00	3	6.0	-	Neighbor tree. DBH estimated.

Tree #	Common Name	Species	DBH (inches)	Vitality	Heritage Tree?	Street Tree?	Off-Site Tree?	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; feet from center of trunk)	Expected Impacts (for Heritage/Street/Off-Site trees only)	Notes
30	Red horsechestnut	Aesculus x carnea	22.0	2	X		X		\$14,600.00	3	16.5	Minimal	Activity within the TPZ is very unlikely. Neighbor tree. DBH estimated.
31	London plane	Platanus x acerifolia	26.5	2	X	X			\$13,600.00	3	19.9	Minimal	Activity within the TPZ is very unlikely
32	Liquidambar	Liquidambar styraciflua	37.0	2	X	X	X		\$25,100.00	1	46.3	Minimal	Activity within the TPZ is very unlikely. Neighbor tree. DBH estimated.

## Additional Comments Received after Staff Report Publication

**Paz, Ori**

---

**From:** Daniel Hom <Daniel.Hom@bloomenergy.com>  
**Sent:** Monday, January 24, 2022 2:01 PM  
**To:** Paz, Ori; Daniel Hom  
**Cc:** Charlene Cheng  
**Subject:** Re: Urgent please review this Final 269 Willow Plan Set and reply

**CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.**

I don't have anymore comments.

A neighbor, Shaffer (opposite side along 277) stopped by Sunday and asked me about the project. Apparently they too didn't get the mailer.

Regards,  
Daniel Hom

---

**From:** Paz, Ori <OriPaz@menlopark.org>  
**Sent:** Monday, January 24, 2022 1:50:07 PM  
**To:** Daniel Hom <danielkhom@aol.com>  
**Cc:** Daniel Hom <Daniel.Hom@bloomenergy.com>; Charlene Cheng <charlene2005@gmail.com>  
**Subject:** RE: Urgent please review this Final 269 Willow Plan Set and reply

**EXTERNAL EMAIL**

---

Hi Daniel,

I wanted to confirm whether you had additional concerns or words of support for the project that you wanted included in the public record and sent to the Planning Commission before tonight's meeting. You are also welcome to attend the meeting to share your input on the item. The link is available here:  
<https://beta.menlopark.org/files/sharedassets/public/agendas-and-minutes/planning-commission/2022-meetings/20220124-planning-commission-agenda-packet.pdf#%5B%7B%22num%22%3A308%2C%22gen%22%3A0%7D%2C%7B%22name%22%3A%22FitR%22%7D%2C-194%2C132%2C806%2C729%5D>

I am sorry to hear you did not receive the mailing. I was able to review the mailing list to confirm your name was on the mailing list.

Sincerely,  
Ori





**Ori Paz**  
Associate Planner  
City Hall - 1st Floor  
701 Laurel St.  
tel 650-330-6711  
[menlopark.org](http://menlopark.org)

---

**From:** Daniel Hom [mailto:danielkhom@aol.com]  
**Sent:** Friday, January 21, 2022 7:40 AM  
**To:** Charlene Cheng <charlene2005@gmail.com>  
**Cc:** Daniel Hom <Daniel.Hom@bloomenergy.com>; Paz, Ori <OriPaz@menlopark.org>  
**Subject:** Re: Urgent please review this Final 269 Willow Plan Set and reply

**CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.**

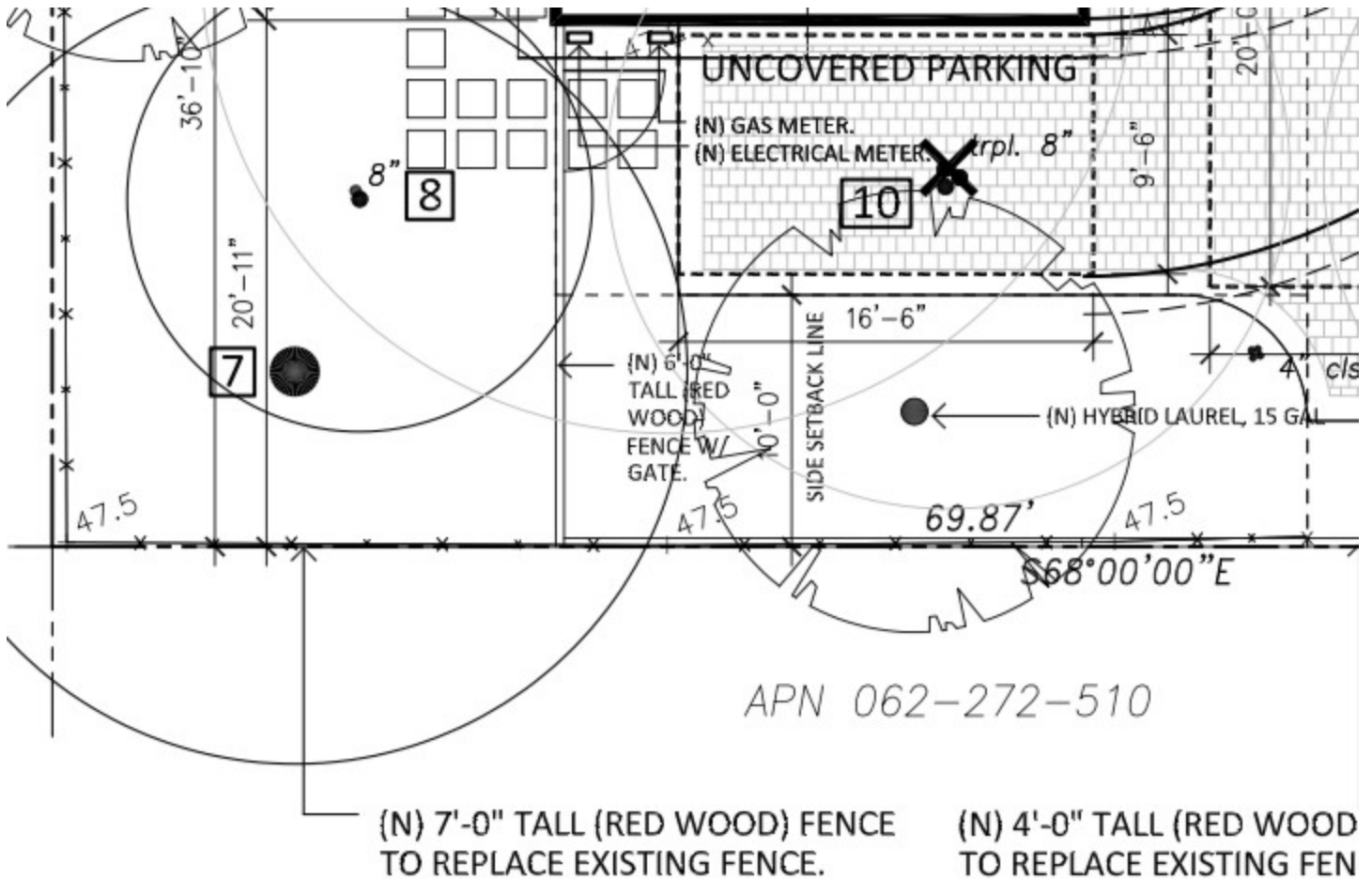
Hi Charlene,

I reviewed the plans and have no further questions or comments as 247 Willow property owner.

I have a question that affect the 245 Willow owner. I see sheet A1.1 notes existing fence to be replace with new 4' and 7'. I don't know if this is still the plan and if 245 owners Josh and Samira is aware.

BTW I never received the public notice mailing. Thank you for emailing me. I learned about the mailing from other neighbors recently.

Regards,  
Daniel



## LEGEND:

On Jan 19, 2022, at 10:26 AM, Charlene Cheng <[charlene2005@gmail.com](mailto:charlene2005@gmail.com)> wrote:

Good Morning Daniel

Please note Ori the planner from the City of Menlo Park is CC in this email.

As my other email to you, June and I came to your house on Sunday afternoon and unfortunately no one was home. I was hoping you can get back to me regarding the latest version of our plan set. I also mentioned earlier that the planning meeting is on 1/24 and the staff report needs your final feedback if any.

We are looking forward to your response.  
Charlene

On Wed, Jan 12, 2022 at 4:06 PM Charlene Cheng <[charlene2005@gmail.com](mailto:charlene2005@gmail.com)> wrote:

Happy New Year Daniel and your family!

I just want to make sure you are receiving the latest and final version of the plan set for 269 Willow road, please find attached. Please note the height of the window sills have been raised for privacy concerns.

Our team would be much appreciated if you would kindly reply to this email after you review the plan.

Thanks

Charlene

On Mon, Nov 29, 2021 at 9:03 AM Charlene Cheng <[charlene2005@gmail.com](mailto:charlene2005@gmail.com)> wrote:

Hi Daniel,

Hope you and your family enjoyed the Thanksgiving holiday long weekend!

I just want to inform you that we are making the final plan set submission after three rounds of reviews with the city. Please see attached for your review. Please let us know if you have any questions. In addition, I believe that we have communicated with you in person that the fence height of front yards is no more than 4' per city's requirement and this has been reflected on the plan set FYI.

Thank you for your attention and Happy Holidays!

Charlene

----- Forwarded message -----

From: **Henry Hong Zeng** <[HZeng@steinberghart.com](mailto:HZeng@steinberghart.com)>

Date: Sun, Nov 28, 2021 at 4:56 PM

Subject: 269 Willow Plan Set - 20211128

To: Charlene Cheng <[charlene2005@gmail.com](mailto:charlene2005@gmail.com)>

Cc: Jun ([junzhangzeng@gmail.com](mailto:junzhangzeng@gmail.com)) <[junzhangzeng@gmail.com](mailto:junzhangzeng@gmail.com)>, Yue Zhao <[yzhao1225@gmail.com](mailto:yzhao1225@gmail.com)>

Hi Charlene,

Attached, please find updated plan set. Let me know if you have any questions.

