CITY COUNCIL
SPECIAL MEETING AGENDA

Tuesday, November 27, 2012
5:30 p.m.
Menlo Park Council Chambers
701 Laurel Street, Menlo Park, CA 94025

5:30 P.M. STUDY SESSION

SS1. Guest speakers who will introduce topics related to Transportation Management Associations and Multi-modal Level of Service (*Staff report #2012-181*)

7:00 P.M. REGULAR SESSION

ROLL CALL – Cline, Cohen, Fergusson, Keith, Ohtaki

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

A. PRESENTATIONS AND PROCLAMATIONS

A1. Proclamation declaring November as Pancreatic Cancer Awareness Month (*Attachment*)

A2. Presentation: Results of the Bi-Annual Community Survey (*Attachment*)

A3. Presentation by Streetline, Inc. regarding Smart Parking

B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

C. PUBLIC COMMENT #1 (Limited to 30 minutes)
Under "Public Comment #1", the public may address the Council on any subject not listed on the agenda and items listed under the Consent Calendar. Each speaker may address the Council 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 Council cannot act on items not listed on the agenda and, therefore, the Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. CONSENT CALENDAR

D1. Adopt a resolution accepting dedication of a public access easement at 900-910 Roble Avenue (formerly 821 University Drive) and authorize the City Clerk to sign the parcel map (*Staff report #12-177*)

D2. Authorize the Public Works Director to accept the work by Suarez and Munoz Construction, Inc., for the 2011-12 Citywide Sidewalk Repair Project and the Seminary Oaks Park Pathway Replacement Project (*Staff report #12-178*)

D3. Accept minutes for the Council meeting of November 13, 2012 (*Attachment*)

E. PUBLIC HEARING

E1. Adopt a resolution accepting fiscal year 2012-2013 State Supplemental Local Law Enforcement Grant (COPS Frontline) in the amount of $100,000; approve a spending plan and re-allocate $43,272 from fiscal year 2011-2012 encumbered Supplemental Law Enforcement Special Funds (*Staff report #12-176*)

E2. Consider a request for rezoning, conditional development permit, heritage tree removal permit, and below market rate housing agreement for a proposed office, research and development (R&D), manufacturing and warehousing development on the property located at 1 and 20 Kelly Court (*Staff report #2012-182*)

F. REGULAR BUSINESS

F1. Approve a resolution authorizing a Memorandum of Understanding between the City of Menlo Park and the County of Alameda for the Regional Renewable Energy Procurement Project and provide feedback on the potential of installing photovoltaic carports at four City facilities (*Staff report #12-180*)

F2. Consider state and federal legislative items, including decisions to support or oppose any such legislation, and items listed under Written Communication or Information Item: None

G. CITY MANAGER'S REPORT – None

H. WRITTEN COMMUNICATION – None

I. INFORMATIONAL ITEMS

I1. Status on reusable bag ordinance (*Staff report #12-179*)

J. COUNCILMEMBER REPORTS

K. PUBLIC COMMENT #2: *(Limited to 30 minutes)*

Under "Public Comment #2", the public if unable to address the Council on non-agenda items during Public Comment #1, may do so at this time. Each person is limited to three minutes. Please clearly state your name and address or jurisdiction in which you live.

L. ADJOURNMENT

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At every Regular Meeting of the City Council, in addition to the Public Comment period where the public shall have the right to address the City Council on the Consent Calendar and any matters of public interest not listed on the agenda, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Mayor, either before or during the Council's consideration of the item.
At every Special Meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Mayor, either before or during consideration of the item.

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PUBLIC WORKS DEPARTMENT

Council Meeting Date: November, 27, 2012
Staff Report #:12-181

Agenda Item #: SS-1

STUDY SESSION: Panel Introduction to Transportation Management Associations and Multi-modal Level of Service

The purpose of this Study Session is to educate and inform the City Council regarding Transportation Management Associations (TMAs) and Multi-Modal Level of Service (MMLOS) as a way to measure multiple modes of travel including vehicles, bicycles, pedestrians and transit.

BACKGROUND

The City is planning to update the General Plan over the next few years. The update will include many areas of the Plan including the Transportation Element. The current General Plan includes a higher focus on vehicle Level of Service (LOS). Current trends within California and the nation suggest that a more well-rounded approach for considering and measuring all modes of travel is beneficial.

In preparation for future discussions on the General Plan, this Study Session will provide an overview of two transportation topics including TMAs and MMLOS. These speakers will be the first in what will likely be a series of presentations on an array of topics to help inform decision makers on issues prior to preparing the General Plan update. The speakers for this Study Session include the following:

Transportation Management Associations

Rick Williams of Rick Williams Consulting (RWC) is the parking and transportation demand management consulting arm of BPM Development, 50-year-old real estate firm headquartered in Portland. BPM owns and operates numerous structured and surface parking facilities in the Portland Downtown core. Rick Williams Consulting is highly experienced and successful in managing the relationship of parking management/operations and economic development for clients in Portland, the Pacific Northwest, the United States and Canada. RWC also works extensively in the area of transportation demand management programs, planning, design and implementation.

Multi-modal Level of Service

Kamala Parks brings her abilities in transportation planning, traffic operations, development theory/practices and research methods to Kittleson & Associates, Inc. Her work includes preparing traffic impact studies, analysis for and writing of master plans and environmental impact reports, and assisting research reports. She has expertise in

many transportation model programs, and the Multimodal Level of Service Analysis method for Urban Streets.

In updating the Transportation Element of the General Plan, it is important to take a comprehensive approach which combines transportation planning and traffic engineering to integrate solutions with a community goal of developing solutions that improve the performance of streets, pedestrian, bicycle and transit systems. These topics will be widely discussed by the community, commission and Council as part of the General Plan update

Signature on File
Charles Taylor
Public Works Director

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS:

None

Proclamation

Declaring November "Pancreatic Cancer Awareness Month"

WHEREAS, in 2012, an estimated 43,920 people will be diagnosed with pancreatic cancer in the United States and 37,390 will die from the disease; and

WHEREAS, pancreatic cancer is one of the deadliest cancers, is the fourth leading cause of cancer death in the United States, and is the only major cancer with a five-year relative survival rate in the single digits at just six percent; and

WHEREAS, when symptoms of pancreatic cancer present themselves, it is usually too late for an optimistic prognosis, and 74 percent of pancreatic cancer patients die within the first year of their diagnosis while 94 percent of pancreatic cancer patients die within the first five years;

WHEREAS, of all the racial/ethnic groups in the United States, African Americans have the highest incidence rate of pancreatic cancer, between 34 percent and 70 percent higher than the other groups; and

WHEREAS, approximately 3860 deaths will occur in California in 2012; and

WHEREAS, there is no cure for pancreatic cancer and there have been no significant improvements in survival rates in the last 40 years; and

WHEREAS, the Federal Government invests significantly less money in pancreatic cancer research than it does in any of the other leading cancer killers; and pancreatic cancer research constitutes only approximately 2 percent of the National Cancer Institute's federal research funding, a figure far too low given the severity of the disease, its mortality rate, and how little is known about how to arrest it; and

WHEREAS, the Pancreatic Cancer Action Network is the first and only national patient advocacy organization that serves the pancreatic cancer community in Menlo Park and nationwide by focusing its efforts on public policy, research funding, patient services, and public awareness and education related to developing effective treatments and a cure for pancreatic cancer; and

WHEREAS, the Pancreatic Cancer Action Network and its affiliates in Menlo Park support those patients currently battling pancreatic cancer, as well as to those who have lost their lives to the disease, and are committed to nothing less than a cure; and

WHEREAS, the good health and well-being of the residents of Menlo Park are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes, and effective treatments.

THEREFORE BE IT RESOLVED that I, Kirsten Keith, Mayor, designate the month of November 2012 as "Pancreatic Cancer Awareness Month" in Menlo Park, California.

CITY OF MENLO PARK

Kirsten Keith
Mayor

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The National Citizen Survey™

CITY OF MENLO PARK, CA
2012

NATIONAL RESEARCH CENTER INC.
2955 Valmont Road, Suite 300
Boulder, CO 80301
www.n-r-c.com • 303-444-7863

ICMA
777 North Capitol Street NE, Suite 500
Washington, DC 20002
www.icma.org • 202-289-ICMA

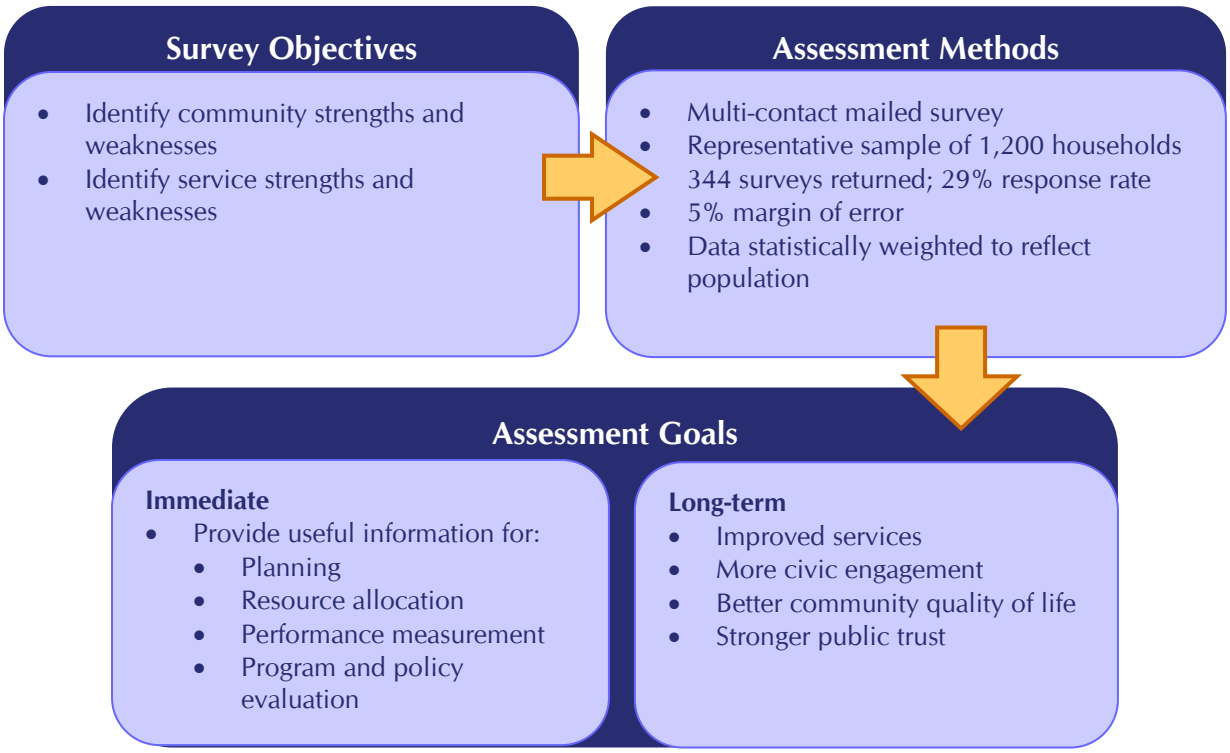
Contents

Survey Background

About The National Citizen Survey™

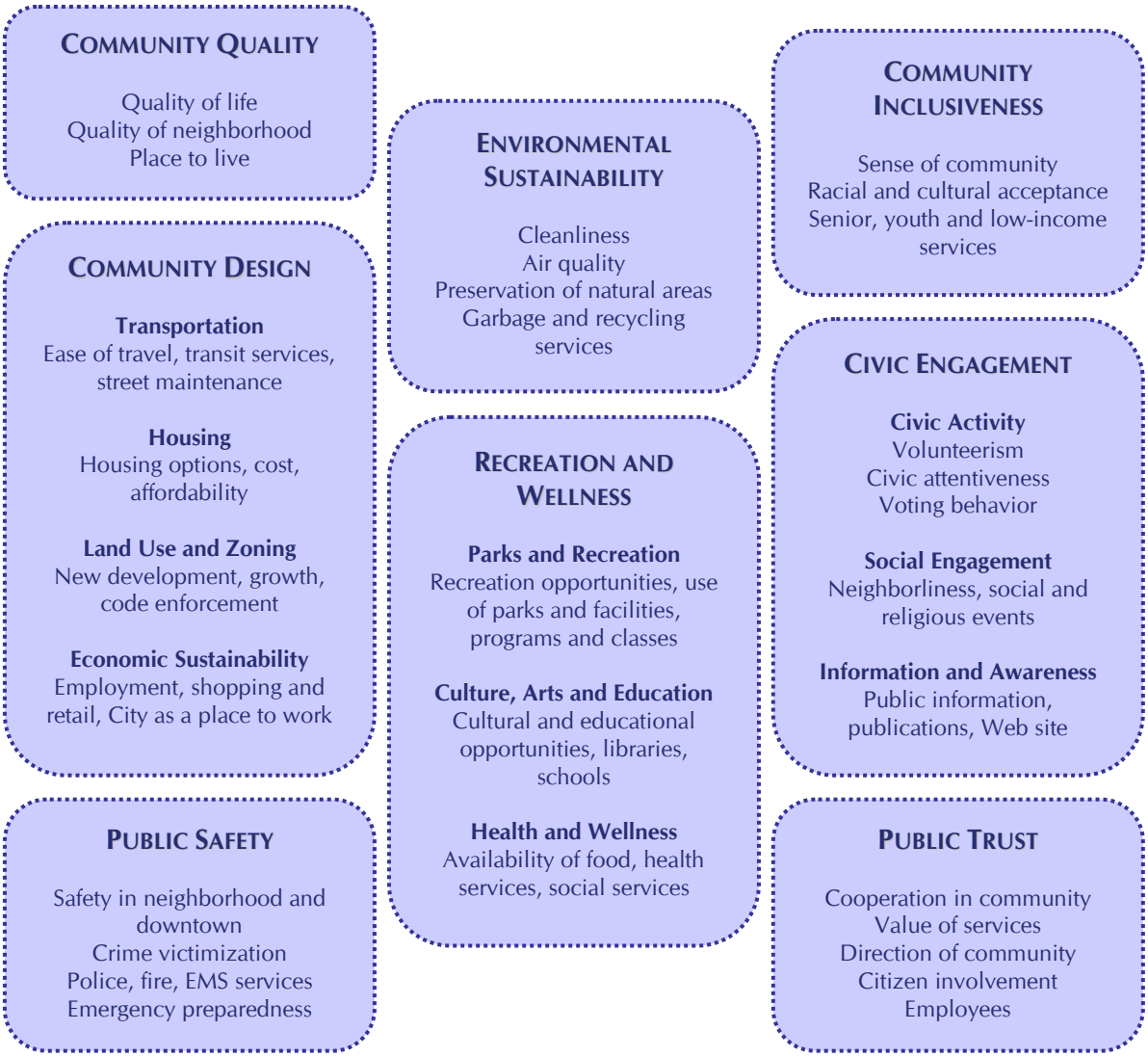
The National Citizen Survey™ (The NCS) is a collaborative effort between National Research Center, Inc. (NRC) and the International City/County Management Association (ICMA). The NCS was developed by NRC to provide a statistically valid survey of resident opinions about community and services provided by local government. The survey results may be used by staff, elected officials and other stakeholders for community planning and resource allocation, program improvement and policy making.

Figure 1: The National Citizen Survey™ Methods and Goals



The NCS focuses on a series of community characteristics and local government services, as well as issues of public trust. Resident behaviors related to civic engagement in the community also were measured in the survey.

FIGURE 2: THE NATIONAL CITIZEN SURVEY™ FOCUS AREAS



The survey and its administration are standardized to assure high quality research methods and directly comparable results across The National Citizen Survey™ jurisdictions. Participating households are selected at random and the household member who responds is selected without bias. Multiple mailings give each household more than one chance to participate with self-addressed and postage-paid envelopes. Results are statistically weighted to reflect the proper demographic composition of the entire community. A total of 344 completed surveys were obtained, providing an overall response rate of 29%. Typically, response rates obtained on citizen surveys range from 25% to 40%.

The National Citizen Survey™ customized for the City of Menlo Park was developed in close cooperation with local jurisdiction staff. Menlo Park staff selected items from a menu of questions about services and community issues and provided the appropriate letterhead and signatures for mailings.

Understanding the Results

As shown in Figure 2, this report is based around respondents' opinions about eight larger categories: community quality, community design, public safety, environmental sustainability, recreation and wellness, community inclusiveness, civic engagement and public trust. Each report section begins with residents' ratings of community characteristics and is followed by residents' ratings of service quality. For all evaluative questions, the percent of residents rating the service or community feature as "excellent" or "good" is presented. To see the full set of responses for each question on the survey, please see Appendix A: Complete Survey Frequencies.

Margin of Error

The margin of error around results for the City of Menlo Park Survey (344 completed surveys) is plus or minus five percentage points. This is a measure of the precision of your results; a larger number of completed surveys gives a smaller (more precise) margin of error, while a smaller number of surveys yields a larger margin of error. With your margin of error, you may conclude that when 60% of survey respondents report that a particular service is "excellent" or "good," somewhere between 55-65% of all residents are likely to feel that way.

Comparing Survey Results

Certain kinds of services tend to be thought better of by residents in many communities across the country. For example, public safety services tend to be received better than transportation services by residents of most American communities. Where possible, the better comparison is not from one service to another in the City of Menlo Park, but from City of Menlo Park services to services like them provided by other jurisdictions.

Interpreting Comparisons to Previous Years

This report contains comparisons with prior years' results. In this report, we are comparing this year's data with existing data in the graphs. Differences between years can be considered "statistically significant" if they are greater than eight percentage points. Trend data for your jurisdiction represent important comparison data and should be examined for improvements or declines. Deviations from stable trends over time, especially represent opportunities for understanding how local policies, programs or public information may have affected residents' opinions.

Benchmark Comparisons

NRC's database of comparative resident opinion is comprised of resident perspectives gathered in citizen surveys from approximately 500 jurisdictions whose residents evaluated local government services and gave their opinion about the quality of community life. The comparison evaluations are from the most recent survey completed in each jurisdiction; most communities conduct surveys every year or in alternating years. NRC adds the latest results quickly upon survey completion, keeping the benchmark data fresh and relevant.

The City of Menlo Park chose to have comparisons made to the entire database. A benchmark comparison (the average rating from all the comparison jurisdictions where a similar question was asked) has been provided when a similar question on the City of Menlo Park survey was included in NRC's database and there were at least five jurisdictions in which the question was asked. For most questions compared to the entire dataset, there were more than 100 jurisdictions included in the benchmark comparison.

Where comparisons for quality ratings were available, the City of Menlo Park results were generally noted as being "above" the benchmark, "below" the benchmark or "similar" to the benchmark. For some questions – those related to resident behavior, circumstance or to a local problem – the comparison to the benchmark is designated as "more," "similar" or "less" (for example, the percent of crime victims, residents visiting a park or residents identifying code enforcement as a problem.) In instances where ratings are considerably higher or lower than the benchmark, these ratings have been further demarcated by the attribute of "much," (for example, "much less" or "much above"). These labels come from a statistical comparison of the City of Menlo Park's rating to the benchmark.

"Don't Know" Responses and Rounding

On many of the questions in the survey respondents may answer "don't know." The proportion of respondents giving this reply is shown in the full set of responses included in Appendix A. However, these responses have been removed from the analyses presented in the body of the report. In other words, the tables and graphs display the responses from respondents who had an opinion about a specific item.

For some questions, respondents were permitted to select more than one answer. When the total exceeds 100% in a table for a multiple response question, it is because some respondents did select more than one response. When a table for a question that only permitted a single response does not total to exactly 100%, it is due to the customary practice of percentages being rounded to the nearest whole number.

For more information on understanding The NCS report, please see Appendix B: Survey Methodology.

Executive Summary

This report of the City of Menlo Park survey provides the opinions of a representative sample of residents about community quality of life, service delivery, civic participation and unique issues of local interest. A periodic sounding of resident opinion offers staff, elected officials and other stakeholders an opportunity to identify challenges and to plan for and evaluate improvements and to sustain services and amenities for long-term success.

Almost all residents experienced a good quality of life in the City of Menlo Park and believed the City was a good place to live. The overall quality of life in the City of Menlo Park was rated as "excellent" or "good" by 94% of respondents. A majority reported they plan on staying in the City of Menlo Park for the next five years.

A variety of characteristics of the community was evaluated by those participating in the study. The three characteristics receiving the most favorable ratings were the cleanliness of Menlo Park, the overall image or reputation of Menlo Park, and the overall appearance of Menlo Park. Among the characteristics receiving the least positive ratings were the availability of affordable quality child care and traffic flow on major streets.

Ratings of community characteristics were compared to the benchmark database. Of the 32 characteristics for which comparisons were available, 14 were above the national benchmark comparison, ten were similar to the national benchmark comparison and eight were below.

Residents in the City of Menlo Park were somewhat civically engaged. While only 25% had attended a meeting of local elected public officials or other local public meeting in the previous 12 months, 94% had provided help to a friend or neighbor. Less than half had volunteered their time to some group or activity in the City of Menlo Park, which was lower than the benchmark.

In general, survey respondents demonstrated trust in local government. A majority rated the overall direction being taken by the City of Menlo Park as "good" or "excellent." This was similar to the benchmark. Those residents who had interacted with an employee of the City of Menlo Park in the previous 12 months gave high marks to those employees. Most rated their overall impression of employees as "excellent" or "good."

On average, residents gave favorable ratings to a majority of local government services. City services rated were able to be compared to the benchmark database. Of the 28 services for which comparisons were available, 17 were above the benchmark comparison, nine were similar to the benchmark comparison and two were below.

A Key Driver Analysis was conducted for the City of Menlo Park which examined the relationships between ratings of each service and ratings of the City of Menlo Park's services overall. Those key driver services that correlated most strongly with residents' perceptions about overall City service quality have been identified. By targeting improvements in key services, the City of Menlo Park can focus on the services that have the greatest likelihood of influencing residents' opinions about overall service quality. Services found to be influential in ratings of overall service quality from the Key Driver Analysis were:

- City parks
- Police services

For both of these services, the City of Menlo Park was above the benchmark and should continue to ensure high quality performance.

Community Ratings

Overall Community Quality

Overall quality of community life may be the single best indicator of success in providing the natural ambience, services and amenities that make for an attractive community. The National Citizen Survey™ contained many questions related to quality of community life in the City of Menlo Park – not only direct questions about quality of life overall and in neighborhoods, but questions to measure residents' commitment to the City of Menlo Park. Residents were asked whether they planned to move soon or if they would recommend the City of Menlo Park to others. Intentions to stay and willingness to make recommendations provide evidence that the City of Menlo Park offers services and amenities that work.

Almost all of the City of Menlo Park's residents gave high ratings to their neighborhoods and the community as a place to live. Most reported they would recommend the community to others and plan to stay for the next five years. Ratings were stable over time.

Figure 3: Ratings of Overall Community Quality by Year

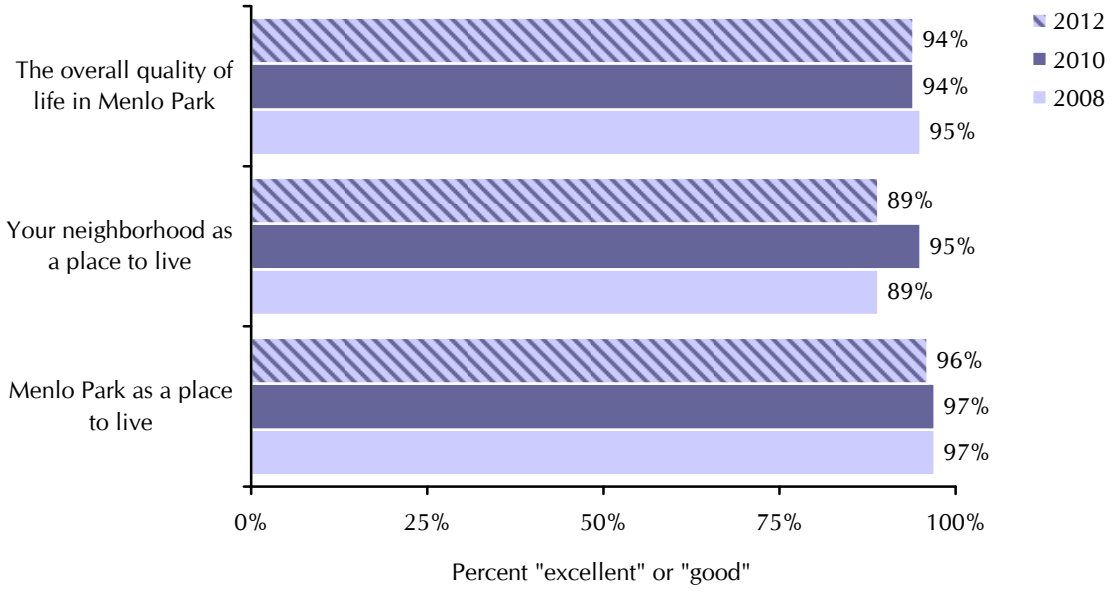


Figure 4: Likelihood of Remaining in Community and Recommending Community by Year

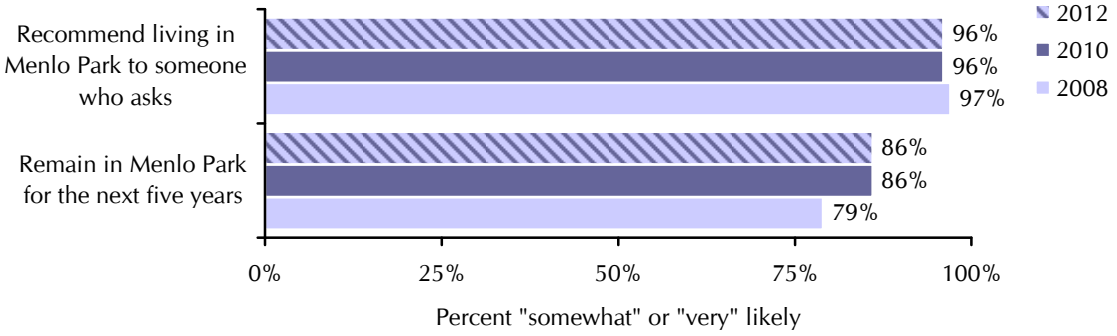


FIGURE 5: OVERALL COMMUNITY QUALITY BENCHMARKS

	Comparison to benchmark
Overall quality of life in Menlo Park	Much above
Your neighborhood as place to live	Much above
Menlo Park as a place to live	Much above
Recommend living in Menlo Park to someone who asks	Much above
Remain in Menlo Park for the next five years	Above

Community Design

Transportation

The ability to move easily throughout a community can greatly affect the quality of life of residents by diminishing time wasted in traffic congestion and by providing opportunities to travel quickly and safely by modes other than the automobile. High quality options for resident mobility not only require local government to remove barriers to flow but they require government programs and policies that create quality opportunities for all modes of travel.

Residents responding to the survey were given a list of seven aspects of mobility to rate on a scale of "excellent," "good," "fair" and "poor." Ease of walking in Menlo Park was given the most positive rating, followed by ease of bicycle travel. The ratings for ease of car travel and traffic flow on major streets decreased from 2010 to 2012.

Figure 6: Ratings of Transportation in Community by Year

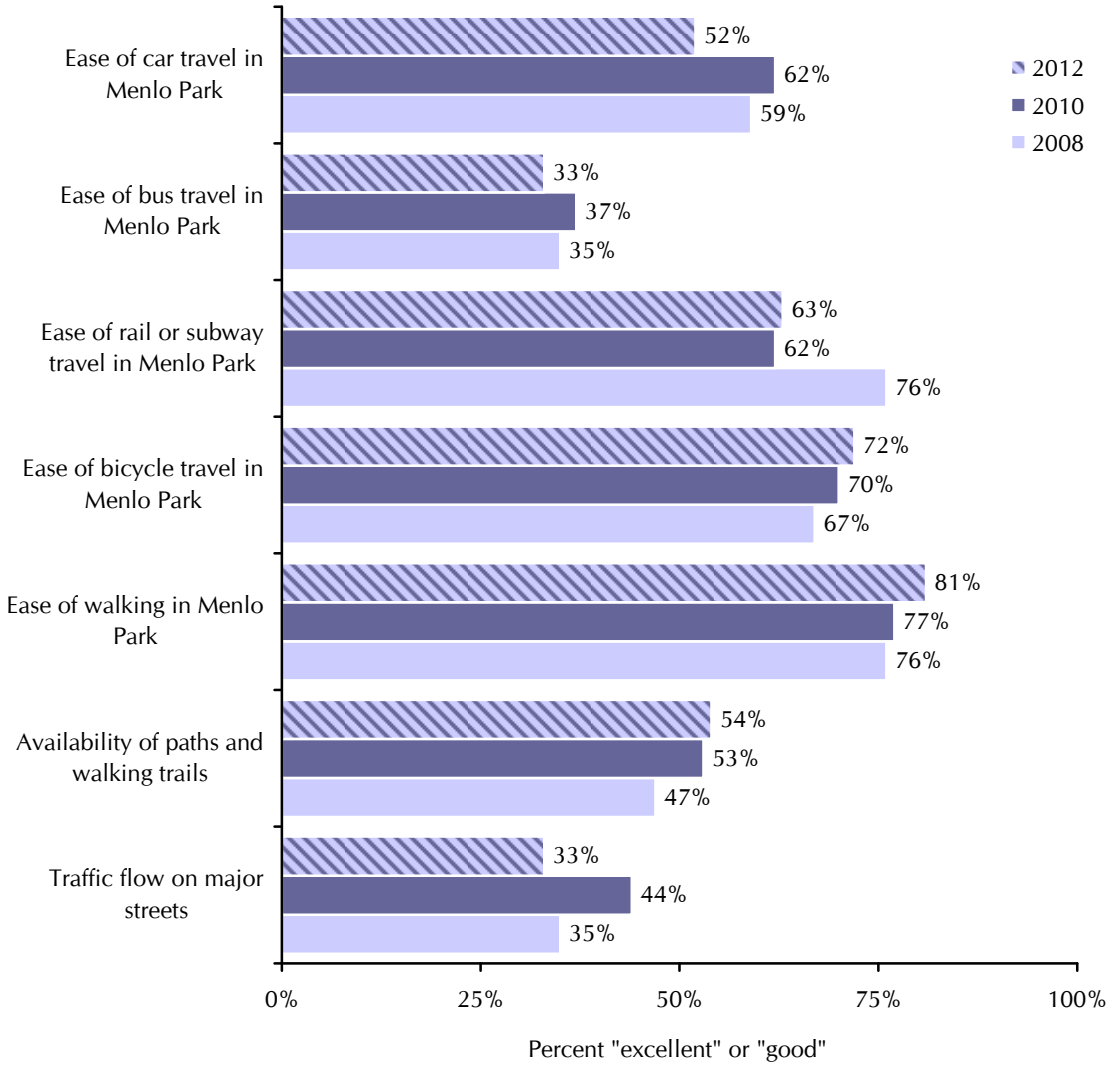


FIGURE 7: COMMUNITY TRANSPORTATION BENCHMARKS

	Comparison to benchmark
Ease of car travel in Menlo Park	Below
Ease of bus travel in Menlo Park	Much below
Ease of rail or subway travel in Menlo Park	Much above
Ease of bicycle travel in Menlo Park	Much above
Ease of walking in Menlo Park	Much above
Availability of paths and walking trails	Similar
Traffic flow on major streets	Much below

Seven transportation services were rated in Menlo Park. Ratings tended to be a mix of positive and negative. Three were above the benchmark, one was below the benchmark and three were similar to the benchmark. The ratings for street cleaning and sidewalk maintenance improved over time.

FIGURE 8: RATINGS OF TRANSPORTATION AND PARKING SERVICES BY YEAR

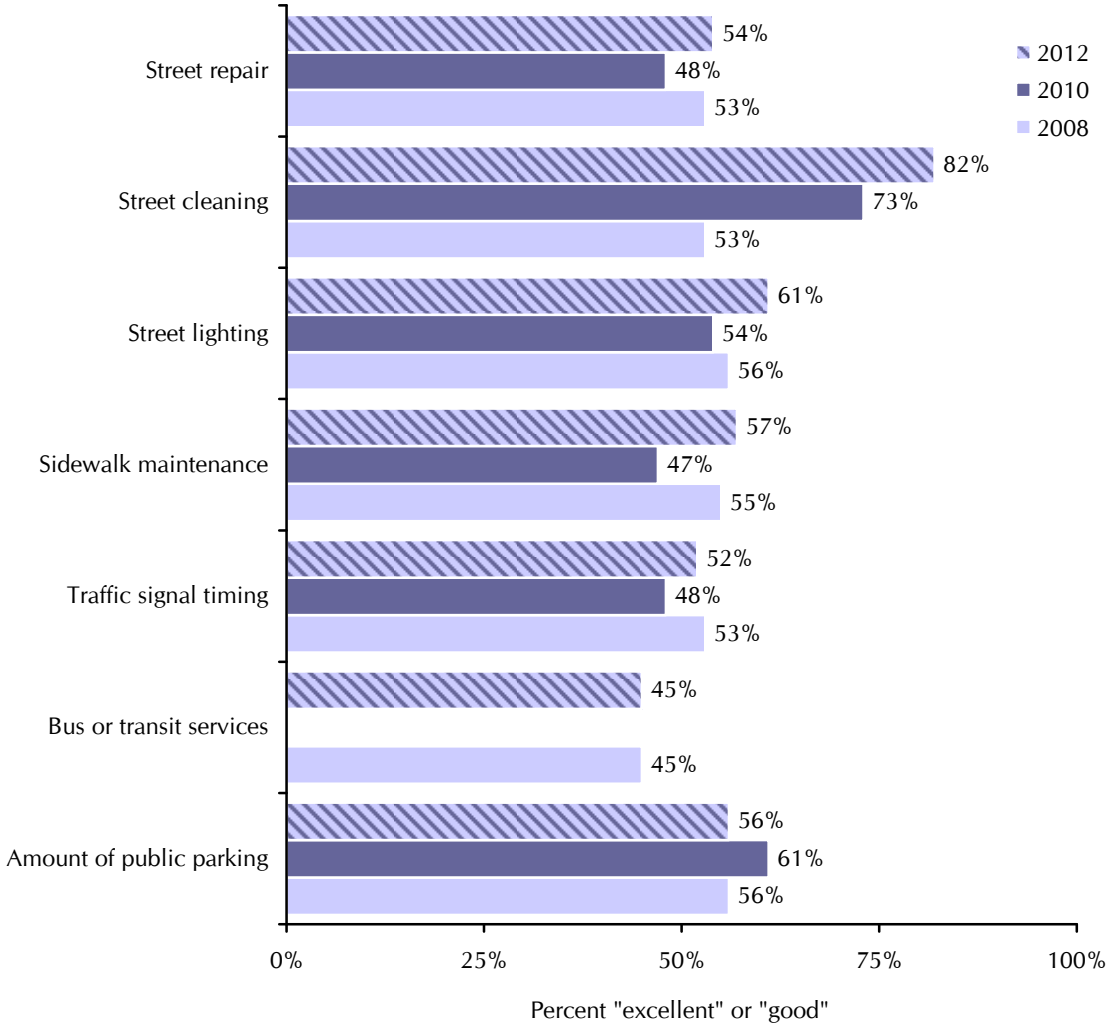


FIGURE 9: TRANSPORTATION AND PARKING SERVICES BENCHMARKS

	Comparison to benchmark
Street repair	Much above
Street cleaning	Much above
Street lighting	Similar
Sidewalk maintenance	Similar
Traffic signal timing	Similar
Bus or transit services	Below
Amount of public parking	Above

By measuring choice of travel mode over time, communities can monitor their success in providing attractive alternatives to the traditional mode of travel, the single-occupied automobile. When asked how they typically traveled to work, single-occupancy (SOV) travel was the main mode of use. However, 3% of work commute trips were made by transit, 19% by bicycle and 4% by foot.

FIGURE 10: FREQUENCY OF BUS USE IN LAST 12 MONTHS BY YEAR

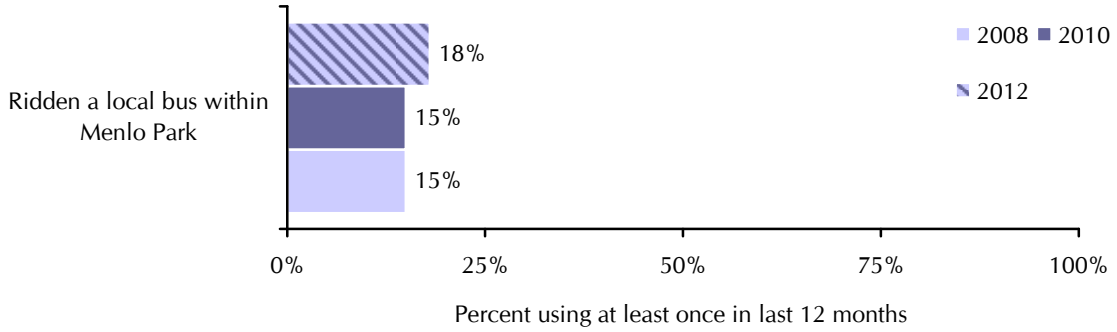


FIGURE 11: FREQUENCY OF BUS USE BENCHMARKS

	Comparison to benchmark
Ridden a local bus within Menlo Park	Less

FIGURE 12: MODE OF TRAVEL USED FOR WORK COMMUTE

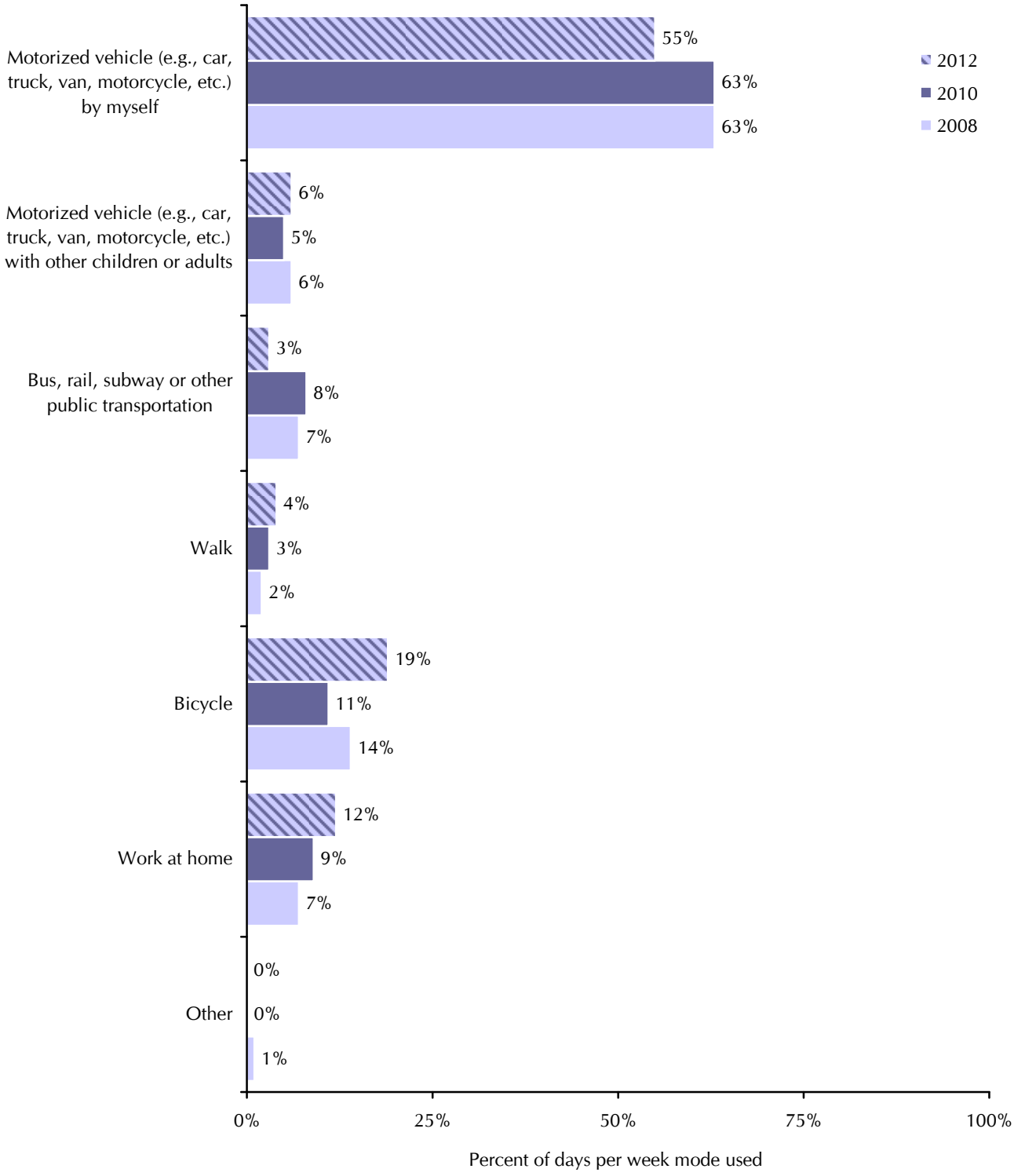


FIGURE 13: DRIVE ALONE BENCHMARKS

	Comparison to benchmark
Average percent of work commute trips made by driving alone	Much less

Housing

Housing variety and affordability are not luxuries for any community. When there are too few options for housing style and affordability, the characteristics of a community tilt toward a single group, often of well-off residents. While this may seem attractive to a community, the absence of affordable townhomes, condominiums, mobile homes, single family detached homes and apartments means that in addition to losing the vibrancy of diverse thoughts and lifestyles, the community loses the service workers that sustain all communities – police officers, school teachers, house painters and electricians. These workers must live elsewhere and commute in at great personal cost and to the detriment of traffic flow and air quality. Furthermore lower income residents pay so much of their income to rent or mortgage that little remains to bolster their own quality of life or local business.

The survey of the City of Menlo Park residents asked respondents to reflect on the availability of affordable housing as well as the variety of housing options. The availability of affordable housing was rated as "excellent" or "good" by 17% of respondents, while the variety of housing options was rated as "excellent" or "good" by 35% of respondents. The ratings of perceived affordable housing availability and variety of housing options were much worse in the City of Menlo Park than the ratings, on average, in comparison jurisdictions.

FIGURE 14: RATINGS OF HOUSING IN COMMUNITY BY YEAR

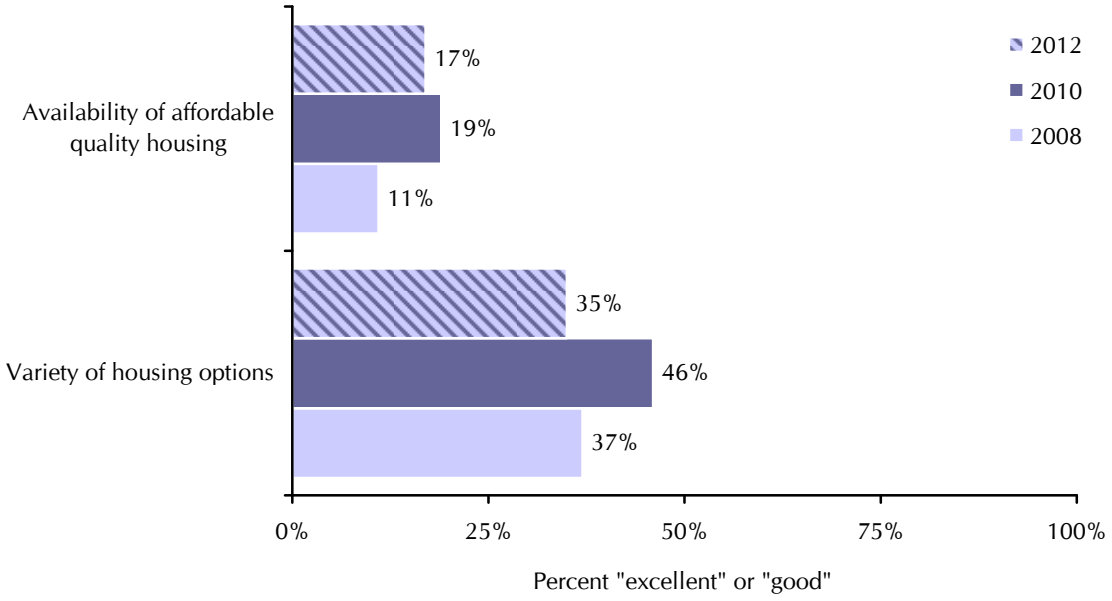


FIGURE 15: HOUSING CHARACTERISTICS BENCHMARKS

	Comparison to benchmark
Availability of affordable quality housing	Much below
Variety of housing options	Much below

To augment the perceptions of affordable housing in Menlo Park, the cost of housing as reported in the survey was compared to residents' reported monthly income to create a rough estimate of the proportion of residents of the City of Menlo Park experiencing housing cost stress. About 37% of survey participants were found to pay housing costs of more than 30% of their monthly household income.

FIGURE 16: PROPORTION OF RESPONDENTS EXPERIENCING HOUSING COST STRESS BY YEAR

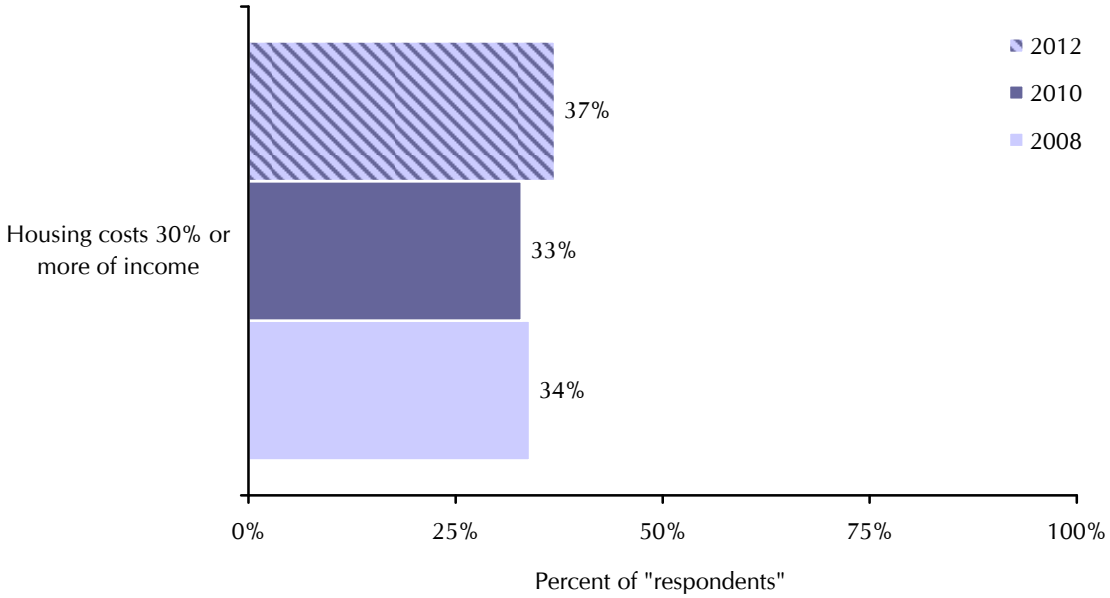


FIGURE 17: HOUSING COSTS BENCHMARKS

	Comparison to benchmark
Experiencing housing costs stress (housing costs 30% or MORE of income)	Similar

Land Use and Zoning

Community development contributes to a feeling among residents and even visitors of the attention given to the speed of growth, the location of residences and businesses, the kind of housing that is appropriate for the community and the ease of access to commerce, green space and residences. Even the community's overall appearance often is attributed to the planning and enforcement functions of the local jurisdiction. Residents will appreciate an attractive, well-planned community. The NCS questionnaire asked residents to evaluate the quality of new development, the appearance of the City of Menlo Park and the speed of population growth. Problems with the appearance of property were rated, and the quality of land use planning, zoning and code enforcement services were evaluated.

The overall quality of new development in the City of Menlo Park was rated as "excellent" by 16% of respondents and as "good" by an additional 50%. The overall appearance of Menlo Park was rated as "excellent" or "good" by 84% of respondents and was much higher than the benchmark. When rating to what extent run down buildings, weed lots or junk vehicles were a problem in the City of Menlo Park, 8% thought they were a "major" problem.

FIGURE 18: RATINGS OF THE COMMUNITY'S "BUILT ENVIRONMENT" BY YEAR

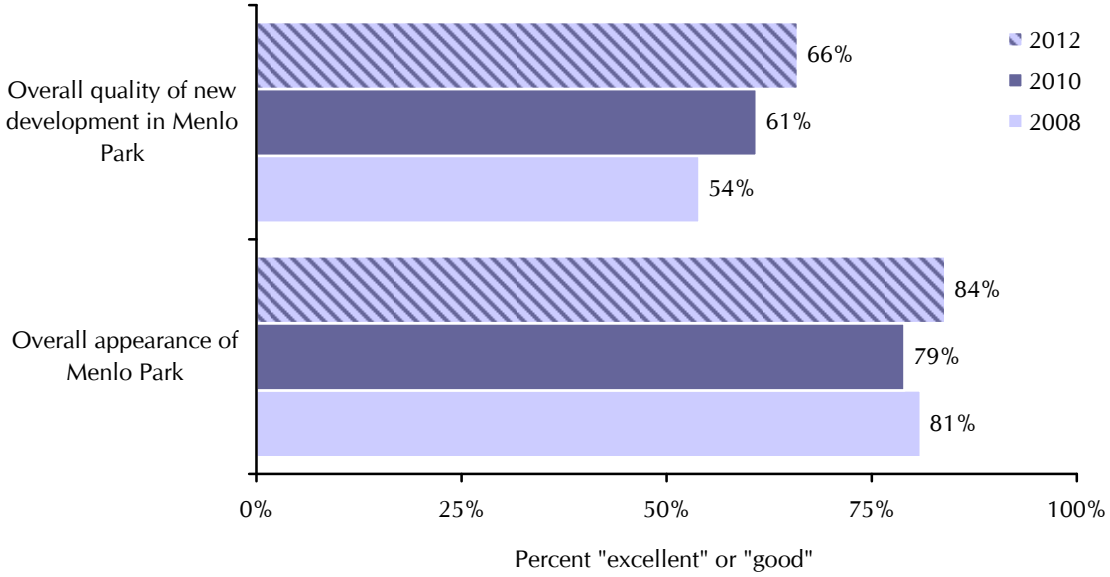


FIGURE 19: BUILT ENVIRONMENT BENCHMARKS

	Comparison to benchmark
Quality of new development in Menlo Park	Above
Overall appearance of Menlo Park	Much above

FIGURE 20: RATINGS OF POPULATION GROWTH BY YEAR

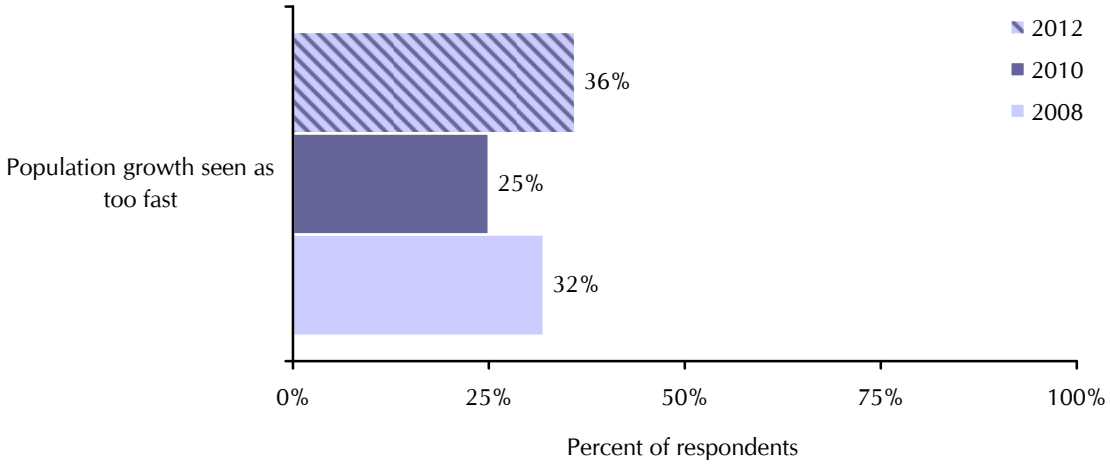


FIGURE 21: POPULATION GROWTH BENCHMARKS

	Comparison to benchmark
Population growth seen as too fast	Similar

FIGURE 22: RATINGS OF NUISANCE PROBLEMS BY YEAR

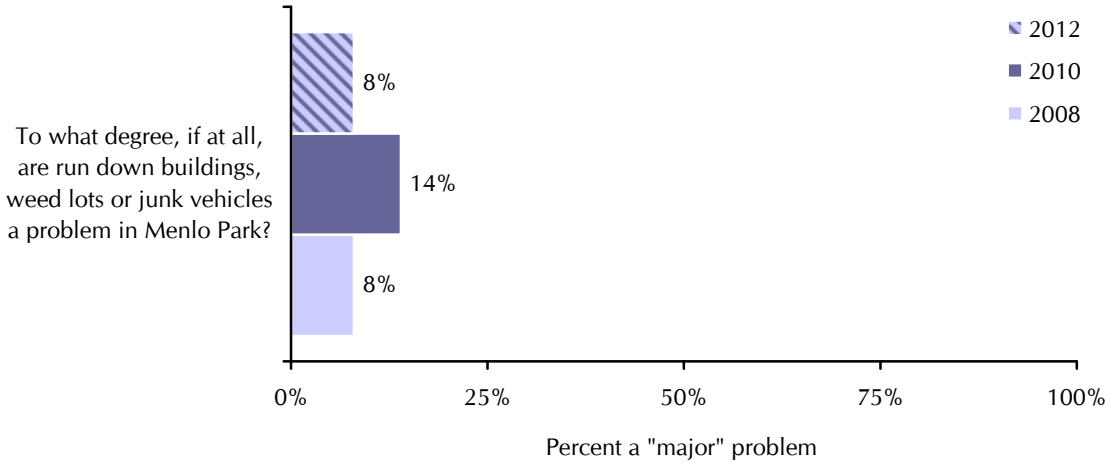


FIGURE 23: NUISANCE PROBLEMS BENCHMARKS

	Comparison to benchmark
Run down buildings, weed lots and junk vehicles seen as a "major" problem	Less

FIGURE 24: RATINGS OF PLANNING AND COMMUNITY CODE ENFORCEMENT SERVICES BY YEAR

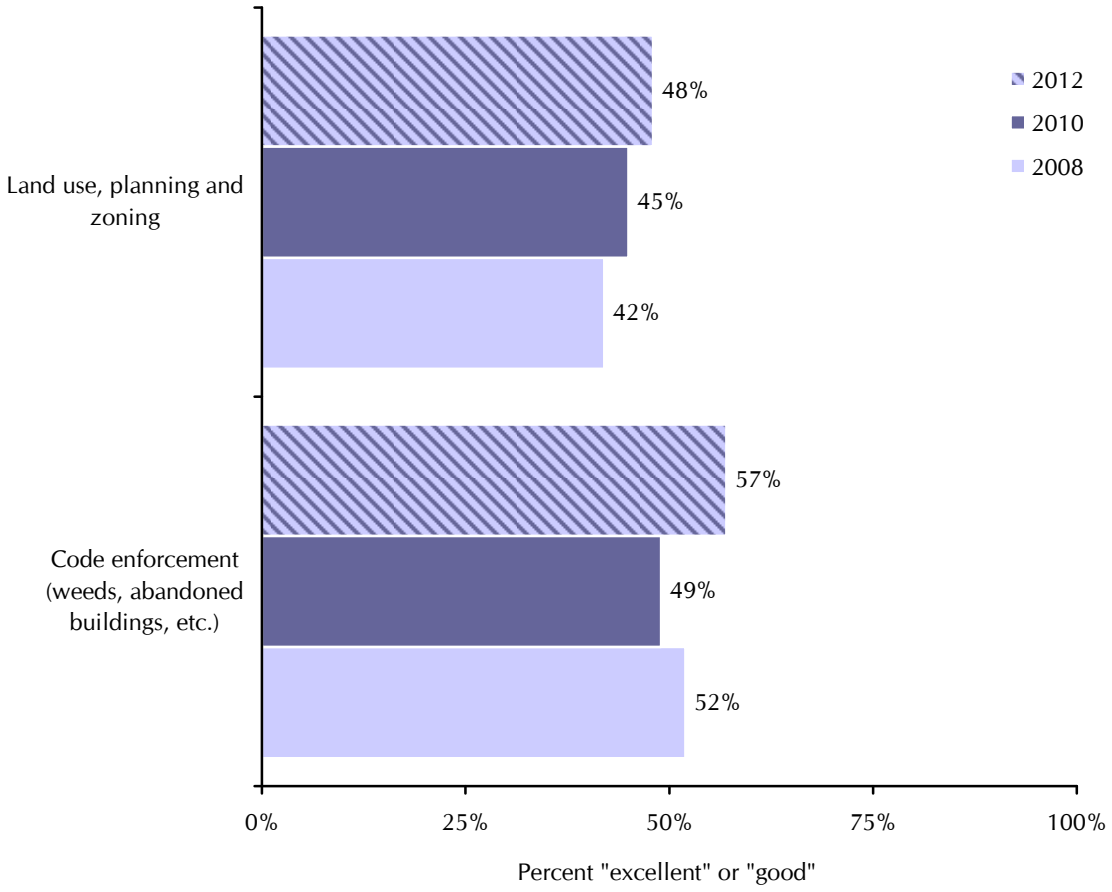


FIGURE 25: PLANNING AND COMMUNITY CODE ENFORCEMENT SERVICES BENCHMARKS

	Comparison to benchmark
Land use, planning and zoning	Similar
Code enforcement (weeds, abandoned buildings, etc.)	Above

Economic Sustainability

The United States has been in recession since late 2007 with an accelerated downturn occurring in the fourth quarter of 2008. Officially we emerged from recession in the third quarter of 2009, but high unemployment lingers, keeping a lid on a strong recovery. Many readers worry that the ill health of the economy will color how residents perceive their environment and the services that local government delivers. NRC researchers have found that the economic downturn has chastened Americans' view of their own economic futures but has not colored their perspectives about community services or quality of life.

Survey respondents were asked to rate a number of community features related to economic opportunity and growth. The most positively rated features were Menlo Park as a place to work and the overall quality of business and service establishments in Menlo Park. Receiving the lowest rating was employment opportunities. The ratings for employment opportunities remained stable over time and were much above the benchmark.

Figure 26: Ratings of Economic Sustainability and Opportunities by Year

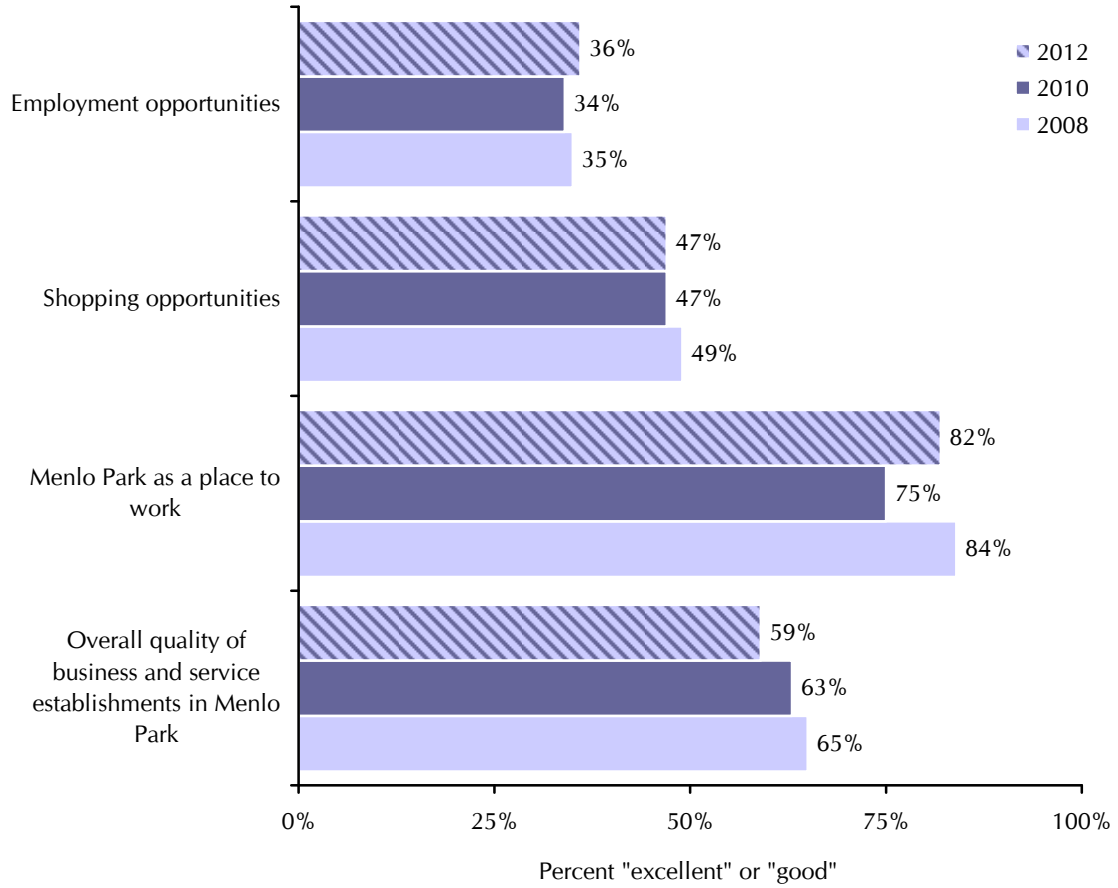


Figure 27: Economic Sustainability and Opportunities Benchmarks

	Comparison to benchmark
Employment opportunities	Much above
Shopping opportunities	Below
Menlo Park as a place to work	Much above
Overall quality of business and service establishments in Menlo Park	Similar

Residents were asked to evaluate the speed of jobs growth and retail growth on a scale from "much too slow" to "much too fast." When asked about the rate of jobs growth in Menlo Park, 54% responded that it was "too slow," while 53% reported retail growth as "too slow." Many more residents in Menlo Park compared to other jurisdictions believed that retail growth was too slow and far fewer residents believed that jobs growth was too slow. The percent of respondents rating jobs growth as "too slow" decreased from 2010 to 2012.

FIGURE 28: RATINGS OF RETAIL AND JOB GROWTH BY YEAR

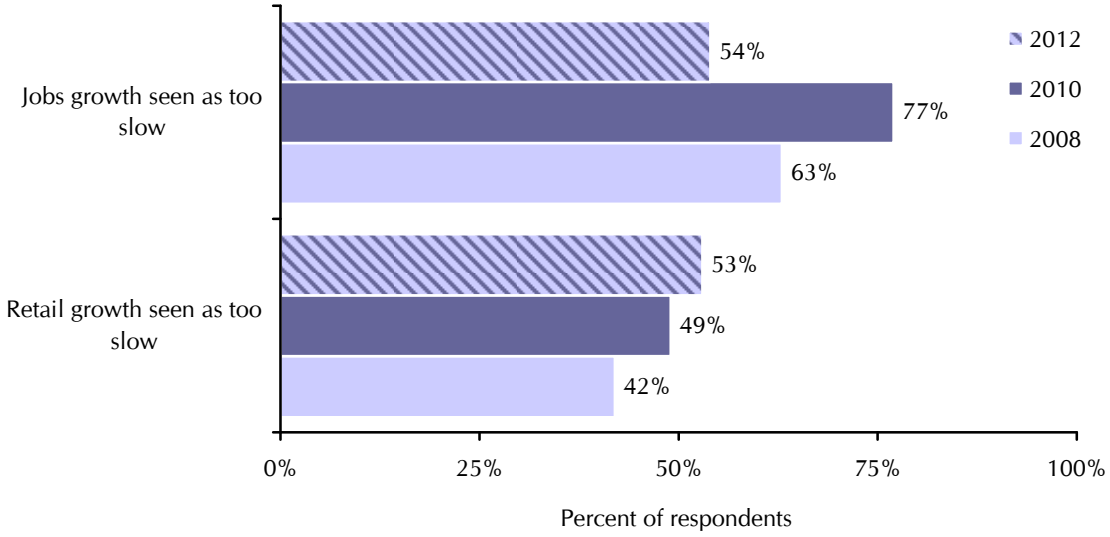


FIGURE 29: RETAIL AND JOB GROWTH BENCHMARKS

	Comparison to benchmark
Retail growth seen as too slow	Much more
Jobs growth seen as too slow	Much less

FIGURE 30: RATINGS OF ECONOMIC DEVELOPMENT SERVICES BY YEAR

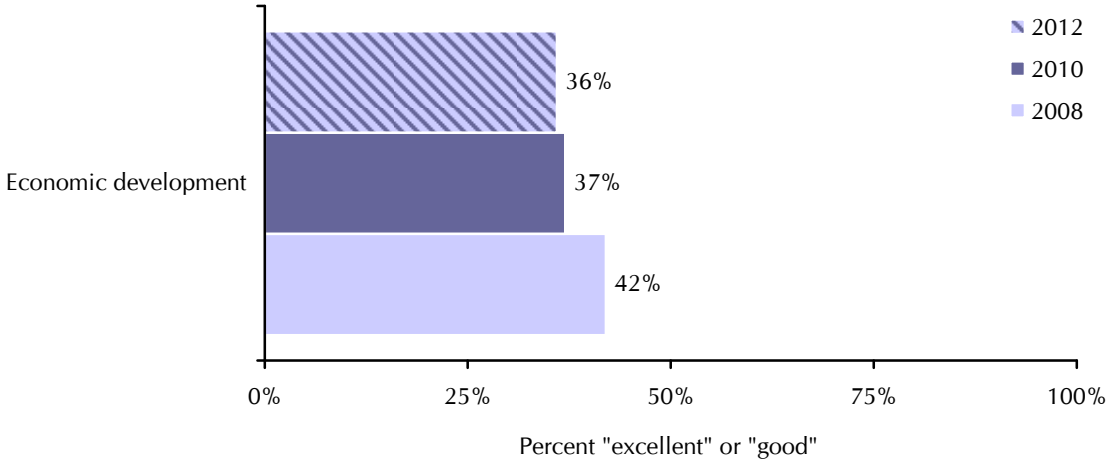


FIGURE 31: ECONOMIC DEVELOPMENT SERVICES BENCHMARKS

	Comparison to benchmark
Economic development	Similar

Residents were asked to reflect on their economic prospects in the near term. Twenty-two percent of the City of Menlo Park residents expected that the coming six months would have a "somewhat" or "very" positive impact on their family. The percent of residents with an optimistic outlook on their household income was higher than comparison jurisdictions.

FIGURE 32: RATINGS OF PERSONAL ECONOMIC FUTURE BY YEAR

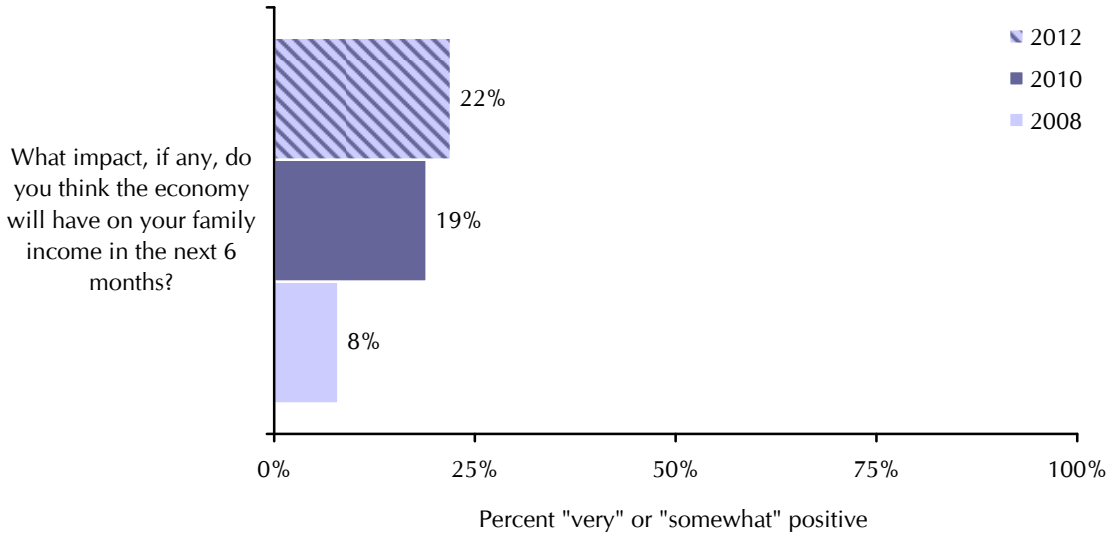


FIGURE 33: PERSONAL ECONOMIC FUTURE BENCHMARKS

	Comparison to benchmark
Positive impact of economy on household income	Above

Public Safety

Safety from violent or property crimes creates the cornerstone of an attractive community. No one wants to live in fear of crime, fire or natural hazards, and communities in which residents feel protected or unthreatened are communities that are more likely to show growth in population, commerce and property value.

Residents were asked to rate their feelings of safety from violent crimes, property crimes, fire and environmental dangers and to evaluate the local agencies whose main charge is to provide protection from these dangers. Most gave positive ratings of safety in the City of Menlo Park. About 88% of those completing the questionnaire said they felt "very" or "somewhat" safe from violent crimes and 82% felt "very" or "somewhat" safe from environmental hazards. Daytime sense of safety was better than nighttime safety. Safety ratings generally remained stable over time, however the ratings for safety from property crimes decreased from 2010 to 2012.

Figure 34: Ratings of Community and Personal Public Safety by Year

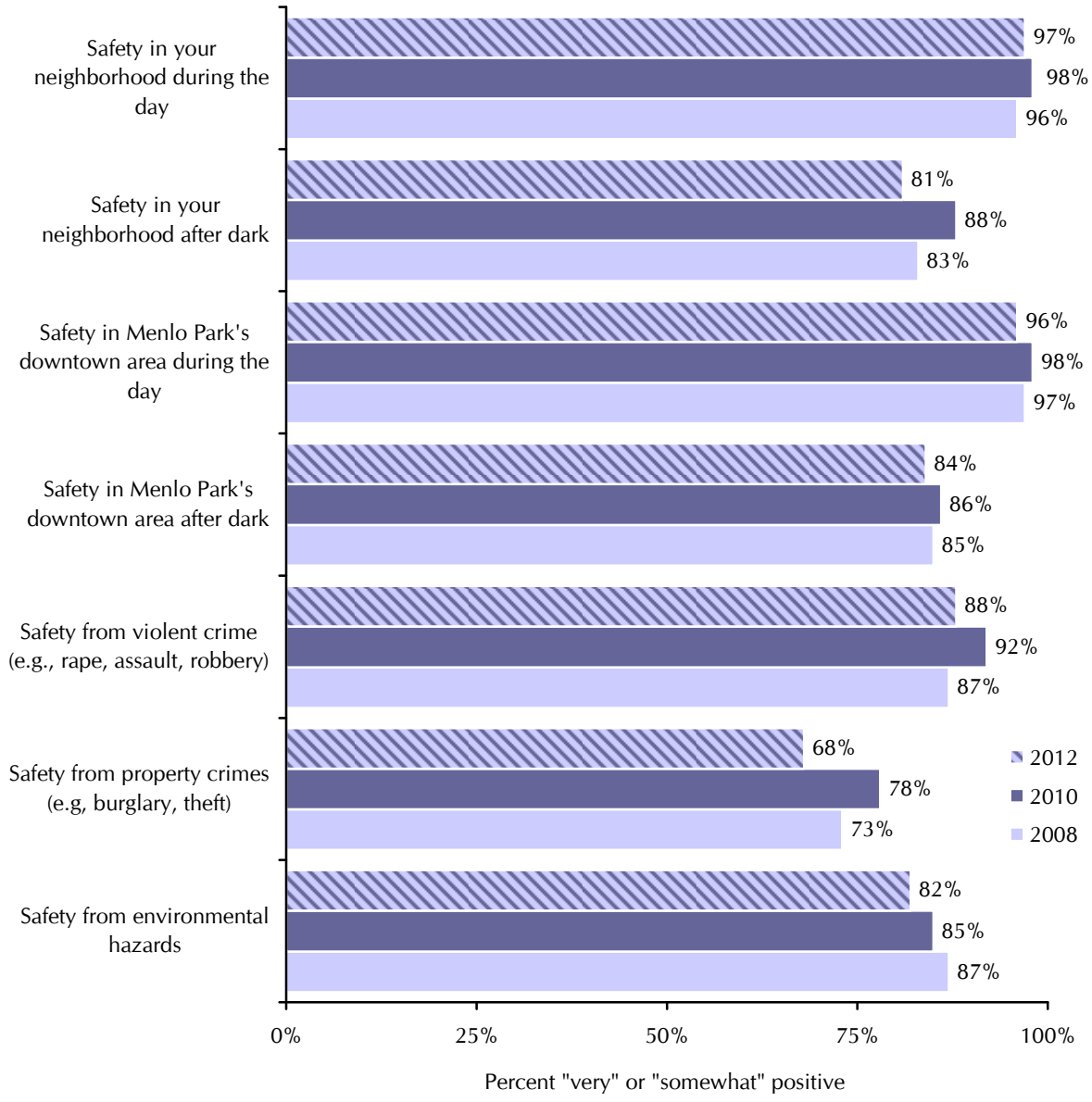


FIGURE 35: COMMUNITY AND PERSONAL PUBLIC SAFETY BENCHMARKS

	Comparison to benchmark
In your neighborhood during the day	Much above
In your neighborhood after dark	Above
In Menlo Park's downtown area during the day	Much above
In Menlo Park's downtown area after dark	Much above
Violent crime (e.g., rape, assault, robbery)	Much above
Property crimes (e.g., burglary, theft)	Above
Environmental hazards, including toxic waste	Above

As assessed by the survey, 10% of respondents reported that someone in the household had been the victim of one or more crimes in the past year. Of those who had been the victim of a crime, 85% had reported it to police. Compared to other jurisdictions a similar number of Menlo Park residents had been victims of crime in the 12 months preceding the survey and more Menlo Park residents had reported their most recent crime victimization to the police.

FIGURE 36: CRIME VICTIMIZATION AND REPORTING BY YEAR

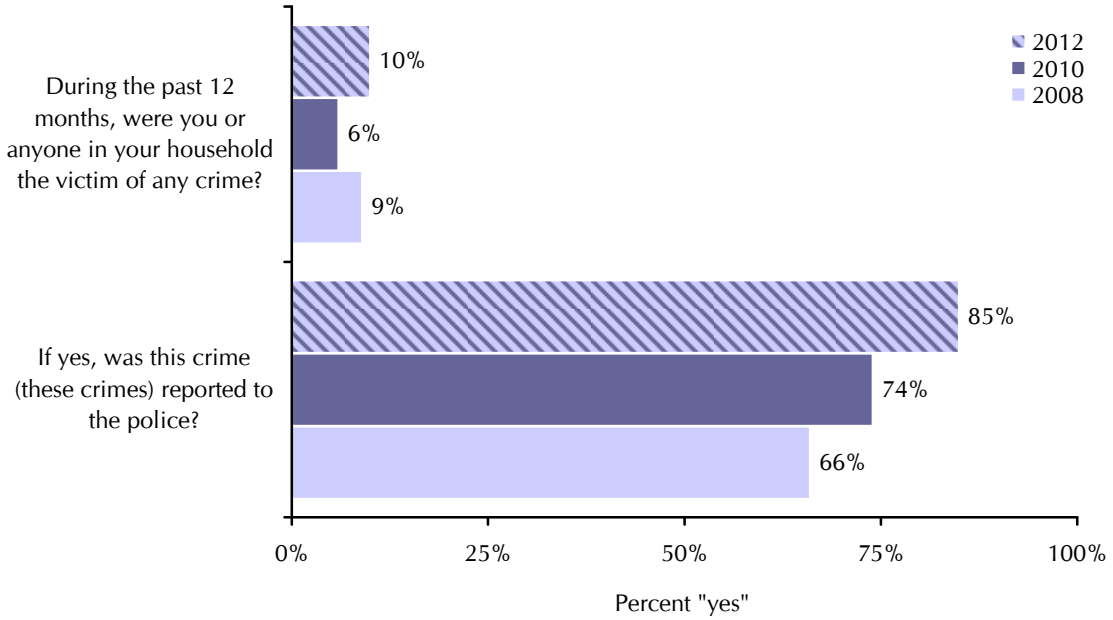


FIGURE 37: CRIME VICTIMIZATION AND REPORTING BENCHMARKS

	Comparison to benchmark
Victim of crime	Similar
Reported crimes	More

Residents rated four City public safety services; of these, two were rated much above the benchmark comparison, two were rated similar to the benchmark comparison and none were rated below the benchmark comparison. Police services and crime prevention received the highest ratings, while traffic enforcement and emergency preparedness received the lowest ratings. All were rated similarly when compared to previous years.

FIGURE 38: RATINGS OF PUBLIC SAFETY SERVICES BY YEAR

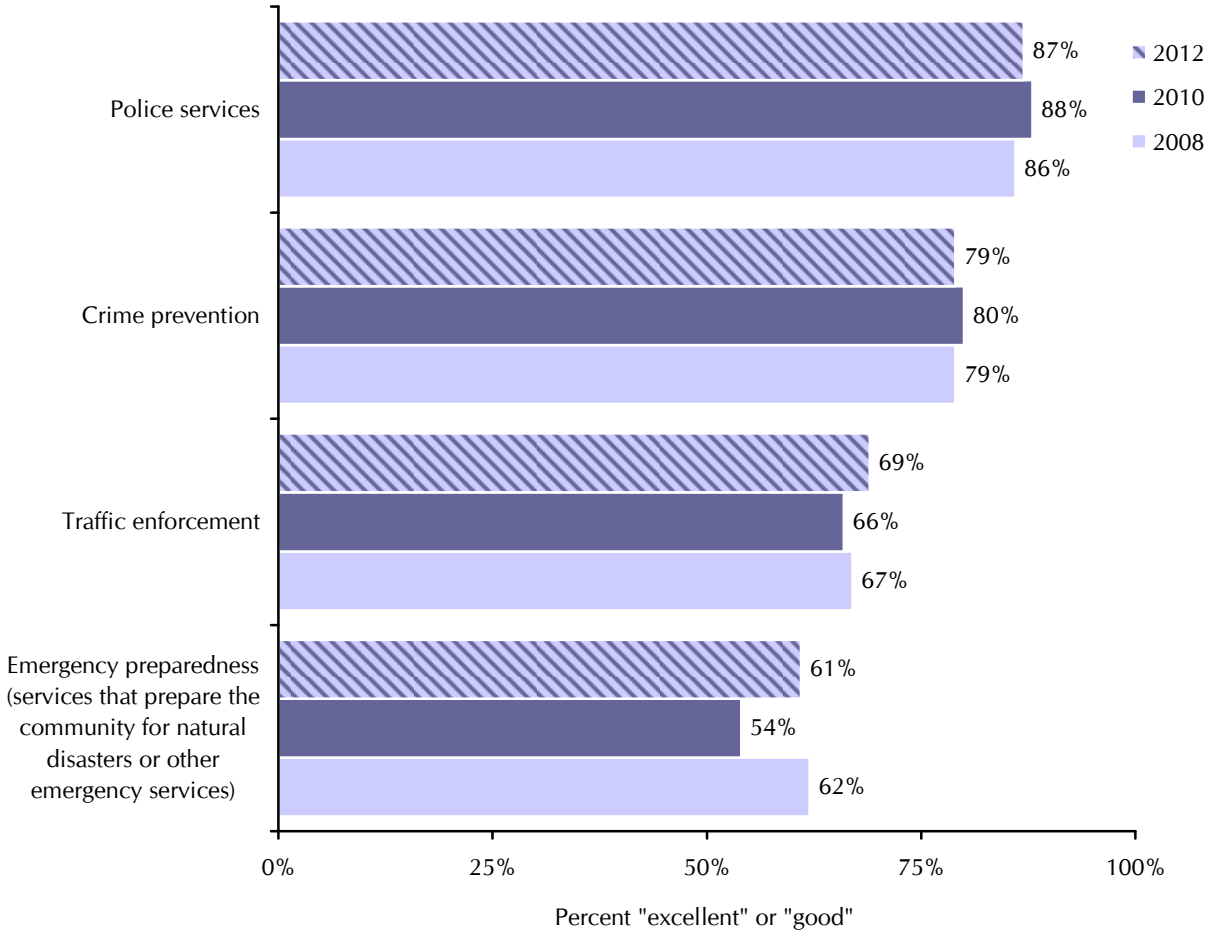


FIGURE 39: PUBLIC SAFETY SERVICES BENCHMARKS

	Comparison to benchmark
Police services	Much above
Crime prevention	Much above
Traffic enforcement	Similar
Emergency preparedness (services that prepare the community for natural disasters or other emergency situations)	Similar

FIGURE 40: CONTACT WITH POLICE DEPARTMENT

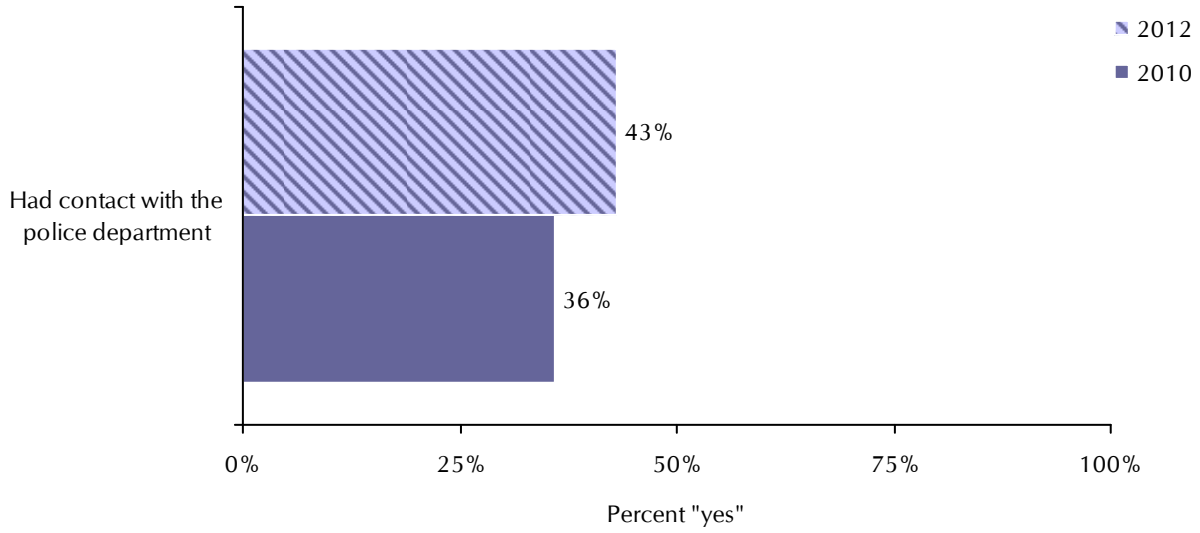


FIGURE 41: RATINGS OF CONTACT WITH POLICE DEPARTMENT

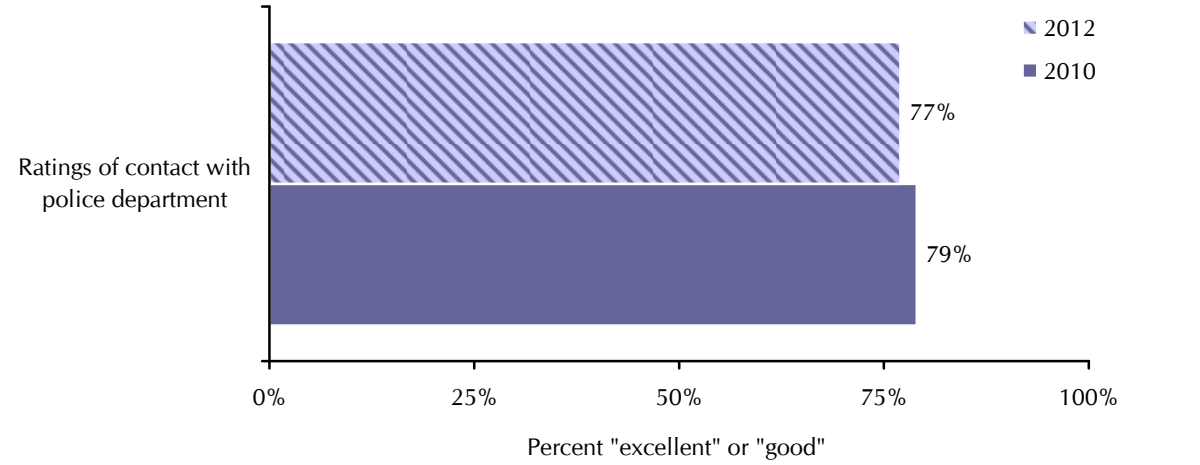


FIGURE 42: CONTACT WITH POLICE DEPARTMENT BENCHMARKS

	Comparison to benchmark
Had contact with the City of Menlo Park Police Department	Much more
Overall impression of most recent contact with the City of Menlo Park Police Department	Similar

Environmental Sustainability

Residents value the aesthetic qualities of their hometowns and appreciate features such as overall cleanliness and landscaping. In addition, the appearance and smell or taste of the air and water do not go unnoticed. These days, increasing attention is paid to proper treatment of the environment. At the same time that they are attending to community appearance and cleanliness, cities, counties, states and the nation are going "Green". These strengthening environmental concerns extend to trash haul, recycling, sewer services, the delivery of power and water and preservation of open spaces. Treatment of the environment affects air and water quality and, generally, how habitable and inviting a place appears.

Residents of the City of Menlo Park were asked to evaluate their local environment and the services provided to ensure its quality. The overall quality of the natural environment was rated as "excellent" or "good" by 80% of survey respondents. The cleanliness of Menlo Park received the highest rating, and it was much above the benchmark. Ratings generally remained stable over time.