Best,  
HZ

This email, including any attachments, may contain information that is confidential or proprietary. It is intended solely for the use of the individual(s) or entity to which it is addressed. If you received this email and are not an intended recipient, any disclosure, distribution, copying or other use or retention of this email or information contained within it are prohibited. If you received this email in error, please notify the sender via email and also

permanently delete all copies of the original message together with any of its attachments from your computer or device.



## STAFF REPORT

### Planning Commission

Meeting Date:

1/24/2022

Staff Report Number:

22-007-PC

Public Hearing:

**Public hearing for the environmental impact report (EIR) scoping session for the City of Menlo Park General Plan 6<sup>th</sup> Cycle Housing Element Update, Safety Element Update, and a new Environmental Justice Element**

### Recommendation

Staff recommends that the Planning Commission conduct a scoping session to receive public testimony and provide comments on the scope and content of an EIR to be prepared for the following elements of the City's General Plan:

- An update to the existing Housing Element,
- An update to the existing Safety Element, and
- A new Environmental Justice Element.

The three elements are collectively referred to as “the Housing Element Update project” in this staff report. The EIR will be prepared in compliance with the requirements of the California Environmental Quality Act (CEQA), and will be a subsequent EIR to the City's 2016 General Plan Update EIR (Attachment A).

Staff recommends the following meeting procedure to effectively and efficiently move through the scoping session to receive comments from the public and the Planning Commission:

- Introduction by staff
- Presentation by City's EIR consultant
- Commissioner questions on EIR scope
- Public comments on EIR scope
- Commissioner comments on EIR scope
- Close of public hearing

The January 24<sup>th</sup> public hearing will not include any project actions. The proposal will be subject to additional review and refinement based on public input and future Planning Commission, Housing Commission, and City Council recommendations and/or direction, and will ultimately require action by the City Council. The updated Housing Element will also require certification by the California Department of Housing and Community Development (HCD).

### Policy Issues

An EIR scoping session provides an opportunity early in the environmental review process for Planning Commissioners and the public to comment on specific topics that they believe should be addressed in the environmental analysis.

The proposed project is anticipated to require the following entitlements:

1. **Environmental Review** to analyze potential environmental impacts of the project through a Subsequent EIR to the 2016 General Plan Update EIR, pursuant to CEQA requirements;
2. **General Plan Amendments** to add or modify goals, objectives, policies, and implementation programs related to housing, safety, and environmental justice that would apply citywide. The project may also include amendments to other elements of the General Plan to ensure consistency throughout the document, as well as modifications to the General Plan land use diagram to allow residential uses on properties where they are not currently permitted;
3. **El Camino Real and Downtown Specific Plan and Zoning Ordinance Text Amendments** to modify the development standards for certain multifamily, mixed-use, and commercial zoning districts and make changes to the existing Affordable Housing Overlay (AHO) district. The amendments would generally allow higher residential unit densities and opportunities for the production of more market-rate and affordable housing in the selected zoning districts and on specific housing opportunity sites primarily in City Council districts 2 through 5, as explained in more detail in this report; and
4. **Rezoning** of parcels to allow for residential and/or mixed-use development, consistent with the General Plan amendments and land use diagram.

Additional actions and entitlements may be required as the project is refined. Separate from the project entitlements, a fiscal impact analysis (FIA) will be prepared for informational purposes to evaluate the potential effects of the Housing Element Update on revenues for the City, school districts, the Menlo Park Fire Protection District, and other relevant local agencies.

## **Background**

### ***Project location***

The city of Menlo Park is located in the San Francisco Bay area, approximately 30 miles south of downtown San Francisco and 20 miles northwest of San Jose, on the southern boundary of San Mateo County. The city is accessed by Interstate 280 (I-280), U.S. Highway 101 (US 101), Caltrain, State Route 84 via the Dumbarton Bridge, and a variety of streets, as well as regional and local pedestrian and bicycles routes. Menlo Park has a Caltrain station near the downtown area and is less than one hour from downtown San Francisco via train. The city is generally bounded by San Francisco Bay to the north and east; the cities of East Palo Alto and Palo Alto and Stanford University to the southeast; and Atherton, unincorporated North Fair Oaks, and Redwood City to the northwest. The city encompasses approximately 17 square miles, but approximately seven square miles are located in the Bay and covered by water. The geographic extent of environmental analysis included in the EIR for the proposed project will be the entire Menlo Park city limits. The city boundaries and regional location of the city are shown in Attachment B.

Menlo Park has a population of approximately 35,000 people and includes approximately 14,124 residential dwelling units as of January 1, 2021, according to estimates by the State Department of Finance. The city also has an extensive employment base. A range of urban and suburban land uses are located throughout the city, including residential neighborhoods of varied densities, parks, a downtown, and established business centers. Attachment C shows the existing General Plan's land use designations for the city.

### ***Project overview***

State law requires the City to have and maintain a general plan with specific contents in order to provide a vision for the city's future and inform local decisions about land use and development, including issues such as circulation, conservation, and safety. The Land Use and Circulation Elements of the City's General Plan were most recently updated and adopted in 2016. The Housing Element for the 2015 to 2023 planning



period was adopted in 2014 and the Safety Element was updated in 2013. The City’s General Plan does not currently have an Environmental Justice Element. Below is an overview of the purpose and requirements of the three elements that will comprise the Housing Element Update project.

Purpose of the update to the Housing Element

The Housing Element is one of the state-mandated elements of the General Plan. In accordance with State law, the eight-year planning period for the updated Housing Element will be from 2023 to 2031; this period is also referred to as the 6<sup>th</sup> Cycle. State law requires the City to update the Housing Element of its General Plan for the 6<sup>th</sup> Cycle by January 31, 2023. The City would also need to make any changes to other elements of the General Plan and the City’s Zoning Ordinance (Menlo Park Municipal Code Title 16) to maintain internal consistency.

The City is proposing to update its Housing Element to comply with State requirements by analyzing existing and projected housing needs, and updating goals, policies, objectives, and implementation programs for the preservation, improvement, and development of housing for all income categories. In addition, the Housing Element must include an inventory of housing sites that permit housing development at sufficient densities to accommodate a specific number of units at various affordability levels. ABAG assigns an amount of units to Bay Area jurisdictions based on a regional housing production target set by the HCD. This assignment is referred to as the Regional Housing Needs Allocation (RHNA). The table below compares the City’s required RHNA for the 5<sup>th</sup> Cycle Housing Element (the current Housing Element for the 2015 to 2023 planning period) with the RHNA for the upcoming 6<sup>th</sup> Cycle Housing Element.

Table 1: Menlo Park 5 <sup>th</sup> and 6 <sup>th</sup> Cycle Housing Element RHNA					
	Very Low Income (0-50% AMI)	Low Income (51-80% AMI)	Moderate Income (81-120% AMI)	Above Moderate Income (>120% AMI)	Total New Housing Units
5 <sup>th</sup> Cycle RHNA (2015-2023)	233	129	143	150	<b>655</b>
6 <sup>th</sup> Cycle RHNA (2023-2031) without buffer	740	426	496	1,284	<b>2,946</b>
6 <sup>th</sup> Cycle RHNA with 30% buffer	962 (740+222)	554 (426+128)	645 (496+149)	1,669 (1,284+385)	<b>3,830 (2,946+884)</b>
Note: The California Department of Housing and Community Development recommends a 15-30% buffer of additional housing units above the RHNA. With the recommended buffer, Menlo Park’s 6 <sup>th</sup> Cycle RHNA is 3,388 to 3,830 total new housing units.					

The City’s current 5<sup>th</sup> Cycle Housing Element provides sites sufficient to accommodate the 2015 RHNA allocation of 655 units. In planning for the 6<sup>th</sup> Cycle Housing Element update, HCD has advised that a “buffer” of additional units is necessary to ensure that if one or more of the identified sites are developed at lower densities than projected or with non-residential uses, there is a remaining supply of housing sites to meet the identified needs during the eight-year planning period. If there were no buffer and an identified site developed with a non-housing project or at a density less than that anticipated in the Housing Element, the City could be required to identify new sites and amend the Housing Element prior to the end of the planning period.

The need for a substantial buffer of housing units is even more important because of the Housing Accountability Act's "no net loss" provisions. State Senate Bill 166, approved in 2017, requires that the land inventory and site identification programs in the Housing Element always include sufficient sites to accommodate the unmet RHNA. This means that if a site is identified in the Housing Element as having the potential for housing development that could accommodate lower-income units toward meeting the RHNA but is actually developed with units at a higher income level, then the locality must either:

- Identify and rezone, if necessary, an adequate substitute site; or
- Demonstrate that the land inventory already contains an adequate substitute site.

An adequate buffer will be critical to ensuring that the City remains compliant with these provisions without having to identify and rezone sites prior to the end of the cycle.

On December 16, 2021, ABAG adopted the final 6<sup>th</sup> Cycle RHNA, which distributed the regional housing need of 441,176 units across all local jurisdictions in the Bay Area. The 6<sup>th</sup> Cycle RHNA is more than double the 5<sup>th</sup> Cycle's regional housing need of approximately 189,000 units. Based on the RHNA allocation from ABAG and the requirements of HCD, the City's 6<sup>th</sup> Cycle Housing Element must identify housing sites for at least 2,946 units at specified levels of affordability based on Area Median Income (AMI) and adjusted annually by HCD, plus a buffer of additional units at appropriate densities. San Mateo County's 2021 AMI for a household of four persons is \$149,600. Income groups include: "very low income" (less than 50% of AMI); "low income" (51-80% of AMI); "moderate income" (81-120% of AMI); and "above moderate income" (greater than 120% of AMI).

It is important to note that while State law requires the Housing Element to include an inventory of housing sites and requires the City to appropriately zone sites for multifamily housing, the City is not required to actually develop and construct housing on these sites. Future development on identified sites will be at the discretion of individual property owners and will be largely dependent on market forces. Funding assistance and/or other incentives also impact the ability to develop affordable housing, specifically.

The EIR will consider potential impacts of the 6<sup>th</sup> Cycle Housing Element Update as well as the associated General Plan amendments, El Camino Real and Downtown Specific Plan and zoning ordinance amendments, and rezonings that would occur as part of the implementation of the Housing Element.

#### Purpose of the update to the Safety Element

The Safety Element is a state-mandated component of a General Plan and occupies its own chapter separate from the Housing Element. The Safety Element focuses on the protection of the community from risks associated with climate change, earthquakes, floods, fires, toxic waste, and other hazards. The extent of a hazard depends on local conditions since most hazards are confined to a particular area or site. Various potential health and safety hazards should be considered in planning the location, design, intensity, density, and types of land uses in an area. Long-term costs to the City, such as maintenance, liability exposure, and emergency services are potentially greater where high hazards exist and should also be considered. The Safety Element specifies what measures the City will undertake to reduce potential risk of personal injury, property damage, and economic and social dislocation resulting from natural and human-made hazards. The purpose of the Safety Element Update is to bring it into compliance with changes in California General Plan law and SB 379. These laws require the City to address residential development evacuation routes in hazard areas, assess local vulnerabilities to different climate hazards, and develop policies and actions toward climate adaptation and resiliency.

#### Purpose of the new Environmental Justice Element

Recent changes in State law require some jurisdictions to include policies related to Environmental Justice

in their general plans. The City will be preparing a new Environmental Justice Element concurrent with the updates to the Housing Element and Safety Element. The purpose of the Environmental Justice Element is to address the unique or compounded health risks within “Disadvantaged Communities” (DACs) of a jurisdiction, as defined by the State. These measures could include, but are not limited to, improving air quality and reducing pollution exposure, enhancing public facilities and infrastructure, expanding food access, and ensuring safe and sanitary housing. In addition, the element serves to promote civic engagement in the public decision-making process and prioritize improvements and programs that address the needs of DACs.

Project goals and objectives

The Housing Element Update project has three overarching and interrelated goals as shown in Table 2. These goals will help achieve the aims of creating and adopting a Housing Element update, Safety Element update, and Environmental Justice Element with conforming amendments to the Land Use Element and other General Plan elements as needed, that reflect the values of the community and create a place where all residents can enjoy a high quality of living.

Table 2: Project Goals	
Project goal	Intent
Create a balanced community	Plan for the whole community in a sustainable, healthy, and balanced way.
Focus on affordability	Focus on affordable housing given the demand for affordable housing options and the difficulty of developing affordable housing compared to market rate housing.
Forward social justice	Work with the community to help ensure access and participation in the process, and take intentional steps that improve equity for historically marginalized people and communities.

Project objectives will help achieve the goals and include, but are not limited to, the following:

- Address housing needs for the City of Menlo Park,
- Meet the State-mandated Regional Housing Needs Allocation (RHNA),
- Provide adequate sites for housing development,
- Ensure the City is affirmatively furthering fair housing,
- Incentivize the development of affordable housing,
- Address climate adaptation and resiliency,
- Ensure consistency with the Local Hazard Mitigation Plan (LHMP),
- Enhance community safety, and
- Address environmental justice and community health issues and promote civic engagement and investment in disadvantaged communities.

**CEQA overview**

In November 2016, the City Council certified a program EIR and approved updates to the Land Use and Circulation Elements of the General Plan and corresponding amendments to the City’s Municipal Code. The project including those changes is commonly referred to as ConnectMenlo. Because the City’s General Plan is a long-range planning document that applies citywide and covers a range of interconnected goals, objectives, policies, and programs for the city, an EIR analyzing ConnectMenlo was prepared as a program-

level EIR, pursuant to CEQA Guidelines Section 15168.

When a City has prepared a program EIR and a later action is within the scope of the program EIR, the city may rely on that program EIR and no further environmental review is required for the later action. (Pub. Res. Code § 21094.) Where a program EIR such as ConnectMenlo has been certified, a subsequent EIR will be required in the following circumstances (Pub. Res. Code § 21166; CEQA Guidelines § 15162):

1. Substantial changes are proposed in the project which will require major revisions to the EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;
2. Substantial changes occur with respect to the circumstances and those changes will require major revisions to the EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects; or
3. New information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time of preparation of the EIR, becomes available.

If a city is required to conduct subsequent environmental review after a program EIR has been certified, the later analysis may rely on the program EIR for some portion of the subsequent review. (CEQA Guidelines §§ 15168, 15152.) Here, a subsequent EIR is required because the proposed Housing Element Update will make substantial changes to the allowable and projected number of housing units and the locations of the units citywide from what was studied in ConnectMenlo. However, the subsequent EIR will rely on ConnectMenlo for some portions of the subsequent review, such as geology and soils, and hazards and hazardous materials.

On December 23, 2021, the City released a NOP (hyperlink in Attachment D) for the Housing Element Update project. The NOP release initiated a 30-day review and comment period that was extended to 39 days, ending Monday, January 31, 2022, due to the closure of City facilities during the winter holidays. A NOP signals the city plans to prepare an EIR for the proposed project and initiates the EIR process. The NOP is designed to seek guidance from potentially interested parties and members of the public on the scope and content of the EIR. An EIR is an informational document to provide decision makers and the public with detailed information about the potential effects that the proposed project is likely to have on the environment, list ways in which the significant effects of the proposed project might be minimized, and identify alternatives to the proposed project. The members of the Planning Commission were provided a copy of the NOP. A hard copy is also available for review at the reference desk in the Menlo Park Main Library and the Belle Haven Branch Library. Please visit <http://www.menlopark.org/library> for more information on library operating hours and services.

The January 24, 2022 Planning Commission meeting falls within the established comment period, and serves as a scoping session for the EIR to be prepared for the proposed project. The scoping session provides an opportunity early in the environmental review process for the Planning Commission and public to give comments on the content in the EIR. Comments can be made on the scope, content, and focus of the analyses in any of the CEQA topic areas. Examples of topics for consideration include suggested mitigation measures, alternatives, and cumulative impacts. These topics are only examples to help provide context to the Commission and members of the public on the types of comments that could be provided on the EIR scope and are not intended to limit the scope of comments.

Oral comments received during the scoping session and written comments received during the NOP comment period on the scope of the environmental review will be considered while preparing the draft EIR. NOP comments will not be responded to individually; however, all written comments on the NOP will be

included in an appendix of the draft EIR, and a summary of all comments received (both written and verbal) will be included in the body of the draft EIR.

## Analysis

### ***Project description***

On December 8, 2021, the City Council supported a preliminary land use scenario incorporating multiple strategies to ensure the City can meet its 6<sup>th</sup> Cycle Housing Element RHNA over the 2023 to 2031 planning period. Strategies based on existing development projects and anticipated unit production are outlined below; followed by a discussion of the City’s net RHNA planning need after incorporating the strategies; and finally, a summary of the preliminary land use scenario that would be studied in the project EIR.

### Pipeline projects

Adoption of the El Camino Real and Downtown Specific Plan in 2012, the 4<sup>th</sup> Cycle RHNA in 2013, and the ConnectMenlo General Plan Update in 2016 enabled opportunities for over 5,000 new housing units in the city. Currently there are seven major residential projects in the “pipeline” as either approved or pending housing developments that would provide approximately 3,650 new units. These units, as well as smaller projects across the city, could potentially count towards Menlo Park’s RHNA if the residential units are completed after June 30, 2022. While the total number of units could satisfy the City’s RHNA, the City must also demonstrate that the units meet identified income categories. Because a majority of the pipeline units would be above-moderate residential units, the City must identify additional ways to meet the remaining RHNA.

### Accessory dwelling units (ADUs)

HCD allows the City to estimate an annual ADU production rate based on ADU development that occurred in the community from 2018 to 2020. Between 2018 and 2020, Menlo Park produced an average of 10.6 units per year. At that rate, 85 units could be anticipated during the 6<sup>th</sup> Cycle Housing Element planning period.

### Net RHNA

Accounting for approved and pending pipeline projects (3,647 units) and anticipated ADU production (85 units), the net RHNA (or net new units needed to meet the City’s RHNA) is 1,490 units affordable to very low, low, and moderate income categories and zero (0) above moderate income, or “market rate,” units, as shown in Table 3 below.

<b>Table 3: Net 6<sup>th</sup> Cycle RHNA</b>					
	<b>Very low</b>	<b>Low</b>	<b>Moderate</b>	<b>Above moderate</b>	<b>Total new housing units</b>
	<b>0-50% AMI</b>	<b>51-80% AMI</b>	<b>81-120% AMI</b>	<b>&gt;120% AMI</b>	
6 <sup>th</sup> Cycle RHNA without buffer	740	426	496	1,284	<b>2,946</b>
30% Buffer	222	128	149	385	<b>884</b>
6 <sup>th</sup> Cycle RHNA + 30% buffer	962	554	645	1,669	<b>3,830</b>
6 <sup>th</sup> Cycle RHNA credit					
Pipeline projects	134	230	230	3,053	<b>3,647</b>



ADUs	26	25	26	8	<b>85</b>
Credit subtotal	160	255	256	3,061	<b>3,732</b>
<b>Total net new units needed, without buffer</b>	<b>580</b> (740-160)	<b>171</b> (426-255)	<b>240</b> (496-256)	<b>0</b>	<b>991</b> (580+171+240)
<b>Total net new units needed, with 30% buffer</b>	<b>802</b> (962-160)	<b>299</b> (554-255)	<b>389</b> (645-256)	<b>0</b>	<b>1,490</b> (802+299+389)

Potential housing opportunity sites

As discussed earlier in this report, the 6th Cycle Housing Element would identify specific sites (referred to as “housing opportunity sites”) appropriate for the development of multifamily housing, particularly affordable units, in order to meet the City’s RHNA. The City would rezone those sites as necessary to meet the requirements of State law, as further described in the section below. The preliminary list of existing and proposed sites that can accommodate development of multifamily housing includes properties located across the City, and is subject to refinement based on additional public input and review of the draft Housing Element by HCD. The proposed sites are listed in Attachment E and shown on the maps in Attachment F.