Figure 43: Ratings of the Community's Natural Environment by Year

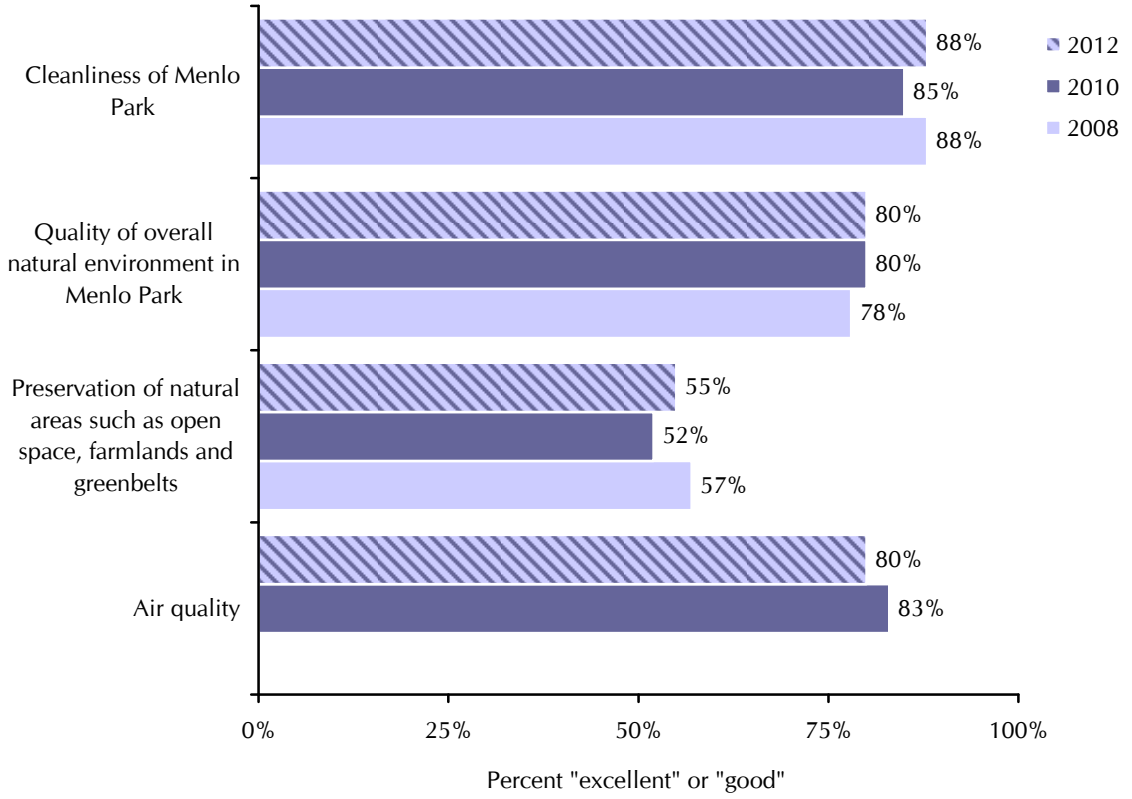


Figure 44: Community Environment Benchmarks

	Comparison to benchmark
Cleanliness of Menlo Park	Much above
Quality of overall natural environment in Menlo Park	Much above
Preservation of natural areas such as open space, farmlands and greenbelts	Similar
Air quality	Much above

Resident recycling was much greater than recycling reported in comparison communities. The high rates of recycling remained stable over time.

FIGURE 45: FREQUENCY OF RECYCLING IN LAST 12 MONTHS BY YEAR

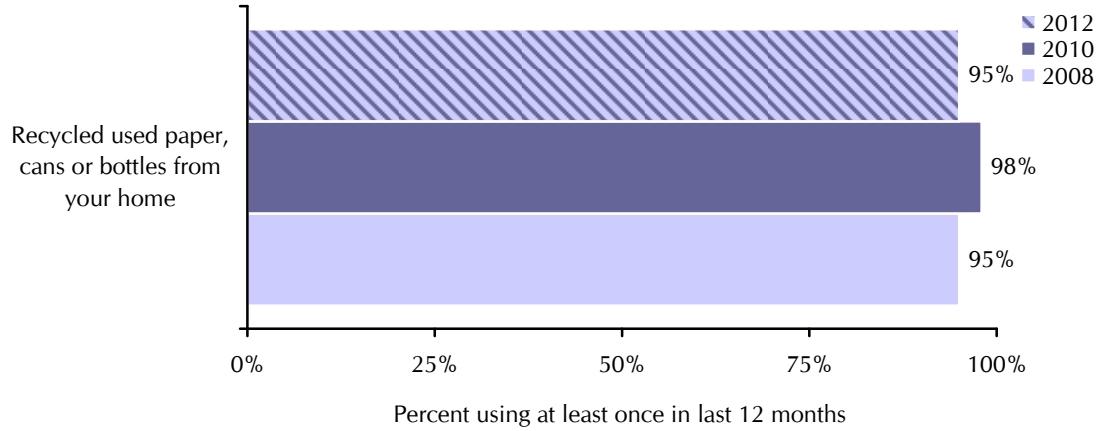


FIGURE 46: FREQUENCY OF RECYCLING BENCHMARKS

	Comparison to benchmark
Recycled used paper, cans or bottles from your home	Much more

Of the six utility services rated by those completing the questionnaire, five were much higher than the benchmark comparison, one was similar and none were below the benchmark comparison. The rating for storm drainage increased over time.

FIGURE 47: RATINGS OF UTILITY SERVICES BY YEAR

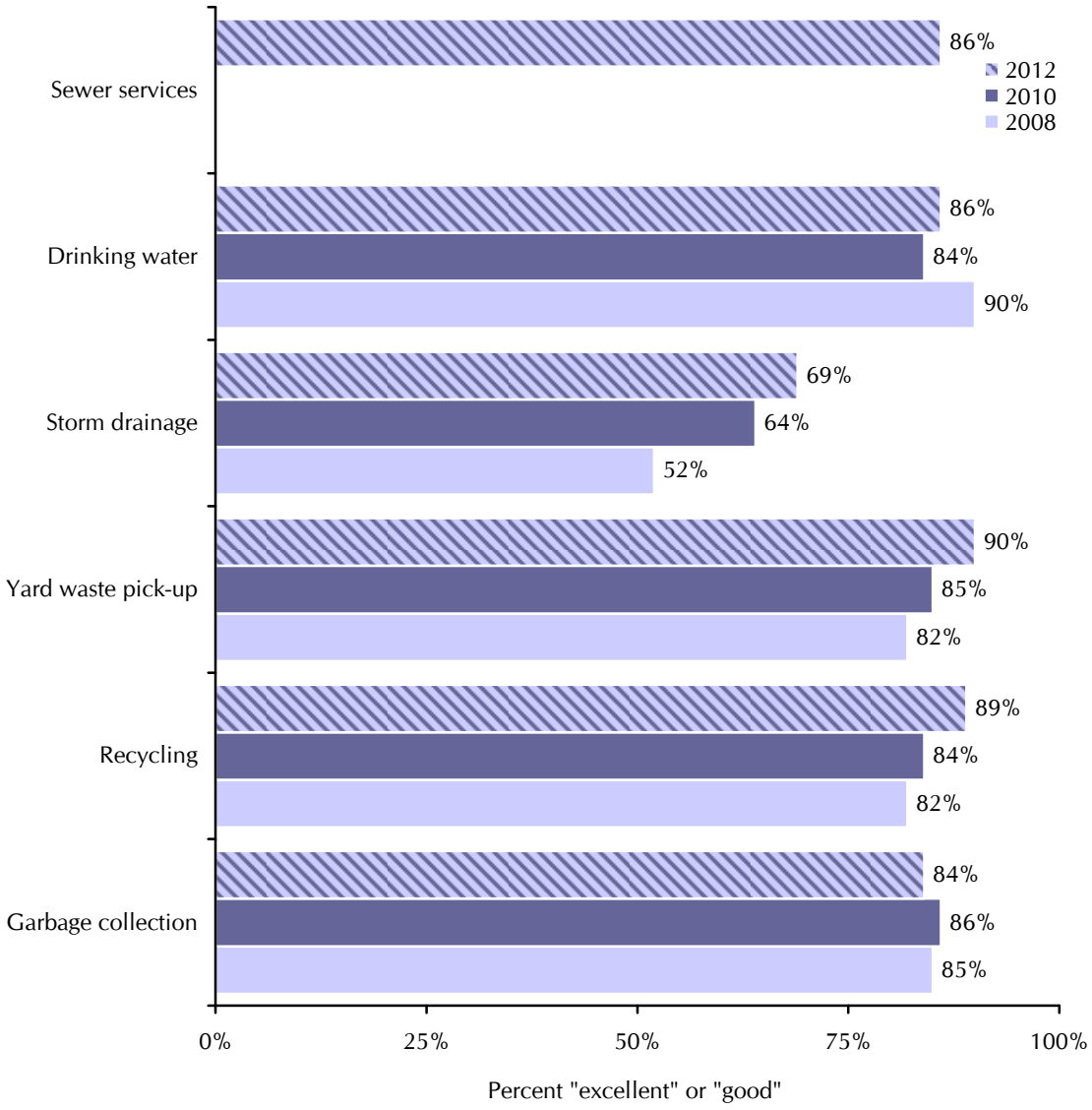


FIGURE 48: UTILITY SERVICES BENCHMARKS

	Comparison to benchmark
Sewer services	Much above
Drinking water	Much above
Storm drainage	Much above
Yard waste pick-up	Much above
Recycling	Much above
Garbage collection	Similar

Recreation and Wellness

Parks and Recreation

Quality parks and recreation opportunities help to define a community as more than the grind of its business, traffic and hard work. Leisure activities vastly can improve the quality of life of residents, serving both to entertain and mobilize good health. The survey contained questions seeking residents' perspectives about opportunities and services related to the community's parks and recreation services.

Recreation opportunities in the City of Menlo Park were rated positively as were services related to parks and recreation. City parks, recreation centers or facilities, and recreation programs or activities were all rated much above the benchmark. Parks and recreation ratings have mainly stayed constant over time.

Resident use of Menlo Park parks and recreation facilities tells its own story about the attractiveness and accessibility of those services. The percent of residents that used Menlo Park recreation centers was greater than the percent of users in comparison jurisdictions. Recreation program use in Menlo Park was about the same as use in comparison jurisdictions.

Figure 49: Ratings of Community Recreational Opportunities by Year

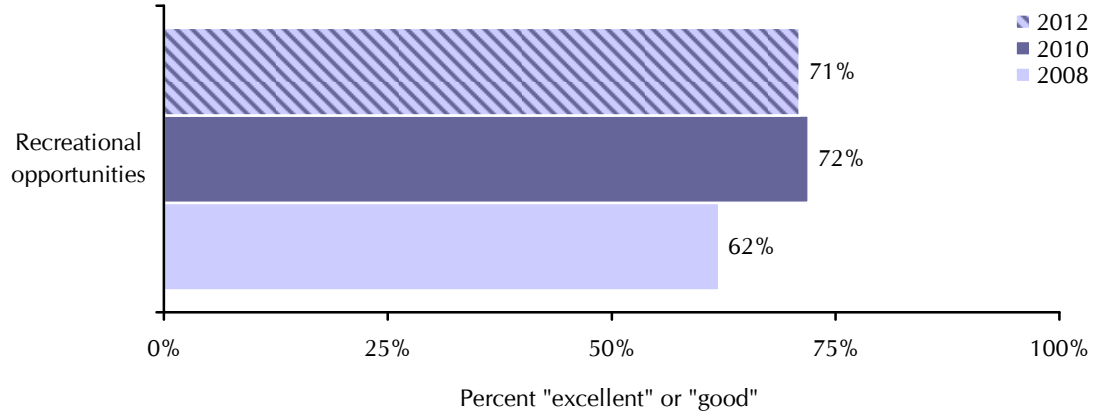


Figure 50: Community Recreational Opportunities Benchmarks

	Comparison to benchmark
Recreation opportunities	Above

FIGURE 51: PARTICIPATION IN PARKS AND RECREATION OPPORTUNITIES BY YEAR

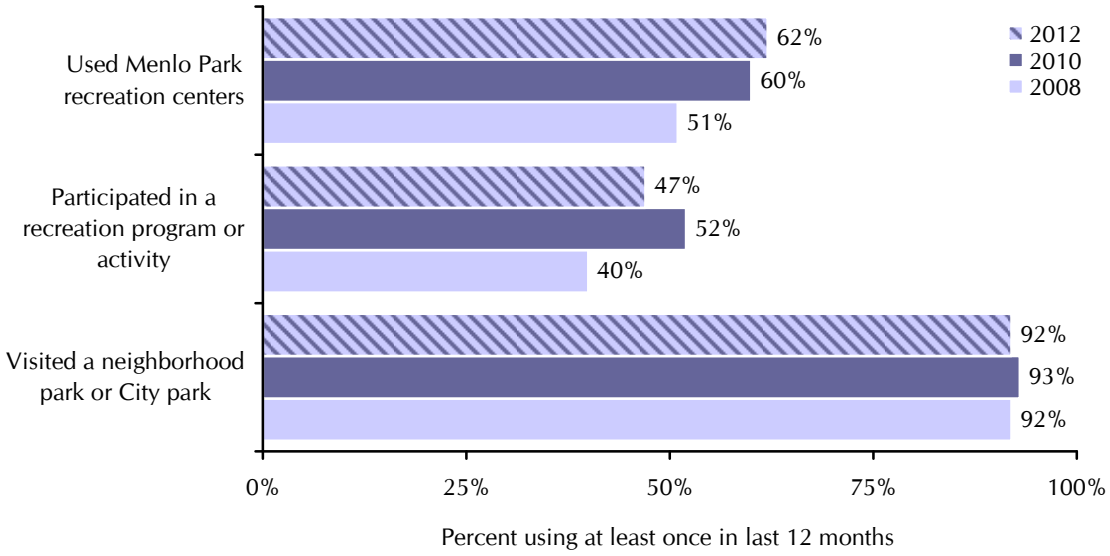


FIGURE 52: PARTICIPATION IN PARKS AND RECREATION OPPORTUNITIES BENCHMARKS

	Comparison to benchmark
Used Menlo Park recreation centers	More
Participated in a recreation program or activity	Similar
Visited a neighborhood park or City park	More

FIGURE 53: RATINGS OF PARKS AND RECREATION SERVICES BY YEAR

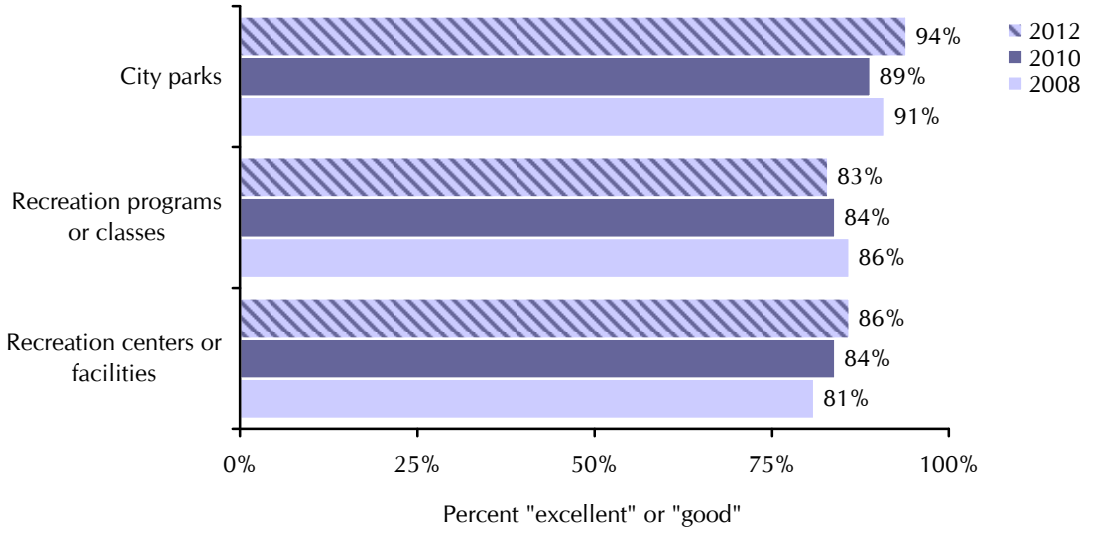


FIGURE 54: PARKS AND RECREATION SERVICES BENCHMARKS

	Comparison to benchmark
City parks	Much above
Recreation programs or classes	Much above
Recreation centers or facilities	Much above

Culture, Arts and Education

A full service community does not address only the life and safety of its residents. Like individuals who simply go to the office and return home, a community that pays attention only to the life sustaining basics becomes insular, dreary and uninspiring. In the case of communities without thriving culture, arts and education opportunities, the magnet that attracts those who might consider relocating there is vastly weakened. Cultural, artistic, social and educational services elevate the opportunities for personal growth among residents. In the survey, residents were asked about the quality of opportunities to participate in cultural and educational activities.

Opportunities to attend cultural activities were rated as "excellent" or "good" by 47% of respondents. Educational opportunities were rated as "excellent" or "good" by 72% of respondents. Compared to the benchmark data, educational opportunities were much above the average of comparison jurisdictions, while cultural activity opportunities were rated below the benchmark comparison.

About 79% of Menlo Park residents used a City library at least once in the 12 months preceding the survey. This participation rate for library use was above that of comparison jurisdictions.

FIGURE 55: RATINGS OF CULTURAL AND EDUCATIONAL OPPORTUNITIES BY YEAR

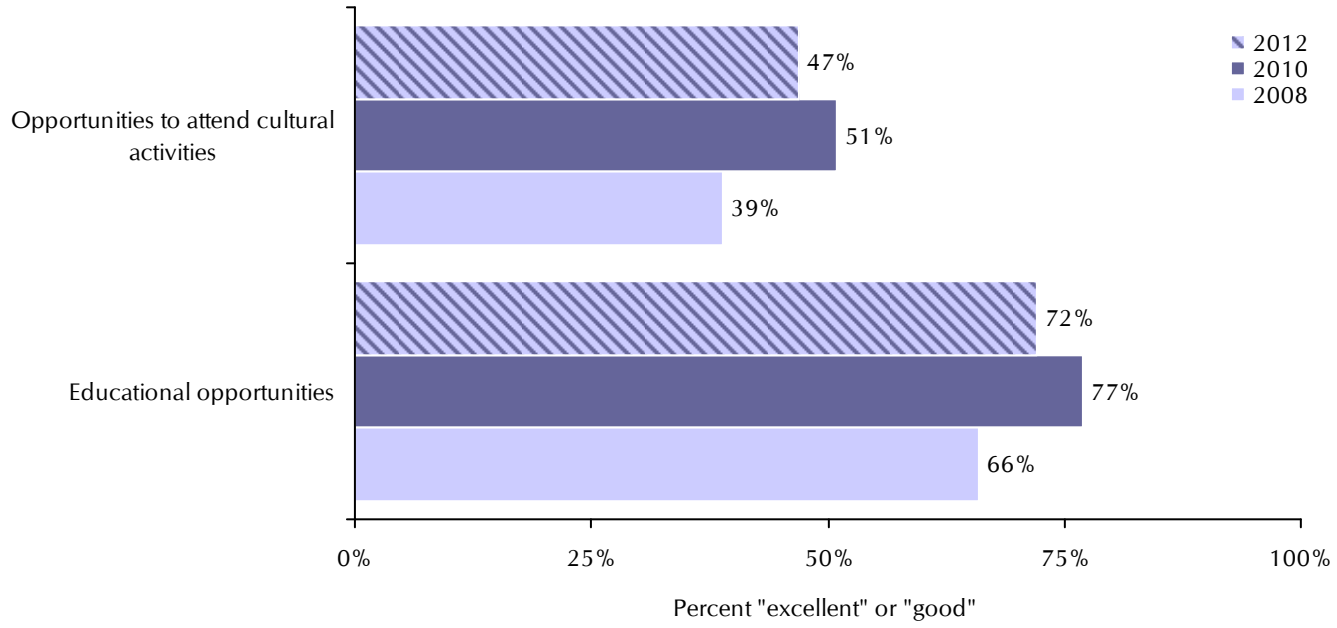


FIGURE 56: CULTURAL AND EDUCATIONAL OPPORTUNITIES BENCHMARKS

	Comparison to benchmark
Opportunities to attend cultural activities	Below
Educational opportunities	Much above

FIGURE 57: PARTICIPATION IN CULTURAL AND EDUCATIONAL OPPORTUNITIES BY YEAR

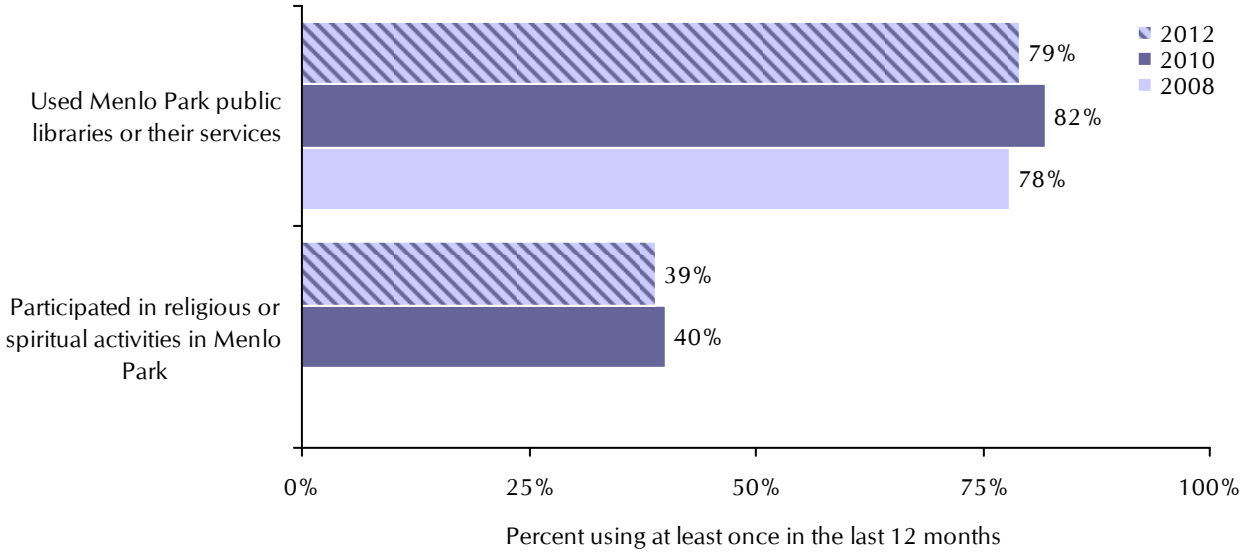


FIGURE 58: PARTICIPATION IN CULTURAL AND EDUCATIONAL OPPORTUNITIES BENCHMARKS

	Comparison to benchmark
Used Menlo Park public libraries or their services	Much more
Participated in religious or spiritual activities in Menlo Park	Much less

FIGURE 59: PERCEPTION OF CULTURAL AND EDUCATIONAL SERVICES BY YEAR

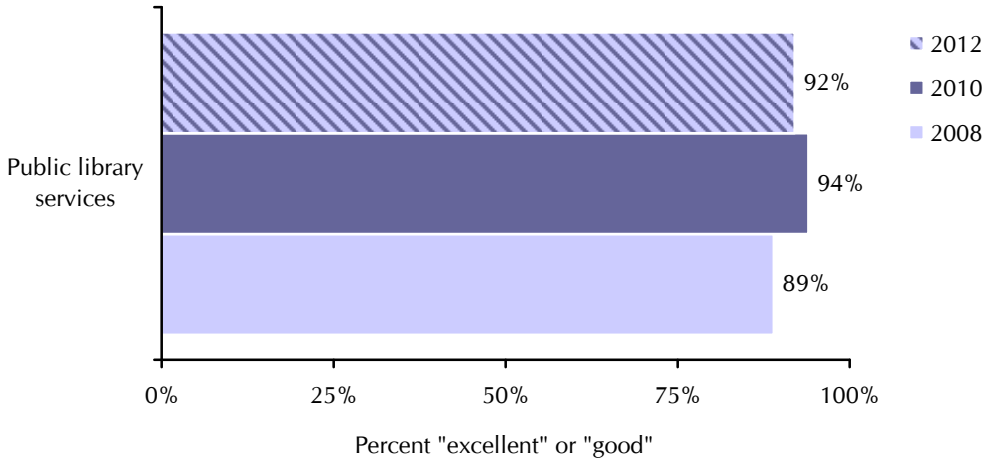


FIGURE 60: CULTURAL AND EDUCATIONAL SERVICES BENCHMARKS

	Comparison to benchmark
Public library services	Much above

Health and Wellness

Healthy residents have the wherewithal to contribute to the economy as volunteers or employees and they do not present a burden in cost and time to others. Although residents bear the primary responsibility for their good health, local government provides services that can foster that well being and that provide care when residents are ill.

Residents of the City of Menlo Park were asked to rate the community's health services as well as the availability of health care, high quality affordable food and preventive health care services. The availability of affordable quality food was rated most positively for the City of Menlo Park, while the availability for affordable quality health care was rated less favorably by residents.

Among Menlo Park residents, 51% rated affordable quality health care as "excellent" or "good." Those ratings were similar to ratings of comparison communities.

FIGURE 61: RATINGS OF COMMUNITY HEALTH AND WELLNESS ACCESS AND OPPORTUNITIES BY YEAR

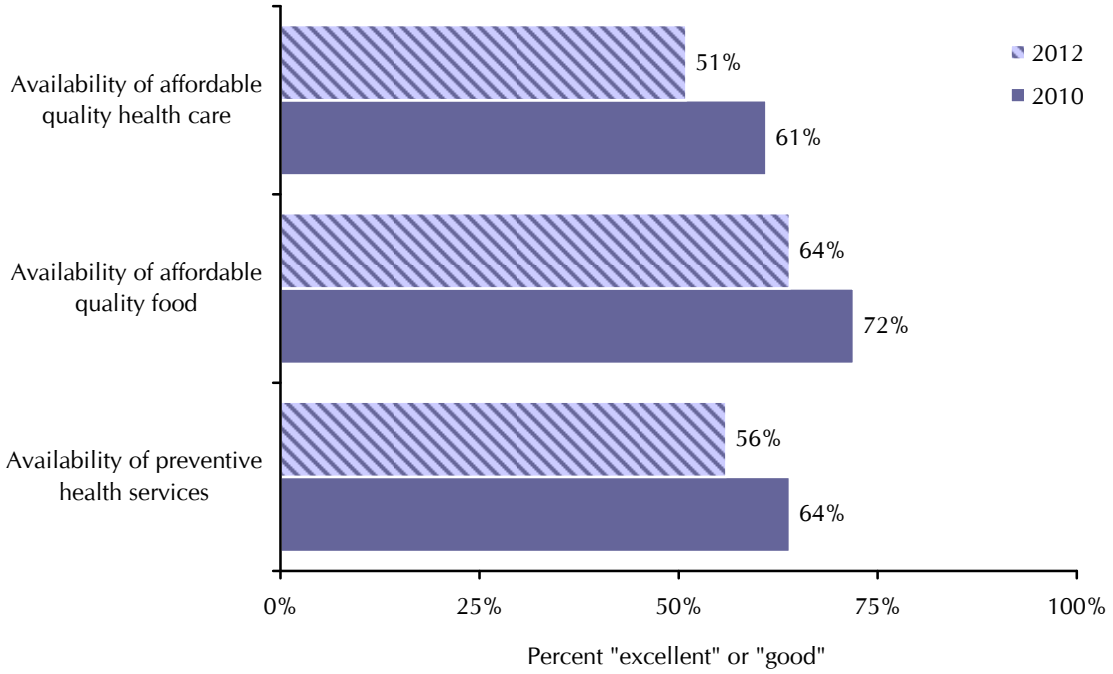


FIGURE 62: COMMUNITY HEALTH AND WELLNESS ACCESS AND OPPORTUNITIES BENCHMARKS

	Comparison to benchmark
Availability of affordable quality health care	Similar
Availability of affordable quality food	Similar
Availability of preventive health services	Similar

Community Inclusiveness

Diverse communities that include among their residents a mix of races, ages, wealth, ideas and beliefs have the raw material for the most vibrant and creative society. However, the presence of these features alone does not ensure a high quality or desirable space. Surveyed residents were asked about the success of the mix: the sense of community, the openness of residents to people of diverse backgrounds and the attractiveness of the City of Menlo Park as a place to raise children or to retire. They were also questioned about the quality of services delivered to various population subgroups, including older adults, youth and residents with few resources. A community that succeeds in creating an inclusive environment for a variety of residents is a community that offers more to many.

Almost all residents rated the City of Menlo Park as an "excellent" or "good" place to raise kids and a majority rated it as an excellent or good place to retire. Most residents felt that the local sense of community was "excellent" or "good." A majority of survey respondents felt the City of Menlo Park was open and accepting towards people of diverse backgrounds. The availability of affordable quality child care was rated the lowest by residents and was lower than the benchmark. The rating for sense of community decreased from 2010 to 2012.

Figure 63: Ratings of Community Quality and Inclusiveness by Year

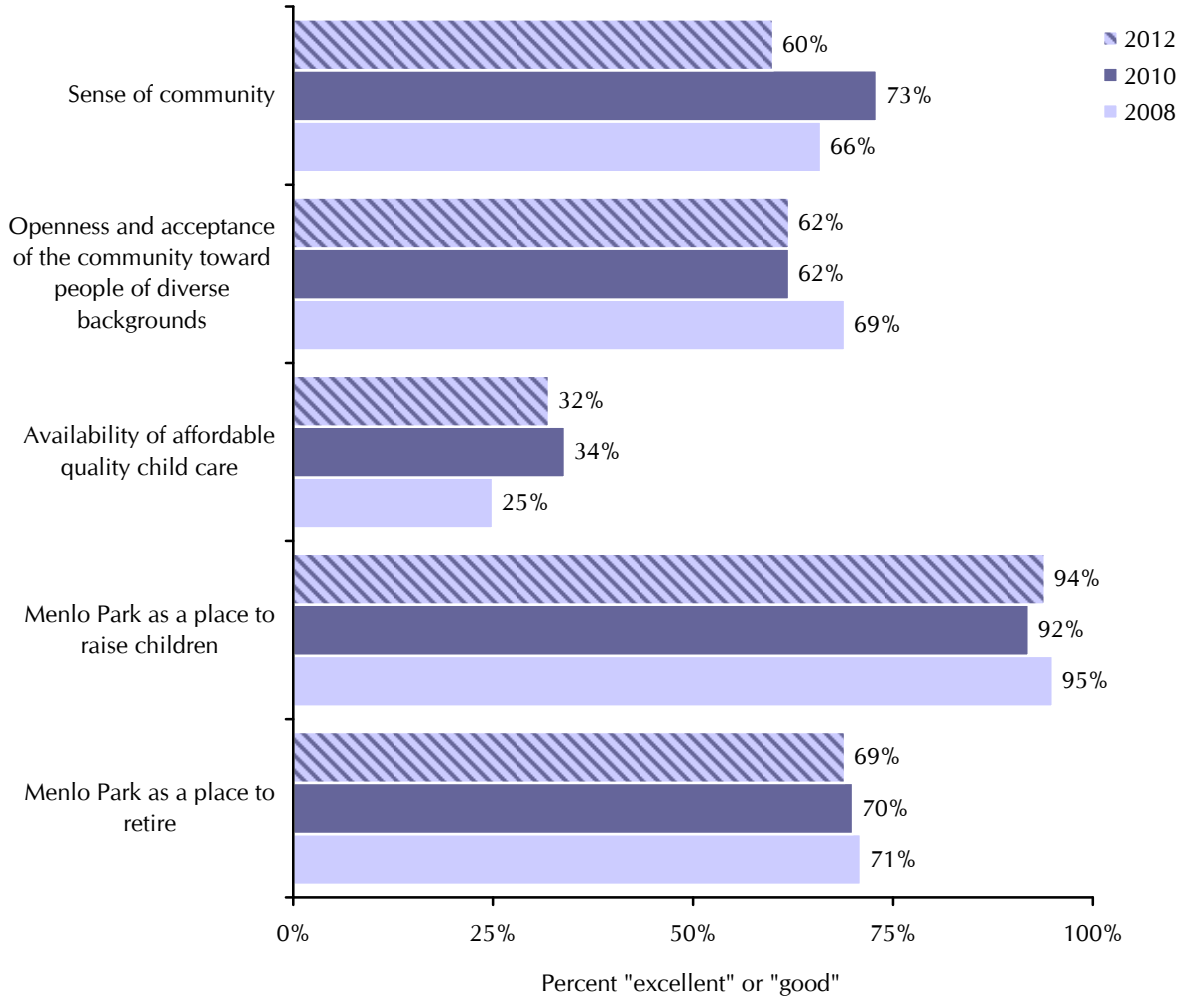


FIGURE 64: COMMUNITY QUALITY AND INCLUSIVENESS BENCHMARKS

	Comparison to benchmark
Sense of community	Similar
Openness and acceptance of the community toward people of diverse backgrounds	Similar
Availability of affordable quality child care	Much below
Menlo Park as a place to raise kids	Much above
Menlo Park as a place to retire	Above

Services to more vulnerable populations (e.g., seniors, youth or low-income residents) ranged from 41% to 75% with ratings of "excellent" or "good." Services to seniors and services to youth were much above the benchmark comparison, while services to low-income people was below the benchmark.

FIGURE 65: RATINGS OF QUALITY OF SERVICES PROVIDED FOR POPULATION SUBGROUPS BY YEAR

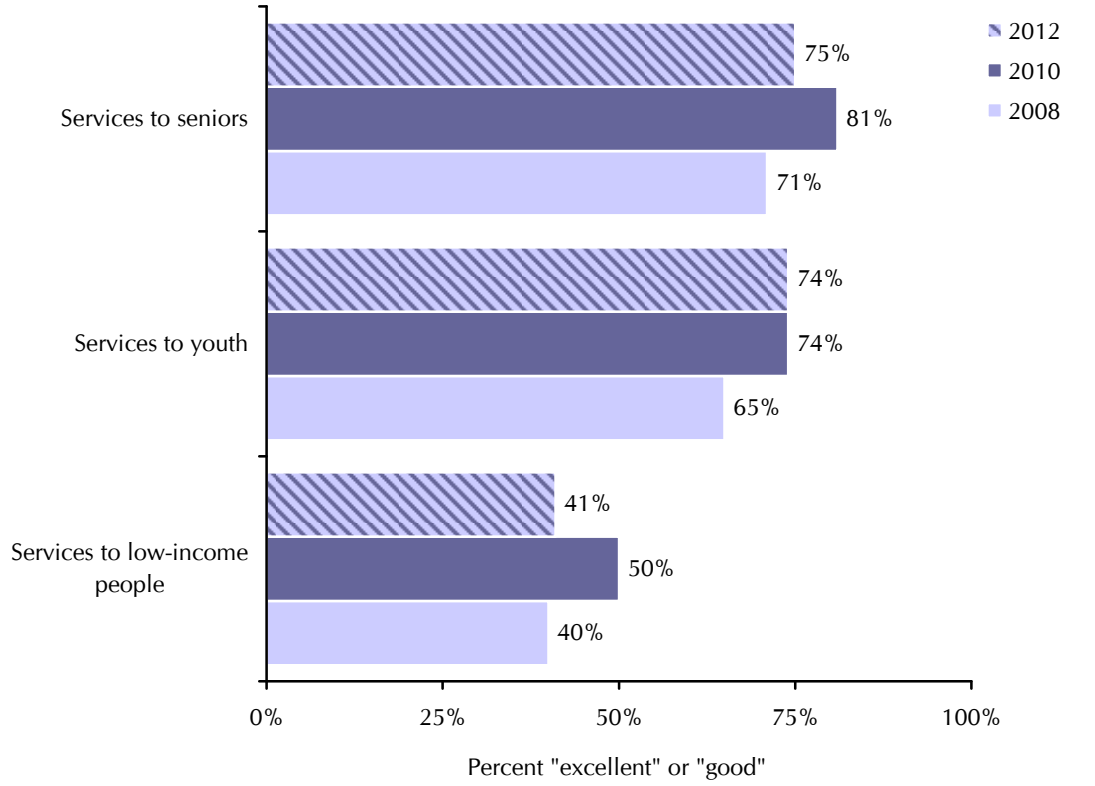


FIGURE 66: SERVICES PROVIDED FOR POPULATION SUBGROUPS BENCHMARKS

	Comparison to benchmark
Services to seniors	Much above
Services to youth	Much above
Services to low income people	Below

Civic Engagement

Community leaders cannot run a jurisdiction alone and a jurisdiction cannot run effectively if residents remain strangers with little to connect them. Elected officials and staff require the assistance of local residents whether that assistance comes in tacit approval or eager help; and commonality of purpose among the electorate facilitates policies and programs that appeal to most and causes discord among few. Furthermore, when neighbors help neighbors, the cost to the community to provide services to residents in need declines. When residents are civically engaged, they have taken the opportunity to participate in making the community more livable for all. The extent to which local government provides opportunities to become informed and engaged and the extent to which residents take those opportunities is an indicator of the connection between government and populace. By understanding your residents' level of connection to, knowledge of and participation in local government, the City can find better opportunities to communicate and educate citizens about its mission, services, accomplishments and plans. Communities with strong civic engagement may be more likely to see the benefits of programs intended to improve the quality of life of all residents and therefore would be more likely to support those new policies or programs.

Civic Activity

Respondents were asked about the perceived community volunteering opportunities and their participation as citizens of the City of Menlo Park. Survey participants rated the volunteer opportunities in the City of Menlo Park favorably. Opportunities to attend or participate in community matters were rated similarly.

The rating for opportunities to participate in community matters was above the benchmark while the rating for opportunities to volunteer similar to the benchmark. These ratings remained stable over time.

Figure 67: Ratings of Civic Engagement Opportunities

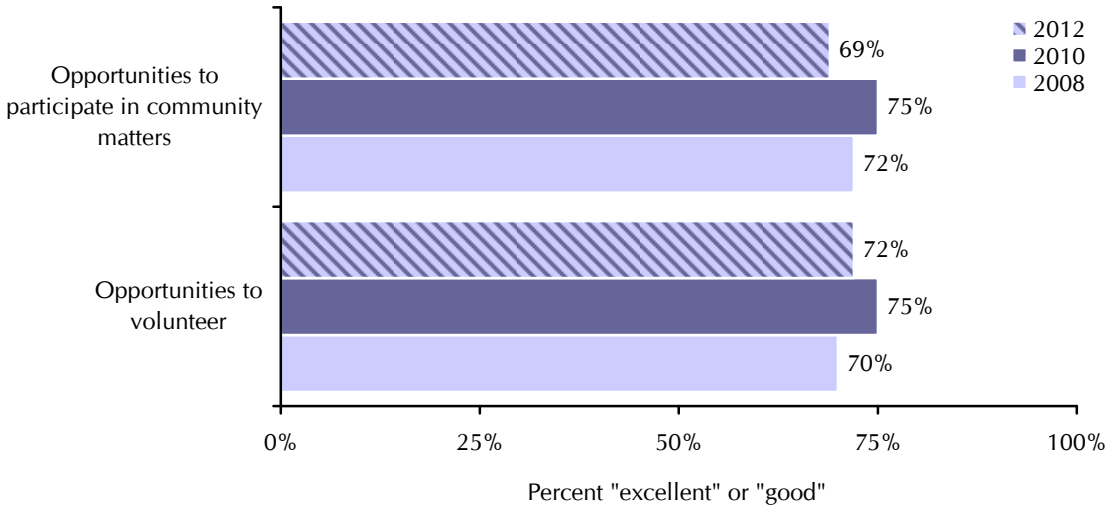


Figure 68: Civic Engagement Opportunities Benchmarks

	Comparison to benchmark
Opportunities to participate in community matters	Above
Opportunities to volunteer	Similar

Most of the participants in this survey had not attended a public meeting, volunteered time to a group or participated in a club in the 12 months prior to the survey, but the vast majority had helped a friend. The participation rates of these civic behaviors were compared to the rates in other jurisdictions. Attending a meetings and providing help to a friend or neighbor showed similar rates of involvement; while watching a meeting, volunteering and participating in a club showed lower rates of community engagement.

FIGURE 69: PARTICIPATION IN CIVIC ENGAGEMENT OPPORTUNITIES BY YEAR[1]

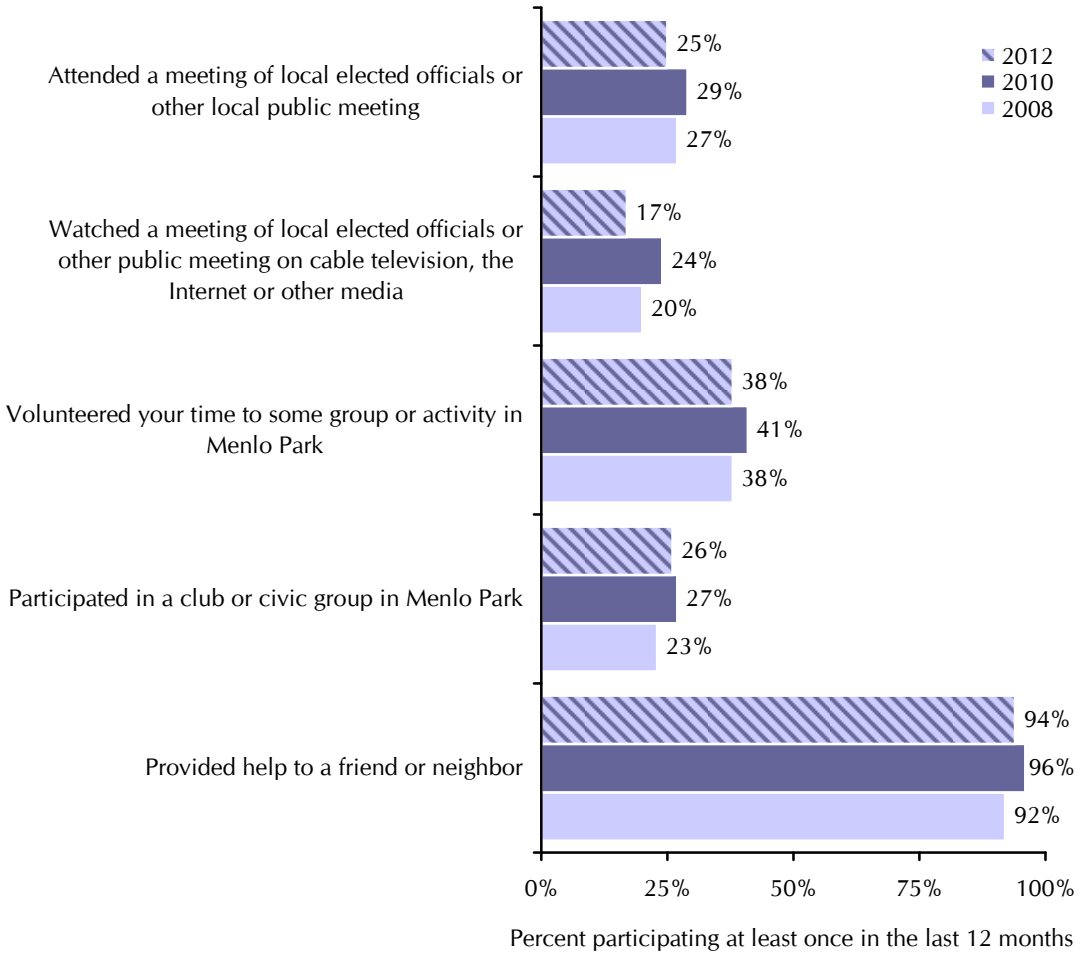


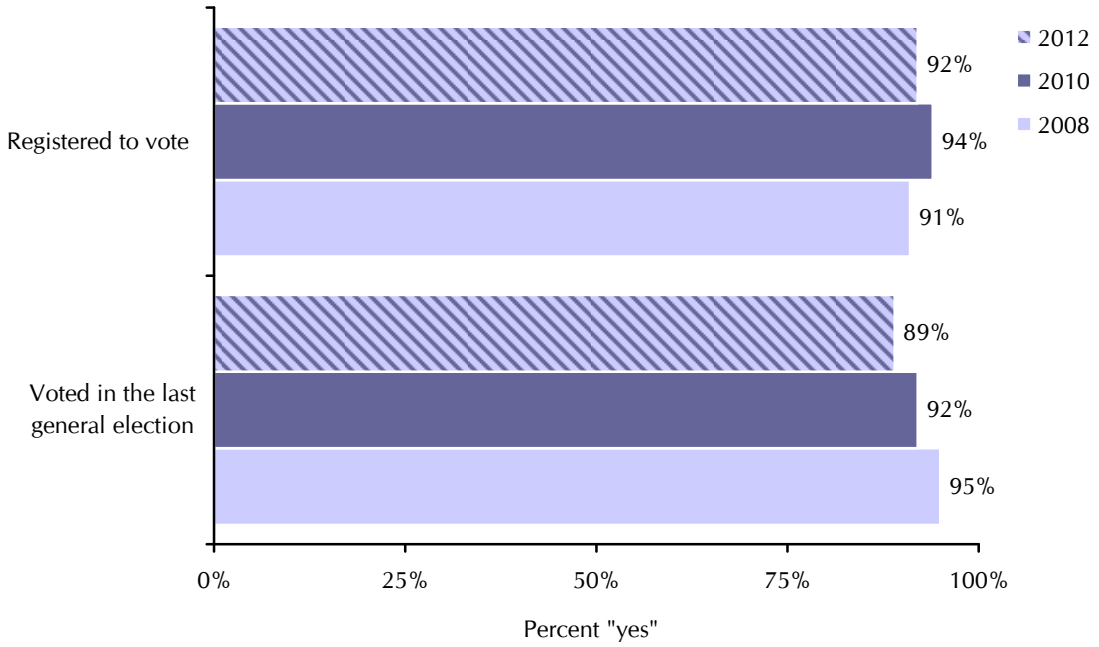
FIGURE 70: PARTICIPATION IN CIVIC ENGAGEMENT OPPORTUNITIES BENCHMARKS

	Comparison to benchmark
Attended a meeting of local elected officials or other local public meeting	Similar
Watched a meeting of local elected officials or other public meeting on cable television, the Internet or other media	Much less
Volunteered your time to some group or activity in Menlo Park	Less
Participated in a club or civic group in Menlo Park	Less
Provided help to a friend or neighbor	Similar

[1] Over the past few years, local governments have adopted communication strategies that embrace the Internet and new media. In 2010, the question, "Watched a meeting of local elected officials or other local public meeting on cable television" was revised to include "the Internet or other media" to better reflect this trend.

City of Menlo Park residents showed the largest amount of civic engagement in the area of electoral participation. Ninety-two percent reported they were registered to vote and 89% indicated they had voted in the last general election. This rate of self-reported voting was much higher than comparison communities.

FIGURE 71: REPORTED VOTING BEHAVIOR BY YEAR



Note: In addition to the removal of "don't know" responses, those who said "ineligible to vote" also have been omitted from this calculation. The full frequencies appear in Appendix A.

FIGURE 72: VOTING BEHAVIOR BENCHMARKS

	Comparison to benchmark
Registered to vote	Similar
Voted in last general election	Much more

Information and Awareness

Those completing the survey were asked about their use and perceptions of various information sources and local government media services. When asked whether they had visited the City of Menlo Park Web site in the previous 12 months, 68% reported they had done so at least once. Public information services were rated favorably compared to benchmark data.

FIGURE 73: USE OF INFORMATION SOURCES BY YEAR

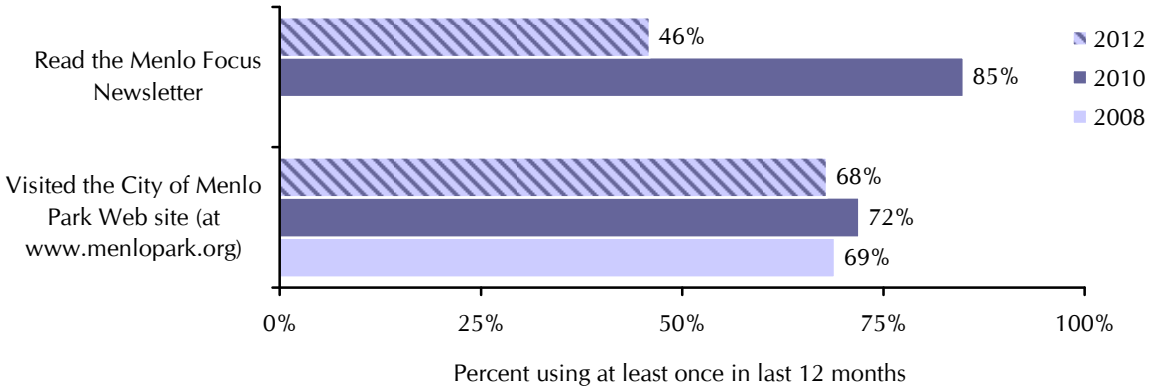


FIGURE 74: USE OF INFORMATION SOURCES BENCHMARKS

	Comparison to benchmark
Read Menlo Focus Newsletter	Much less
Visited the City of Menlo Park Web site	Much more

FIGURE 75: RATINGS OF LOCAL GOVERNMENT MEDIA SERVICES AND INFORMATION DISSEMINATION BY YEAR

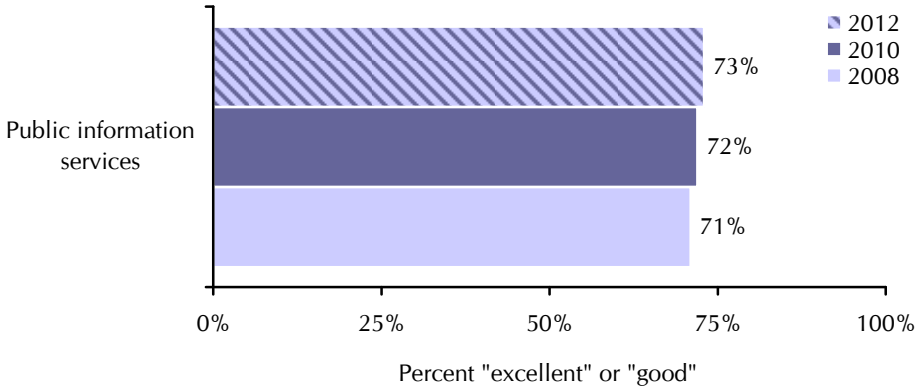


FIGURE 76: LOCAL GOVERNMENT MEDIA SERVICES AND INFORMATION DISSEMINATION BENCHMARKS

	Comparison to benchmark
Public information services	Above

Social Engagement

Opportunities to participate in social events and activities were rated as "excellent" or "good" by 62% of respondents, while even more rated opportunities to participate in religious or spiritual events and activities as "excellent" or "good."

FIGURE 77: RATINGS OF SOCIAL ENGAGEMENT OPPORTUNITIES BY YEAR

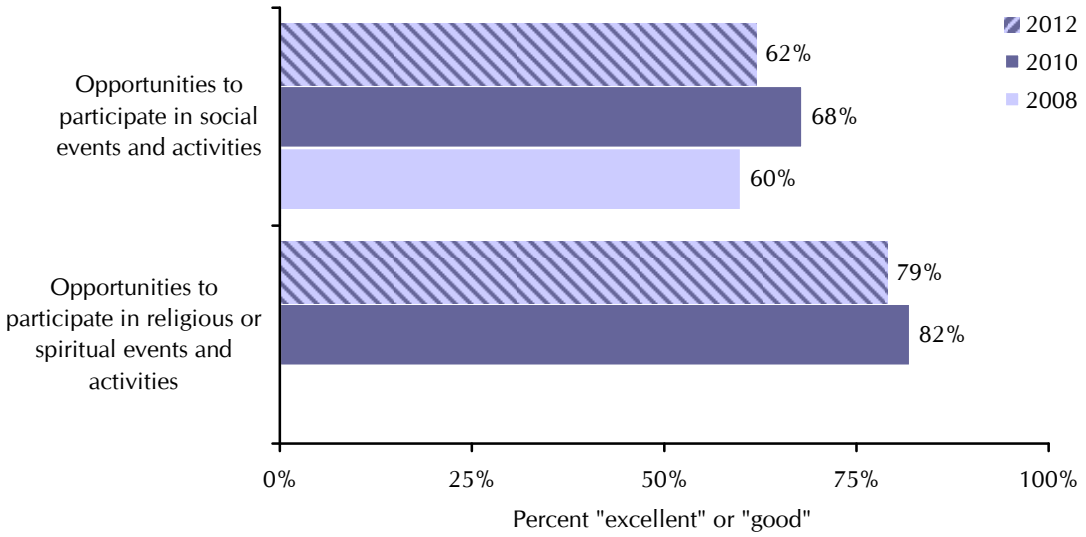


FIGURE 78: SOCIAL ENGAGEMENT OPPORTUNITIES BENCHMARKS

	Comparison to benchmark
Opportunities to participate in social events and activities	Similar
Opportunities to participate in religious or spiritual events and activities	Similar

Residents in Menlo Park reported a strong amount of neighborliness. More than half indicated talking or visiting with their neighbors at least several times a week. This amount of contact with neighbors was more than the amount of contact reported in other communities.

FIGURE 79: CONTACT WITH IMMEDIATE NEIGHBORS

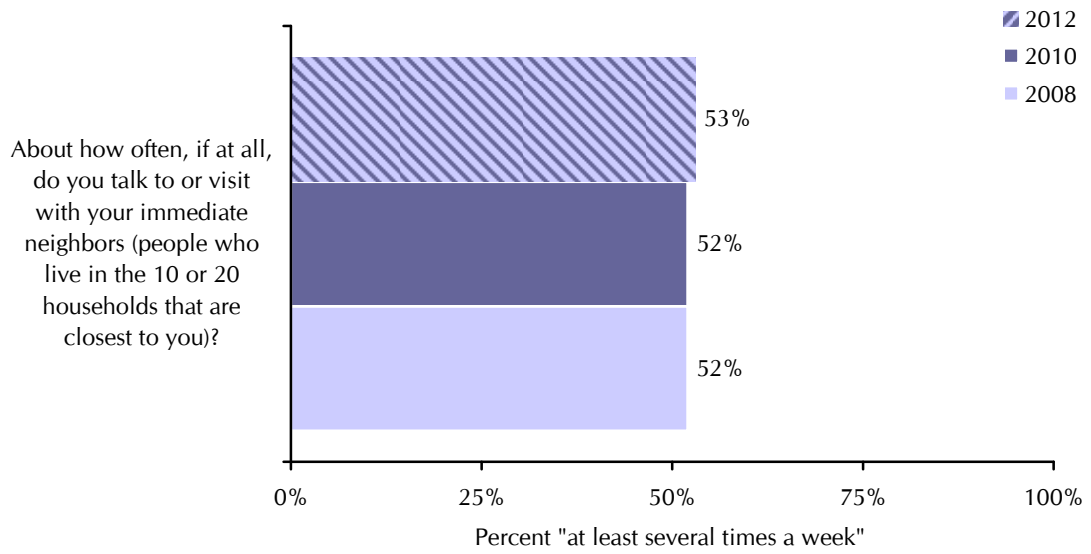


FIGURE 80: CONTACT WITH IMMEDIATE NEIGHBORS BENCHMARKS

	Comparison to benchmark
Has contact with neighbors at least several times per week	More

Public Trust

When local government leaders are trusted, an environment of cooperation is more likely to surround all decisions they make. Cooperation leads to easier communication between leaders and residents and increases the likelihood that high value policies and programs will be implemented to improve the quality of life of the entire community. Trust can be measured in residents' opinions about the overall direction the City of Menlo Park is taking, their perspectives about the service value their taxes purchase and the openness of government to citizen participation. In addition, resident opinion about services provided by the City of Menlo Park could be compared to their opinion about services provided by the state and federal governments. If residents find nothing to admire in the services delivered by any level of government, their opinions about the City of Menlo Park may be colored by their dislike of what all levels of government provide.

A majority of respondents felt that the value of services for taxes paid was "excellent" or "good." When asked to rate the job the City of Menlo Park does at welcoming citizen involvement, 54% rated it as "excellent" or "good." Of these four ratings, two were above the benchmark, two were similar to the benchmark and none were below the benchmark.

Figure 81: Public Trust Ratings by Year

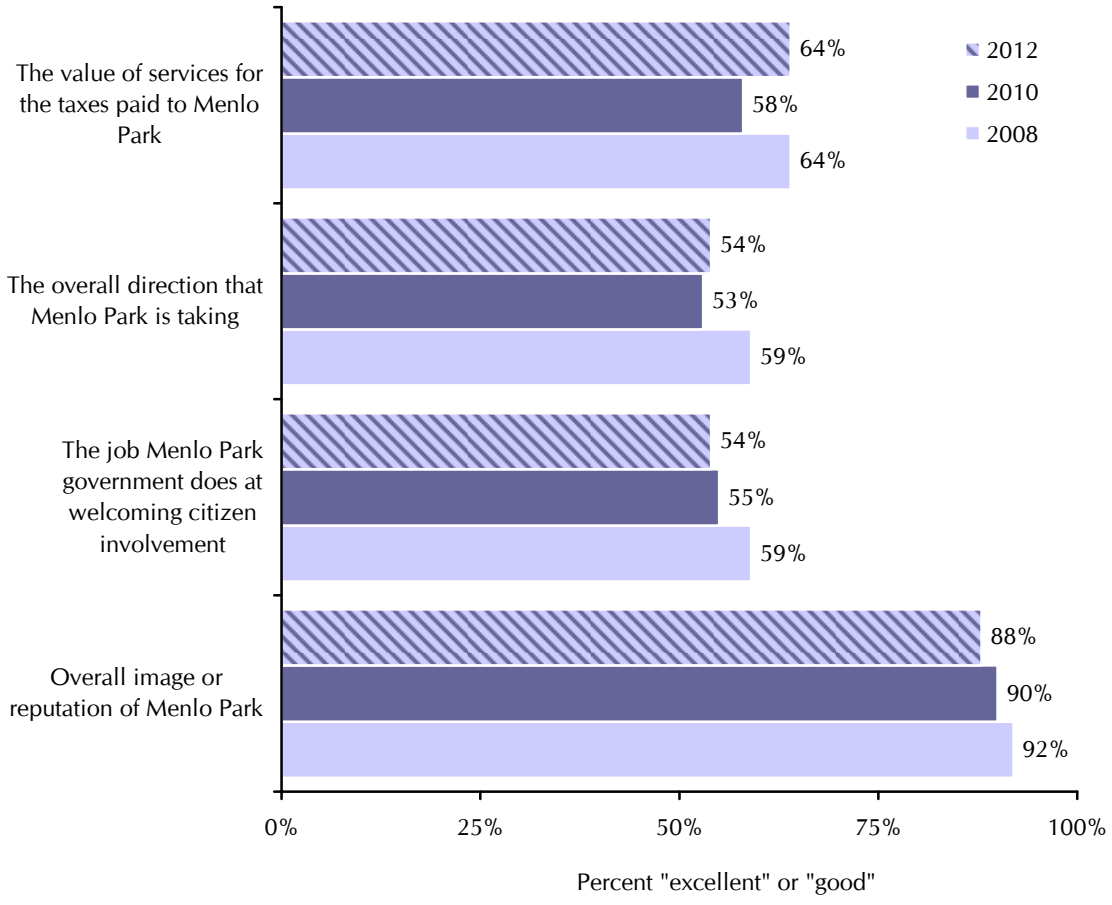


FIGURE 82: PUBLIC TRUST BENCHMARKS

	Comparison to benchmark
Value of services for the taxes paid to Menlo Park	Much above
The overall direction that Menlo Park is taking	Similar
Job Menlo Park government does at welcoming citizen involvement	Similar
Overall image or reputation of Menlo Park	Much above

On average, residents of the City of Menlo Park gave the highest evaluations to their own local government and the lowest average rating to the State Government. The overall quality of services delivered by the City of Menlo Park was rated as "excellent" or "good" by 84% of survey participants. The City of Menlo Park's rating was much above the benchmark when compared to other communities in the US. Ratings of overall City services have remained stable over time.

FIGURE 83: RATINGS OF SERVICES PROVIDED BY LOCAL, STATE AND FEDERAL GOVERNMENTS BY YEAR

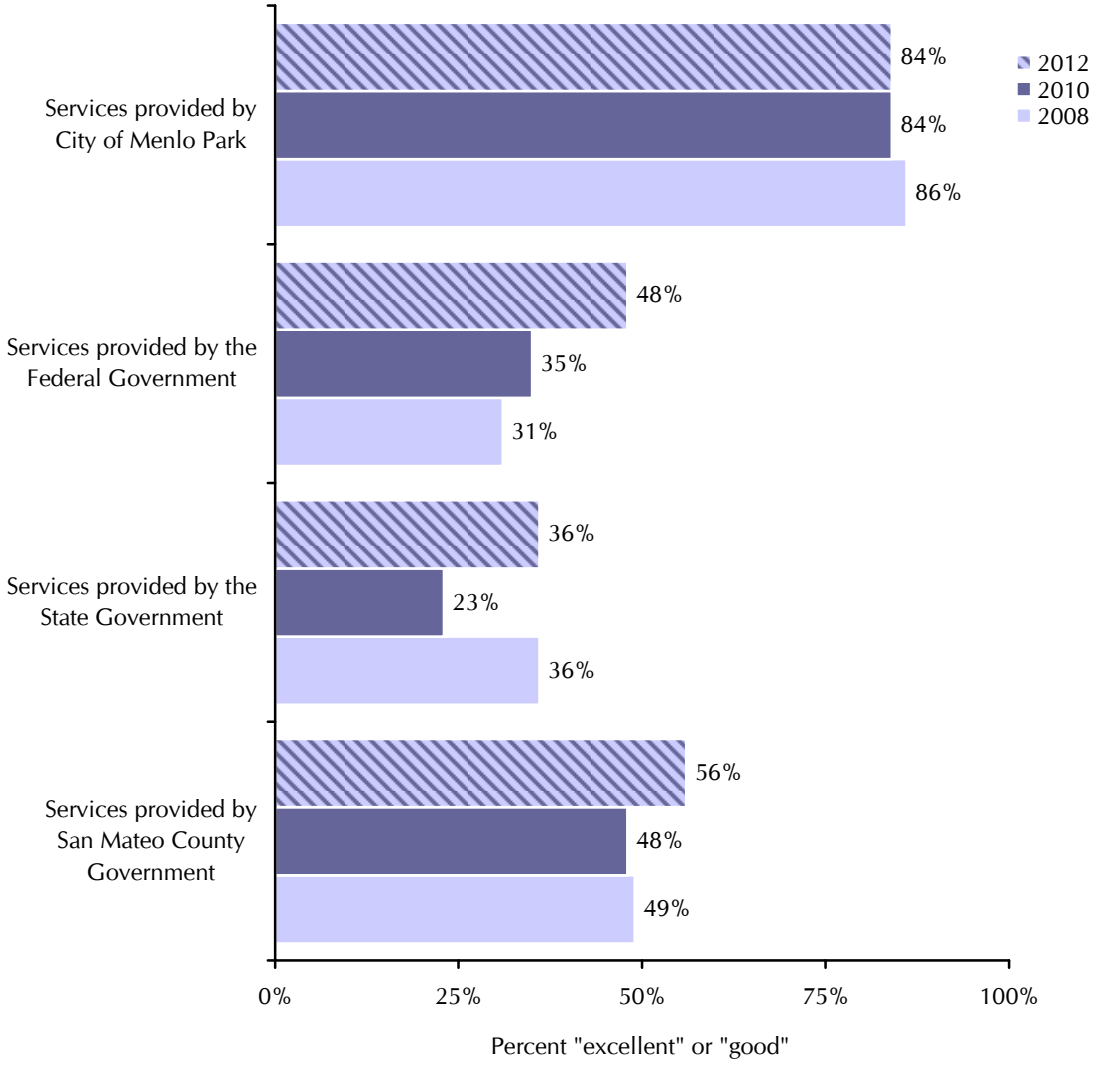


FIGURE 84: SERVICES PROVIDED BY LOCAL, STATE AND FEDERAL GOVERNMENTS BENCHMARKS

	Comparison to benchmark
Services provided by the City of Menlo Park	Much above
Services provided by the Federal Government	Above
Services provided by the State Government	Below
Services provided by San Mateo County Government	Similar

City of Menlo Park Employees

The employees of the City of Menlo Park who interact with the public create the first impression that most residents have of the City of Menlo Park. Front line staff who provide information, assist with bill paying, collect trash, create service schedules, fight fires and crime and even give traffic tickets are the collective face of the City of Menlo Park. As such, it is important to know about residents' experience talking with that "face." When employees appear to be knowledgeable, responsive and courteous, residents are more likely to feel that any needs or problems may be solved through positive and productive interactions with the City of Menlo Park staff.

Those completing the survey were asked if they had been in contact with a City employee either in-person, over the phone or via email in the last 12 months; the 48% who reported that they had been in contact (a percent that is lower than the benchmark comparison) were then asked to indicate overall how satisfied they were with the employee in their most recent contact. City employees were rated highly; 83% of respondents rated their overall impression as "excellent" or "good." Employees ratings tended to be higher than the benchmark and were similar to past survey years.

FIGURE 85: PROPORTION OF RESPONDENTS WHO HAD CONTACT WITH CITY EMPLOYEES IN PREVIOUS 12 MONTHS BY YEAR

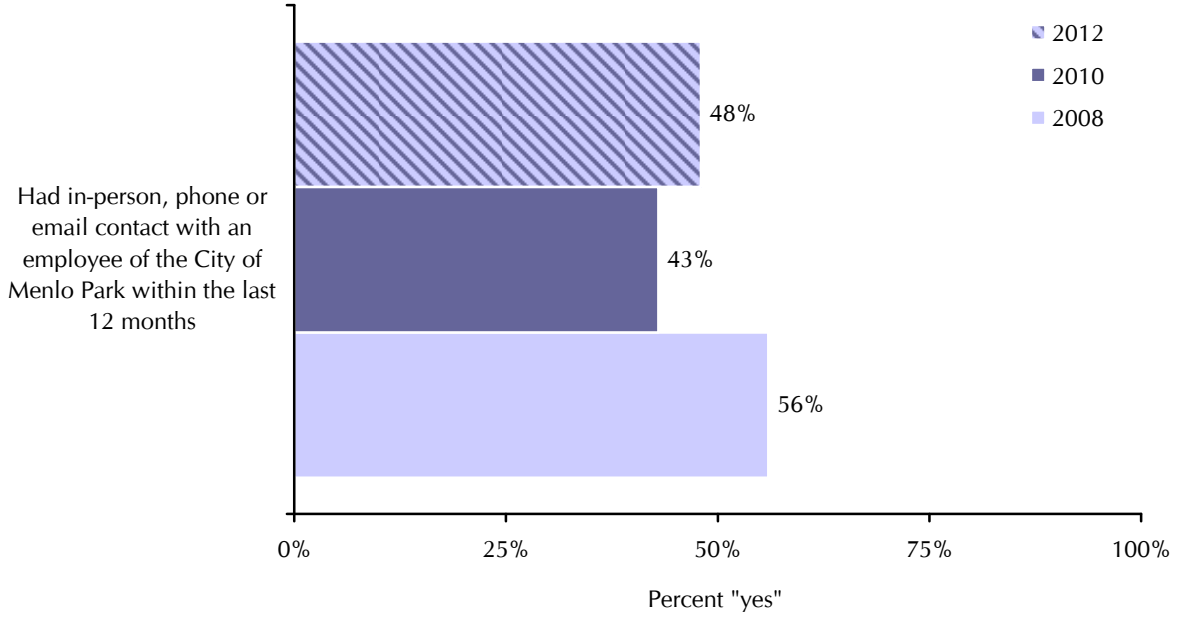


FIGURE 86: CONTACT WITH CITY EMPLOYEES BENCHMARKS

	Comparison to benchmark
Had contact with City employee(s) in last 12 months	Less

FIGURE 87: RATINGS OF CITY EMPLOYEES (AMONG THOSE WHO HAD CONTACT) BY YEAR

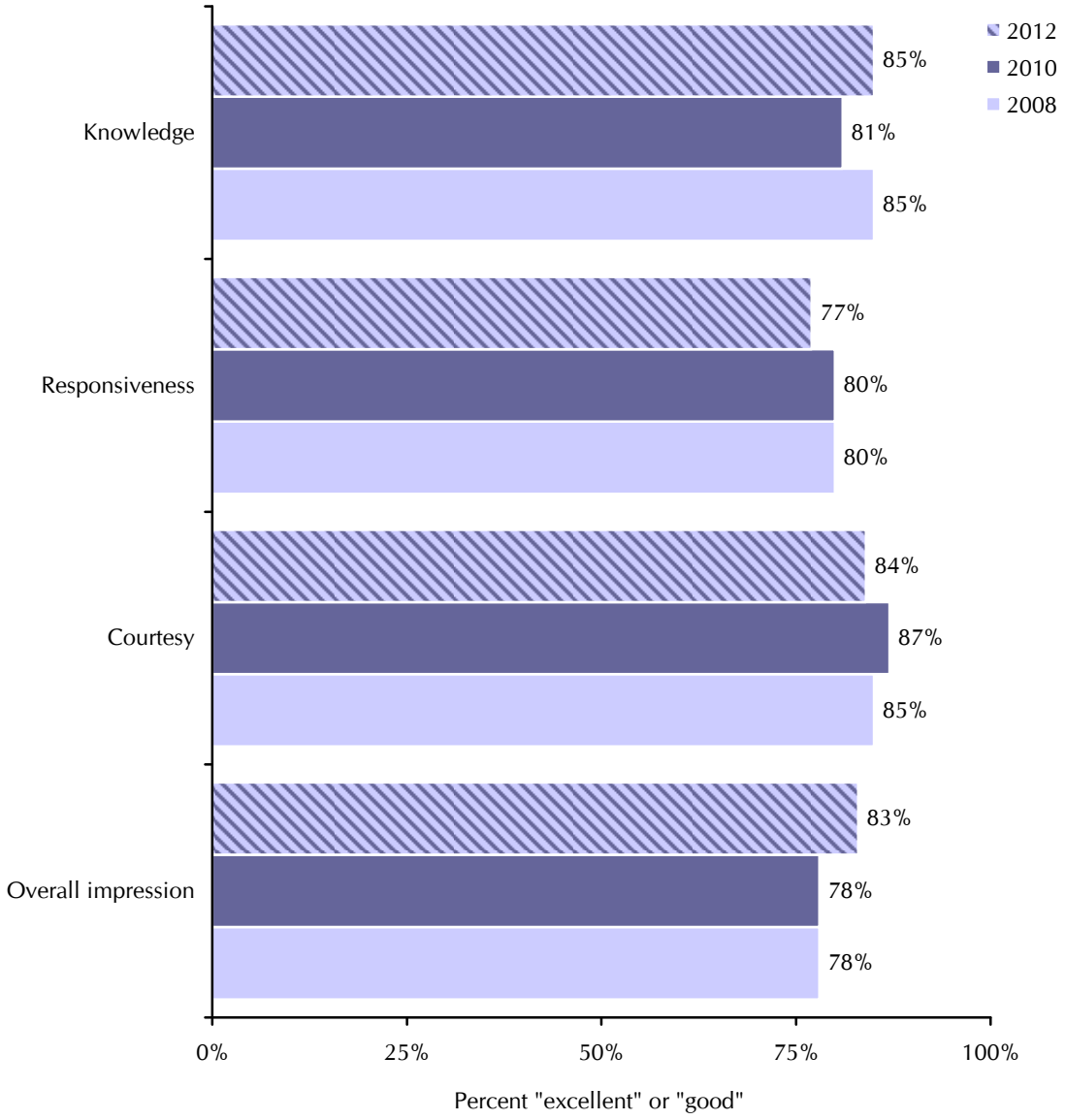


FIGURE 88: RATINGS OF CITY EMPLOYEES (AMONG THOSE WHO HAD CONTACT) BENCHMARKS

	Comparison to benchmark
Knowledge	Above
Responsiveness	Similar
Courteousness	Much above
Overall impression	Above

PUBLIC WORKS DEPARTMENT

Council Meeting Date: November 27, 2012
Staff Report #: 12- 177

Agenda Item #: D-1

CONSENT CALENDAR: Adopt a Resolution Accepting Dedication of a Public Access Easement at 900-910 Roble Avenue (Formerly 821 University Drive); and Authorize the City Clerk to Sign the Parcel Map

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RECOMMENDATION

Staff recommends that City Council adopt a resolution accepting dedication of a Public Access Easement at 900-910 Roble Avenue (formerly 821 University Drive); and authorize the City Clerk to sign the parcel map.

BACKGROUND

On July 9, 2012, the Planning Commission approved the Use Permit for a two-unit condominium subdivision project at 821 University Drive, for which the address was recently changed to 900 and 910 Roble Avenue.

ANALYSIS

As a condition of the Use Permit, the applicant was required to provide for the installation of a new wheelchair ramp at the corner of Roble Avenue and University Drive. This new wheelchair ramp requires the construction of sidewalk over a portion of the applicant's property to allow pedestrians to walk around the corner behind the new wheelchair ramp. Since this portion of the public sidewalk is located within the applicant's private property, a Public Access Easement is required to allow the public to use the sidewalk. The easement will be dedicated to the public as part of the Parcel Map for the project, which is included as Attachment B.

IMPACT ON CITY RESOURCES

The staff time costs associated with review and acceptance of the easement dedications, and the review and approval of the subdivision agreement is fully recoverable through fees collected from the applicant.

POLICY ISSUES

There are no specific policy issues with this action.

ENVIRONMENT 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.

Signature on File	*Signature on File*
Roger Storz	Fernando Bravo
Senior Civil Engineer	Engineering Services Manager

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS:

A. Resolution

B. Parcel Map showing easements

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK ACCEPTING DEDICATION OF A PUBLIC ACCESS EASEMENT AND AUTHORIZING THE CITY CLERK TO SIGN THE PARCEL MAP FOR 900-910 ROBLE AVENUE

WHEREAS, the applicant proposed to subdivide one lot into two (2) residential condominium units; and

WHEREAS; as a condition of approval, the applicant was required to dedicate a public easement in order to install public sidewalk improvements; and

WHEREAS, the Parcel Map for 900-910 Roble Avenue shows the dedication of a Public Access Easement at the corner of Roble Avenue and University Drive.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby accepts the required Public Access Easement as shown on the Parcel Map attached hereto as Exhibit A and incorporated herein by this reference; and

BE IT FURTHER RESOLVED that the City Council authorizes the City Clerk to sign the Parcel Map for said easement.

I, Margaret S. Roberts, City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on this twenty-seventh day of November, 2012, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-seventh day of November, 2012.

Margaret S. Roberts, MMC
City Clerk

OWNERS' STATEMENT

WE HEREBY STATE THAT WE ARE THE OWNERS OF, OR HAVE SOME RIGHT, TITLE, OR INTEREST IN AND TO THE REAL PROPERTY INCLUDED WITHIN THE SUBDIVISION SHOWN UPON THIS MAP; AND WE ARE THE ONLY PERSONS WHOSE CONSENT IS NECESSARY TO PASS A CLEAR TITLE TO SAID PROPERTY; AND WE HEREBY CONSENT TO THE MAKING AND FILING OF SAID MAP AND SUBDIVISION AS SHOWN WITHIN THE DISTINCTIVE BORDER LINE.

THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT TO THE CITY OF MENLO PARK AS A PUBLIC ACCESS EASEMENT:
THE AREA DESIGNATED AS "PUBLIC ACCESS EASEMENT (P.A.E.)", AS SHOWN ON THIS MAP. SAID AREA SHALL BE KEPT FREE AND CLEAR OF BUILDINGS AND STRUCTURES OF ANY KIND.

AS OWNER:
SAGE HOME PARTNERS I LLC

_____
BY: BRENDA PAI – MANAGING MEMBER

OWNER'S ACKNOWLEDGEMENT

STATE OF CALIFORNIA
COUNTY OF _____

ON _____ BEFORE ME, _____

A NOTARY PUBLIC, PERSONALLY APPEARED

_____

_____

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:

SIGNATURE _____

_____
NAME (TYPED OR PRINTED), NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE.

PRINCIPLE COUNTY OF BUSINESS:_____

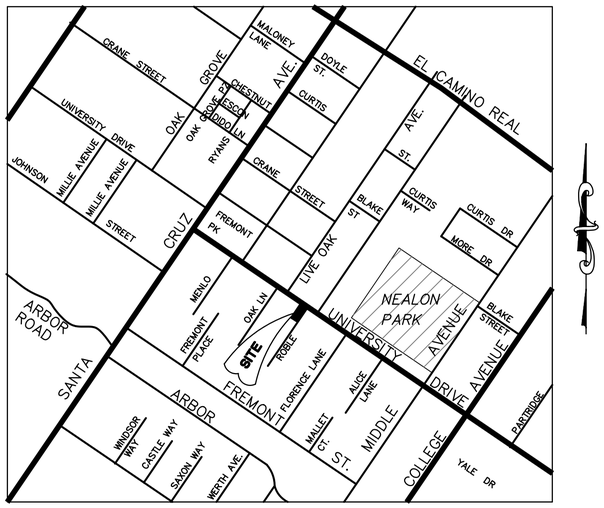
COMMISSION EXPIRES: _____

COMMISSION # OF NOTARY: _____

CITY SURVEYOR'S STATEMENT

I, MICHAEL J. MIDDLETON, CITY SURVEYOR FOR THE CITY OF MENLO PARK, DO HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND I AM SATISFIED THAT THE SURVEY DATA SHOWN THEREON IS TECHNICALLY CORRECT.

DATE: _____ _____
MICHAEL J. MIDDLETON, R.C.E. 29485
CITY SURVEYOR, CITY OF MENLO PARK



VICINITY MAP

(NOT TO SCALE)

CITY CLERK'S STATEMENT

I, MARGARET S. ROBERTS, CITY CLERK AND EX-OFFICIO CLERK OF THE CITY COUNCIL OF MENLO PARK, STATE OF CALIFORNIA, HEREBY CERTIFY THAT SAID COUNCIL BY RESOLUTION ADOPTED AT A REGULAR MEETING ON THE ____ DAY OF _____, 20__, DID ACCEPT ON BEHALF OF THE PUBLIC, ALL EASEMENTS AS OFFERED FOR DEDICATION FOR PUBLIC USE.

DATE: _____ _____
MARGARET S. ROBERTS
CITY CLERK AND EX-OFFICIO CLERK OF THE
CITY COUNCIL OF THE CITY OF MENLO PARK, CALIFORNIA

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF BRENDA PAI ON JULY 9, 2012
I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY, AND THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

DATED:_____ _____
DANIEL G. MAC LEOD, L.S. #5304

LICENSED LAND SURVEYOR
DANIEL G. MacLEOD
No. 5304
STATE OF CALIFORNIA

CITY ENGINEER'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND THAT THE SUBDIVISION SHOWN HEREON IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AND ANY APPROVED ALTERATIONS THEREOF; THAT THE MAP CONFORMS TO CHAPTER 2 OF THE SUBDIVISION MAP ACT; AND THAT THE MAP COMPLIES WITH LOCAL ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP.

DATE: _____ _____
FERNANDO G. BRAVO, R.C.E. #64366
CITY ENGINEER
CITY OF MENLO PARK

COUNTY RECORDER'S STATEMENT

FILED THIS _____ DAY OF _____ 2012, AT _____.M
IN BOOK _____ OF PARCEL MAPS AT PAGES _____ AT THE REQUEST OF CHICAGO TITLE COMPANY.

FILE NO.:_____ FEE: _____

MARK CHURCH, SAN MATEO COUNTY RECORDER

BY: _____
DEPUTY RECORDER

PARCEL MAP

FOR CONDOMINIUM PURPOSES
900–910 ROBLE AVENUE

BEING A SUBDIVISION OF THE LANDS OF SAGE HOMES PARTNERS I LLC, AS DESCRIBED IN DOCUMENT NO. 2011–119357, RECORDED OCTOBER 11, 2011, ALSO BEING A PORTION OF LOT 30, AS SHOWN ON THAT MAP ENTITLED, "MAP OF STANFORD PARK ANNEX, MENLO PARK, SAN MATEO COUNTY, CALIFORNIA, 1913", FILED IN BOOK 9 OF MAPS AT PAGE 9, OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO.

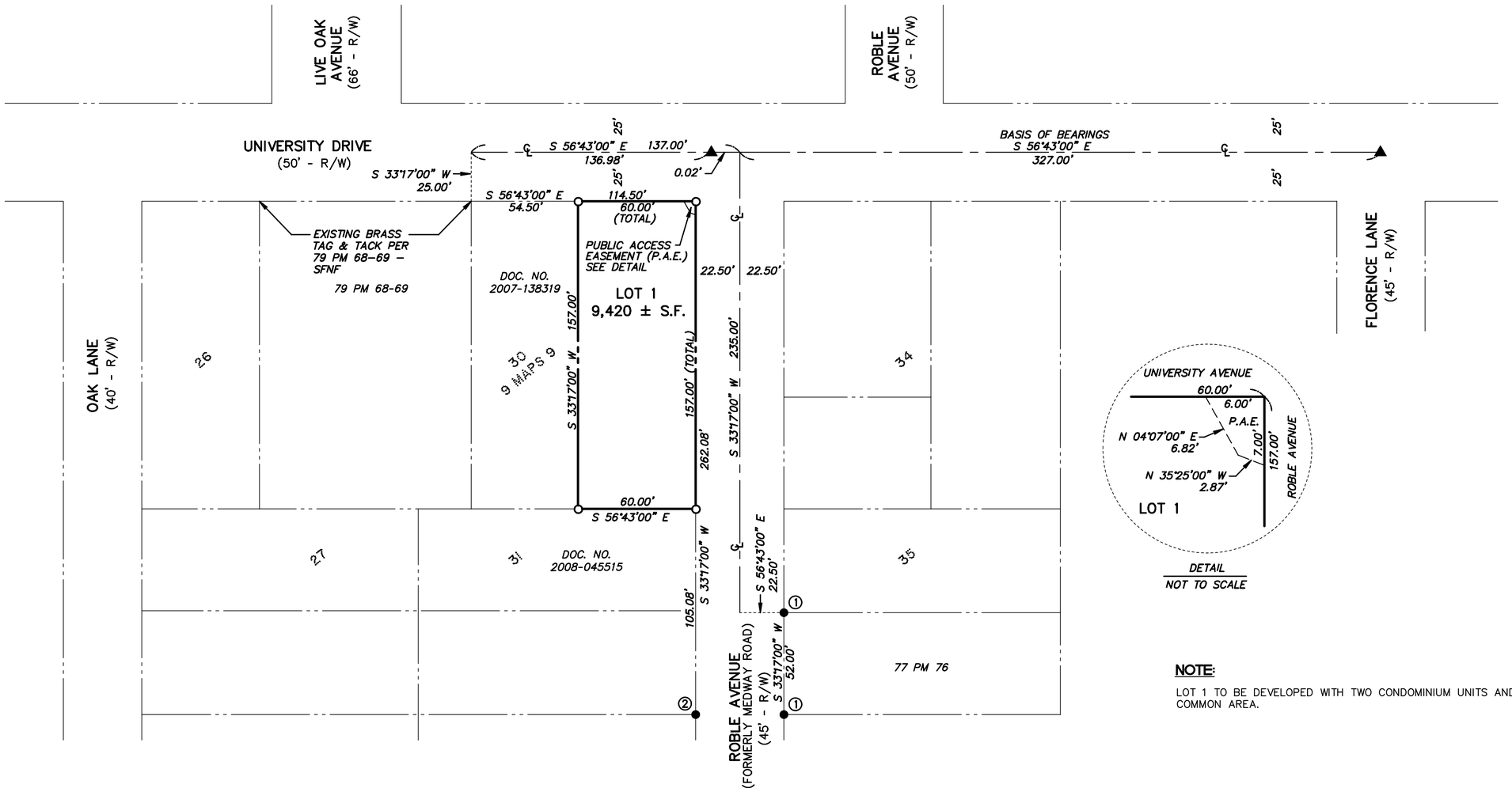
CONSISTING OF TWO (2) SHEETS

CITY OF MENLO PARK SAN MATEO COUNTY CALIFORNIA

NOVEMBER 2012

MacLEOD AND ASSOCIATES
CIVIL ENGINEERING • LAND SURVEYING
965 CENTER STREET • SAN CARLOS, CA • 94070 • (650) 593–8580

JOB # 3603–12



NOTE:

LOT 1 TO BE DEVELOPED WITH TWO CONDOMINIUM UNITS AND COMMON AREA.

LEGEND

———	PROPERTY LINE
———	CURRENT LOT LINE
— — —	EASEMENT LINE
○	SET 3/4" IRON PIPE W/ PLASTIC PLUG & TACK, "LS 5304"
▲	FOUND RAILROAD SPIKE, NO PUNCH, PER 79 PM 68-69
① ●	FOUND 3/4" IRON PIPE W/ PLASTIC PLUG & TACK, "RCE 27629", PER 77 PM 76
② ●	FOUND 3/4" IRON PIPE W/ WOOD PLUG & NAIL, NO RECORD, ORIGIN UNKNOWN
SFNF	SEARCHED FOR, NOT FOUND
℄	CENTERLINE

BASIS OF BEARINGS:

THE BEARING OF THE CENTERLINE OF UNIVERSITY DRIVE, SHOWN AS SOUTH 56°43'00" EAST ON THAT CERTAIN PARCEL MAP FILED IN BOOK 79 OF PARCEL MAPS AT PAGES 68 AND 69 WAS USED AS THE BASIS OF BEARINGS SHOWN HEREON.

GRAPHIC SCALE

40 0 20 40 80 160

(IN FEET)

1 inch = 40 ft.

PARCEL MAP

FOR CONDOMINIUM PURPOSES
900-910 ROBLE AVENUE

BEING A SUBDIVISION OF THE LANDS OF SAGE HOMES PARTNERS I LLC, AS DESCRIBED IN DOCUMENT NO. 2011-119357, RECORDED OCTOBER 11, 2011, ALSO BEING A PORTION OF LOT 30, AS SHOWN ON THAT MAP ENTITLED, "MAP OF STANFORD PARK ANNEX, MENLO PARK, SAN MATEO COUNTY, CALIFORNIA, 1913", FILED IN BOOK 9 OF MAPS AT PAGE 9, OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO.

CONSISTING OF TWO (2) SHEETS

CITY OF MENLO PARK SAN MATEO COUNTY CALIFORNIA

SCALE: 1"=40' SEPTEMBER 2012

MacLEOD AND ASSOCIATES
CIVIL ENGINEERING • LAND SURVEYING
965 CENTER STREET • SAN CARLOS, CA • 94070 • (650) 593-8580

JOB # 3603-12

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PUBLIC WORKS DEPARTMENT

Council Meeting Date: November 27, 2012
Staff Report #: 12-178

Agenda Item # D-2

CONSENT CALENDAR: Authorize the Public Works Director to Accept the Work by Suarez and Munoz Construction, Inc., for the 2011-2012 Citywide Sidewalk Repair Project and Seminary Oaks Park Pathway Replacement Project

RECOMMENDATION

Staff recommends that the City Council authorize the Public Works Director to accept the work by Suarez and Munoz Construction, (SMC) Inc., for the 2011-2012 Citywide Sidewalk Repair Project and Seminary Oaks Park Pathway Replacement Project.