Preliminary land use scenario

Based on historic housing development trends in Menlo Park and the unique challenges and incentives typically required to produce all-affordable housing developments, it is unlikely that all housing opportunity sites would be developed with 100 percent affordable units. As a result, the EIR would analyze up to 4,000 net new housing units to meet the City’s RHNA during the 6<sup>th</sup> Cycle planning period. This total could accommodate a variety of opportunities for the City to meet its net RHNA requirement, whether through 100 percent affordable housing developments, mixed-income developments, and/or market rate developments with required below market rate (BMR) units.

The housing sites to be studied would be geographically dispersed throughout the city, primarily in Council districts 2, 3, 4 and 5, and units could be produced through a combination of rezoning parcels, modifications to existing zoning regulations, and/or updating the El Camino Real and Downtown Specific Plan and Zoning Ordinance based on the following general strategies:

- “Re-use” housing opportunity sites from the City’s current 5<sup>th</sup> Cycle Housing Element and allow “by-right” development for projects that include at least 20 percent affordable units. By-right development means that projects can be approved if they meet zoning regulations and building codes without needing review and approval by appointed/elected officials. Densities would be a minimum of 30 dwelling units per acre (du/ac) on these sites, and the maximum potential density may increase beyond 30 du/ac as part of additional site refinement.
- Increase the permitted densities for sites within the El Camino Real/Downtown Specific Plan area to allow at least 30 du/ac at the base level density and potential increases to the maximum bonus level density, and establish a minimum density of 20 du/ac. The existing cap of 680 residential units would also be removed to allow for greater development potential in the Specific Plan area. These actions would require amendments to the Specific Plan and modifications to the Specific Plan development standards.
- Modify the affordable housing overlay (AHO) in Menlo Park Municipal Code Chapter 16.98 to allow up to 100 du/ac for 100 percent affordable housing developments (meaning 100 percent of units would be available to low and very low-income residents) and potential increase in densities for mixed-income developments where the percentage of affordable housing exceeds the City’s BMR housing requirement.
- Modify certain retail/commercial zoning districts to allow for residential uses and other potential



development standards to encourage the production of mixed-use developments. Specifically, this would apply to the C-2, C-2-A, C-2-B, C-2-S, C-4, and P districts.

- Remove the 10,000 square-foot minimum lot size requirement for R-3 zoned properties located around downtown, which would allow the sites a density of up to 30 du/ac.

Sites and densities may be refined by the City Council based on additional public input and analysis. The combination of actions described above could result in a theoretical capacity for housing production greater than the 4,000 housing units to be studied in the EIR. However, 4,000 housing units represents a conservatively large “umbrella” of study for the purposes of environmental review. The EIR would also update the cumulative growth projection included in the City’s 2016 General Plan EIR to examine potential environmental impacts in the year 2040.

The City Council may also study a potential reduction of residential densities in the Bayfront area (City Council district 1), with equivalent increases in densities in other areas of the city.

**EIR scope**

At this time, it is anticipated that an EIR with the following issues/technical sections would be addressed:

- Aesthetics/Light and Glare
- Air Quality
- Biological Resources
- Cultural Resources
- Energy
- Geology/Soils/Paleontology
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Noise and Vibration
- Population and Housing
- Public Services and Recreation
- Utilities and Service Systems
- Transportation
- Tribal Cultural Resources
- Wildfire

No topic areas would be scoped out of the EIR with the exception of Agriculture and Forestry Resources and Mineral Resources, which are topic areas that are not anticipated to require further analysis, as indicated in Table 4.

Table 4: Topics Not Proposed for Study in the Project EIR	
Topic	Justification Summary
Agriculture and Forestry Resources	The city is currently developed with a range of urban and suburban land uses. Most parcels are urbanized with buildings, ornamental landscaping, parking areas, pedestrian paths and roadways, or covered by water in the San Francisco Bay. The city does not have an agricultural zoning district, nor are sites in the city utilized for commercial agricultural uses. There are no forest sites within the city boundaries, and the project would not result in the conversion of any forest land.
Mineral Resources	There are no known mineral resources in the city.

The environmental analyses for the technical sections studied in the draft EIR would include the following:

- A description of the existing conditions of the city in the specified topic area;
- An outline of relevant federal, State, and local laws and regulations, including the current City of Menlo Park General Plan goals and policies;
- The methods used to perform analyses, along with any assumptions necessary to understand the

- conclusions of the analyses;
- Standards of significance used to determine the thresholds for project impacts. The standards for determining impact significance would be based on existing State and federal rules, regulations, laws, City ordinances and policies, and past practices. The standards would be used to determine whether an impact is significant and the effectiveness of any recommended mitigations; and
  - Feasible mitigation measures to reduce any significant impacts. The description of mitigation measures would identify specific actions to be taken, the timing of the actions, and the parties responsible for implementation of the measures.

### Alternatives

Alternatives to the Housing Element Update project will be considered during preparation of the EIR. Alternatives must comply with CEQA Guidelines, which call for a “range of reasonable alternatives to the project, or to the location of the project, which would feasibly attain most of the basic objectives of the project but would avoid or substantially lessen any of the significant effects of the project.” The City is currently considering the following alternatives:

- A no project alternative, which would evaluate maintaining existing conditions citywide with no changes. Section 15126.6(e) of the State CEQA Guidelines requires the evaluation of a no project alternative; and
- An alternative(s) that would reduce any environmental impacts. If there are significant impacts, the alternatives analysis would focus on an alternative(s) that would reduce identified impacts. If the impacts are less than significant with mitigation, the alternatives analysis would focus on an alternative(s) that would further reduce those impacts.

The City is seeking input on these alternatives and any other alternatives that should be evaluated as part of the EIR.

### Correspondence

As of the writing of this report, staff has received one item of correspondence from the Menlo Park Fire Protection District regarding the proposed scope and content of the EIR (Attachment G). The Fire District requests that the Safety Element recognize the following:

- The District has primary response routes and adopted response time standards, and increased traffic congestion may negatively affect response times;
- District-approved traffic calming devices should be located only on non-primary response routes;
- Larger residential developments may have increased water fire flow demands; and
- Increased density and population growth may impact future fire staffing needs.

The City will evaluate and respond to these concerns as part of the environmental review.

### Next steps

Following the close of the comment period on the scope and content of the EIR, City staff and its consultant will consider all comments in the development of a draft EIR. The draft EIR is tentatively planned for release in Summer 2022, and will have a minimum 45-day public review and comment period. During the 45-day review and comment period on the draft EIR, the Planning Commission will hold a public hearing to discuss the draft EIR and interested persons will be able to provide comments. After the draft EIR comment period ends, the City’s environmental consultant will review and respond to all comments on the draft EIR in what is referred to as a “Response to Comments” document or final EIR.

## Impact on City Resources

On November 10, 2020, the City Council authorized up to \$1.69 million for the preparation of the housing element, including consultant services and partial funding for two full-time equivalent staff positions for the fiscal year 2020-21. On March 23, 2021, the City Council authorized the city manager to negotiate a scope of work and fee and execute an agreement with the M-Group for a fee, not to exceed \$982,000. Augments to the scope of work would require City Council review and approval.

## Environmental Review

As discussed in this report, a subsequent EIR to the 2016 General Plan Update program EIR will be prepared for the Housing Element Update.

## Public Notice

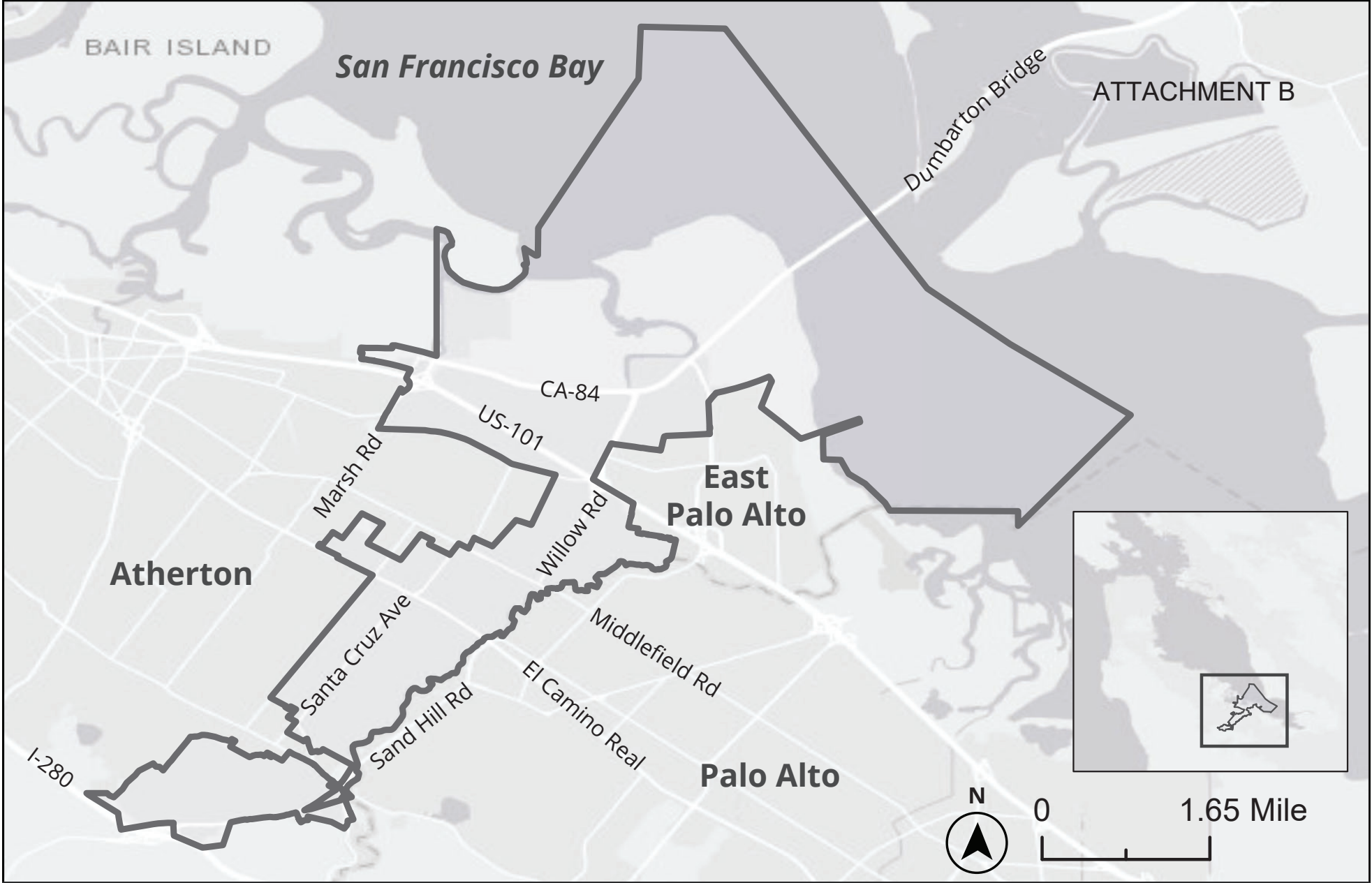
Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of a notice in the local newspaper.

## Attachments

- A. Hyperlink: 2016 General Plan Update EIR - <https://beta.menlopark.org/Government/Departments/Community-Development/Planning-Division/Comprehensive-planning/ConnectMenlo/Environmental-Impact-Report>
- B. Location Map
- C. General Plan Land Use Designations
- D. Hyperlink: Notice of Preparation - <https://beta.menlopark.org/files/sharedassets/public/community-development/documents/projects/housing-element-update-nop.pdf>
- E. Potential Housing Opportunity Sites List
- F. Potential Housing Opportunity Sites Maps
- G. Correspondence

Report prepared by:  
Tom Smith, Acting Principal Planner

Report reviewed by:  
Corinna Sandmeier, Acting Principal Planner  
Deanna Chow, Assistant Community Development Director

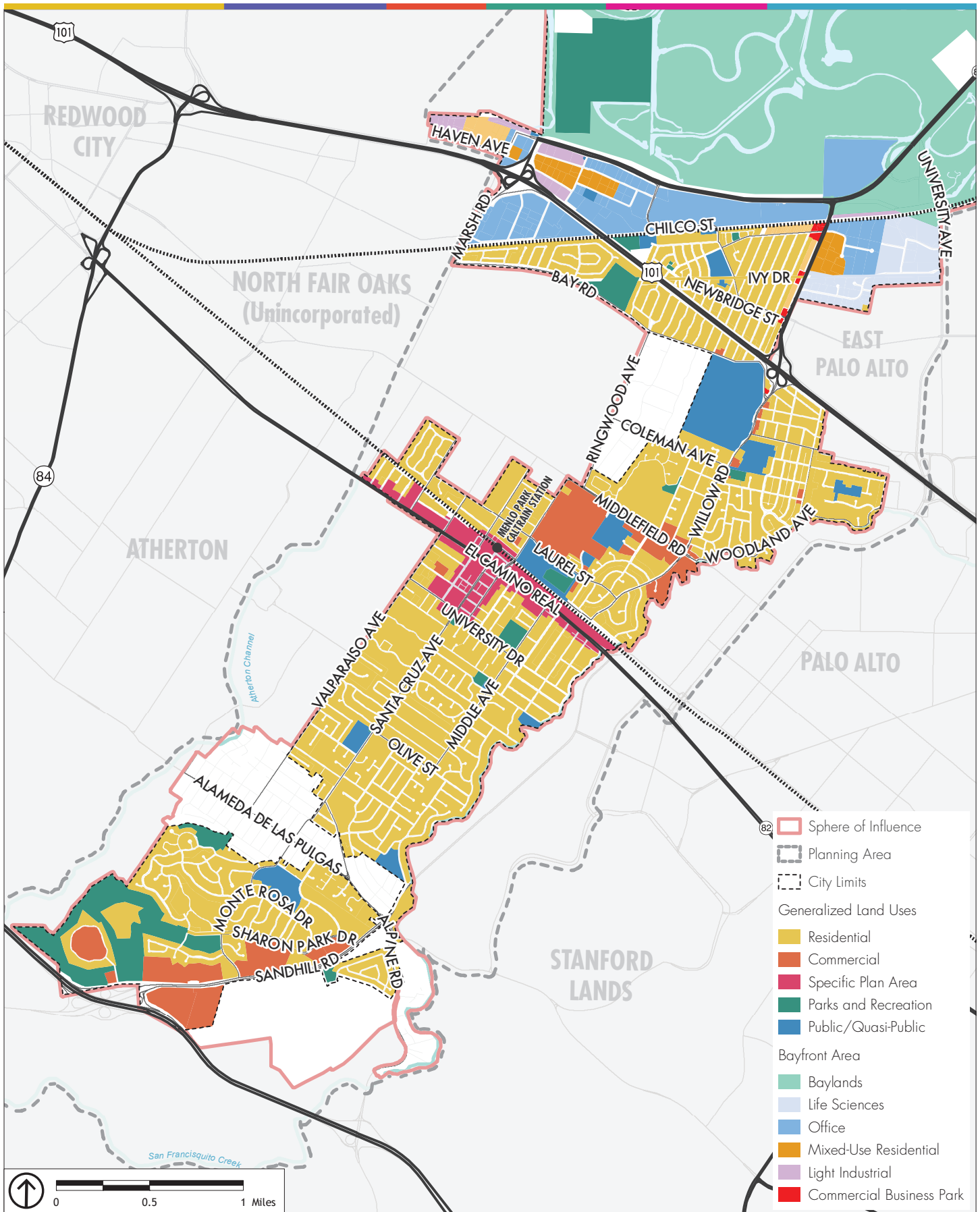


**City of Menlo Park**

 City Boundary

*Projection: NAD83 StatePlane  
California III FIPS 0403 (US Feet)*





## General Plan Land Use Designations

Note: Specific land use designations are shown in the Bayfront Area and generalized land uses are shown elsewhere.