BACKGROUND

On July 31, 2012, the City Council awarded a contract for the Citywide Sidewalk Repair Project and Seminary Oaks Park Pathway Replacement Project to Suarez and Munoz Construction (SMC), Inc. The project consisted of repairs to sidewalks, parking strips and valley gutters that had been damaged by City-tree roots at various locations throughout the City. Concurrent with this project, a serpentine pathway and promenade was reconstructed at Seminary Oaks Park.

Both projects are part of the annual Sidewalk Repair Program, which includes sidewalk repair and trip-hazard removal identified by staff and through residents' request.

ANALYSIS

The project is now complete. This project repaired 68 sidewalk locations and the reconstruction of a park pathway and installation of park furniture (8 benches, 4 recycling receptacles and 4 trash receptacles). A portion of the park pathway was also widened from 3.5 feet to 4.5 feet to meet minimum ADA requirements. Of the 68 locations, eight (8) sites increased in square-footage repair area from original engineer's estimate. The concrete work increased as a result of unexpected field conditions, such as large roots, failing concrete and resident complaints. These additional repairs were paid from the contingency fund.

After the project was awarded, an additional eight (8) sidewalk repair locations were identified that were added to the project. Including two (2) locations on Woodland Avenue, three (3) locations on the Civic Center Campus, which required the installation of drainage pipes and landscaping removal, and one (1) location on each Terminal Avenue, Hamilton Avenue and Oak Grove Avenue.

This brought the total number of sidewalk repair sites with this project to 76. Suarez and Munoz Construction completed the additional construction work based on the

contract price per square foot of concrete. Staff used the contingency fund to finance the increased construction work. All the work was deemed complete and in accordance with the plans and specifications on November 6, 2012.

Staff wishes to acknowledge that Suarez and Munoz Construction rendered a professional finished product and services.

IMPACT ON CITY RESOURCES

Construction Budget

Construction contract amount	$187,326.50
Contingency	$ 57,000.00
Total construction budget	$244,326.50

Construction Expenditures

Construction Costs Budget (only)	$244,326.50
Construction expenditures	$239,416.62
Balance remaining	$ 4,909.88

Staff time was covered under the Citywide Sidewalk Repair Project and Seminary Oaks Park Pathway Replacement Project.

POLICY ISSUES

There are no policy issues associated with this action.

By authorizing the Public Works Director to accept the work by Suarez and Munoz Construction, Inc., a 35 day noticing period is initiated that publicly notifies all parties that the Project is complete and that all of the City held retention will be released at the conclusion of said period.

ENVIRONMENTAL REVIEW

The project was categorically exempt under Class I of the State of California Environmental Quality Act Guidelines.

*Signature on File*_____
Michel Jeremias
Senior Civil Engineer

*Signature on File*_____
Fernando Bravo
Engineer Services Manager

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS:

None

CITY COUNCIL
REGULAR MEETING MINUTES

Tuesday, November 13, 2012 at 7:00 p.m.
Menlo Park Council Chambers
701 Laurel Street, Menlo Park, CA 94025

Mayor Keith called the Regular Session to order 7:02 p.m. with Council Member Cohen absent.

Mayor Keith led the Pledge of Allegiance.

ANNOUNCEMENTS: None

A. PRESENTATIONS AND PROCLAMATIONS: None

B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

B1. Environmental Quality Commission quarterly report on the status of their 2-year Work Plan Presentation by Commission Chair Mitch Slomiak

C. PUBLIC COMMENT #1

- Matt Henry spoke suggesting the placement of cameras in the Belle Haven neighborhood.
- Steve Van Pelt spoke regarding Caltrain schedules.
- Michelle Lindeman, Brocade, spoke regarding the upcoming Turkey Trot.
- Kathleen King, Silicon Valley Turkey Trot Committee, spoke regarding the upcoming Turkey Trot.

D. CONSENT CALENDAR

ACTION: Motion and second (Cline/Ohtaki) to approve the Consent Calendar Items D1, D2, D4, D5 as presented passes 4-0-1 (Cohen absent).

D1. Adopt **Resolution No. 6107** accepting dedication of a public access easement and a public utility easement at 135-139 O'Connor Street; Authorize the City Clerk to sign the parcel map; and authorize the City Manager to sign the subdivision agreement (*Staff report #12-165*)

D2. Adopt **Resolution No. 6108** accepting dedication of a public access easement and authorize the City Manager to sign the Certificate of Acceptance for the 1706 El Camino Real Frontage Improvements Project (*Staff report #12-166*)

D4. Approve an additional .25 full time equivalent to create one full-time Office Assistant for the Arrillaga Family Gymnasium and approve an increase of $7,000 to the Public Works Building Maintenance Fund for increased custodial services at the new Arrillaga Recreation Facilities (*Staff report #12-167*)

D5. Accept the minutes of the June 5 and October 30, 2012 Council meetings (*Attachment*)

D3. Authorize the City Manager to Execute a New Proposal to an Existing Agreement with Pacific Gas and Electric Company to Replace Existing Streetlights with LED Fixtures in an

Amount Not to Exceed $47,129 for Energy Efficiency and Conservation Block Grant Phase 2 Funding; to Appropriate $49,629 from the General Fund CIP Fund Balance in FY 12-13; and to Execute Future Proposals with Pacific Gas and Electric Company to Replace Existing Streetlights with LED Fixtures for Future Energy Efficient and Conservation Block Grant Funding (*Staff report #12-173*)

This item was pulled by Council Member Fergusson for questions.

ACTION: Motion and second (Fergusson/Ohtaki) to authorize the City Manager to Execute a New Proposal to an Existing Agreement with Pacific Gas and Electric Company to Replace Existing Streetlights with LED Fixtures in an Amount Not to Exceed $47,129 for Energy Efficiency and Conservation Block Grant Phase 2 Funding; to Appropriate $49,629 from the General Fund CIP Fund Balance in FY 12-13; and to Execute Future Proposals with Pacific Gas and Electric Company to Replace Existing Streetlights with LED Fixtures for Future Energy Efficient and Conservation Block Grant Funding passes 4-0-1 (Cohen absent).

E. PUBLIC HEARING

E1. Adopt an interim ordinance of the City Council of the City of Menlo Park extending the temporary moratorium on the establishment of payday lenders and auto title lenders within the City of Menlo Park (*Staff report #12-163*)

Staff presentation by Commander Dave Bertini

The Public Hearing was opened at 7:26 p.m.

There were no comments from members of the public.

ACTION: Motion and second (Fergusson/Cline) to close the Public Hearing at 7:26 p.m. passes 4-0-1 (Cohen absent).

ACTION: Motion and second (Cline/Fergusson) adopted **Interim Ordinance No. 987** extending the temporary moratorium on the establishment of payday lenders and auto title lenders within the City of Menlo Park passes 4-0-1 (Cohen absent).

F. REGULAR BUSINESS

F1. Approve a purchase and sale agreement with Greenheart Land Company for the sale of property owned by the former Redevelopment Agency located at 777-821 Hamilton Avenue and authorize the Executive Director of the Successor Agency to execute the agreement (*Staff report #12-172*) (*Revised Legal Description*)

Note: The City Council will be acting as the Board of the Successor Agency of the Community Development Agency for Item F1

It was noted that the legal description provided in the staff report was revised after the issuance of the agenda however the property being sold has not changed.

Staff presentation by Dan Siegel, Acting City Attorney

ACTION: Motion and second (Fergusson/Ohtaki) to approve a purchase and sale agreement with Greenheart Land Company for the sale of property owned by the former Redevelopment Agency located at 777-821 Hamilton Avenue and authorize the Executive Director of the Successor Agency to execute the agreement passes 4-0-1 (Cohen absent).

F2. Consider submitting a letter of interest to the San Mateo County Transportation Authority for Measure A eligible grade separation projects in Menlo Park (*Staff report #12-174*)

Staff presentation by Chip Taylor, Public Works Director

NOTE: Acting City Attorney Dan Siegel has a conflict of interest due to the location of the attorney's office property and left the meeting at 7:44 p.m.

Public Comments

- Steve Van Pelt stated he is concerned with the plans for the Caltrain corridor and asked several questions.
- Adina Levin spoke in favor of sending a letter to the San Mateo County Transportation Authority and suggested a community process to discuss grade separations.
- Fran Dehn, Chamber of Commerce, stated that Menlo Park needs to be on the list for projects when the funds become available.

ACTION: Motion and second (Cline/Ohtaki) to submit a letter of interest to the San Mateo County Transportation Authority for Measure A eligible grade separation projects in Menlo Park to focus on Ravenswood, keeping it at two tracks and a study of all four crossings passes 4-0-1 (Cohen absent).

F3. Appoint a Councilmember representative and alternate to the Caltrain Modernization Local Policymaker Group (*Staff report #12-171*)

Staff presentation by Chip Taylor, Public Works Director

ACTION: By consensus Council Member Cline was appointed as the representative and Council Member Keith was appointed as the alternate to the Caltrain Modernization Local Policy Group.

F4. Consider state and federal legislative items, including decisions to support or oppose any such legislation, and items listed under Written Communication or Information Item: None

G. CITY MANAGER'S REPORT: None

H. WRITTEN COMMUNICATION: None

I. INFORMATIONAL ITEMS

There were no presentations on the Informational Items.

I1. Biannual update of schedules for Capital Improvement Projects (*Staff report #12-169*)

I2. Quarterly financial review of General Fund operations as of September 30, 2012 (*Staff report #12-168*)

I3. Review of the City's investment portfolio as of September 30, 2012 (*Staff report #12-170*)

I4. Quarterly update on Council goals and deliverables (*Staff report #12-164*)

I5. Update on the Draft Housing Element submitted to the State Housing and Community Development Department (*Staff report #12-175*)

J. COUNCILMEMBER REPORTS

Council members reported in compliance with AB1234 requirements.

Request to add an agenda item to an upcoming meeting regarding the letters of support for the City Selection Committee appointments.

K. PUBLIC COMMENT #2

- Wynn Gereich, Fluoride Action Network, spoke regarding fluoride in the water being a toxin.

L. ADJOURNMENT

The meeting was adjourned at 9:27 p.m.

Margaret S. Roberts, MMC

City Clerk

Minutes accepted at the Council meeting of

POLICE DEPARTMENT

Council Meeting Date: November 27, 2012

Staff Report #: 12-176
Agenda Item #: E-1

PUBLIC HEARING: Adopt a Resolution accepting fiscal year 2012-2013 State Supplemental Local Law Enforcement Grant (COPS Frontline) in the amount of $100,000; Approve a spending plan and Re-allocate $43,272 from fiscal year 2011-2012 encumbered Supplemental Law Enforcement Special Funds

RECOMMENDATION

Staff recommends that the City Council adopt a resolution accepting fiscal year 2012-2013 State Supplemental Local Law Enforcement Grant (SLESF) in the amount of $100,000; and to approve a spending plan and re-allocate $43,272 in encumbered 2011-2012 SLESF funds.

BACKGROUND

In fiscal year 1996-1997, the California State Legislature created the Citizen's Option for Public Safety (COPS) Program. This is a non-competitive grant whereby cities and counties receive state funds to augment public safety expenditures. Effective September 8, 2000, cities were guaranteed a minimum grant award of $100,000.

The COPS funds must be used for frontline municipal police services and must supplement and not supplant existing funding. The City Council is required to hold a public hearing, apart from its usual budget hearings, to consider the written request of the Chief of Police for use of the funds. The public hearing has been noticed as required. Community members may be present to provide alternative suggestions for the use of the grant.

Each city must create a SLESF for the COPS grant money. The funds cannot be used for administrative overhead costs in excess of 0.5 percent of the total allocation. The allocation may not be used to fund the costs of any capital project or construction project that does not directly support frontline law enforcement.

ANALYSIS

The SLESF fund for the COPS Program currently includes encumbered but unspent 2011-2012 funds of $43,272. These funds were allocated to purchase and support a total of 42 hand held tablets (IPADs). Staff has purchased a total of 16 IPADs and they have greatly enhanced communication, efficiency, and productivity of the command

staff and management team. However, after beta testing the devices with patrol officers, they proved to lack the interoperability required for field work. The feasibility for IPADs in the field may improve with other future technological advances. This, together with the 2012-2013 COPS Program award of $100,000, brings the total available balance to $143,272. Staff recommends that the funds be expended in the following areas as shown below.

Communications and Technology ($123,000)

The Police Department proposes to spend FY12-13 SLESF funds on:

(1) Supporting communications services and frame relays for mobile data terminals (MDTs) in the patrol cars ($22,000) *Frame relays are the high-performance WAN protocol that operates over private or leased lines such as T1 circuits that are typically provisioned from a local telecom provider*

(2) Supporting cellular service for hand held tablets (IPADs) that were purchased with FY 2011-2012 COPS Program Award ($6,000)

(3) Replacement Mobile Data Terminals (MDTs) and monitors in police vehicles and/or other supporting equipment including warranties for all units ($30,000)

(4) Body Worn Video Cameras for all front line police officers along with a one year warranty and other support equipment required which includes a server for adequate storage of the videos ($65,000)

Use of grant funds for communication services and frame relays to support MDTs allow for continued use of the existing MDT equipment. MDTs are critical tools that allow important intelligence and officer safety information from law enforcement databases to be immediately connected and transferred to and from officers in the field. Officers are able to write reports in the field, retrieve maps and photos, and email the information immediately. Each year obsolete monitors need to be replaced along with CPUs for older MDT units.

Body worn video cameras will provide an accurate depiction of what occurred during a police contact and will assist officers with recall in writing police reports. This technology will assist in criminal prosecution, will potentially reduce civil liability, and aid in reviewing alleged officer misconduct.

Other front line police equipment and services ($20,272)

Funds in the amount of $20,272 will be used to replace unexpected critical equipment failures. Among other items, this may include radios, batteries, radars, Lidars, and other front line law enforcement equipment or technology items and services.

SLESF FY12-13 Expenditure Plan Summary

• Communications services and frame relays for MDTs	$22,000
• Supporting cellular service for hand held tablets (IPADs)	$ 6,000
• Replacement parts for MDTs including monitors and CPUs	$30,000
• Body Worn Video Cameras and required support technology	$65,000
• Other front line police equipment and services	$20,272
TOTAL	$143,272

The Police Department has strategically used grant funds to support technology initiatives, previously unbudgeted items, and new field equipment. This year's spending request continues to strengthen the Department's ability to provide public safety services. The philosophy of securing alternative funding sources to finance new technologies and equipment has allowed the Police Department to maintain a progressive approach to policing, while simultaneously supporting the need for a cost-conscious approach to the use of General Fund monies.

IMPACT ON CITY RESOURCES

The fiscal year 2012-2013 grant funds must be spent or encumbered by June 30, 2014. There are no matching requirements for this grant, and no direct impact on City resources for fiscal year 2012-2013 associated with the action in this staff report. Purchases will be made in accordance with the City's adopted policies.

Certain equipment procured with fiscal year 2012-2013 grant funds have ongoing service costs. These costs are for communications services, frame relays for MDTs, and the cellular services for hand held tablets (IPADs). If the Police Department continues to receive the COPS grant annually, this equipment related service costs may continue to be funded by this program. However, should grant money become unavailable, these service costs (approximately $29,000) will be included in the fiscal year 2013-2014 budget.

POLICY ISSUES

The proposed action is consistent with City policy.

ENVIRONMENTAL REVIEW

Environment review is not required.

Signature of File	*Signature of File*
Lacey Burt	Lee G. Violett
Police Commander	Interim Police Chief

PUBLIC NOTICE: Published legal notice on November 17, 2012 in *The Daily News*

ATTACHMENT:

A: Resolution

RESOLUTION NO.

RESOLUTION OF THE CITY OF MENLO PARK ACCEPTING THE STATE SUPPLEMENTAL LOCAL LAW ENFORCEMENT GRANT OF $100,000, APPROVING THE USE OF THE FUNDS IN ACCORDANCE WITH STATE REQUIREMENTS AND REALLOCATING $43,272

WHEREAS, the California State Legislature created the Citizen's Option for Public Safety (COPS) Program in fiscal year 1996-97; and

WHEREAS, effective September 8, 2000, cities were guaranteed a minimum grant award of $100,000; and

WHEREAS, the City must create a Supplemental Law Enforcement Special Fund (SLESF) for the grant funds; and

WHEREAS, the funds cannot be used for administrative overhead exceeding 0.5 percent or allocated to fund the costs of any capital project or construction project that does not directly support frontline law enforcement; and

WHEREAS, the SLESF for the COPS Program currently includes encumbered, but unspent funds of $43,272 from fiscal year 2011-12.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Menlo Park does hereby accept the State Supplemental Local Law Enforcement Grant of $100,000; and

BE IT FURTHER RESOLVED, that the City Council approves reallocating fiscal year 2011-12 encumbered State Supplemental Local Law Enforcement Grant funds in the amount of $43,272; and

BE IT FURTHER RESOLVED, that the City Council approves the use of State Supplemental Local Law Enforcement Grant funds in accordance with state requirements, as outlined below.

• Communications services and frame relays for MDTs	$22,000
• Replacement parts for MDTs including monitors and CPUs	$30,000
• Body Worn Video Cameras and required support technology	$65,000
• Other front line police equipment and services	$26,272
	$143,272

I, Margaret S. Roberts, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the twenty-seventh day of November, 2012, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-seventh day of November, 2012.

Margaret S. Roberts, MMC
City Clerk

COMMUNITY DEVELOPMENT DEPARTMENT

Council Meeting Date: November 27, 2012
Staff Report #: 12-182

Agenda Item #:E-2

PUBLIC HEARING: Consider a Request for a Rezoning, Conditional Development Permit, Heritage Tree Removal Permit, and Below Market Rate Housing Agreement for a Proposed Office, Research and Development (R&D), Manufacturing, and Warehousing Development on the Property Located at 1 and 20 Kelly Court

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RECOMMENDATION

Staff recommends that the City Council concur with the recommendation of the Planning Commission and approve the following actions related to the 20 Kelly Court Project, subject to the specific actions contained in Attachment A:

1. **Environmental Review:** Adopt a finding that the redevelopment of the site is categorically exempt under Class 32 (Section 15332, "In-Fill Development Projects") of the current State CEQA Guidelines;

2. **Rezoning**: Introduce an Ordinance rezoning the property from M-2 (General Industrial) to M-2(X) (General Industrial, Conditional Development) (Attachment B);

3. **Conditional Development Permit:** Adopt a Resolution (Attachment C) approving the Conditional Development Permit for the construction of a 37,428-square-foot office/R&D and manufacturing/assembly building subject to the requirements of the Conditional Development Permit (Attachment D);

4. **Heritage Tree Removal**: Adopt a Resolution approving the heritage tree removal permit (Attachment E); and

5. **Below Market Rate (BMR) Housing Agreement**: Approve the Below Market Rate Housing In-Lieu Fee Agreement, recommended by the Housing Commission on September 5, 2012, and recommended by the Planning Commission on November 5, 2012 (Attachment F).

BACKGROUND

C S Bio, Inc. was founded in 1993 in San Carlos and moved to Menlo Park in 2003. Upon relocation to Menlo Park, C S Bio Co. received Planning Commission approval of a use permit for the conversion of an industrial building to R&D and office, and for the storage and use of hazardous materials. Subsequently, the Planning Commission approved a use permit revision on April 5, 2010 to modify the storage location, and types and quantities of hazardous materials stored on-site. In 2007, the use of the Hetch Hetchy right-of-way was incorporated into a request for an administrative parking reduction, to apply the City's use-based guidelines in conjunction with the conversion of warehouse space to R&D/lab space at 20 Kelly Court.

The facility at 20 Kelly Court is the company's corporate headquarters. C S Bio is a provider of automated instrumentation for peptide synthesis. The applicant states that the company has grown significantly and that the existing space is unable to meet the company's current needs and its projected future growth. The applicant intends to increase its production capacity and improve the quality of its research and development (R&D) and good manufacturing practice (GMP) production spaces, as well as modernize C S Bio's existing building at 20 Kelly Court. Prior to submittal of a formal application, the applicant requested a study session review of the project by the Planning Commission. On April 2, 2012, the Planning Commission conducted a study session to provide input and direction to staff and the applicant on an initial version of this proposal. The Planning Commission was generally supportive of the proposed project and provided guidance on a number of topics.

Since the study session, the applicant refined the project and included the Planning Commission's feedback. On November 5, 2012, the Planning Commission reviewed the revised project and unanimously recommended that the City Council approve the project with allowance for flexibility with regard to the exterior colors to deviate from the colors identified on the color and materials board, provided the modified colors are consistent with the color renderings.

ANALYSIS

The applicant is proposing to utilize the conditional development permit (CDP) to exceed the permitted height of the M-2 (General Industrial) zoning district, and to also establish the allowed signage, building setbacks, required parking, permit the outside storage of nonhazardous materials, and allow for the use and storage of hazardous materials at the site, including a diesel generator. In order to obtain a CDP, the property must be rezoned to the X (Conditional Development) district, which is a combining district that combines special regulations or conditions with one of the Zoning Ordinance's established zoning districts. According to the Zoning Ordinance, a CDP "may be issued to allow adjustment of the requirements of the district in order to secure special benefits possible through comprehensive planning of such large development. Further, such adjustment is intended to allow relief from the monotony of standard development; to permit the application of new and desirable development techniques;

and to encourage more usable open space than would otherwise be provided with standard development." In order to apply for a CDP, the project site must be one acre in size. The draft resolution approving the CDP and the draft CDP itself are included in Attachments C and D, respectively. The draft rezoning ordinance is included in Attachment B. For proposals requesting a CDP and X rezoning, the Planning Commission acts in a recommending capacity to the City Council, which is the final decision making body.

Site Location

The project site is located at 1 and 20 Kelly Court. The two sites are adjacent properties located at the end of Kelly Court, which is a dead-end public street accessed from O'Brien Drive. As a part of the proposed project, the two existing parcels would be merged. The rear property line of both parcels abuts the Hetch Hetchy right-of-way, which is owned by the San Francisco Public Utilities Commission (SFPUC). Both properties are located within the FEMA flood zone. A location map is included as Attachment G.

Proposed Project

The applicant is proposing to demolish the 17,718 square foot building on the parcel addressed 1 Kelly Court and to demolish approximately 6,258 square feet from the existing building on the 20 Kelly Court parcel. The demolition at 20 Kelly Court would be limited to the metal tilt-up portion of the existing building, located at the rear of the 20 Kelly Court building. The project would result in the merger of the two lots and construction of an addition of approximately 25,701 square feet to the remaining structure, which would result in a three story tall building, with a total gross floor area of 37,428 square feet, a net increase of approximately 1,725 square feet. With the exception of the front setback, the proposed building additions would meet all setback requirements of the M-2 district. The proposed setbacks are discussed more in the Site Layout and Setbacks section of the report. The proposed site improvements would also include modifications to the parking lot. Parking is discussed in more detail in the Parking section of the report.

At 32.8 percent building coverage, the proposed development would be well below the maximum permitted coverage of 50 percent. Finally, the structure is proposed to have a floor area ratio (FAR) of 55 percent, which is consistent with the maximum permissible FAR in the M-2 zone of 55 percent for general industrial uses, including but not limited to, warehousing, manufacturing, printing, assembling, related office and laboratory uses, and shipping and receiving. The M-2 zoning district restricts general office uses to 45 percent FAR; however, the office uses contained in the proposed building would be related to the production and R&D nature of the proposed building.

The site contains two existing buildings (addressed 1 & 20 Kelly Court), containing a total of 35,703 square feet. The following table represents the current land use breakdown at the site:

Existing Land Use Breakdown (1 & 20 Kelly Court Buildings)	
Office	7,741 square feet
R&D	6,224 square feet
Manufacturing	11,095 square feet
Warehousing	10,643 square feet
Total	**35,703 square feet**

The proposed development would result in a single three-story building. The proposed building would contain 37,428 square feet of gross floor area, which would contain the following land uses:

Proposed Land Use Breakdown (20 Kelly Court)	
Office	18,365 square feet
R&D	4,624 square feet
Manufacturing	12,097 square feet
Warehousing	2,342 square feet
Total	**37,428 square feet**

The additional floor area would allow the company to expand its production capacity at the site. The increase in manufacturing and R&D related activities at the site would result in an increase in the quantities of hazardous materials stored and used on-site. The applicant has submitted a Hazardous Materials Business Plan (HMBP), chemical inventory, and chemical location and safety plan for the increase in the use and storage of hazardous materials at the subject site. The proposed hazardous materials increase is discussed in more detail in the Hazardous Materials section of the staff report. The proposed project is designed to meet all applicable FEMA flood zone requirements. The applicant has provided a project description letter (Attachment I), which discusses the proposal in more detail.

Site Layout and Setbacks

The portion of the existing building located on the 20 Kelly Court parcel that would remain is currently located at the front of the property. The addition would be located to the right of the existing structure, which would concentrate the proposed building in the center of the merged lot. The proposed development would be designed in an "L" shape. The existing front, left corner of the building is set back 15 feet from the side property line. Since the left side property line contains two line segments at different angles, the back left corner of the existing building contains a 60-foot side setback, which would be increased to 86 feet, after the demolition of the rear portion of the existing building. The existing front setback is approximately six feet, and the proposed design would include a new front entry canopy, which would reduce the front setback to four inches. The reduced front setback would be limited to the proposed canopy, as the existing building wall would remain in the same location. The canopy would be an accent feature on the building, located at the end of a cul-de-sac, which would limit

impacts of the reduced setback on the streetscape. In addition, the minimum setback would be four inches, but the curvilinear front lot line results in greater setbacks for the other portions of the building. The CDP can be used to define all development regulations on a parcel, with the exception of density and intensity (FAR). Therefore, the reduced setback can be approved as part of the proposed CDP. The proposed right side addition would contain a 56.5 foot setback, and the rear setback of the proposed building would be 38 feet, as measured to the Hetch Hetchy right-of-way.

The property would contain two access points, at the left and right corners of the front property line. The main drive aisle would ring the building and parking would be provided along the ring road to the left, right, and rear of the proposed building. A service yard that would contain an emergency generator, an outdoor fire-rated chemical storage unit, and the outside storage of equipment and material would be located to the rear of the building. The applicant is also proposing to locate a new trash enclosure along the left side property line in the general location of the existing trash enclosure. The proposed trash enclosure location has been reviewed by Recology, and per City requirements would contain a roof.

Design and Materials

The proposed project is designed in a contemporary architectural style. The proposed three story addition would be predominately clad in painted cement plaster panels, and would also contain recessed stucco wall panels, which would be painted in complimentary colors and which would add articulation to the north and east building facades. Four main colors, or equivalent paint colors, would be utilized on the facades of the building: warm white or golden yellow for the painted cement plaster, and blue grey or terra cotta red for the accent metal and/or cement plaster panels. The proposed window system would contain clear glass. The proposed windows would have aluminum mullions. Consistent with the contemporary architectural style, the applicant is proposing to utilize horizontal and vertical aluminum accent mullions. The proposed front entry canopy would be metal clad and utilize clear anodized aluminum, consistent with the majority of the aluminum mullions on the building. In addition, the design incorporates metal sunshades along the north and east elevations. A color and materials board will be provided to the Council, which identifies the colors and materials in more detail.

The proposed three-story addition would contain an entry lobby/elevator tower, with an office/conference room on the third level, at the southern corner of the proposed addition. The tower has a proposed height of approximately 44 feet and would be a key architectural element of the proposed project. The tower would contain full height windows. The tower is offset at a slight angle from the rest of the building, which adds articulation and helps define the significance of the stair tower and main entry. The existing concrete tilt-up building would be clad in painted metal and/or cement plaster panels, consistent with the proposed addition. A portion of the existing building would retain the cement plaster finish, but the finish would be painted in similar colors to the proposed addition. The applicant's plan set contains building perspectives (Plan set

sheets C2-C6), which identify the proposed color and materials. The proposed design also contains a stair tower at the rear elevation as well as a viewing deck above the third floor roof decks. The applicant is requesting an increase in height above the 35-foot height limit, as part of the CDP, which is discussed in more detail in the building height section of the report. All roof mounted equipment would be fully screened from view, per the requirements of the Zoning Ordinance.

The proposed building incorporates many environmentally friendly building materials. The applicant has submitted a LEED checklist (Attachment J) that identifies that the project will be designed to the LEED Gold standard. The applicant intends to certify the building; however, the certification is not required for the project.

The proposed project would contain a large deck on the third floor, as well as a smaller deck on the second floor, adjacent to the break room, and a small viewing deck above the third floor, located along the east side of the building. The proposed decks are discussed in more detail in the Building Height section of the report.

Trees and Landscaping

The existing parcels contain minimal landscaping. The applicant has submitted an arborist report (Attachment K) that identifies the health of the 15 trees on site, including trees on the Hetch Hetchy right-of-way. The site contains numerous small trees between two and five inches in diameter. The 1 Kelly Court parcel contains no landscaped area, and landscaping on the 20 Kelly Court parcel is limited to small shrubs and a heritage size stone pine tree along the front façade of the building, and two trees along the left side façade of the building. The 20 Kelly Court parcel also contains a limited amount of shrubs along the left side property line. As part of the proposal, the applicant is proposing to remove the existing 31-inch diameter Italian stone pine, in fair condition. The City Arborist has tentatively approved this application. The applicant is proposing to replace the heritage tree removal with a 48-inch box Chinese pistache, and a 48-inch box madrone tree, both of which would be located along the front façade of the proposed building. A copy of the draft resolution for the removal of the heritage size Italian stone pine is contained in Attachment E.

The applicant has submitted a preliminary landscape plan, which is included with the project plans. The applicant is proposing to provide landscaping along all facades of the building, and would utilize landscape elements to create a more defined main entryway, specifically with regard to the interaction between the main entry/tower and Kelly Court. The proposed project would also include a landscaped employee courtyard located along the back left façade of the building. Along the side property lines, shrubs and trees would be planted to help soften the edge of the project from the neighboring properties, where the site design provides room for larger landscaping features.

Parking and Circulation

In the M-2 zoning district, one parking space is required for every 300 square feet of gross floor area, which shall not be located in the front one-quarter of any required front yard. Per this requirement and based on the proposed gross floor area of 37,428 square feet, 125 parking spaces are required on-site.

As part of the project, the applicant is requesting application of the use-based parking guidelines rather than the requirements prescribed in the Zoning Ordinance, which are particular to a specific district rather than the use. For warehouse and manufacturing uses, the use-based guidelines recommend a parking ratio of one space per 1,000 square feet of gross floor area, and for office and R&D uses, one space per 300 square feet of gross floor area. Although the use-based guidelines recommend fewer spaces for the warehouse and manufacturing uses, the recommendation for office and R&D uses is consistent with the Zoning Ordinance requirements. Applying the use-based ratios to the subject property's proposed use breakdown, the Zoning Ordinance requirement for 125 parking spaces would be reduced to 92 parking spaces. The applicant is proposing 92 parking spaces; however, in order to meet the recommended 92 parking spaces, the applicant is proposing to locate 56 spaces in a tandem formation. Tandem parking is not permitted under standard zoning, but can be allowed through the CDP. In addition, the tandem parking arrangement allows for the applicant to limit the amount of improvements to the Hetch Hetchy parcel and reduce the amount of paving on-site, allowing for more open space to be located on the Hetch Hetchy parcel. The tandem parking would contain two rows of 28 spaces. A portion of the required parking spaces would be located on the Hetch Hetchy right-of-way. The project plans indicate that the Hetch Hetchy right-of-way would also be utilized for additional landscape reserve spaces, which would allow for up to 121 parking spaces, if the additional parking is determined to be necessary in the future due to operational changes or changes in the tenancy of the building.

The Hetch Hetchy right-of-way is owned by the SFPUC and the applicant would like to limit the amount of improvements on the SFPUC parcel. The applicant states that the proposed facility is anticipated to contain 65 employees, and therefore it is unlikely that the tandem spaces will typically be necessary. However, if the tandem spaces are utilized, the applicant states that a parking program would be managed internally to ensure that employees do not park off-site. The applicant's project description letter (Attachment I) provides more information on the proposed parking lot layout and design. The proposed parking lot is designed to allow for the conversion of the tandem parking spaces to fully accessible spaces by adding a drive aisle on the SFPUC parcel, and reconfiguring the parking if necessary, including the use of the additional landscape reserve. The conversion of the tandem spaces or landscape reserve is permitted through the CDP, and can be requested by staff or the applicant.

Staff believes the application of the use-based parking guidelines is appropriate for the proposed project given the use of the building as a mixed use office/R&D and manufacturing building, and that a single tenant would occupy the building, which would

allow for the proposed tandem parking spaces to be monitored to ensure that the proposed parking arrangement is operating appropriately. Staff has added language in the draft CDP (Attachment D), which would require the applicant to remove the tandem parking scenario and convert the landscape reserve parking, if staff is made aware of on-site parking issues or employees parking in the neighborhood. Staff has also added language in the CDP requiring the conversion of the landscape reserve parking, if the building is no longer occupied by a single tenant in the future, due to the conflicts that could arise between a multi-tenant situation and the proposed tandem parking. In addition, if at some time in the future the applicant loses the lease for the surface rights for the Hetch Hetchy right-of-way (ROW), the applicant is required to lease an equivalent number of parking spaces off-site for the benefit of its employees, revise the land use breakdown and/or reduce the floor area of the building such that the number of on-site parking spaces complies with the City's use-based parking guidelines, or a combination thereof.

Building Height

The increase in height greater than 35 feet is permissible through the application of a CDP. The elements that would exceed the 35 foot height limit are a relatively small portion of the overall building. The third floor roof deck of the proposed building would be 30 feet above grade, and the surrounding parapet wall would be 33.5 feet above grade, which is below the maximum permitted height of the M-2 zoning district. The main entry lobby and stair tower would extend to 44 feet above grade, and the rear stair tower would extend to 47 feet above grade. As an employee amenity and architectural feature, the applicant is proposing to construct a small viewing deck, above the third floor deck. The proposed viewing deck would be located 42 feet above grade and the metal railing would extend to 45 feet, six inches above grade. The proposed building is located in an industrial district, surrounded by other industrial buildings. The building is set back from the property lines and not adjacent to any residential uses that might be impacted by the increase in height. Specifically the viewing deck, which would be the highest occupied area, would be located 86 feet from the right side property line, which is occupied by a manufacturing use. The increase in height provides visual interest to the structure and is in keeping with the contemporary design of the development. The viewing deck would also provide an amenity to the employees at the site.

Outside Storage

The proposed building is designed with a loading dock along the rear façade of the building. The loading dock is located between the proposed three story addition, and the landscaped patio area, located at the back left side corner of the building. The applicant is proposing to locate an emergency generator within this area (discussed more in the hazardous materials section of the report), as well as an outdoor fire-rated storage unit for hazardous materials. The applicant is also requesting that the CDP allow for the storage of nonhazardous materials and equipment within this area. The loading dock area is screened from view on the front and right sides by the proposed building, and would be screened from the left and rear sides by a proposed 12-foot tall welded wire

trellis system with vines (green screen). All outside storage would be completely screened from the public right-of-way and surrounding properties. Additionally, the outside storage of materials and equipment would not exceed the noise ordinance limits, and would not displace required parking on-site.

Signage

The applicant originally requested approval of a master sign program to provide an approximately 27 square foot entry sign, which would be located on top of the proposed canopy along the front façade. The sign would consist of individual letters measuring three feet, five inches in height. (Since the letters are individual and contain significant spacing, the 27 square feet was initially calculated using the square footage of each individual letter, rather than overall dimensions of the entry signage.) The proposed letter height would exceed the City's Design Guidelines for Signs by approximately two feet, but can be approved by the City Council and regulated through the CDP. The individual letters would be front lit, and would be set forward of the building façade, along the front canopy. The letters would be four inches in depth and would contain a metal finish. The proposed sign would help identify the site as C S Bio's corporate headquarters. While the letter size exceeds the Design Guidelines, staff believes the increase in height for the letters is appropriate, as it is consistent with the increase in height of the building and is located at the end of a cul-de-sac street, where site visibility is limited.

The Planning Commission recommended that the applicant consider alternative font styles for the proposed sign, and subsequently the applicant requested additional sign area after the Planning Commission meeting. The applicant requested the increase to allow for flexibility, as the individual letters of different font styles may be slightly different in width than the current proposal, which could potentially increase the overall square footage of the entry sign.

Instead of increasing the sign area, staff believes it would be better to change how the sign area is calculated to allow flexibility with regard to the font style, and to account for future company name changes. Staff originally calculated the sign area for the entry signage using the individual letters, but staff believes is would be more beneficial to calculate the sign area using the overall dimensions (height and length) of the entry sign. Therefore, staff is proposing that the CDP be modified to allow for a 130 square foot entry sign, which would generally correspond with the 37 feet, one inch by three feet, five inch dimensions of the currently proposed sign. The entry sign would still be required to contain individual letters, of approximately the same height and design as the C S Bio sign. In addition to the main entry sign, staff believes it would be appropriate to allow for an additional monument sign, if desired by the applicant in the future. Therefore, staff has revised the CDP to allow for an approximately 130 square foot entry sign and an additional 20 square foot monument sign, for a total permitted sign area of 150 square feet, as compared to a maximum of 100 feet.

Hazardous Materials

As part of the expansion, the applicant is requesting to increase the quantities of hazardous materials used and stored at the site. The applicant provided an additional project description letter that is specific to the use and storage of hazardous materials, which explains the proposal in more detail (Attachment L). Proposed hazardous materials include combustible liquids, flammable liquids, corrosives, carcinogenic liquids, toxics, inert gases, flammable gases, highly toxic gases, and cryogenic fluids. The proposed chemical inventory is comparable to the previously approved inventory with regard to hazard classes, with the exception of oxidizing gases, flammable gases, highly toxic gases, and corrosives, which have been added to the proposed inventory as part of this expansion. A complete list of the types of chemicals is included in Attachment M. The applicant has prepared a comparison table identifying the 2010 use permit chemical quantities and types, and identifies the proposed modifications. The chemical inventory comparison is included in Attachment N. The project plans, included as Attachment H, provide the locations of chemical use and storage. All hazardous materials would be stored and used inside the building, with the exception of the diesel emergency generator and an exterior fire rated enclosure. Only trained personnel would handle the hazardous materials.

The applicant is proposing to locate an emergency generator within the equipment yard/loading dock, located at the rear of the building. The emergency generator would contain 660 gallons of diesel fuel and would be tested on a weekly basis for 15 minutes. The applicant intends to test the generator in the afternoon to avoid testing the generator during school hours. The proposed generator would be enclosed in a sound attenuated enclosure to reduce the noise impacts to neighboring businesses. The generator is rated at 73.9 dBA at 21 feet.

The Hazardous Materials Business Plan (HMBP), included as Attachment O, provides the types and quantities of chemicals that would be used and stored, and includes an emergency response plan, an employee-training plan, and a record keeping plan.
While the applicant provided a specific chemical inventory and HMBP at this time, in order to allow for flexibility with potential future modifications in the types and quantities of hazardous materials, the draft CDP (Attachment D) provides for future modifications to be made without requiring the applicant to obtain a revision to the CDP or a use permit from the Planning Commission. The CDP proposes to limit the types and quantities of hazardous materials within the building through the maximum allowable quantities based on the thresholds set by the California Fire Code. For reference, the Planning Commission reviewed and approved a similar blanket use permit for the use and storage of hazardous materials at 1455 Adams Drive (Menlo Labs) that utilized the maximum allowable quantities of the Fire Code to regulate the allowable quantities.

The Fire District currently performs an annual inspection of the facility and provides the tenant with an inspection report for the building to ensure that the building and its occupants are in compliance with all applicable Fire Codes. The Fire District would continue to inspect the facility annually as part of this approval. If the building tenant

modifies its' chemical inventory in the future, the tenant would be required to submit a chemical inventory to the Fire District for all chemicals above the Fire Code permit thresholds. Simultaneously, the tenant would submit an updated HMBP to the County, for all chemicals above the reportable thresholds of the California Health and Safety Code.

The Menlo Park Fire Protection District, City of Menlo Park Building Division, West Bay Sanitary District, and San Mateo County Environmental Health Services Division were contacted regarding the proposed use and storage of hazardous materials on the project site. Their correspondence has been included as Attachment P. Each entity found the proposal to be in compliance with all applicable standards and has approved the proposal. Although the subject parcel is located nearby residences, and schools, there would be no unique requirements for the proposed use, based on the specific types and amounts of chemicals that are proposed.

Below Market Rate (BMR) Housing Agreement

Per the Zoning Ordinance, commercial projects inclusive of 10,000 square feet or more are subject to the BMR requirements. Since the proposed structure is inclusive of 37,428 square feet of floor area, the project is subject to BMR requirements. The proposed project would increase the existing gross floor area at the site by 1,725 square feet, and would modify the amount of office/R&D uses at the site. On September 5, 2012, the Housing Commission reviewed the proposed Below Market Rate (BMR) Agreement associated with the project. The staff report from the meeting and the draft minutes are included as Attachments Q and R, respectively.

The applicant proposes to pay a commercial linkage fee per the BMR requirements since residential development is not permitted at the site and the applicant does not own any sites in the city that are available and feasible for construction of BMR units to satisfy the requirement. The current in-lieu rate for office/R&D (Group A) uses is $14.71 per square foot and $7.98 per square foot for manufacturing and warehouse (Group B) uses. The rate is adjusted annually on July 1 and the applicable fee for the Project will be based upon the amount of square footage within Group A and Group B, as well as the rate that is in effect at time of payment. The in-lieu fee is required to be paid prior to building permit issuance. The estimated BMR in-lieu fee for the proposed project is $74,497.02, based upon credit for the existing 35,703 square feet of warehouse, office, R&D, and manufacturing uses, and the proposed 37,428 square feet of proposed office/R&D and manufacturing/assembly uses. The draft BMR agreement is included as Attachment F. The Housing Commission indicated that they were supportive of the redevelopment of the site and recommended approval of the proposed BMR Agreement, 5-0, with Commissioner Clarke absent. The Planning Commission subsequently voted 7-0 to recommend approval of the BMR Agreement to the Council.

ENVIRONMENTAL REVIEW

The City Public Works Department prepared a trip generation analysis for the proposed project. This analysis concluded that the proposed project would result in a net increase of 13 trips in the AM peak hour, and a net increase of 12 trips in the PM peak hour. The proposed project is also anticipated to generate 108 additional trips during the day than the existing use. Given that the net amount of trips generated in the AM peak hour would only increase by 13 trips and these would be spread throughout the roadway network in different directions, the traffic impacts associated with these trips is anticipated to be less than significant at nearby intersections. As such, the proposed project is categorically exempt under Class 32 (Section 15332, "In-Fill Development Projects") of the current California Environmental Quality Act (CEQA) Guidelines. The trip generation analysis is available for public review at the Department of Community Development.

CORRESPONDENCE

Staff has not received any correspondence on this item.

IMPACT ON CITY RESOURCES

The project sponsor is required to pay planning 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.

POLICY ISSUES

CDPs allow adjustment of the requirements of the underlying zoning district in order to secure special benefits possible through comprehensive planning of large developments and to provide relief from the monotony of standard development, to permit the application of new and desirable development techniques, and to encourage more usable open space than would otherwise be provided with standard development. The proposed project would be consistent with the purposes of a CDP. The rezoning of the project site from M-2 to M-2(X) is consistent with the General Plan.