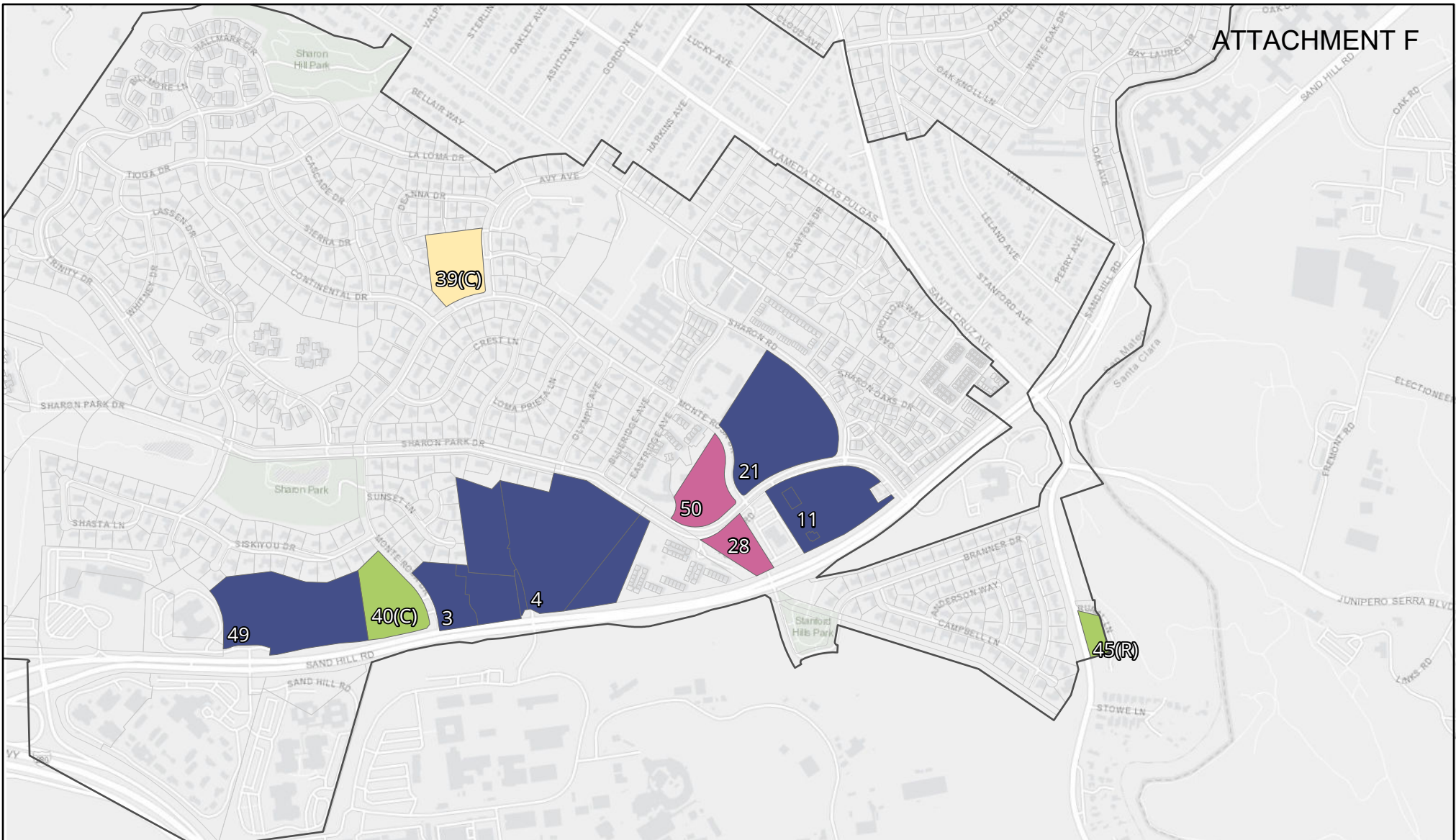


Potential Housing Opportunity Sites List			
Site Label	Address	Assessor's Parcel Number(s)	Zoning District
1	525 El Camino Real	071332130	SP-ECR-D: SW
2(R)	1620 El Camino Real	060344250; 060344240	SP-ECR-D: NE-L
3	2500 Sand Hill Road	074270240; 074270250	C-1-C
4	2400-2498 Sand Hill Road	074270280; 074270260; 074270170	C-1-C
5(R)	1100 Alma Street	061412440; 061412430	SP-ECR-D: SA E
6	900 Santa Cruz Avenue	071084220; 071084200; 071084090; 071084110; 071084100	SP-ECR-D: DA
7	728 Willow Avenue	062202050; 062202060; 062202210; 062202060	C-4
8	906 Willow Road	062211170; 062211180; 062211050	C-4; R-3
9	Between Chestnut and Curtis	071284100; 071284080	SP-ECR-D: D
10	Between Crane and Chestnut	071283140; 071283050	SP-ECR-D: D
11	325 Sharon Park Drive	074283100; 074283090; 074283040	C-2
12	345 Middlefield Road	062421070; 062390700	P-F
13(C)	1105 Valparaiso Avenue	071071070	R-E
14	Lot between El Camino Real and Chestnut on west side of Santa Cruz	071102400	SP-ECR-D: D
15	Lot between University and Crane on west side of Santa Cruz	071092290	SP-ECR-D: D
16	Lot between Evelyn and Crane	071281160	SP-ECR-D: D
17	Lot between Curtis and Doyle	071285160	SP-ECR-D: D
18	Lot behind Draeger's	071273160	SP-ECR-D: D
19	Lot off Oak Grove	071094180	SP-ECR-D: D
20	275 Middlefield Road	062422120	C-1
21	350 Sharon Park Drive	074281110; 074281120	R-3-A(X)
22	85 Willow Road	062422080	C-1
23	200 Middlefield Road	062271540	C-1
24	250 Middlefield Road	062271010	C-1
25	8 Homewood Place	062421010	C-1
26	401 Burgess Road	062390170	C-1-A
27	570 Willow Road	062370420	C-4
28	2200 Sand Hill Road	074283070	C-1(X)
29	445 Burgess Drive	062390200	C-1-A
30	720 Menlo Avenue	071284110	SP-ECR-D: D
31	800 Oak Grove Avenue	071091520	SP-ECR-D: DA
32	930 Santa Cruz Avenue	071084140	SP-ECR-D: DA
33	1008 University Drive	071274140	SP-ECR-D: DA
34	707 Menlo Road	071288610	SP-ECR-D: DA
35	1300 University Drive	071091310	SP-ECR-D: DA
36	1377 El Camino Real	071103490	SP-ECR-D: ECR NW
37	801-877 El Camino Real	071331180	SP-ECR-D: ECR SW
38	320 Sheridan Drive	055303110	R-1-U
39(C)	2250 Avy Avenue	074351100	R-1-S
40(C)	2650 Sand Hill Road	074260740	R-1-S
41	431 Burgess Drive	062390190	C-1-A
42	425 Burgess Drive	062390180	C-1-A
43(R)	1133-1159 El Camino Real	071102130	SP-ECR-D: SA W
44(R)	1436 El Camino Real	061422350	SP-ECR-D: ECR NE
45(R)	Rural Lane	074311600	R-1-S
46(R)	796 Live Oak Avenue	071288560	R-3 near SP-ECR/D
47	555 Willow Road	062285300	R-3
48(R)	700 El Camino Real	071333200	SP-ECR-D: ECR SE
49	2700-2770 Sand Hill Road	074260750	C-1-A



### Potential Housing Opportunity Sites List

Site Label	Address	Assessor's Parcel Number(s)	Zoning District
50	600 Sharon Park Drive	074282070; 074282090	R-3-A(X)
51	949 El Camino Real	071288570	SP-ECR-D
52	1246 El Camino Real	061430070	SP-ECR-D
53(R)	1189 El Camino Real	071102350	SP-ECR-D
54(R)	607 Menlo Avenue	071288190	SP-ECR-D
55(R)	1161 El Camino Real	071102390	SP-ECR-D
56(R)	1179 El Camino Real	071102370	SP-ECR-D
57	761 El Camino Real	071332080	SP-ECR-D
58	751 El Camino Real	071332090	SP-ECR-D
59(R)	905 El Camino Real	071288580	SP-ECR-D
60	335 Pierce Road	062013170	R3
61(R)	610 Santa Cruz Avenue	071102140	SP-ECR-D
62(R)	550 Ravenswood Avenue	061412160	SP-ECR-D
63	3875 Bohannon Drive	055251120	O
64	795 Willow Road	062470060	PF
65	1000 Marsh Road	055251340	O
66	3885 Bohannon Road	055251220	O
67	3905 Bohannon Drive	055253140	O
68	3925 Bohannon Drive	055253150	O
69	4005 Bohannon Drive	055253240	O
70	4025 Bohannon Drive	055253190	O
71	4060 Campbell Avenue	055253030	O
72	4060 Campbell Avenue	055253200	O
73	4065 Campbell Avenue	055251270	O



# Potential Housing Opportunity Sites

## Sharon Heights

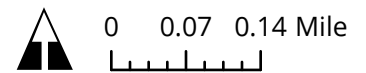
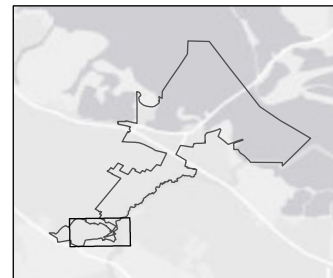
### Acres (# of Sites)

- < 0.5 ac (18)
- 0.5 - 0.9 ac (21)
- 1 - 5 ac (26)
- > 5 ac (8)

City Boundary

(R) = Reuse Site from 5th Cycle Housing Element  
(C) = Religious Facility

F1



Projection: NAD83 StatePlane California III FIPS0403 (USFeet)







# Potential Housing Opportunity Sites

Downtown

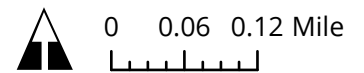
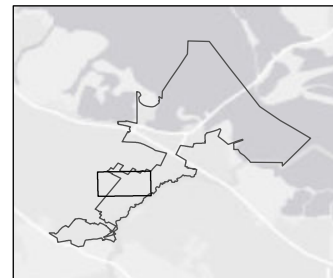
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City Boundary

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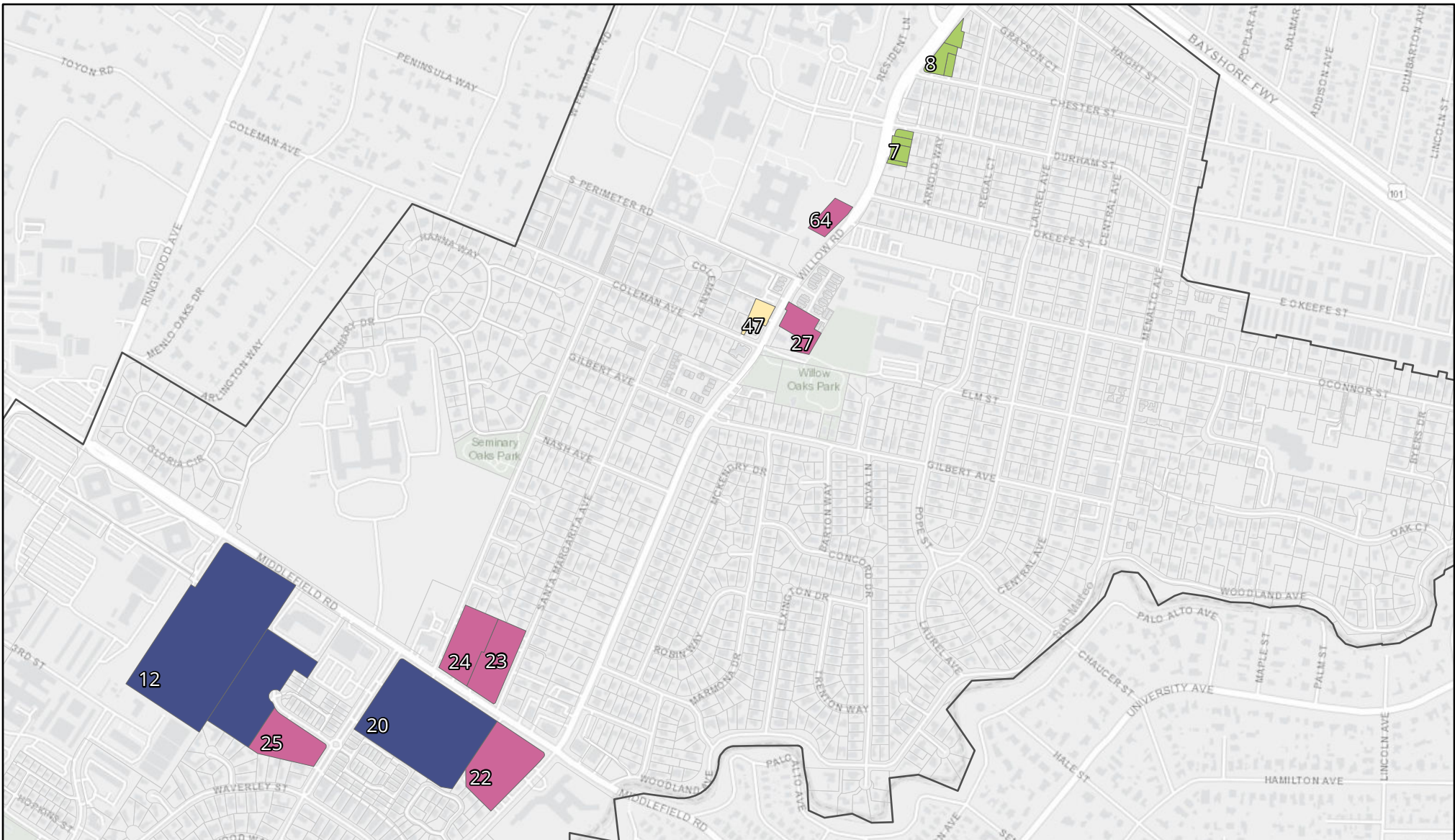
F2



Projection: NAD83 StatePlane California III FIPS0403 (USFeet)







# Potential Housing Opportunity Sites

Middlefield and Willow

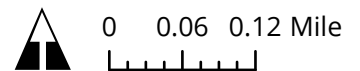
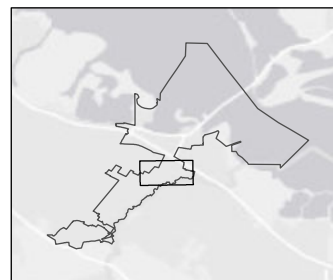
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- 1 - 5 ac (26)
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City Boundary

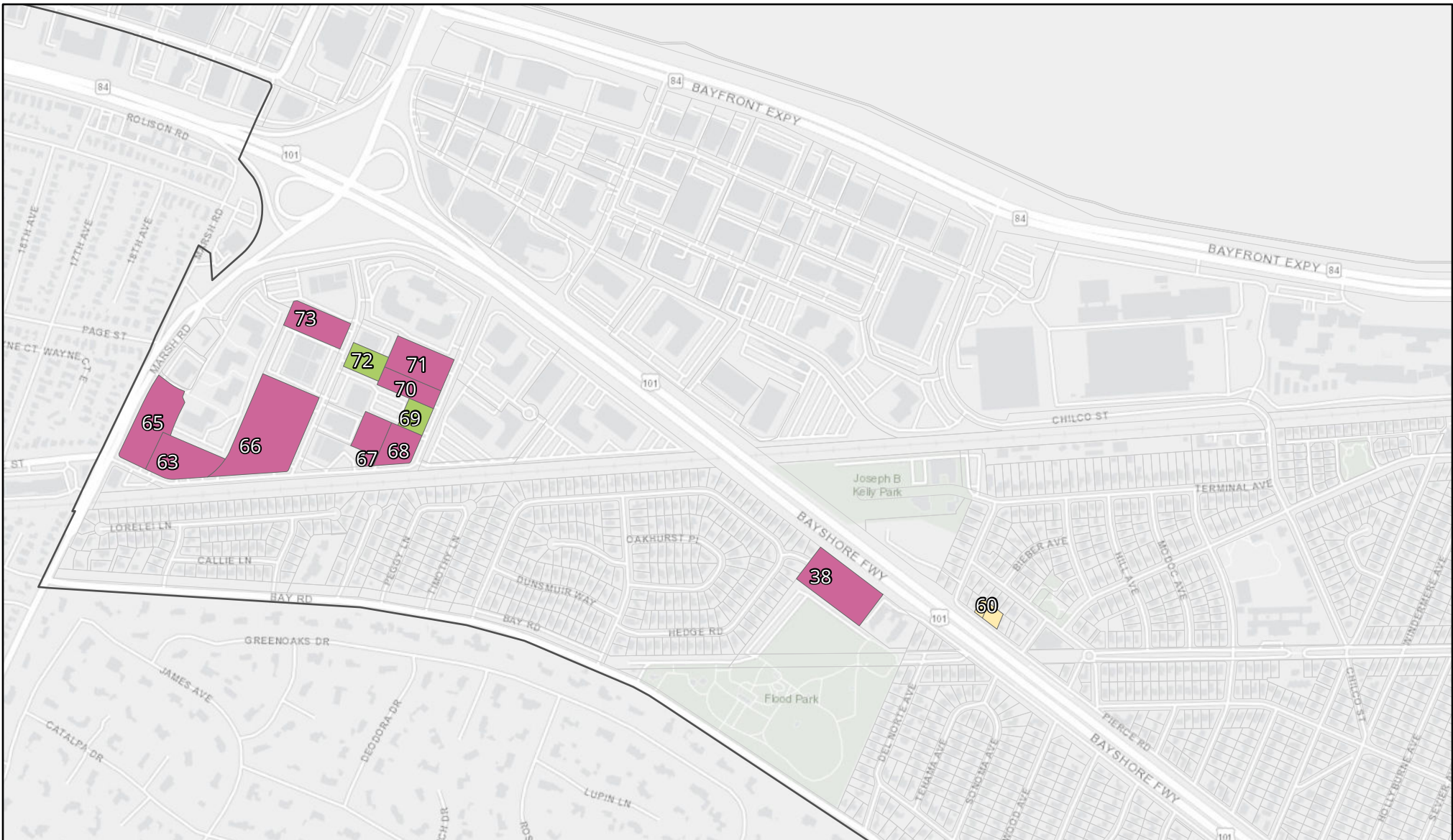
(R) = Reuse Site from 5th Cycle Housing Element  
 (C) = Religious Facility

F3



Projection: NAD83 StatePlane California III FIPS0403 (USFeet)





# Potential Housing Opportunity Sites

Marsh and US-101

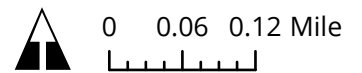
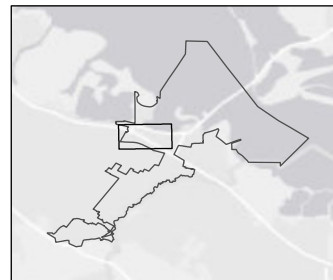
### Acres (# of Sites)

- < 0.5 ac (18)
- 0.5 - 0.9 ac (21)
- 1 - 5 ac (26)
- > 5 ac (8)

F4

City Boundary

(R) = Reuse Site from 5th Cycle Housing Element  
 (C) = Religious Facility



Projection: NAD83 StatePlane California III FIPS0403 (USFeet)





**Smith, Tom A**

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**From:** Johnston, Jon <JonJ@MenloFire.org>  
**Sent:** Monday, January 3, 2022 3:02 PM  
**To:** PlanningDept  
**Cc:** Smith, Tom A; Johnston, Jon; Coyle, Dan  
**Subject:** [Sent to Planning ]Draft NOP EIR - Safety Element

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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Tom,

Happy New Year! Hope you are doing well. The Menlo Park Fire District is making comment for the Draft NOP EIR for the Safety Element.

The Menlo Park Fire District would like to make note that the Safety Element Update recognize the Fire District Primary Response Routes, adopted Fire District response time standards and the impacts of roads and congestion to those response times, larger housing projects that require higher water fire flow demands to water infrastructure, and Fire District approved traffic calming devices on non-primary response routes only. Higher population and density projects impacts future fire staffing needs.

Please let me know how we can work to assure we work together to address these impacts.

Thank you!

Jon Johnston  
Division Chief/Fire Marshal  
Menlo Park Fire Protection District  
650-688-8431



## Additional Comments Received after Staff Report Publication

**From:** [Misha Silin](#)  
**To:** [Planning Commission](#)  
**Cc:** [Andrew Barnes](#); [Chris DeCardy](#); [Michael Doran](#); [Cynthia Harris](#); [Kennedy, Camille G.](#); [Riggs, Henry](#); [Michele Tate](#)  
**Subject:** Comment on item H2  
**Date:** Monday, January 24, 2022 12:45:06 PM

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Planning Commission Members

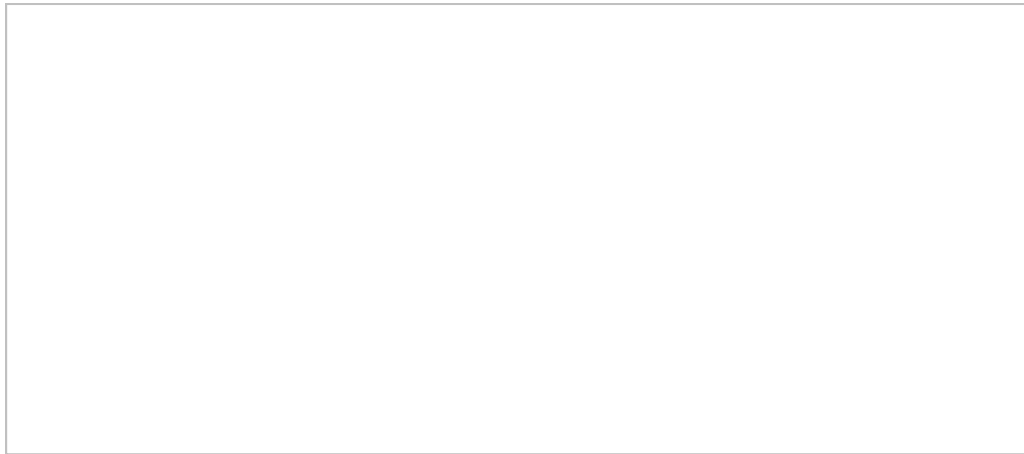
I am a resident of Allied Arts writing in comment to item H2 on the agenda for the meeting on Jan 24th, 2022. I am affiliated with

Since the housing element is asking us to plan ahead for 8 years, this is an opportunity to plan for the Menlo Park that many of us envision. Residents imagine our city as inclusive, vibrant, with opportunities for folks of all income levels and backgrounds to be housed in a dignified manner. We want local families and workers to be able to be housed such that they can live, work, and enjoy all that Menlo Park and our surroundings have to offer.

I have been digging into the proposed sites in our 6th cycle element and I am extremely concerned that this list is unrealistic and is not going to produce the housing we are claiming it will. Not even close. Specifically, I am concerned that our current plan is going to continue the status quo. Very little housing will get built, neighbors and families will continue to get priced out of the area, which will lead to more inequality, congestion due to local workers not being able to live here, and homelessness.

My comments below are mostly based on the [City Council's 12/8 agenda staff report](#) since, on page 20, staff noted the potential housing units expected from each site. The Notice of Preparation (NOP) does not include this number and thus is hard to evaluate.

1. First, it would be great to have the potential housing numbers for each site in the NOP so that we can all understand exactly what is being planned. There are a number of sites included in the NOP that were not included in the 12/8 staff report.
2. Below is a graph I made that shows how the % of new units breaks down by "existing use", based on the 12/8 staff report, assuming only the "carved out" portions get developed on the bigger sites.
  - a.



- b. The highlight is that **45% of the new housing units are expected to come from current office sites**. This is alarming and concerning because most real estate analysis firms put the SF Bay Area in the 2nd or 3rd most expensive office market (by asking rent or purchase price) in the United States. And given that we are very close to Facebook, Google, Apple, etc. this is further magnified in our specific city. Office space is very lucrative here, and thus I am extremely skeptical that it will be redeveloped into housing.