CONCLUSION

The proposed project complies with all applicable City requirements and would result in redevelopment of a site with an office/R&D and manufacturing/assembly building, which would allow an existing business to remain in Menlo Park, while expanding its operations and updating its corporate headquarters. The proposed building would be designed in a contemporary style, and would revitalize an existing site. While the general area contains warehousing and manufacturing buildings, designed as low-rise concrete tilt-ups, recent façade improvements and building approvals have been designed in a more contemporary style. The project would provide sidewalks along the full property frontage on Kelly Court. The project would redevelop an existing parcel with

a modern building more suitable to a company's corporate headquarters, while providing the necessary facilities for R&D and manufacturing. In addition, the use and storage of hazardous materials has been reviewed by the relevant agencies and conditions of approval would continue to require the tenant to seek ongoing approvals from the Fire District and the San Mateo County Department of Environmental Health. Staff recommends that the City Council approve the project per the recommended actions listed in Attachment A.

Signature on File

Kyle Perata
Assistant Planner

Signature on File

Arlinda Heineck
Community Development Director

PUBLIC NOTICE: Public notification consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within 1,250 feet of the property.

ATTACHMENTS

A. Recommended Actions for City Council
B. Draft Rezoning Ordinance
C. Draft Resolution for CDP
D. Draft Conditional Development Permit
E. Draft Resolution for Heritage Tree Removal
F. Draft Below Market Rate (BMR) Housing Agreement
G. Location Map
H. Project Plans
I. Project Description Letter
J. Draft LEED Checklist
K. Arborist Report, prepared by Arbor Resources, dated May 18, 2012
L. Hazardous Materials Project Description Letter
M. Chemical Inventory
N. Chemical Inventory Comparison Matrix
O. Hazardous Materials Business Plan
P. Hazardous Materials Agency Referral Forms
   - Menlo Park Fire Protection District
   - San Mateo County Environmental Health Department
   - West Bay Sanitary District
   - Menlo Park Building Division
Q. Housing Commission Staff Report (without plans) from the Meeting of September 5, 2012
R. Minutes of the Housing Commission Meeting of September 5, 2012

Note: 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

Color and Materials Board

DOCUMENTS AVAILABLE FOR REVIEW AT CITY OFFICES AND WEBSITE

- Planning Commission Staff Report for the meeting of November 5, 2012
- Planning Commission Staff Report for the meeting of April 2, 2012

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FINDINGS AND RECOMMENDED ACTIONS FOR APPROVAL

20 Kelly Court Project

The Planning Commission recommends that the City Council take the following actions:

Environmental Review

1. Adopt a finding that the redevelopment of the site is categorically exempt under Class 32 (Section 15332, "In-Fill Development Projects") of the current State CEQA Guidelines.

Rezoning

2. Introduce an Ordinance rezoning the property from M-2 (General Industrial) to M-2(X) (General Industrial, Conditional Development) (Attachment B).

Conditional Development Permit

3. Adopt a Resolution (Attachment C) approving the Conditional Development Permit for the construction of a 37,428-square-foot office/R&D and manufacturing/assembly building subject to the requirements of the Conditional Development Permit (Attachment D).

Heritage Tree Removal Permit

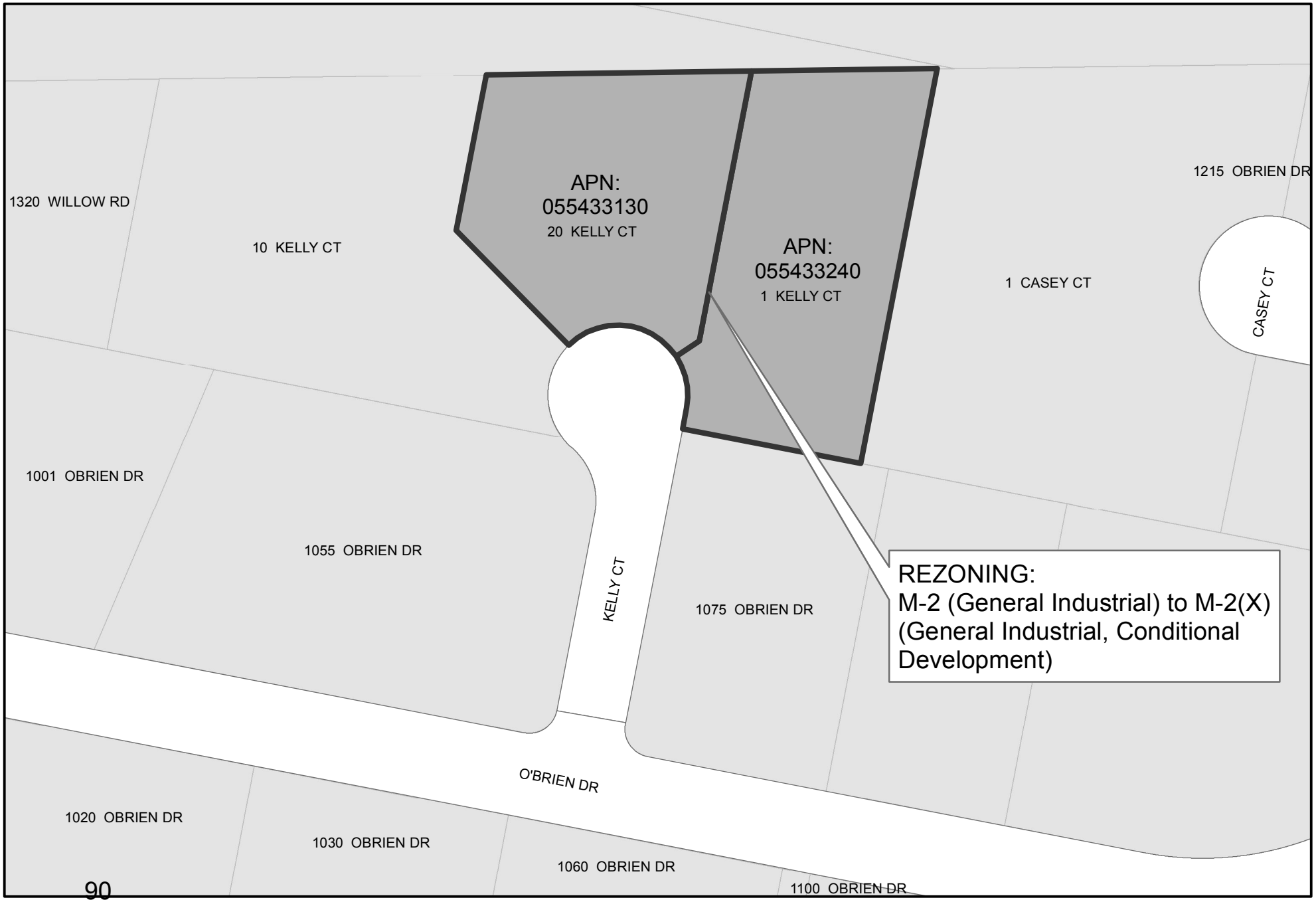
4. Adopt a Resolution approving the heritage tree removal permit (Attachment E).

Below Market Rate Housing Agreement

5. Approve the Below Market Rate Housing In-Lieu Fee Agreement, recommended by the Housing Commission on September 5, 2012, and recommended by the Planning Commission on November 5, 2012. (Attachment F).

CITY OF MENLO PARK

1 - 20 Kelly Court - Rezoning Exhibit A



DRAFT – November 27, 2012

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK, CALIFORNIA APPROVING A CONDITIONAL DEVELOPMENT PERMIT FOR THE PROPERTIES LOCATED AT 1 AND 20 KELLY COURT

WHEREAS, the Zoning Ordinance establishes that a Conditional Development Permit ("CDP") may be issued to allow adjustment of requirements in order to secure special benefits possible through comprehensive planning of large development, and that such adjustment is intended to allow relief from the monotony of standard development; to permit the application of new and desirable development techniques; and to encourage more usable open space than would otherwise be provided with standard development; and

WHEREAS, the City has received an application from C S Bio ("Applicant"), to approve a CDP for the construction of an office, R&D, and manufacturing building and conduct associated project actions; and

WHEREAS, the proposed development 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 development, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City; and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the Planning Commission of the City of Menlo Park on November 5, 2012 whereat all persons interested therein might appear and be heard; and

WHEREAS, the Planning Commission of the City of Menlo Park having fully reviewed, considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to recommend to the City Council of the City of Menlo Park to approve the CDP; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the City Council of the City of Menlo Park on November 27, 2012 whereat all persons interested therein might appear and be heard.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park hereby approves the Conditional Development Permit for the Property attached hereto as Exhibit A and incorporated herein by this reference.

I, Margaret S. Roberts, City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the twenty-seventh day of November, 2012, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Margaret S. Roberts, MMC
City Clerk

CONDITIONAL DEVELOPMENT PERMIT

1 and 20 Kelly Court ("20 Kelly Court")

1. GENERAL INFORMATION:

1.1 Applicant: Jason Chang for C S Bio, Inc.

1.2 Property Owner: Chang Heng Wei Trust

1.3 Nature of Project: Conditional Development Permit for the demolition of the existing building located at 1 Kelly Court and partial demolition of the building located at 20 Kelly Court. The project site currently includes two legal parcels, which would be merged as part of the proposed project. The project site contains two buildings with a total gross floor area of approximately 35,703 square feet. The project would result in the demolition of approximately 23,976 square feet of gross floor area, and the construction of 25,701 square feet of gross floor area, for a total gross floor area of 37,428 square feet, which is a net increase of approximately 1,725 square feet of gross floor area. The CDP allows the development to exceed the maximum height limit of 35 feet, and establishes the required parking, allowed signage, required setbacks, and incorporate the outside storage of nonhazardous materials and equipment within a service yard. The Hetch Hetchy right-of-way to the rear of the property, a separate parcel, would be utilized for required parking spaces, which would partially be contained in landscape reserve. The proposed project would also include an increase in the quantities of hazardous materials from the previously approved use permit due to the increase in production activities, associated with the development and manufacturing of instruments for the biotech industry. All hazardous materials, with the exception of diesel fuel for a proposed emergency generator, would be stored within the building, or in a fire-rated chemical storage container. As part of this proposal, a heritage size Italian stone pine (31-inch diameter), in fair condition is proposed to be removed.

1.4 Property Location (Project site): 20 Kelly Court and 1 Kelly Court

1.5 Assessor's Parcel Numbers: The Project site currently contains two legal parcels (1 and 20 Kelly Court), which would be merged as part of the project. The current parcels contain the following APNs: 055-421-130 (1 Kelly Court) and 055-433-130 (20 Kelly Court).

1.6 Area of Property: 68,228 square feet (1.57 acres)

1.7 Zoning: M-2 (X) (General Industrial, Conditional Development)

1.8 Previous entitlements: The Conditional Development Permit for 20 Kelly Court supersedes the previously granted use permit and architectural approvals for the individual parcels.

2. DEVELOPMENT STANDARDS:

2.1 Floor Area Ratio (FAR) shall not exceed **55 percent** of the project site.

2.2 Building coverage shall not exceed **50 percent** of the project site.

2.3 Building setbacks shall be in accordance with the approved plans.

2.4 Building height shall not exceed **47 feet** for the front stair tower, **44 feet** for the main entry tower, **45 feet, six inches** for the viewing deck, and **42 feet** for the rear stair tower. All heights shall be measured from the average level of the highest and lowest point of the existing grade of that portion of the lot covered by the structure (height excludes elevator equipment rooms, ventilating and air conditioning equipment).

2.5 The on-site circulation and parking spaces shall consist of 92 parking spaces using the City's use-based guidelines, a portion of which are located in a tandem formation. If the City is notified of a parking issue at the site, the applicant would be required to convert the tandem spaces to fully accessible spaces by adding a drive aisle on the SFPUC parcel. The additional landscape reserve spaces may be converted if the City is notified of a parking issue at the site, or if the applicant requests to convert the landscape reserve spaces to parking, in accordance with the approved plans. The City Planning and Engineering Divisions will review and take action on the proposed landscape reserve conversion, as well as the conversion of the tandem parking spaces to fully accessible spaces.

If at some time in the future the applicant loses the lease for the surface rights for the Hetch Hetchy right-of-way (ROW), the applicant is required to lease an equivalent number of parking spaces off-site for the benefit of its employees, revise the land use breakdown and/or reduce the floor area of the building such that the number of on-site parking spaces complies with the City's use-based parking guidelines, or a combination thereof.

In addition, if in the future the building is no longer occupied by a single tenant, the property owner shall convert the tandem parking spaces to fully accessible spaces and if deemed necessary, convert the additional landscape reserve to parking, in accordance with the approved plans. The City Planning and Engineering Divisions will review and take action on the proposed modifications to the on-site parking.

2.6 All rooftop equipment shall be fully screened and integrated into the design of the building. Roof-top equipment shall comply with noise requirements of the Municipal Code.

3. USES:

3.1 The development consists of one building totaling 37,428 square feet of office, R&D, manufacturing, and assembly uses. The maximum square footages of individual land uses within the building shall be based on the following table (uses listed by intensity, with most intense use listed first):

Proposed Land Use Breakdown (20 Kelly Court)	
Office	18,365 square feet
R&D	4,624 square feet
Manufacturing	12,097 square feet
Warehousing	2,342 square feet
Total	**37,428 square feet**

The building may deviate from the above table, provided that more intense land uses are replaced by less intense uses.

3.2 Outdoor storage: Storage of nonhazardous materials and equipment is limited to the visually screened loading dock at the rear of the building. This area shall also contain the emergency generator and a fire rated hazardous materials cabinet.

3.3 Hazardous Materials: Hazardous materials are permitted to be stored and used at the site, provided that hazardous materials are stored in accordance with the California Fire Code and control areas are constructed in accordance with the California Building Code. The aggregate total quantity of hazardous materials used and stored, per control area, within the building shall not exceed the quantities listed in Table 2703.1.1(1) of the 2010 California Fire Code and subsequent updated codes, including the amounts allowed per footnotes d (sprinklers) and e (cabinets) of the table.

3.3.1.1 When chemical quantities exceed the reportable limits as defined by the California Health and Safety Code, the tenant shall provide a Hazardous Materials Business Plan (HMBP), or equivalent document to the San Mateo County Environmental Health Division and the Sanitary District.

3.3.1.2 If the tenant modifies the types and/or quantities of chemicals used and stored at the site, the tenant shall obtain a revised Fire Permit from the Menlo Park Fire District.

3.3.1.3 The quantities and types of hazardous materials stored at the site shall only be permitted for a single tenant. If the building is subdivided into multiple suites, each individual tenant will need to apply for a suite specific use permit for the storage and use of hazardous materials through the Menlo Park Planning Division.

4 SIGNS:

4.1 The main tenant signage shall be constructed in accordance with the approved plans. The maximum height of the proposed letters shall be **3 feet, five inches**. The main tenant signage shall be limited to **130 square feet,** which would generally correspond with the 37 feet, one inch by three feet, five inch dimensions of the currently proposed sign identified in the project plans. The entry sign would still be required to contain individual letters, of approximately the same height and design as the C S Bio sign. and shall be located on top of the front canopy. Additional signage may be permitted in accordance with the Zoning Ordinance signage requirements and the Sign and Awning Design Guidelines up to a total maximum of **150** square feet.

5 RECORDATION:

5.1 Concurrent with the submittal of a complete building permit application, the applicant shall record the Conditional Development Permit with the County of San Mateo County.

5.2 The Conditional Development Permit shall be in force on the effective date of the Development Agreement.

6 MODIFICATIONS:

6.1 Modifications to the approved project plans may be considered according to the following:

6.1.1 Substantially Consistent Modifications, which include any changes to or modifications of any portion of the Project which C S Bio, Inc. and/or Owner make or propose to make to the Project, provided such changes or modifications are in substantial compliance with and/or substantially consistent with the approved plans and the Project Approvals, as determined by the Community Development Director (in his/her reasonable discretion).

6.1.2 Minor modifications, which do not affect permitted uses, density or intensity of use, restrictions and requirements relating to subsequent discretionary actions, conditions or covenants limiting or restricting the use of the Property or similar materials changes, based on the determination that the proposed modification(s) is consistent with other building and design elements of the approved Conditional Development Permit, and will not have an adverse impact on the character and aesthetics of the Property. The Planning Commission shall be notified of approved minor modifications, and a member of the Commission may request within 14 days of receipt of the notice that the item(s) be reviewed by the Planning Commission.

6.1.3 Major modifications (such as significant changes to the exterior appearance of the building, parking layout, or additional gross floor

area), to the approved plans, as determined by the Community Development Director, may be allowed, subject to review and approval by the Planning Commission. The Planning Commission's action shall be based on the determination that the proposed modification is compatible with other building and design elements or onsite/offsite improvements of the approved Conditional Development Permit and will not have an adverse impact on safety and/or the character and aesthetics of the site.

6.2 Revisions to the Project which involve relaxation of the development standards identified in Section 2, material changes to the uses identified in Section 3, exceedance of the signage maximum square footages identified in Section 4, or modifications to the conditions of approval identified in Section 8 (other than changes deemed to be Substantially Consistent Modifications, pursuant to Section 6.1.1 that can be authorized by the City Manager), constitute Conditional Development Permit amendments that require public hearings by the Planning Commission and City Council. Such revisions may also require modifications to the plans and/or Development Agreement. Any application for amendment shall be made by the property owner and/or applicant, in writing, to the Planning Commission. The Planning Commission shall then forward its recommendation to the City Council for revision(s) to the Conditional Development Permit.

7. PROJECT SPECIFIC CONDITIONS - GENERAL:

7.1 Indemnity by Owner: The Owner shall indemnify, defend and hold harmless City, and its elective and appointive boards, commissions, officers, agents, contractors and employees (collectively, "City Indemnified Parties") from any and all claims, causes of action, damages, costs or expenses (including reasonable attorneys' fees) arising out of or in connection with, or caused on account of, the development and occupancy of the Project, any Approval with respect thereto, or claims for injury or death to persons, or damage to property, as a result of the operations of Owner or its employees, agents, contractors, representatives or tenants with respect to the Project (collectively, "Claims"); provided, however, that Owner shall have no liability under this Section 7.1 for Claims arising from the gross negligence or willful misconduct of any City Indemnified Party, or for Claims arising from, or alleged to arise from, the repair or maintenance by the City of any improvements that have been offered for dedication by Owner and accepted by the City.

7.2 Indemnity By C S Bio, Inc: C S Bio, Inc. shall indemnify, defend and hold harmless the City Indemnified Parties from any and all claims, causes of action, damages, costs or expenses (including reasonable attorneys' fees) arising out of or in connection with, or caused on account of, the development and occupancy of the Project, any Approval with respect thereto, or claims for injury or death to persons, or damage to property, as a result of the operations of C S Bio or its employees, agents, contractors, representatives or landlords with respect to the Project (collectively, "Claims"); provided,

however, that C S Bio shall have no liability under this Section 7.2 for Claims arising from the gross negligence or willful misconduct of any City Indemnified Party, or for Claims arising from, or alleged to arise from, the repair or maintenance by the City of any improvements that have been offered for dedication by Owner and accepted by the City. As to C S Bio, the provisions of this Section 7.2 shall only apply to Claims arising from events which occurred in whole or in part before the later of C S Bio's vacating of the Property and the expiration or earlier termination of the Lease. Should C S Bio no longer be the tenant, the terms of this Section 7.2 shall apply to any new tenant for all Claims arising during the new tenant's tenancy.

7.3 Project Plans: Development of the Project shall be substantially in conformance with the following plans submitted by DES Architects and Engineers dated received by the Planning Division on October 31, 2012, consisting of 34 plan sheets, recommended for approval to the City Council by the Planning Commission on November 5, 2012, and approved by the City Council on _____, 2012, except as modified by the conditions contained herein and in accordance with Section 6 (modifications) of this document.

7.4 Requirements of External Agencies: Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, Recology, and utility companies' regulations that are directly applicable to the project.

7.5 Requirements of Internal Departments: Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Group that are directly applicable to the project.

7.6 Demolition and Recycling: Prior to demolition permit and building permit issuance, the applicant shall comply with the requirements of Chapter 12.48 (Salvaging and Recycling of Construction and Demolition Debris) of the City of Menlo Park Municipal Code, and is subject to review and approval by the Engineering and Building Divisions.

7.7 Construction Safety and Erosion Control Plan: Prior to demolition permit issuance, the applicant shall submit a plan for 1) construction safety fences around the periphery of the construction area, 2) dust control, 3) erosion and sedimentation control, 4) tree protection fencing, and 5) construction vehicle parking. The plans shall be subject to review and approval by the Building and Engineering Divisions prior to issuance of a demolition permit. The fences and erosion and sedimentation control measures shall be installed according to the approved plan prior to commencing demolition.

7.8 Heritage Trees: Prior to demolition permit issuance, the applicant shall submit a heritage tree preservation plan, detailing the location of and methods for all tree protection measures, as described in the arborist report. The project arborist shall submit a letter confirming adequate installation of the tree protection measures. The project sponsor shall retain an arborist throughout

the term of the project, and the project arborist shall submit periodic inspection reports to the Building Division. The heritage tree preservation plan shall be subject to review and approval by the Planning Division.

7.9 Truck Route Plan: Prior to demolition permit issuance, the applicant shall submit a truck route plan and permit to be reviewed and approved by the Transportation Senior Engineer.

7.10 Utilities: Concurrent with the submittal of a complete building permit application, 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, dimensions, and colors of all meters, transformers, junction boxes, relay boxes, and other equipment boxes. The utility plans shall also show backflow and Double Check Detector Assembly (DCDA) devices.

7.11 Grading and Drainage Plan: Concurrent with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval by the Engineering Division. The Grading and Drainage Plan shall be prepared based on the City's Grading and Drainage Plan Guidelines and Checklist and the Project Applicant Checklist for the National Pollution Discharge Elimination System (NPDES) Permit Requirements. The erosion and sediment control plans shall be attached to the Grading and Drainage plans and may be similar to the erosion control plan provided for the demolition permit. The Grading and Drainage Plan shall be approved prior to or concurrent with the issuance of a building permit.

7.12 Geotechnical Report: Concurrent with the submittal of a complete building permit application, a design-level geotechnical investigation report shall be submitted the Building Division for review and confirmation that the proposed development fully complies with the California Building Code. The report shall determine the project site's surface geotechnical conditions and address potential seismic hazards. The report shall identify building techniques appropriate to minimize seismic damage.

7.13 Stormwater: Prior to building permit issuance, the applicant shall enter into and record a "Stormwater Treatment Measures Operations and Maintenance (O&M) Agreement" with the City subject to review and approval by the Engineering Division. With the executed agreement, the property owner is responsible for the operation and maintenance of stormwater treatment measures for the project. The agreement shall run with the land and shall be recorded by the applicant with the San Mateo County Recorder's Office.

7.14 Landscape Parking Reserve: If the applicant seeks to convert all or a portion of the identified landscape parking reserve to parking, a complete grading and drainage plan shall be submitted illustrating that there will be no net increase in impervious area and/or stormwater runoff on the Property, to the

satisfaction of the Public Works Director. In addition, if lighting is proposed as part of the conversion of the landscape parking reserve, a complete lighting plan shall be submitted that illustrates no net increase in light spillover to adjacent properties, to the satisfaction of the Community Development Director.

8. PROJECT SPECIFIC CONDITIONS

8.1 Below Market Rate Housing Agreement: Prior to or concurrent with the submittal of a complete building permit application, the applicant shall execute the Below Market Rate (BMR) Housing Agreement. Prior to building permit issuance, the applicant shall pay the in lieu fee of approximately $74,497.02 in accordance with the BMR Housing Agreement (as of July 1, 2012). The BMR Housing Agreement shall be subject to review and approval of the Planning Division. The BMR fee rate is subject to change annually on July 1 and the final fee will be calculated at the time of fee payment.

8.2 Traffic Impact Fee: Prior to building permit issuance, the applicant shall pay a Traffic Impact Fee (TIF) based on the rates for the mix of uses within the building, for a total estimated TIF of $33,771.29, subject to the Municipal Code Section 13.26. The fee rate is subject to change annually on July 1 and the final calculation will be based upon the rate at the time of fee payment. The TIF rate is adjusted each year based on the ENR Construction Cost Index percentage change for San Francisco.

8.3 Flood Waters: Concurrent with the submittal of a complete building permit application, the applicant shall submit a study identifying how flood waters will be directed around the structure to ensure that the project will have no adverse impact to the potential flooding on other parcels, subject to review and approval of the Planning and Engineering Divisions. The mapped direction of potential flood waters would be from O'Brien Drive. (Mapped source of floods is San Francisquito Creek water traveling from under Hwy 101.)

8.4 O'Brien Ditch Erosion Control: Concurrent with the submittal of a complete building permit application, the applicant shall submit specific construction details and materials to be used for the slope protection of the O'Brien ditch, subject to review and approval of the Planning and Engineering Divisions.

8.5 O'Brien Ditch Permitting Requirements: Prior to building permit issuance, the applicant shall be required to obtain all necessary permits through the Regional Water Quality Board for work within the O'Brien ditch, subject to review and approval of the Planning and Engineering Divisions.

DRAFT – November 27, 2012

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK, CALIFORNIA APPROVING A HERITAGE TREE REMOVAL PERMIT FOR THE PROPERTY LOCATED AT 20 KELLY COURT

WHEREAS, the City of Menlo Park ("City") has received an application from C S Bio for removal of one heritage tree at the property located at 20 Kelly Court in Menlo Park due to conflicts with the proposed site improvements, in particular a new front sidewalk and modified vehicular access point; and

WHEREAS, the removal of Heritage Trees within the City is subject to the requirements of Municipal Code Chapter 13.24, Heritage Trees; and

WHEREAS, the City Arborist has reviewed the request, determined that the tree is in fair health, and recommended approval of the removal; and

WHEREAS, the applicant is proposing to replace the heritage tree removal with a 48-inch box Chinese pistache and a 48-inch box madrone tree, both of which would be located along the front façade of the proposed building; and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the Planning Commission of the City of Menlo Park on November 5, 2012 whereat all persons interested therein might appear and be heard; and

WHEREAS, the Planning Commission of the City of Menlo Park having fully reviewed, considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to recommend to the City Council of the City of Menlo Park to approve the Heritage Tree Removal Permit; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the City Council of the City of Menlo Park on November 27, 2012 whereat all persons interested therein might appear and be heard.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park hereby approves the Heritage Tree Removal Permit.

I, Margaret S. Roberts, City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the twenty-seventh day of November, 2012, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-seventh day of November, 2012.

_____
Margaret S. Roberts, MMC
City Clerk

BELOW MARKET RATE HOUSING IN LIEU FEE AGREEMENT

This Below Market Rate Housing In Lieu Fee Agreement ("Agreement") is made as of this ____ day of _____, 2012 by and between the City of Menlo Park, a California municipality ("City") and C S Bio Co, 20 Kelly Court, Menlo Park, California, 94025, a California Corporation ("Developer"), with respect to the following:

RECITALS

A. Developer owns that certain real property in the City of Menlo Park, County of San Mateo, State of California, consisting of approximately, 1.57 acres or 68,228 square feet, more particularly described as Assessor's Parcel Numbers: 055-433-240 and 055-433-130 ("Property") and more commonly known as 1 Kelly Court, and 20 Kelly Court.

B. Developer proposes to completely demolish the existing building located at 1 Kelly Court and partially demolish the existing building located at 20 Kelly Court, for a total demolition of 23,976 square feet. Developer proposes to construct 25,701 square feet of new gross floor area, resulting in a total building of 37,428 square feet. The demolition and construction are collectively referred to as the "Project." The Project would contain a net increase of 1,725 square feet of gross floor area. The use of the new building would contain a combination of office, R&D, warehouse, and manufacturing. Developer has applied to the City for a conditional development permit for the Project.

C. Developer is required to comply with Chapter 16.96 of City's Municipal Code ("BMR Ordinance") and with the Below Market Rate Housing Program Guidelines ("Guidelines") adopted by the City Council to implement the BMR Ordinance. In order to process its application, the BMR Ordinance requires Developer to submit a Below Market Rate Housing Agreement. This Agreement is intended to satisfy that requirement. Approval of a Below Market Rate Housing Agreement is a condition precedent to the approval of the applications and the issuance of a building permit for the Project.

D. Residential use of the property is not allowed by the applicable zoning regulations. Developer does not own any sites in the City that are available and feasible for construction of sufficient below market rate residential housing units to satisfy the requirements of the BMR Ordinance. Based on these facts, the City has found that development of such units off-site in accordance with the requirements of the BMR Ordinance and Guidelines also is not feasible.

E. Developer, therefore, is required to pay an in lieu fee as provided for in this Agreement. Developer is willing to pay the in lieu fee on the terms set forth in this Agreement, which the City has found are consistent with the BMR Ordinance and Guidelines.

NOW, THEREFORE, the parties agree as follows:

1. Developer shall pay the in lieu fee as provided for in the BMR Ordinance and Guidelines. The applicable in lieu fee is that which is in effect on the date the payment is made. The in lieu fee will be calculated as set forth in the table below; however, the applicable fee for the Project will be based upon the amount of square footage within Group A and Group B at the time of payment.

	Use Group	Fee/ SF	SF	Fee
Existing Office Portion	A-Office/R&D	$14.71	13,965	($205,425.15)
Existing Non-Office Portion	B- All other Com	$7.98	21,738	($173,469.24)
Proposed Office Building	A-Office/R&D	$14.71	22,989	$338,168.19
Proposed Non-Office Portion	B- All other Com	$7.98	14,439	$115,223.22
Total Fee				**$74,497.02**

2. Developer shall pay the fee before the City issues a building permit for the Project. Developer may pay the fee at any time after the approval of this Agreement by the Planning Commission. If for any reason, a building permit is not issued within a reasonable time after Developer's payment of the fee, upon request by Developer, City shall promptly refund the fee, with out interest, in which case the building permit shall not be issued until payment of the fee is again made at the rate applicable at the time of payment.

3. This Agreement shall be binding on and inure to the benefit of the parties hereto and their successors and assigns. Each party may assign this Agreement, subject to the reasonable consent of the other, and the assignment must be in writing.

4. If any legal action is commenced to interpret or enforce this Agreement or to collect damages as a result of any breach of this Agreement, the prevailing party shall be entitled to recover all reasonable attorney's fees and costs incurred in such action from the other party.

5. This Agreement shall be governed by and construed in accordance with the laws of the State of California and the venue for any action shall be the County of San Mateo.

6. The terms of this Agreement may not be modified or amended except by an instrument in writing executed by each of the parties hereto.

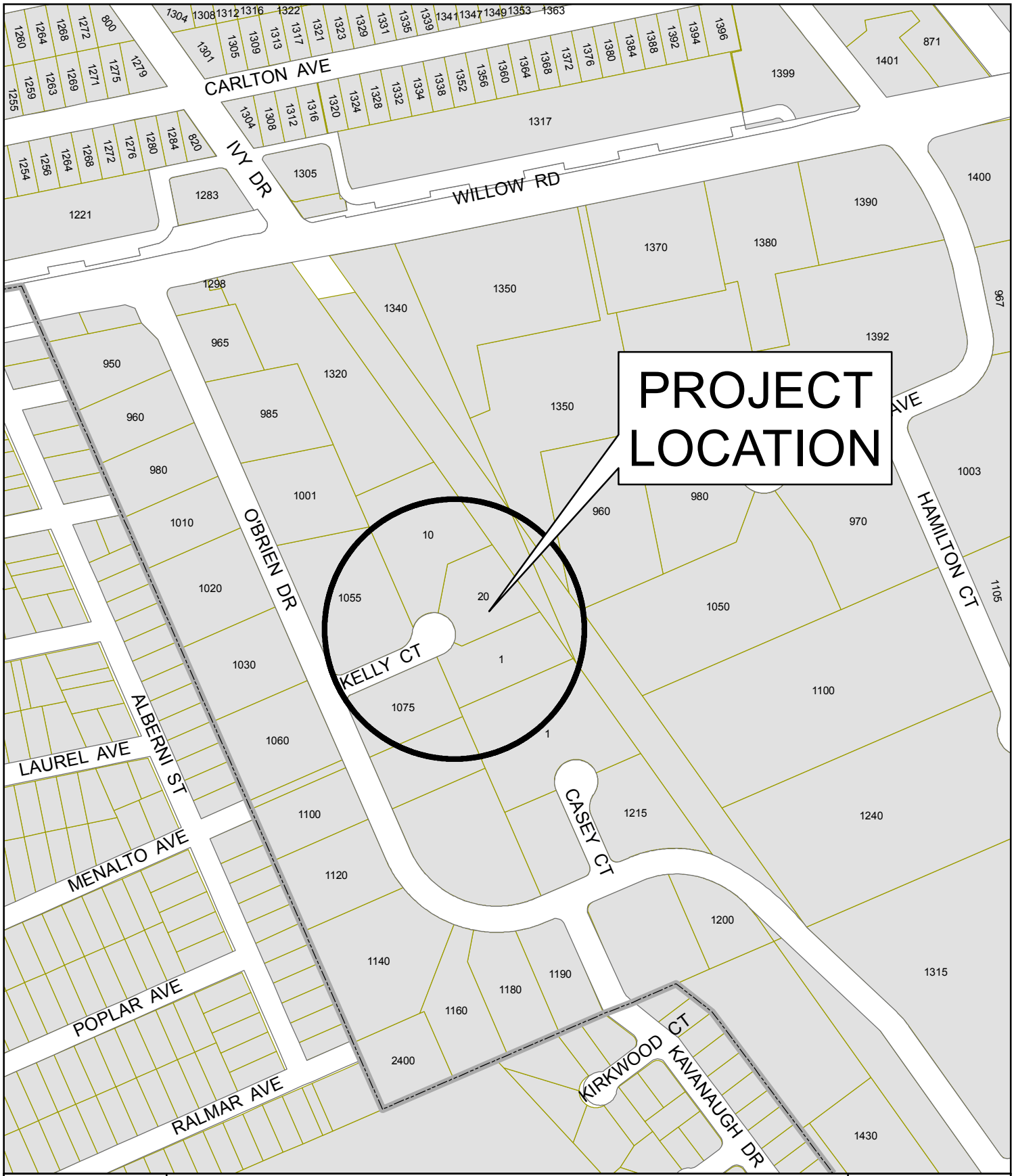
7. This Agreement supersedes any prior agreements, negotiations, and communications, oral or written, and contains the entire agreement between the parties as to the subject matter hereof.

8. Any and all obligations or responsibilities of Developer under this Agreement shall terminate upon the payment of the required fee.

9. To the extent there is any conflict between the terms and provisions of the Guidelines and the terms and provisions of this Agreement, the terms and provisions of this Agreement shall prevail.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

CITY OF MENLO PARK	C S Bio Co.
By: _____	By: _____
Alex D. McIntyre	Jason Chang
City Manage	Director of Operations



CITY OF MENLO PARK

LOCATION MAP

1 & 20 KELLY COURT

G1

DRAWN: KTP CHECKED: KTP DATE:11/19/12 SCALE: 1" = 300' SHEET: 1

CS BIO - RENOVATION AND EXPANSION

2 0 K e l l y C o u r t

M e n l o P a r k , C a l i f o r n i a

PLANNING PERMIT SUBMITTAL

OCTOBER 24, 2 0 1 2

C S Bio Co.
People Who Know Peptides

DES
ARCHITECTS
ENGINEERS

PROJECT DATA

1 SITE AND ZONING REQUIREMENTS

a.	PROJECT SITE AREA:	68,228	SQ. FT.
b.	ACCESS EASEMENT ON 10 KELLY CT:	1,039	SQ. FT.
c.	ADJACENT HETCH HETCHY RIGHT OF WAY:	Ñ30,000	SQ. F.T
d.	ZONING DESIGNATION:	M-2	
e.	BUILDING HEIGHT LIMIT:	35 FT	
f.	BUILDING SETBACKS:		
	- FRONT YARD	20 FT	
	- REAR YARD	0 FT	
	- SIDE YARD	10 FT	
	(CAN BE REDUCED ZERO IF SIDE YARD IS CORRESPONDINGLY INCREASED)		

2 EXISTING PROJECT

a. TOTAL BUILDING AREA:

1 KELLY CT	17,718	SQ. FT.
20 KELLY CT	17,985	SQ. FT.
	35,703	SQ. FT.

b.	FLOOR AREA RATIO:	0.52	
c.	EXISTING SITE COVERAGE:	50 %	
d.	EXISTING BUILDING HEIGHT: (TO TOP OF PARAPET)	~ 25 FT MAX.	
e.	PARKING PROVISION:	48 CARS	

3 PROPOSED PROJECT

PROPOSED BUILDING AREA (OVERALL PROJECT-EXISTING):

a. **NEW BUILDING ADDITION**

- FIRST FLOOR	11,501	SQ. FT.
- SECOND FLOOR	10,953	SQ. FT.
- THIRD FLOOR	3,247	SQ. FT.
TOTAL NEW ADDITION AREA	**25,701**	**SQ. FT.**
OUTDOOR CHEMICAL STORAGE (NOT INCLUDED)	270	SQ. FT.

b. **EXISTING BUILDING TO REMAIN**

EXISTING BUILDING AREA	35,703	SQ. FT.
- DEMOLISH METAL BUILDING	6,258	SQ. FT.
- DEMOLISH 1 KELLY BUILDING	17,718	SQ. FT.
EXISTING BUILDING AREA TO REMAIN	**11,727**	**SQ. FT.**

c. **TOTAL BUILDING AREA**

NEW BUILDING ADDITION	25,701	SQ. FT.
EXISTING BUILDING AREA	11,727	SQ. FT.
TOTAL NEW BUILDING AREA	**37,428**	**SQ. FT.**
NET INCREASE IN FLOOR AREA	1,725	SQ. FT.

d. **PROPOSED FLOOR AREA RATIO**

- SITE AREA	68,228	SQ. FT.
- TOTAL BUILDING AREA	37,428	SQ. FT
- FAR	0.55	

e. **COVERAGE**

SITE AREA	68,228	SQ. FT.
BUILDING/SITE COVERAGE AREA	22,360	SQ. FT.
BUILDING/SITE COVERAGE (REFER SHEET 11)	32.8%	

f. LANDSCAPING RATIO: 21.5%
(BASED ON 68,228 SQ. FT.)

PROJECT DATA

g.	BUILDING SETBACKS:	
	- FRONT YARD TO BUILDING	Ñ4'-8" MIN
	- FRONT YARD SET BACK TO ENTRY CANOPY	4"
	- REAR YARD	32' MIN
	- SIDE YARD	86' MIN (LEFT)
		56' MIN (RIGHT)
h.	PARKING PROVISION:	
	- PARKING REQUIRED @ 1/300 FOR OFFICE/R&D USE	77 CARS (22,833 SF)
	- PARKING REQUIRED @ 1/1,000 FOR WAREHOUSE/MFG. USE	15 CARS (14,372 SF)
	-TOTAL PARKING REQUIRED	92 CARS
	PARKING PROVIDED	
	- PROJECT SITE + SFPUC IMPROVEMENT	59 CARS
	-HETCH-HETCHY SITE	33 CARS
	TOTAL PARKING PROVISION	92 CARS
	- FUTURE PARKING (LANDSCAPE RESERVE)	28 CARS
i.	PROPOSED BUILDING HEIGHT:	
	- TOP OF ROOF FLOOR	30 FT MAX.
	- TOP OF ENTRY TOWER	44 FT MAX
	- TOP OF VIEWING DECK	44 FT MAX
	- TOP OF ELEVATOR TOWER	47 FT MAX

NOTES ON CODE COMPLIANCE

1. THE PROJECT CONFORMS TO THE CITY FIRE REGULATIONS - FIRE HYDRANTS HAVE BEEN PROVIDED TO COVER THE ENTIRE SITE.
2. 26'-0" WIDE DRIVEWAYS HAVE BEEN PROVIDED FOR THE MOVEMENT OF FIRE TRUCKS THROUGH THE SITE
3. THE PROJECT WILL HAVE FIRE SPRINKLERS AND FIRE EXTINGUISHERS AS REQUIRED BY THE MENLO PARK FIRE DEPARTMENT.
4. OUTDOOR CHEMICAL STORAGE ROOMS WOULD BE SELF CONTAINED AND SPRINKLERS WILL BE PROVIDED AS PER FIRE DEPARTMENT REGULATIONS

SHEET INDEX

VICINITY MAP

CONTACT

CLIENT/OWNER
CS BIO CO.

20 KELLY COURT
MENLO PARK, CALIFORNIA 94025

PHONE: (650) 322-1111
FAX: (650) 322-2278
WEBSITE: WWW.CSBIO.COM
CONTACT: JASON CHANG

ARCHITECTS
DES ARCHITECTS + ENGINEERS

399 BRADFORD STREET
REDWOOD CITY, CALIFORNIA 94063

PHONE: (650) 364-6453
FAX: (650) 364-2618
WEBSITE: WWW.DES-AE.COM
CONTACT: SUSAN ESCHWEILER/KENNY HUNG

C S Bio Co.
People Who Know Peptides

CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.

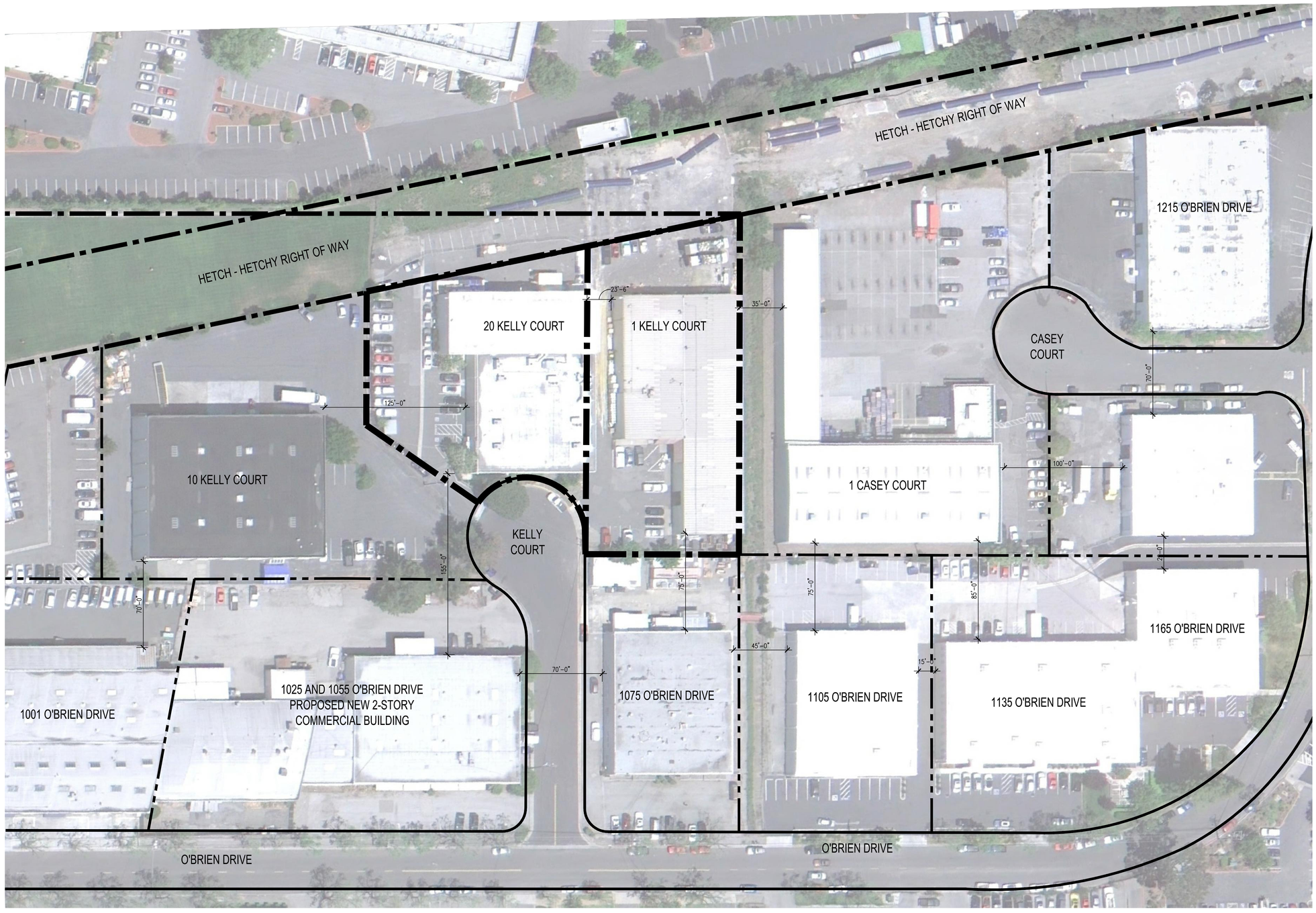
Project Number: 9859.002

Project Data, Sheet Index and Vicinty Map

1

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS



1 VICINITY MAP

N

SCALE: NTS

CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.

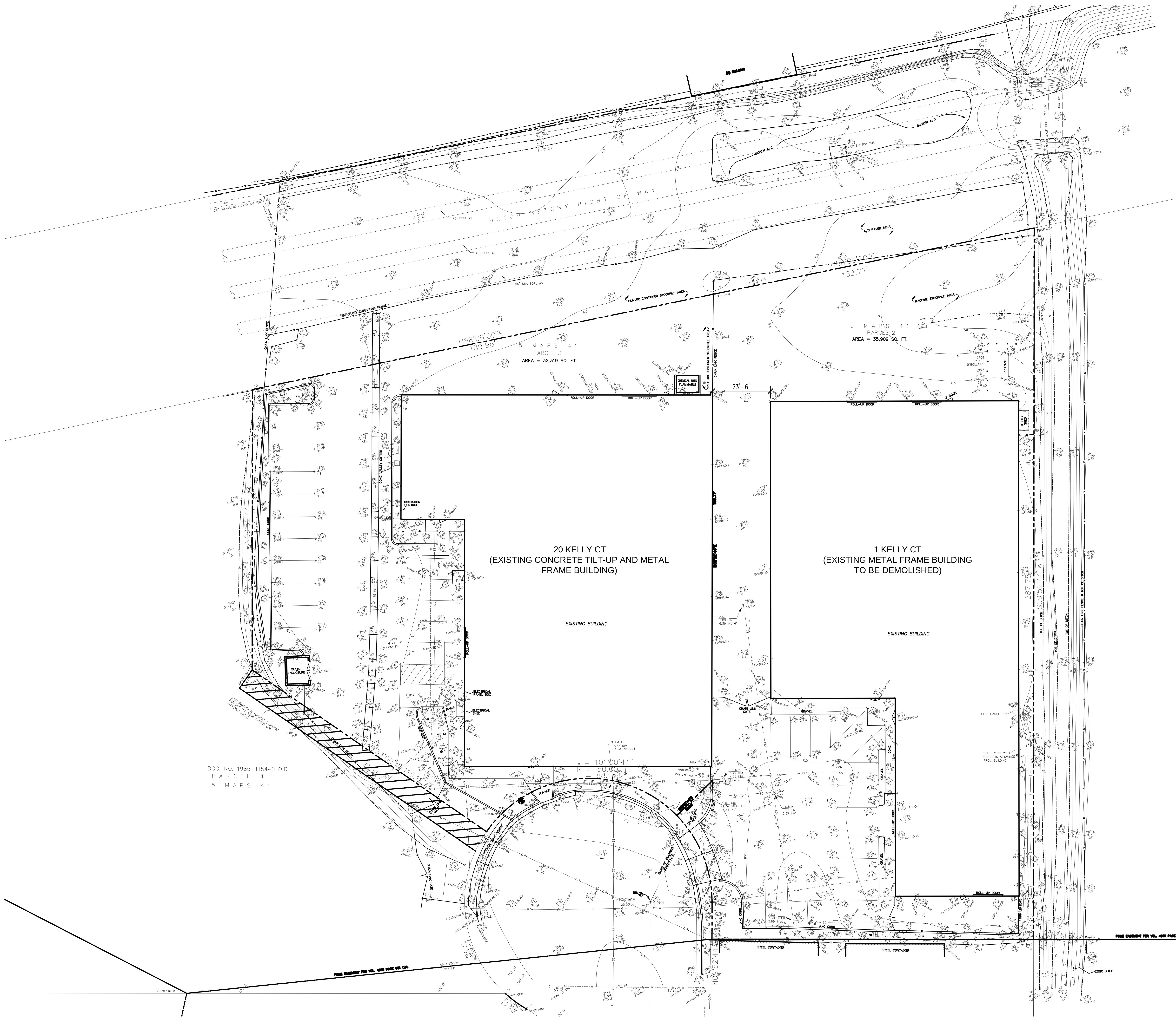
Project Number: 9859.002

Vicinity Map

08.13.2012	Planning Submittal
09.26.2012	Planning Re-submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

2

DES ARCHITECTS ENGINEERS



GRAPHIC SCALE

(IN FEET)
1 inch = 10 ft.

SCALE 1" = 10'

BASIS OF BEARINGS:

THE CALCULATED BEARING N36°54'32"E BETWEEN TWO FOUND MONUMENTS AS SHOWN WAS TAKEN AS THE BASIS OF BEARINGS FOR THIS SURVEY.

BASIS OF ELEVATIONS:

STANDARD U.S. COAST AND GEODETIC SURVEY DISK STAMPED "Q110 1932 RESET 19 SET IN TOP OF A CONCRETE POST PROJECTING 0.3 FOOT ABOVE GROUND, 204.5 FE NORTH ALONG LAURAL AVENUE FROM CENTERLINE OF U.S. HIGHWAY 101 (BAYSHORE AT SOUTHEAST CORNER OF A LOT, 31.5 FEET WEST OF CENTERLINE OF LAURAL AVE ELEVATION = 17.86 NGVD 1929 : SHOWN AS RM7 PER FLOOD INSURANCE RATE M

TBM: (SITE TEMPORARY BENCH MARK) FOUND RAILROAD SPIKE WITH CROSS AS SHOWN
ELEVATION = 9.16

LEGEND:

◉	FOUND RAILROAD SPIKE WITH CROSS
●	FOUND NAIL & TAG & SHINER (RCE 5476)
AC	ASPHALTIC CONCRETE
BOW	BACK OF WALK
CB	CATCH BASIN
CIP	CAST IRON PIPE
CLRD	CENTERLINE ROAD
CMP	CORRUGATED METAL PIPE
CONC	CONCRETE
CO	CLEAN-OUT
DI	DROP INLET
E.A.E.	EMERGENCY ACCESS EASEMENT
EJ	EXPANSION JOINT
EM	ELECTRIC METER
EUC	EUCALYPTUS
FC	FACE OF CURB
FD	FOUND
FF	FINISHED FLOOR
FL	FLOW LINE
FH	FIRE HYDRANT
GA	GUY ANCHOR
GM	GAS METER
GRD	GROUND
HCR	HANDICAP RAMP
ICV	IRRIGATION CONTROL VALVE
INV.	INVERT
I.P.	IRON PIPE
LAT.	LATERAL
LG	LIP OF GUTTER
O/H	OVERHEAD
P.S.E.	PUBLIC SERVICE EASEMENT
P.U.E.	PUBLIC UTILITIES EASEMENT
RCP	REINFORCED CONCRETE PIPE
RWALL	RETAINING WALL
R/W	RIGHT OF WAY
SSCO	SANITARY SEWER CLEAN-OUT
SSMH	SANITARY SEWER MANHOLE
SDMH	STORM DRAIN MANHOLE
SYC	SYCAMORE
TBC	TOP BACK OF CURB
T/W	TOP OF WALL
U/G	UNDERGROUND
VCP	VITRIFIED CLAY PIPE
WS	WHITE STRIPE
WV	WATER VALVE
WM	WATER METER BOX
WS	WHITE STRIPE
-CTV-	CABLE TELEVISION LINE
-E-	ELECTRICAL LINE
-G-	GAS LINE
-SS-	SANITARY SEWER LINE
-SD-	STORM DRAIN LINE
-T-	TELEPHONE LINE
-W-	WATER LINE

UTILITY NOTE:

THE UTILITIES EXISTING ON THE SURFACE AND SHOWN ON THIS DRAWING HAVE BEEN LOCATED BY FIELD SURVEY. ALL UNDERGROUND UTILITIES SHOWN ON THIS DRAWING ARE FROM RECORDS OF THE VARIOUS UTILITY COMPANIES AND THE SURVEYOR DOES NOT ASSUME RESPONSIBILITY FOR THEIR COMPLETENESS, INDICATED LOCATION, OR SIZE. RECORD UTILITY LOCATION SHOULD BE CONFIRMED BY EXPOSING THE UTILITY.

BOUNDARY AND TOPOGRAPHIC SURVEY

PARCEL 2 AND 3
5 LLS 41

ASSESSOR'S PARCEL NUMBER: 055-433-240 & 130
(1 & 20 KELLY COURT)

MENLO PARK SANTA CLARA COUNTY CALIFORNIA
SCALE: 1" =10' MARCH, 2012

B & H SURVEYING, INC.
PROFESSIONAL LAND SURVEYING
901 WALTERMIRE ST.
BELMONT, CA 94002
OFFICE (650) 637-1590
FAX (650) 637-1059

0 10' 20' 40'
SCALE: 1:20

N

CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.

Project Number: 9859.002

C S Bio Co.
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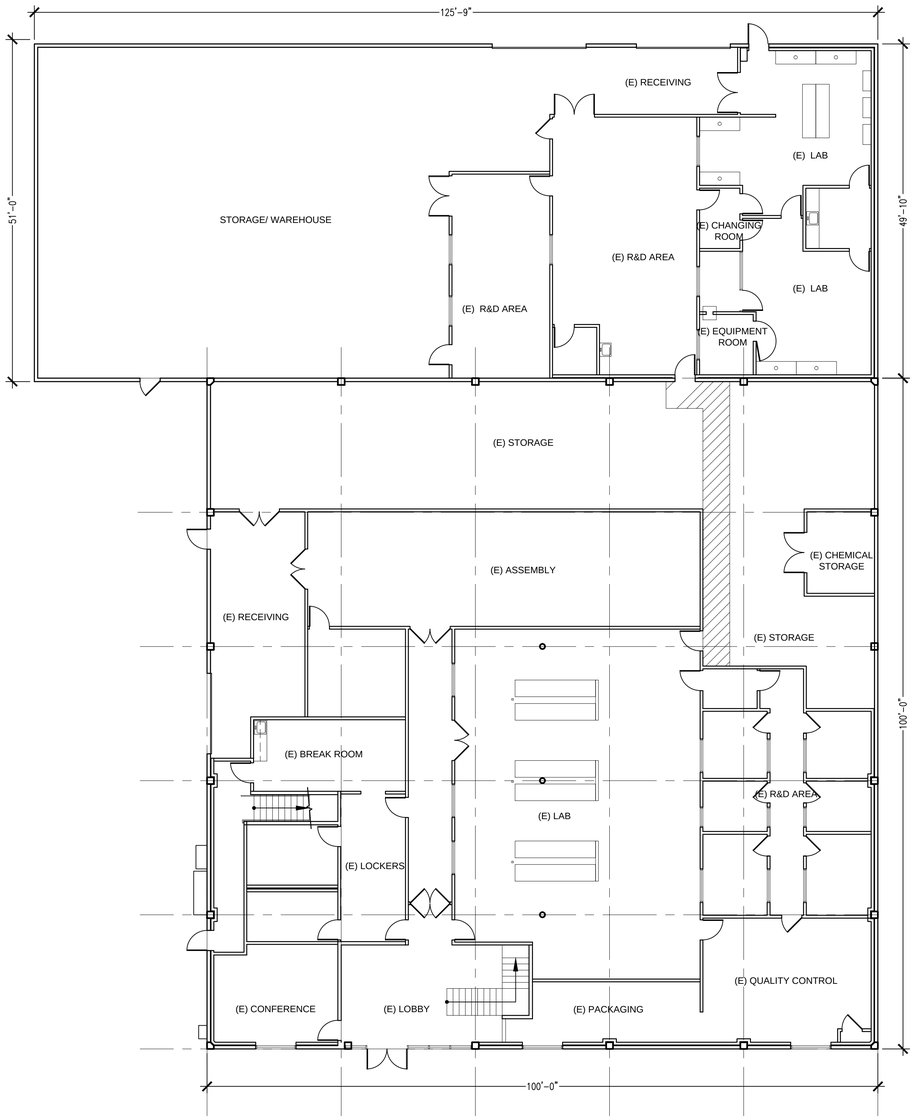
Topographic Survey

08.13.2012 Planning Submittal
10.10.2012 Planning Re-submittal
10.24.2012 Planning Re-submittal

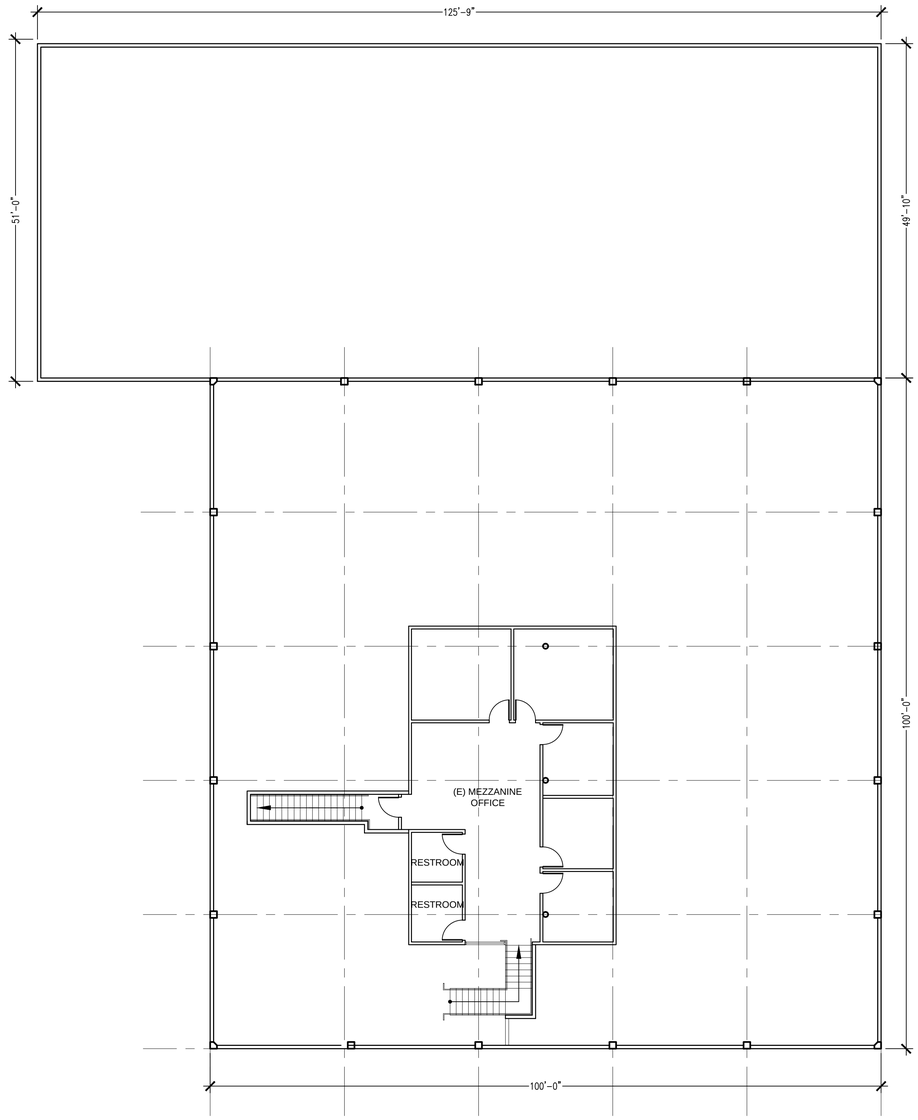
3

DES ARCHITECTS ENGINEERS

Oct 23, 2012 - 9:41am MLaSerna P:\CSBio\20KellyCourt\9859002\Dwg\Arch\3- Existing Site plan.dwg



1 EXISTING FIRST FLOOR PLAN
3/32" = 1'-0"



2 EXISTING SECOND FLOOR PLAN
3/32" = 1'-0"

0' 5' 10' 20'
SCALE: 1/16"=1'-0"

N

CS BIO - Renovation and Expansion

Menlo Park, CA.

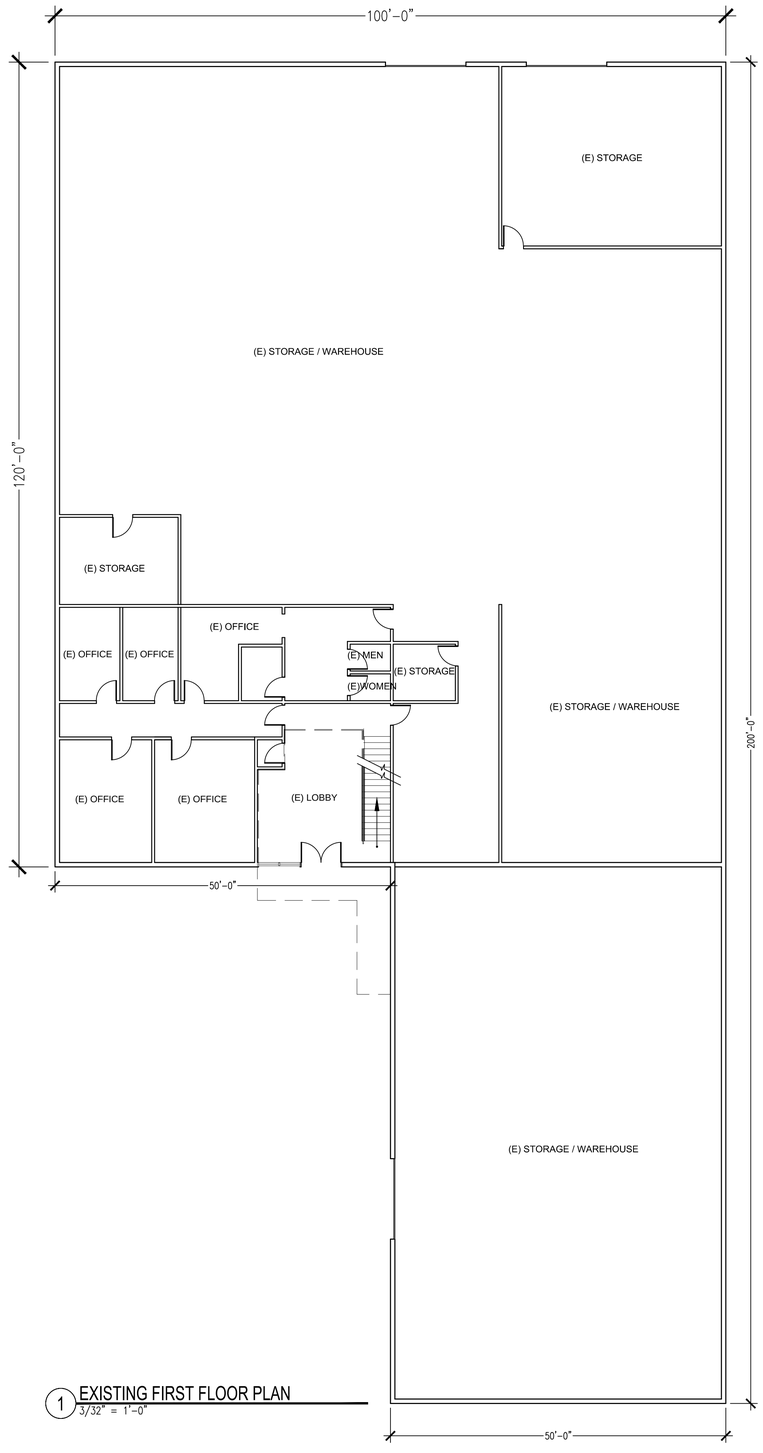
CS Bio Co.
Project Number: 9859.002

Existing Floor Plans - 20 Kelly Ct

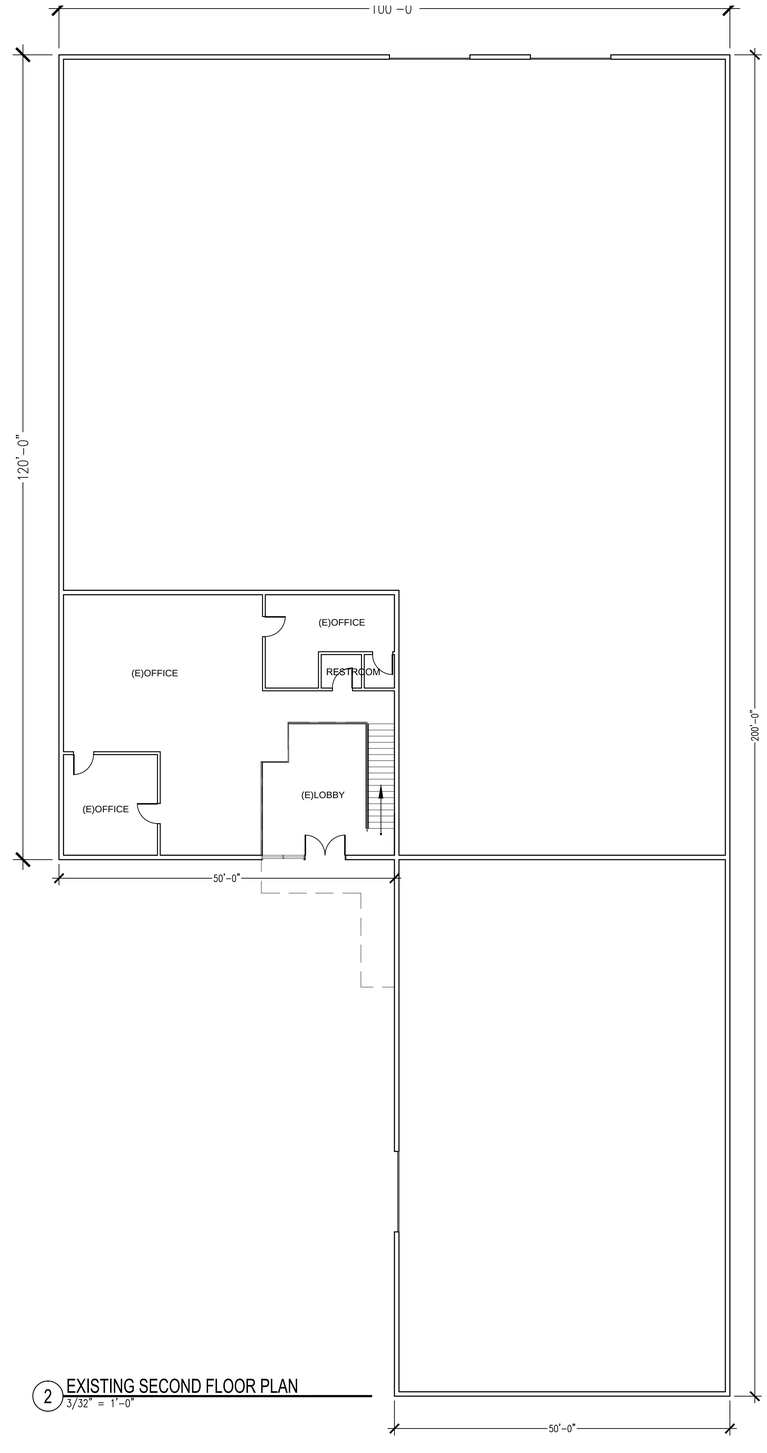
4a

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS



1 EXISTING FIRST FLOOR PLAN
3/32" = 1'-0"



2 EXISTING SECOND FLOOR PLAN
3/32" = 1'-0"

0' 5' 10' 20'
SCALE: 1/16"=1'-0"

N

CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.

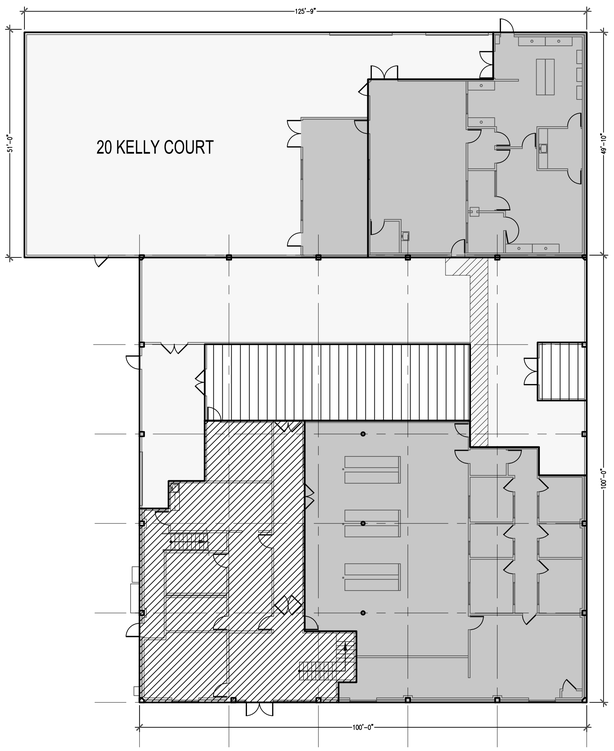
Project Number: 9859.002

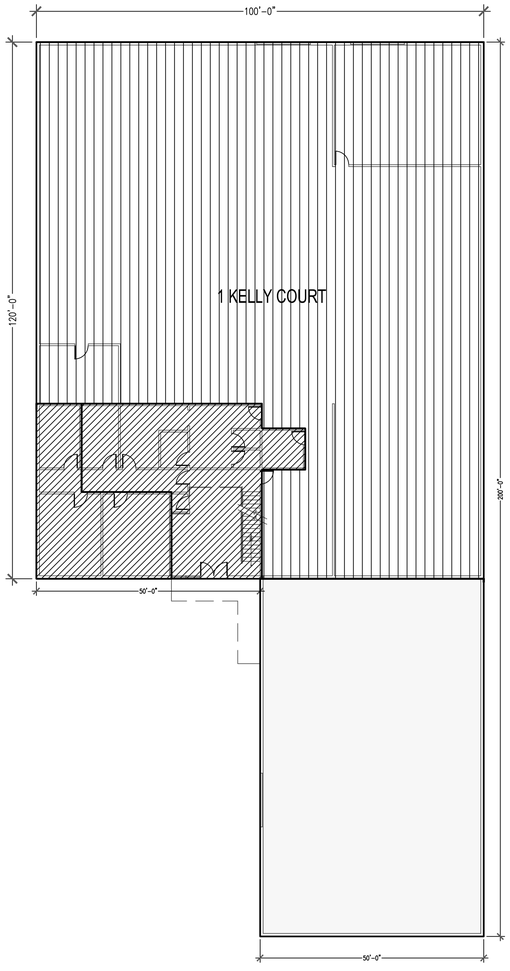
Existing Floor Plans - 1 Kelly Ct

4b

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS





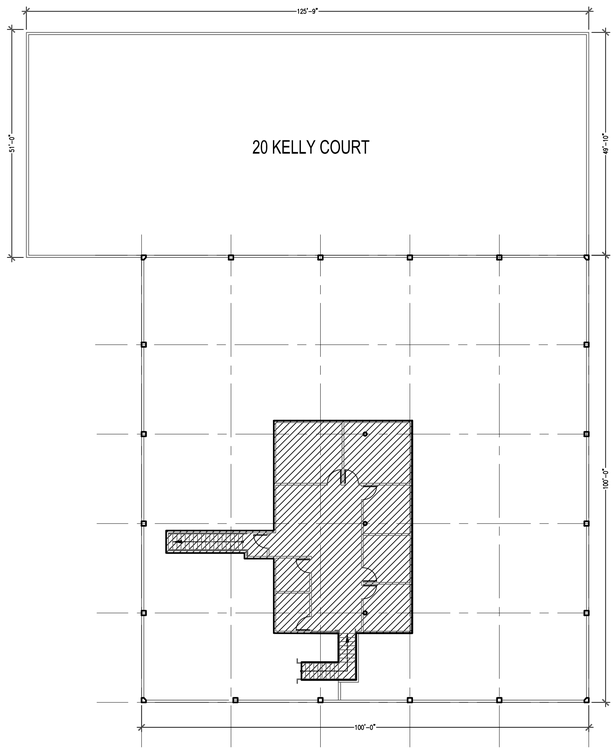
WAREHOUSE -10,643 SF

OFFICE - 4,317 SF

R&D - 6,224 SF

MANUFACTURING - 11,095 SF

1 EXISTING FIRST FLOOR PLAN
1/16" = 1'-0"



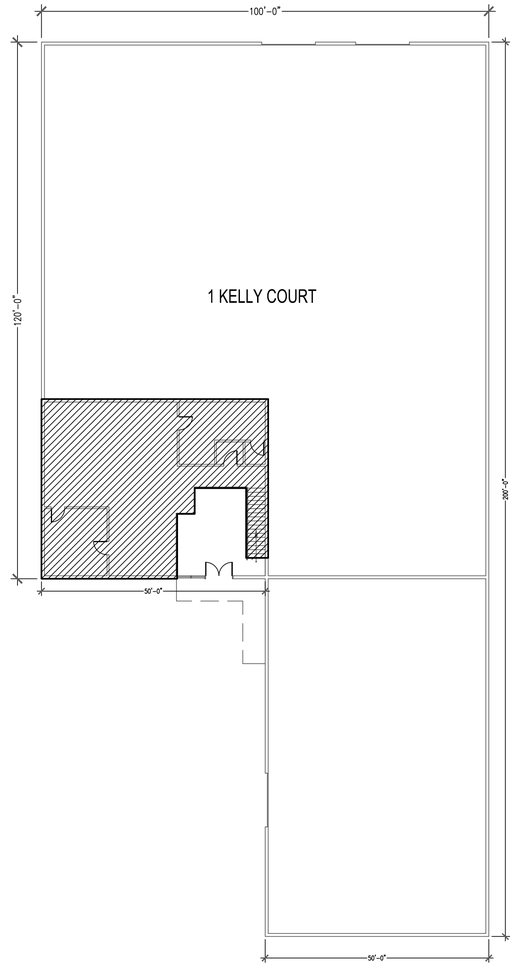
WAREHOUSE

OFFICE - 3,424 SF

R&D

MANUFACTURING

2 EXISTING SECOND FLOOR PLAN
1/16" = 1'-0"



0 5 10 20
SCALE: 1/16"=1'-0"

N

CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.

Project Number: 9859.002

Existing Floor Plan Use Diagrams

08.13.2012	Planning Submittal
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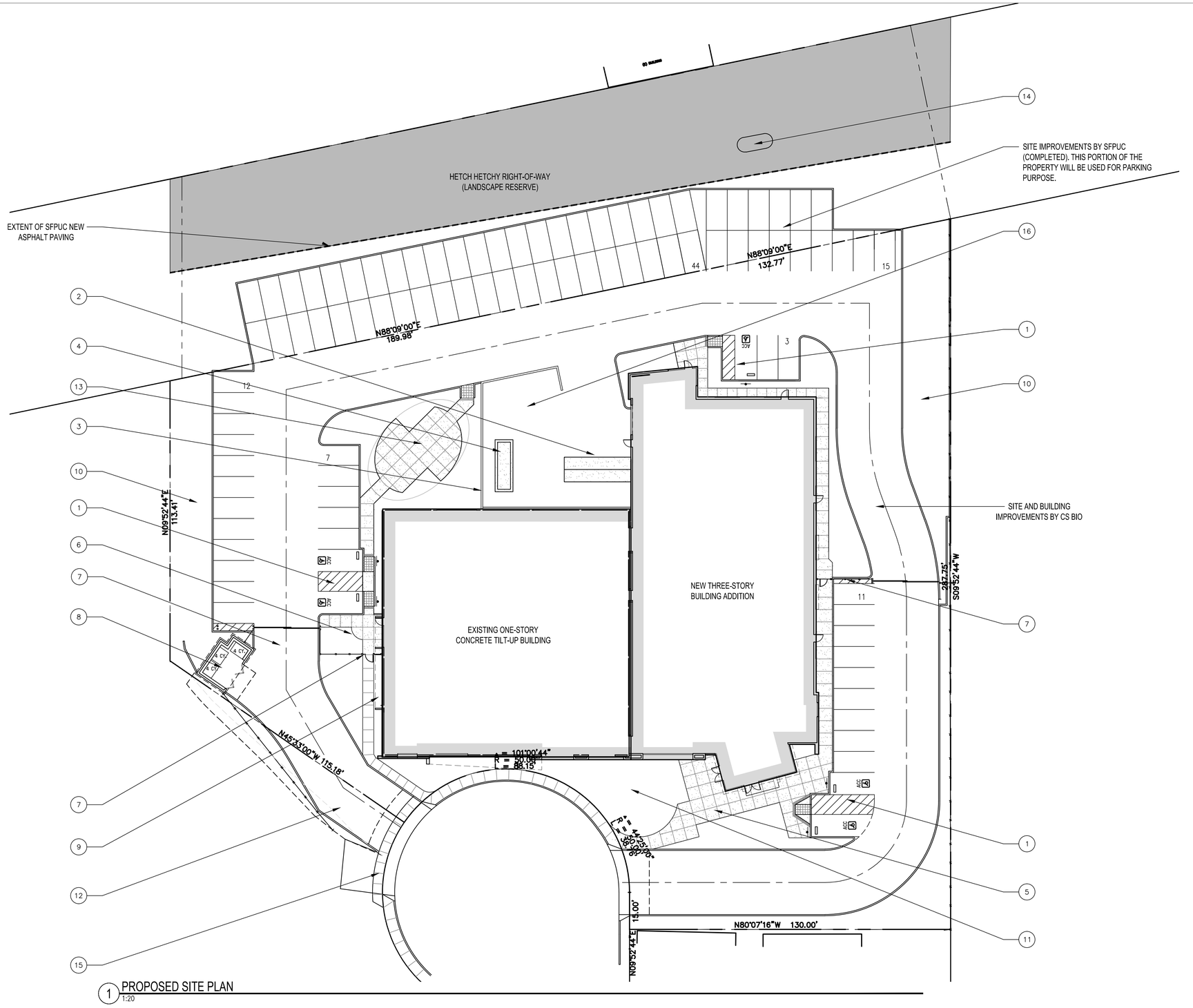
5

DES ARCHITECTS ENGINEERS



NOTES TO THE SITE PLAN

1. NEW OR RELOCATED HANDICAP PARKING AT BUILDING ENTRANCES
2. OUTDOOR FIRE-RATED CHEMICAL STORAGE UNIT
3. GREEN SCREEN
4. CONCRETE PAD FOR EMERGENCY GENERATOR
5. ENTRY PLAZA AND LANDSCAPING
6. OUTDOOR TERRACE
7. ENTRY GATE (BOTH VEHICLES AND PEDESTRIANS), STEEL GATE AND FENCE, BLACK POWDER COAT FINISH, 6'-0" HT.
8. NEW TRASH ENCLOSURE (ROOF OUTLINE SHOWN)
9. EXISTING ELECTRICAL SWITCHGEAR AND TRANSFORMER (WITH NEW SCREENING)
10. STORMWATER TREATMENT AREA
11. NEW LANDSCAPED AREAS AT KELLY COURT
12. REALIGNED 26' DRIVEWAY AND ADDITIONAL ACCESS EASEMENT
13. LANDSCAPED PATIO - AMENITIES AREA FOR EMPLOYEES
14. ACCESSIBLE HATCH FOR UNDERGROUND PIPES
15. NEW PUBLIC SIDEWALK
16. SCREENED SERVICE YARD AND OUTDOOR STORAGE OF MATERIAL AND EQUIPMENT

REFER TO SHEET 6B FOR DRIVEWAY AND PARKING STALL DIMENSIONS AND BUILDING SETBACK.

0 10' 20' 40'
SCALE: 1"= 20'-0"

N

CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.

Project Number: 9859.002

Proposed Site Plan

6a

08.13.2012	Planning Submittal
09.26.2012	Planning Re-submittal
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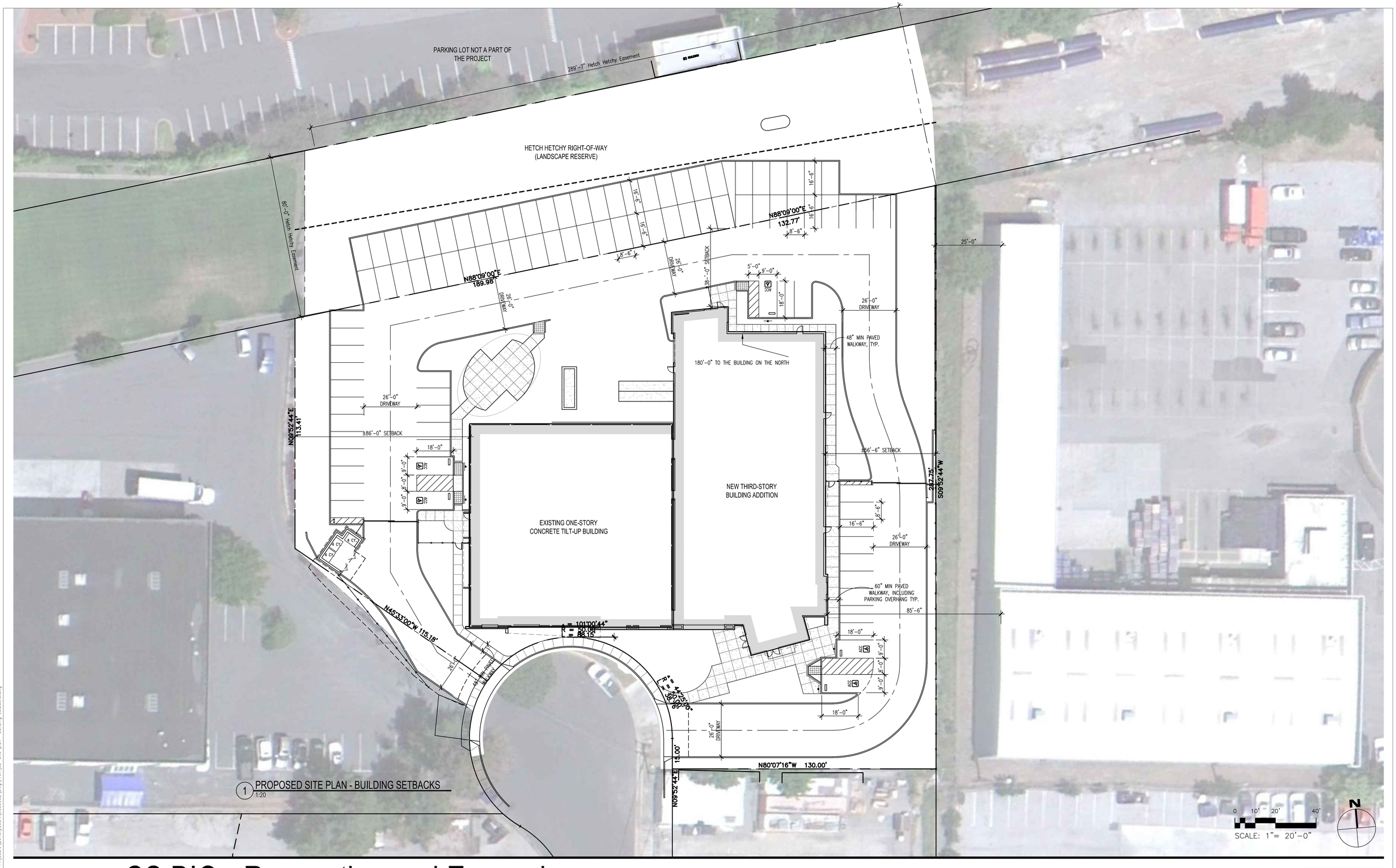
DES ARCHITECTS ENGINEERS



1 PROPOSED SITE PLAN - BUILDING SETBACKS
1:20

CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.

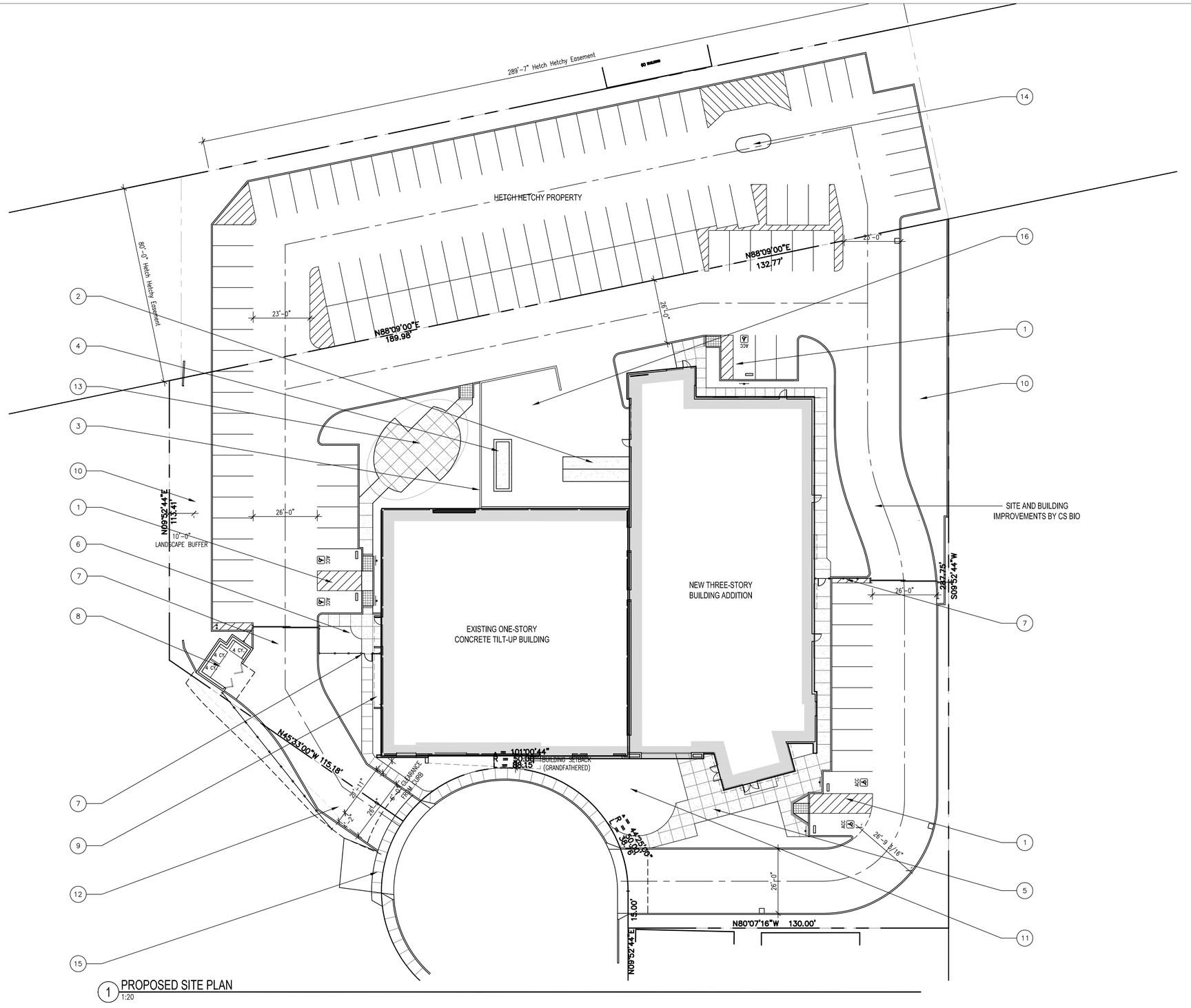
Project Number: 9859.002

Proposed Site Plan - Building Setbacks

6b

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS



1 PROPOSED SITE PLAN
1:20

NOTES TO THE SITE PLAN

1. NEW OR RELOCATED HANDICAP PARKING AT BUILDING ENTRANCES
2. OUTDOOR FIRE-RATED CHEMICAL STORAGE UNIT
3. GREEN SCREEN
4. CONCRETE PAD FOR EMERGENCY GENERATOR
5. ENTRY PLAZA AND LANDSCAPING
6. OUTDOOR TERRACE
7. ENTRY GATE (BOTH VEHICLES AND PEDESTRIANS), STEEL GATE AND FENCE, BLACK POWDER COAT FINISH, 6'-0" HT.
8. NEW TRASH ENCLOSURE
9. EXISTING ELECTRICAL SWITCHGEAR AND TRANSFORMER (WITH NEW SCREENING)
10. STORMWATER TREATMENT AREA
11. NEW LANDSCAPED AREAS AT KELLY COURT
12. REALIGNED 26' DRIVEWAY AND ADDITIONAL ACCESS EASEMENT
13. LANDSCAPED PATIO - AMENITIES AREA FOR EMPLOYEES
14. ACCESSIBLE HATCH FOR UNDERGROUND PIPES
15. NEW PUBLIC SIDEWALK
16. SCREENED SERVICE YARD AND OUTDOOR STORAGE OF MATERIAL AND EQUIPMENT

0 10' 20' 40'
SCALE: 1"= 20'-0"

CS Bio Co.
People Who Know Peptides

CS BIO - Renovation and Expansion

Menlo Park, CA.