- 3. Here are some examples of sites included in our NOP in the “Office” categories

- a. 85 Willow represents the largest number of units in the entire element. This is currently home to RobinHood’s headquarters, the financial company that went public last year for over \$60bn dollars in market value. They are unlikely to move anytime soon from this location; instead they have been expanding and leasing other office space in the area.
- b. There are numerous multi-story office buildings identified on Middlefield and Sand Hill Rd., currently occupied by large venture capitalist firms who manage billions of dollars in assets, and local startups funded by said VC firms. Why would these companies want to vacate their space, and why would the owners of the building want them to, given the extremely high office rents in the area (often 2-3x higher per square foot than residential)?
- c. Multiple buildings on Bohannon Dr. and Campbell Ave. **These were not included in the 12/8 staff report so it’s not clear what assumptions are being made there.** One of the sites is the US Post Office (3875 Bohannon) while others are large office buildings with big biotech companies currently residing there such as Abbott (current market cap: \$222bn on NYSE). Would I like to have these sites turn into housing? Perhaps. It’s right next to the freeway, which doesn’t seem ideal for health. But even if I did, **what evidence do we have that these property owners will want to take their extremely valuable office space and turn it into housing?**
- d. Note that in many cases, the 12/8 report’s “carve out” strategy expects that only the parking lot of these office buildings will be converted to affordable housing. This term/concept is not mentioned anywhere in the NOP.

- e. On top of this, the NOP states (on page 5) that for existing retail and commercial use parcels, housing will only be added as an option to the zoning. So **the current use will still be allowed**, again reducing the incentive for the property owners to make any changes. This issue applies to most of the office sites in the NOP (like the ones on Sand Hill and Middlefield), but not the parcels from item c above, the properties on Bohannon/Campbell, which are zoned "office". The NOP does not state whether those uses will be allowed to continue since those sites were added after the 12/8 council meeting.

4. Other questionable categories:

- a. "Shopping Center" – this assumes that both the Safeway shopping centers, on Middle and in Sharon Heights, will convert their parking lots to housing. **No substantial evidence (as required by HCD) has been presented by staff or otherwise that this strategy has any likelihood of bearing fruit.** Why would the owners of these retail lots want to turn their parking lots into housing?
- b. "Churches" – this assumes that our local churches want to build housing on their parking lots, recently made possible by AB 1851 in the CA legislature. Again, I believe **no evidence has been provided that any of our churches actually want / plan to do this.**
- c. Another new group of sites added to the NOP is sites from the Downtown Specific Plan. The idea now is to remove the 680 unit cap from that plan and increase the allowable density. **No evidence has been presented that this is going to work. Have developers said that this change would incentivize new housing when it didn't before?** All of these sites were included in our 5th element already.

5. Some of the sites that I *do* think have potential are our downtown parking lots, USGS, and a few older office buildings near Caltrain. Perhaps we can do more to increase the density on those parcels.

## CONCLUSION

1. **A majority of the housing planned in the sites listed in the NOP seems to be coming from sites that are unlikely to be developed since they are currently extremely valuable office buildings.**
2. **To my knowledge, little to no evidence has been given that ANY of the larger sites in the NOP are likely to become housing.**
3. **Little to no evidence has been given that the other strategies outlined in the NOP, such as increasing density for the downtown Specific plan, will lead to large numbers of affordable housing being built**
4. **HCD requires "substantial evidence" that an infill site will be redeveloped as housing, and has**

been rejecting housing elements that don't provide it (ex: Beverly Hills, Davis, Redondo Beach of recent).

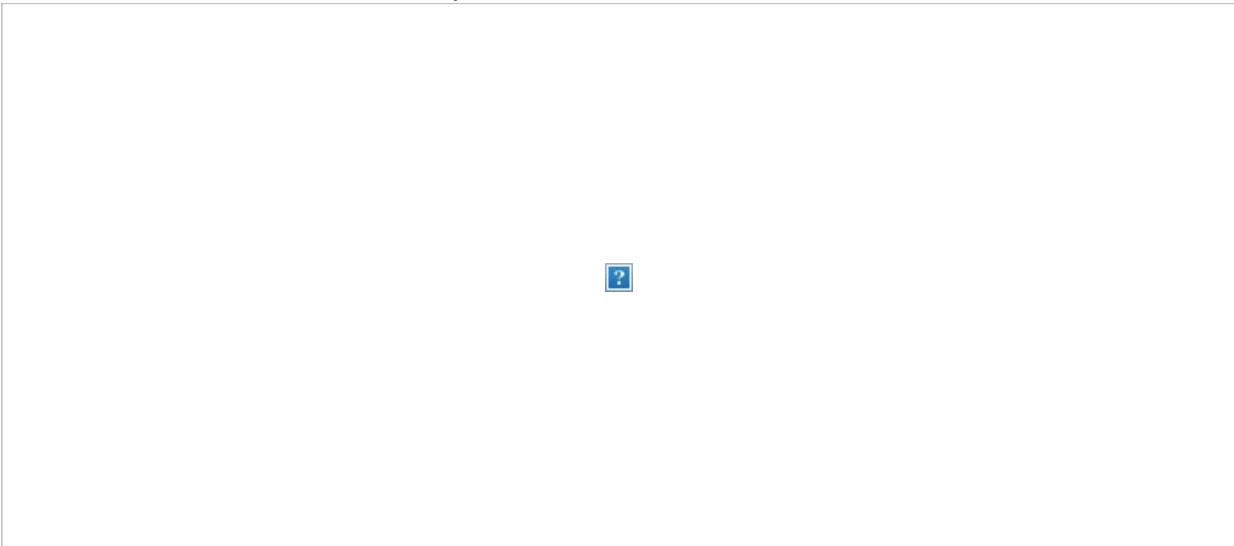
- a. **Because the residents of Menlo Park want to live in a city that welcomes new residents, and because the city will suffer numerous [bad consequences](#) if the housing element is rejected, these sites must be justified, or must be replaced with more plausible sites**

What would I like to see at this point, and what do I encourage you to ask for from staff?

1. **More evidence of feasibility for the sites listed in the NOP**
2. **Additional feasible sites identified and added to the list**
3. **More aggressive strategies and policies to make sure there is an overwhelming amount of incentive and lack of barriers for housing to get built on the selected sites.**

One last point. One thing HCD will consider when reviewing the element (and we should consider) is past history. I took a look at [our last cycle's approved element](#) to see what we said was going to happen and what actually happened.

- a. First obvious point - there were ZERO large office parcels or shopping center parking lots in the previous element. And no such parcels have been turned into housing in the past 8 years that were not in the site list either. So previous history tells us this is, at best, unlikely to happen.
- b. See below for the summary of what was in the 5th element



Source: p. 111 of [5th cycle adopted housing element](#)

- c. All "high density" opportunity sites – located east of 101 in Belle Haven (Table 1, p. 164 of 5th cycle element)

- i. Many of the lots were vacant, storage, warehouse, or light manufacturing use. And indeed, some of them became housing. However, besides all of those lots being in D1, **no lots of that type are included in the 6th cycle plan**
- d. El Camino / Downtown Specific Plan (Table 2, p. 165 of 5th cycle element)
  - i. 430 BMR units total are shown in the table above. The specific plan only allowed 680 total residential units so we know this is wishful thinking from the get go.
  - ii. Here are some of the larger sites included in the site list:
    - 1. 217 affordable units were expected from 1300 El Camino and Derry Ln (2 parcels). That is now the Springline project, bringing in only 20 BMR units total across both parcels (8% of expected)
    - 2. 118 affordable units were expected from 700 El Camino - CVS/BevMo/Big5 retail center. That parcel was not developed and is being included AGAIN in the 6th cycle. (0% of expected)
- e. Given our track record from the last element, **I submit that we either need a lot more evidence that the sites in the 6th element will actually be developed, or we need to add a lot more sites to the new element knowing that very few will actually result in housing being built.**

Thank you for taking the time to read my long comment. I hope we can have a productive discussion this evening and make the housing element more aligned with our vision for Menlo Park.

Best,

Misha Silin



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**From:** Jacqueline B Wender [mailto:jwender@stanford.edu]

**Sent:** Monday, January 24, 2022 4:22 PM

**To:** Smith, Tom A <tasmith@menlopark.org>

**Subject:** Menlo Park Housing Element NOP Comments

**CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.**

Dear Mr. Smith,

Thank you for the opportunity to submit comments on the 2023-2031 Housing Element NOP.

I would like to make four points:

1. I have attended a number of Planning and Housing Commission meetings and City Council meetings on this topic, and have read almost all of the reports from staff, consultants, and Commissions. I consider myself informed and engaged. For the first time, the NOP makes explicit, in writing, the distinction between the number of housing units to be studied in the EIR; the number of units to be subsequently zoned for; and the number ultimately to be built. This clear distinction is very helpful and much appreciated. I hope that it will help the community better understand each phase of the Housing Element process.
2. I appreciate the inclusion of transportation and climate change in the objectives and the technical issues to be studied in the EIR. I look forward to a full treatment of those issues, along with all of the others identified in the NOP. Like many community members, I sincerely

hope that the City will use this opportunity to engage in holistic long-range planning, not simply a required governmental exercise, or an exercise focused on housing (especially affordable housing) to the exclusion of other considerations.

3. I am surprised that there is no mention of the impacts of increased zoning on school districts and individual schools. This seems a particularly odd omission given the public comments of District officials, and pledges by City officials to work with the Districts in partnership on this plan. Perhaps the NOP means to include school impact under a larger umbrella of "Public Services," but I think the NOP should call out educational impact explicitly.

4. Finally, I would like to endorse the views presented by Commissioners Pimentel and Riggs in their recent Almanac Viewpoint regarding the approach for zoning the downtown area. I am in full agreement with their views and urge the Commission and the Council to adopt those approaches.

Thank you for including these comments in the public record, and for distributing them to the Planning Commission.

Sincerely,  
Jacqueline Wender

Jacqueline Wender  
<https://www.jacquelinewenderart.com>