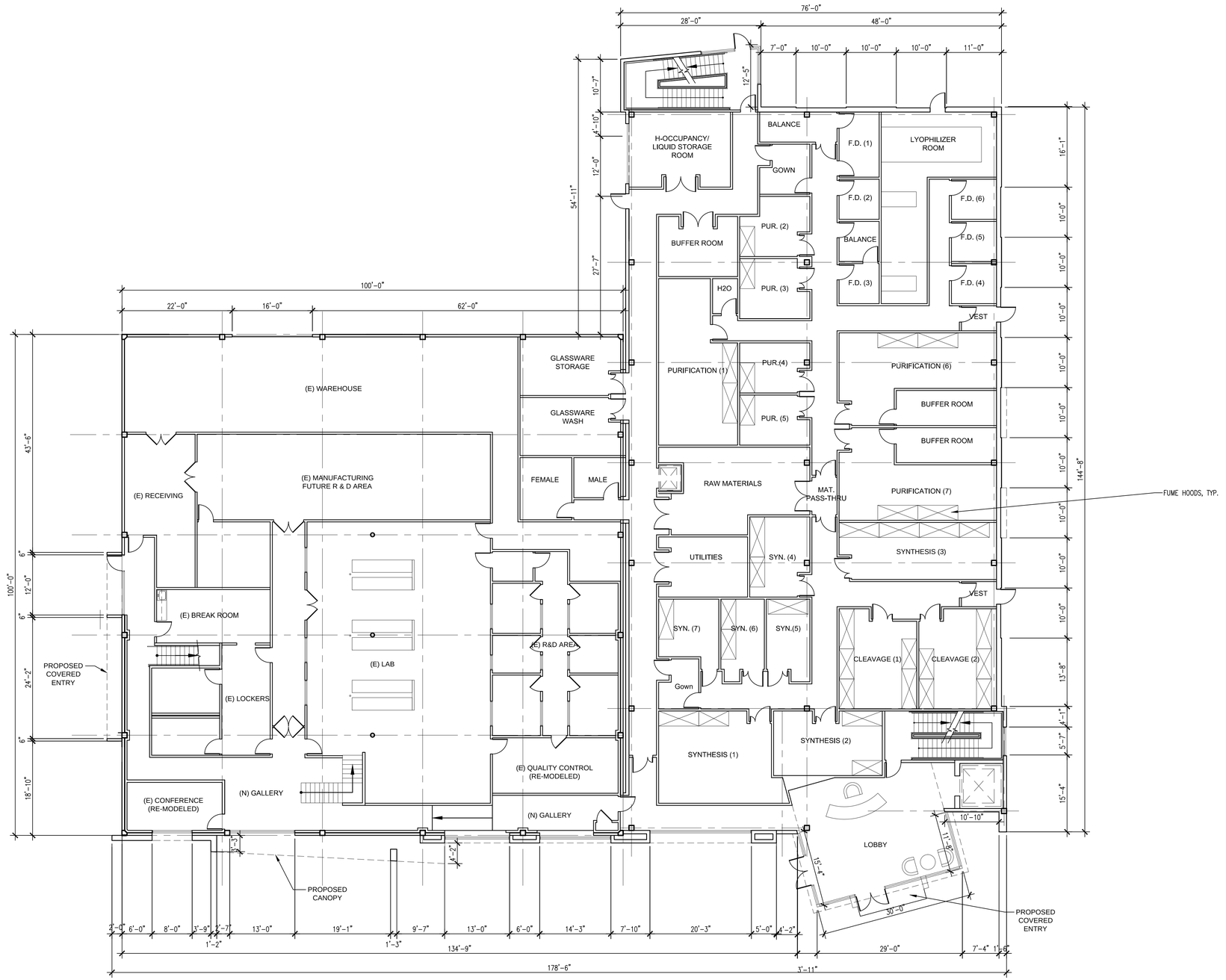
CS Bio Co.
Project Number: 9859.002

Proposed Alternate Site Plan

6c

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS



1 PROPOSED FIRST FLOOR PLAN
3/32" = 1'-0"

0 5.33' 10.67' 21.33'
SCALE: 3/32" = 1'-0"

N

CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.

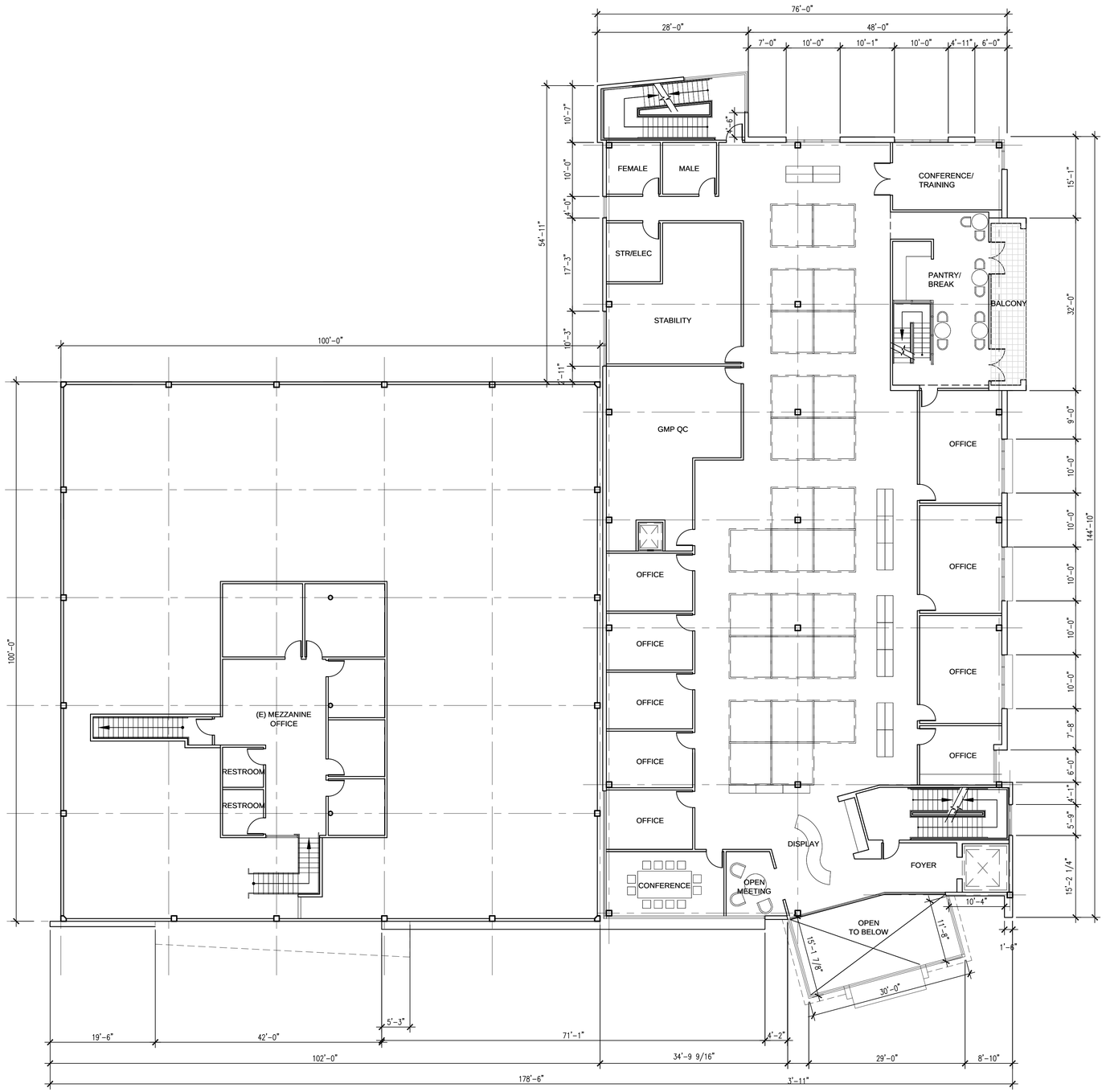
Project Number: 9859.002

Proposed First Floor Plan

7

08.13.2012	Planning Submittal
09.26.2012	Planning Re-submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS



1 PROPOSED SECOND FLOOR PLAN
3/32" = 1'-0"

0 5.33' 10.67' 21.33'
SCALE: 3/32" = 1'-0"

N

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Menlo Park, CA.

CS Bio Co.

Project Number: 9859.002

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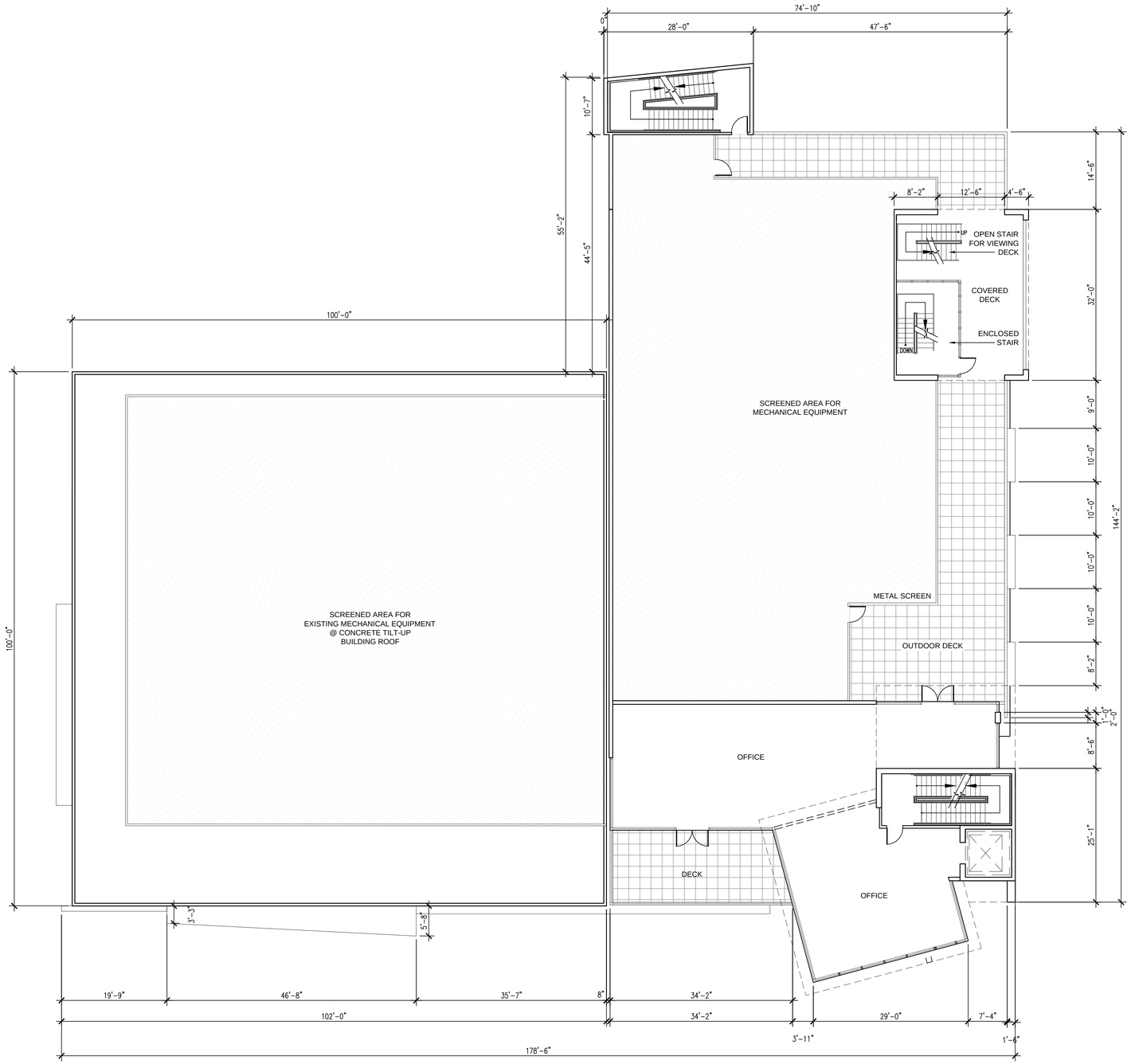
Proposed Second Floor Plan

8

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS



1 PROPOSED THIRD FLOOR PLAN
3/32" = 1'-0"

0 5.33' 10.67' 21.33'
SCALE: 3/32" = 1'-0"

N

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Project Number: 9859.002

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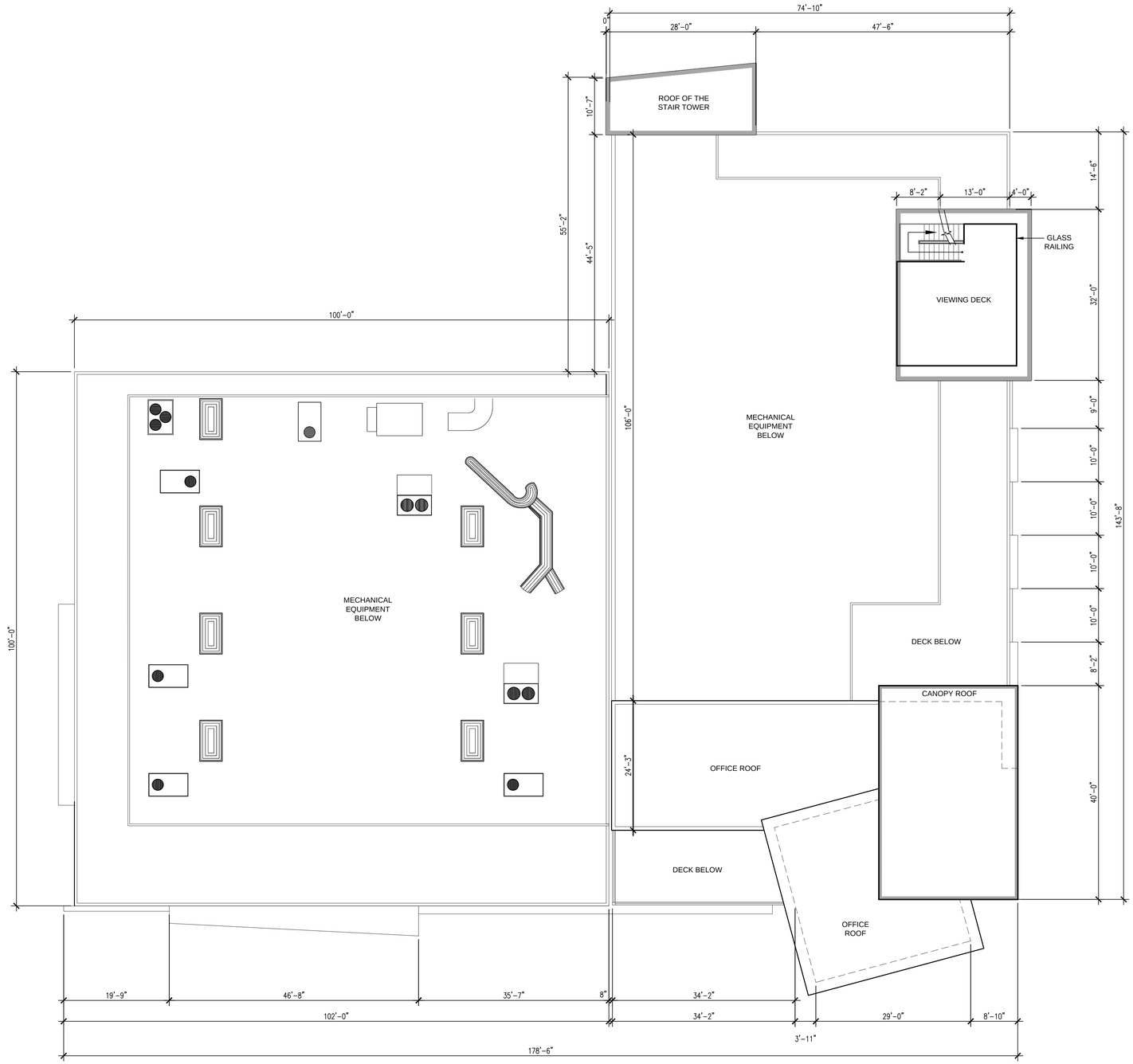
Proposed Third Floor Plan

9

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS

Oct 22, 2012 - 11:29am MLaSerna P:\CSBio\2Kelly Court\9859002\Dwg\Arch\9-Proposed Third Floor Plan.dwg



1 PROPOSED ROOF LEVEL PLAN
3/32" = 1'-0"

0 5.33' 10.67' 21.33'
SCALE: 3/32" = 1'-0"

N

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Menlo Park, CA.

CS Bio Co.

Project Number: 9859.002

Proposed Roof Level Plan

10

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS

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PROJECT DATA

1 SITE AREA

A. **PROJECT SITE AREA:** 68,228 SQ. FT.

COVERAGE

Building:	22,090 SQ. FT.
Chemical Storage:	270 SQ. FT.

IMPERVIOUS

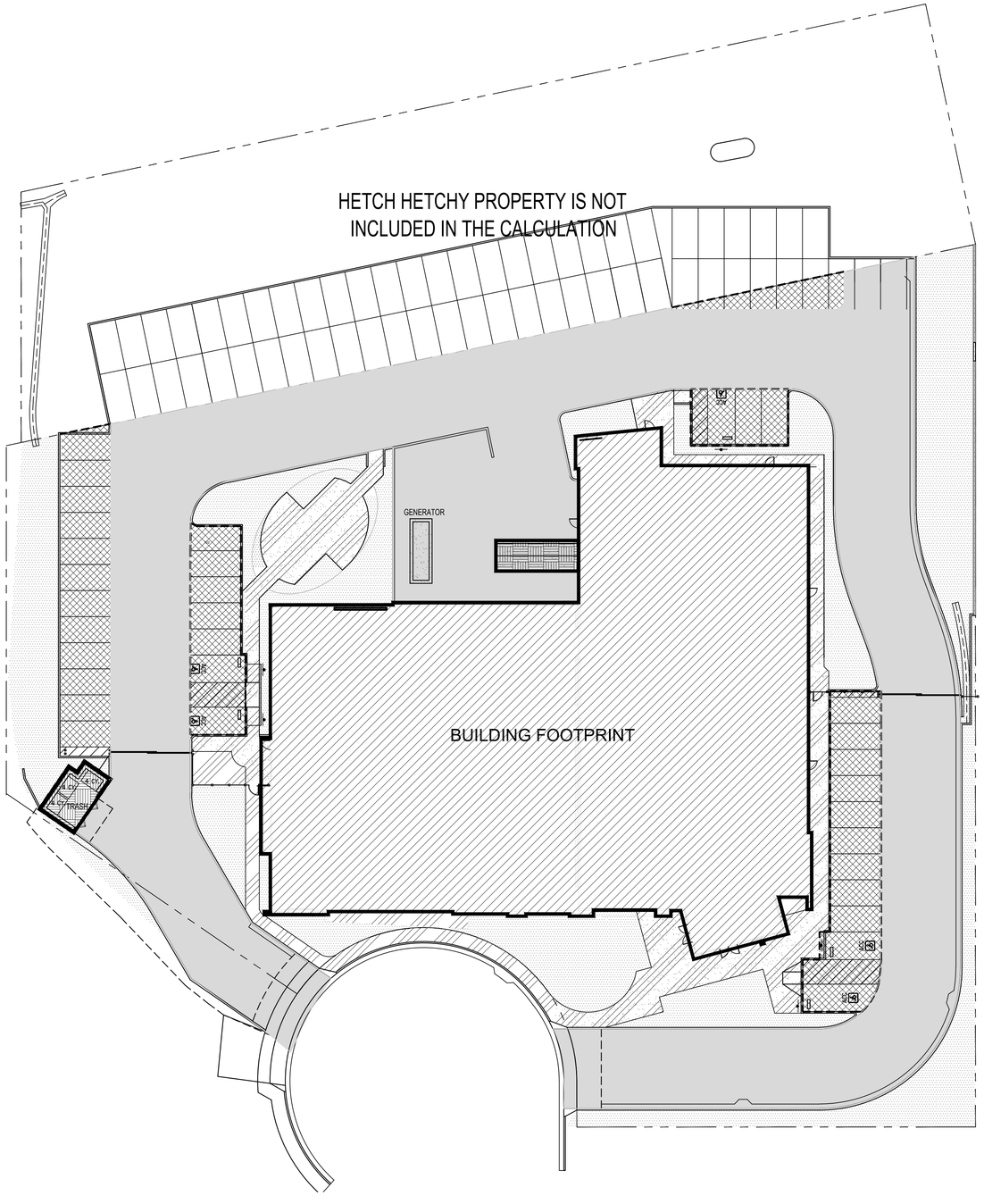
Paved Walkway/Curbs:	3,920 SQ. FT.
Driveways/Loading Area:	24,354 SQ. FT.
Uncovered Parking Spaces:	5,681 SQ. FT.
Trash Enclosure:	274 SQ. FT.

PERVIOUS LANDSCAPE

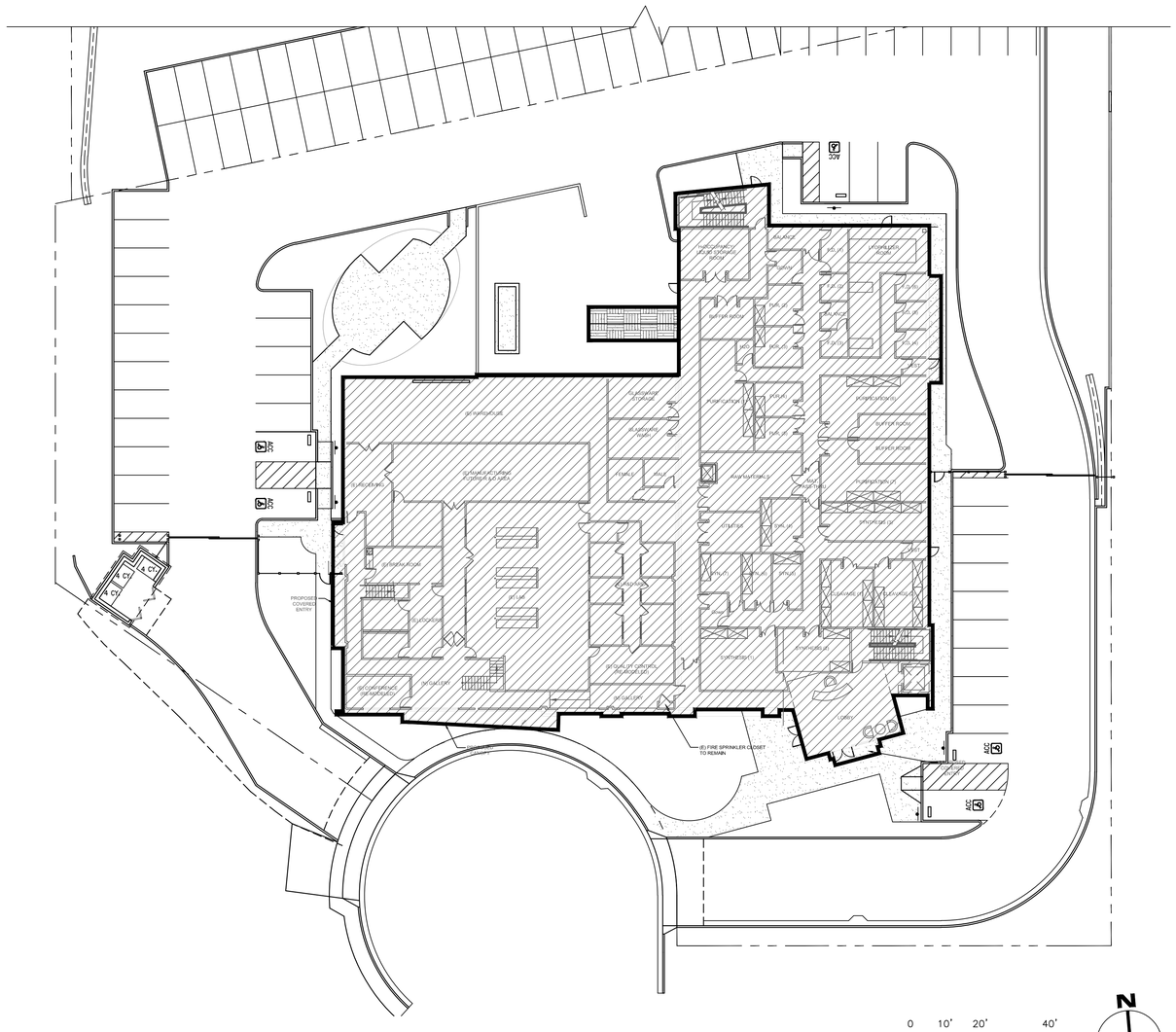
Landscaped Area :	11,682 SQ. FT.

2 LEGEND

- BUILDING FOOTPRINT
- DRIVEWAYS/LOADING AREA
- LANDSCAPED AREA
- UNCOVERED PARKING SPACES
- PAVED WALKWAY/CURBS
- MISC. COVERED/PAVED SURFACE



1 SITE AREA CALCULATION PLAN
1:250



2 BUILDING COVERAGE DIAGRAM
1:250

0 10' 20' 40'
SCALE: 1"= 20'-0"

N

CS BIO - Renovation and Expansion

Menlo Park, CA.

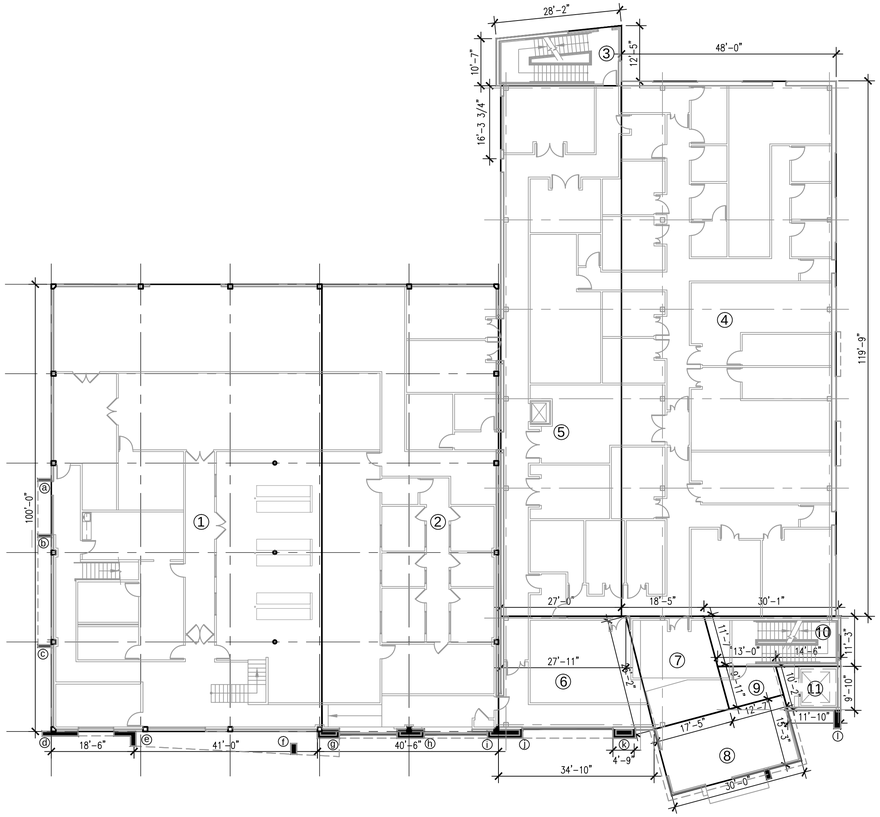
CS Bio Co.
Project Number: 9859.002

Site Area and Building Coverage Calculation Plan

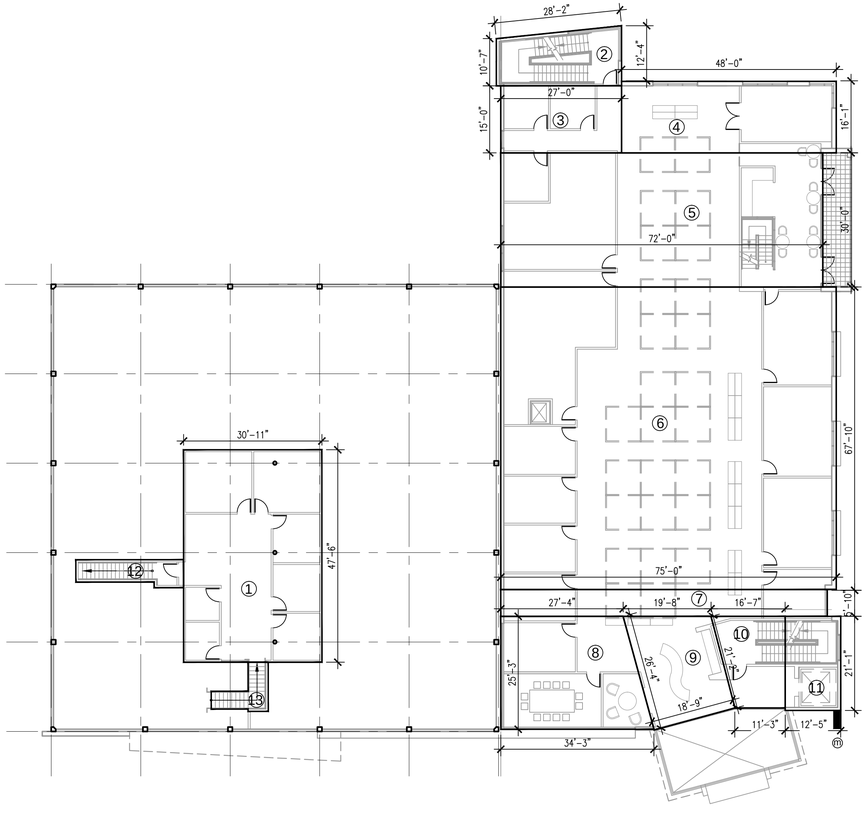
11

08.13.2012	Planning Submittal
09.26.2012	Planning Re-submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

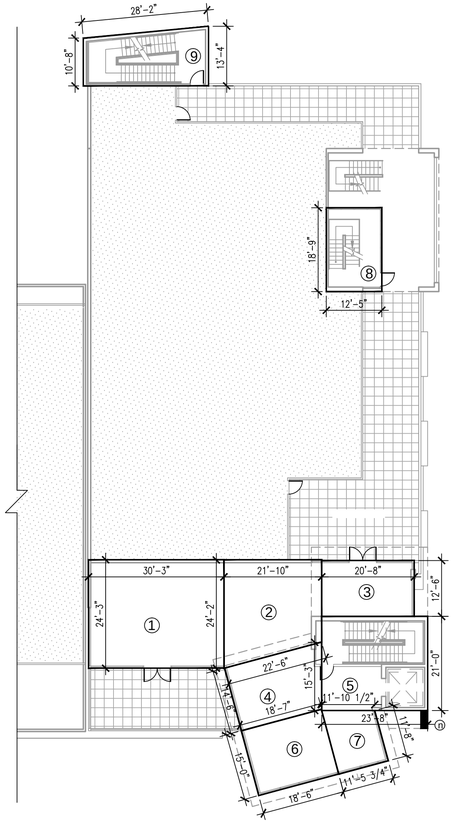
DES ARCHITECTS ENGINEERS



1 FIRST FLOOR AREA PLAN
1/16" = 1'-0"



2 SECOND FLOOR AREA PLAN
1/16" = 1'-0"



3 THIRD FLOOR AREA PLAN
1/16" = 1'-0"

First Floor Area	
No	Area (sq. ft.)
1	6057
2	3964
3	336
4	5743
5	3204
6	792
7	408
8	459
9	103
10	326
11	130
Total	21522 sq. ft.

Second Floor Area	
No	Area (sq.ft.)
1	1487
2	336
3	405
4	768
5	2160
6	5074
7	438
8	778
9	448
10	285
11	261
12	129
13	90
Total	12659 sq. ft.

Third Floor Area	
No	Area (sq.ft.)
1	734
2	466
3	258
4	298
5	499
6	278
7	146
8	234
9	334
Total	3247 sq. ft.

Exclusion	
No	Exclusion
a	1.5
b	1.5
c	1.5
d	8
e	7.5
f	3
g	9
h	12.5
i	4.5
j	10
k	9
l	6
m	6
n	6
Total	86

FLOOR AREA CALCULATION
PER MENLO PARK ZONING ORDINANCE SEC. 16.04

a.	EXISTING	NEW
FIRST FLOOR	10,021 SQ. FT.	11,501 SQ. FT.
SECOND FLOOR	1,706 SQ. FT.	10,953 SQ. FT.
THIRD FLOOR		3,247 SQ. FT.
	11,727 SQ. FT.	25,701 SQ. FT.

b. TOTAL FLOOR AREA OF PROJECT 37,428 SQ. FT.

0 8' 16' 32'
SCALE: 1/16" = 1'-0"

N

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CS BIO - Renovation and Expansion

Menlo Park, CA.

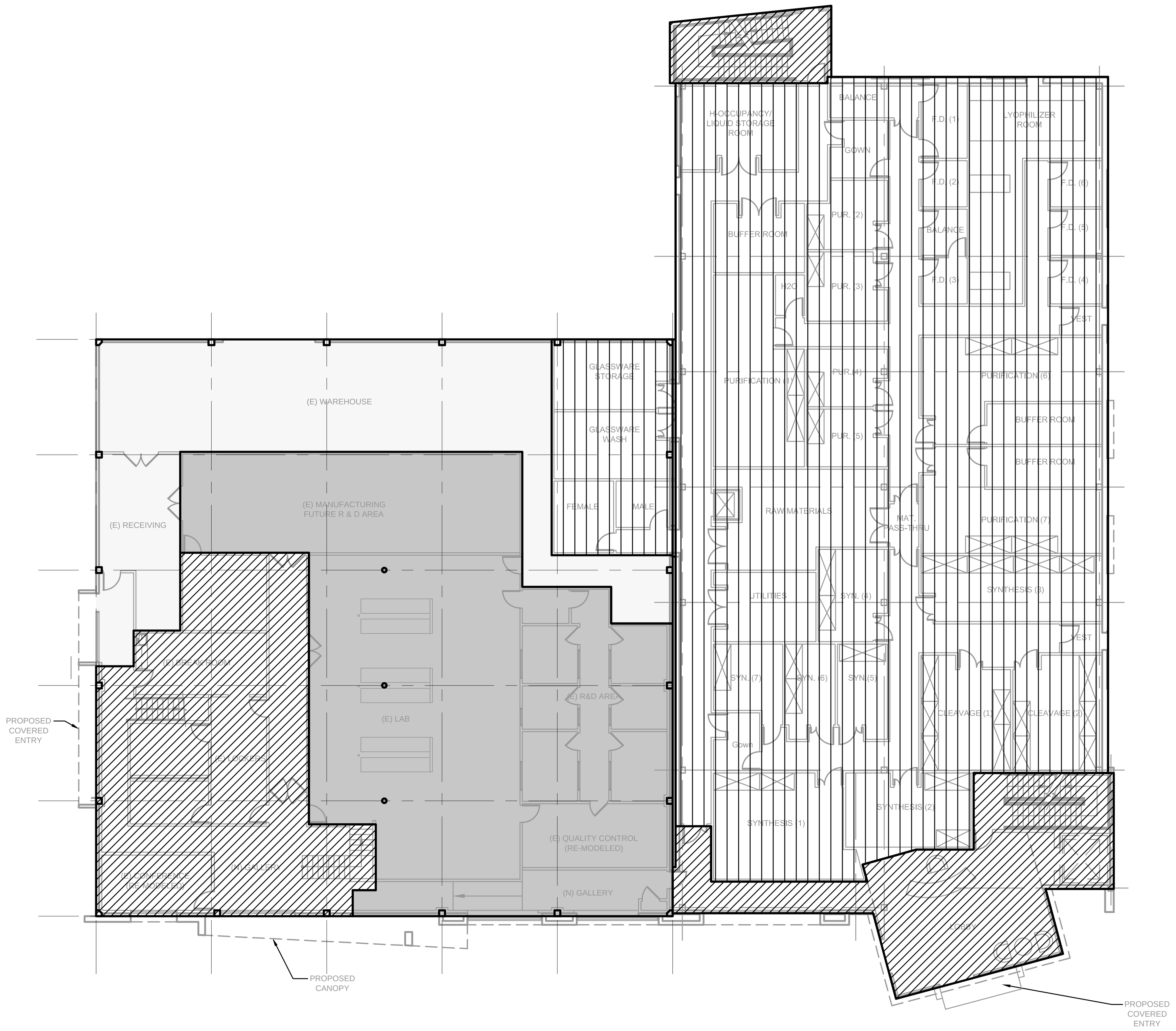
CS Bio Co.
Project Number: 9859.002

Proposed Building GFA Calculation Plans

12

08.13.2012 Planning Submittal
10.10.2012 Planning Re-submittal
10.24.2012 Planning Re-submittal

DES ARCHITECTS ENGINEERS



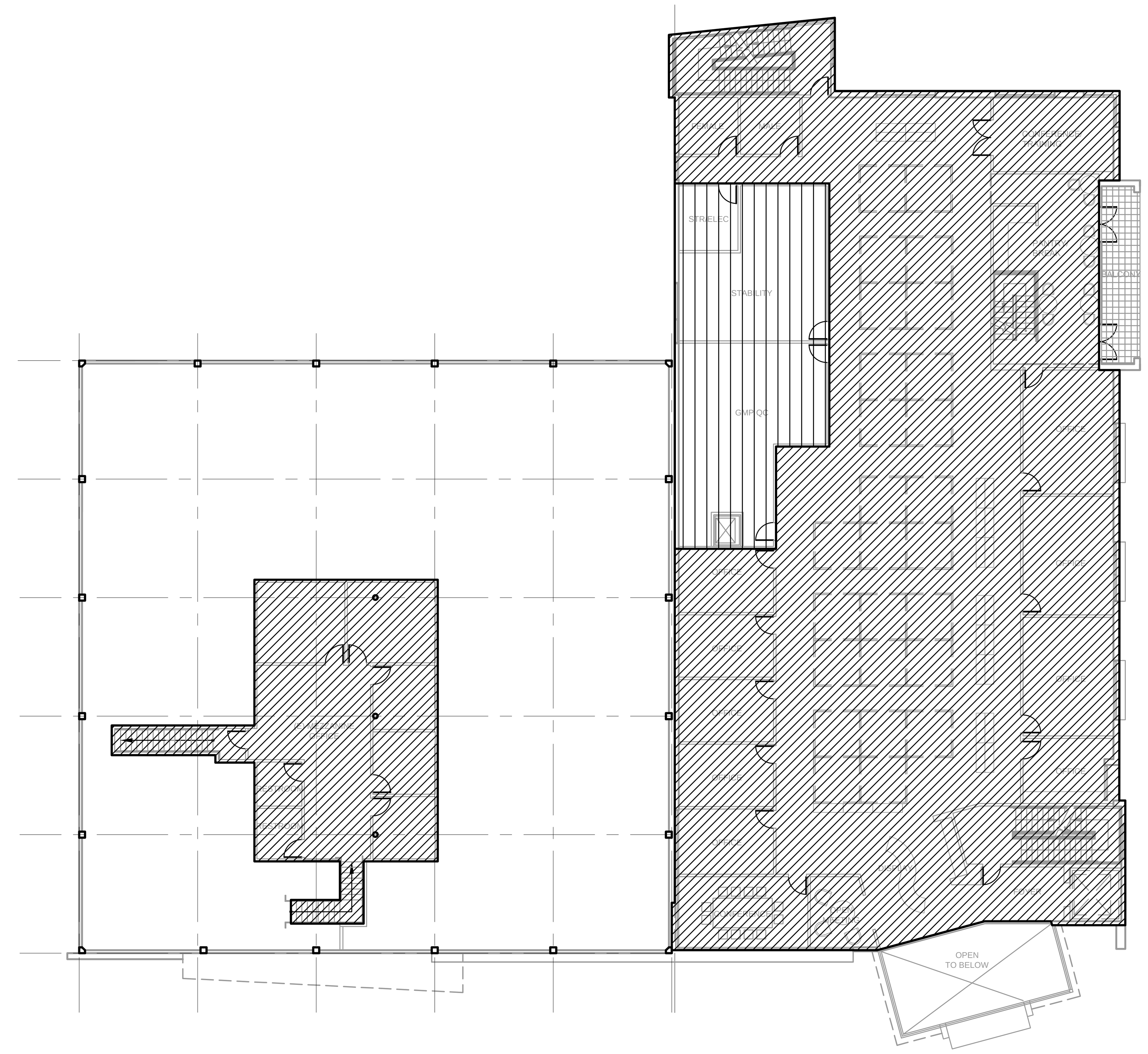
WAREHOUSE -2,342 SF

OFFICE - 3,914 SF

R&D - 4,624 SF

MANUFACTURING - 10,642 SF

1 PROPOSED FIRST FLOOR PLAN
1/16" = 1'-0"



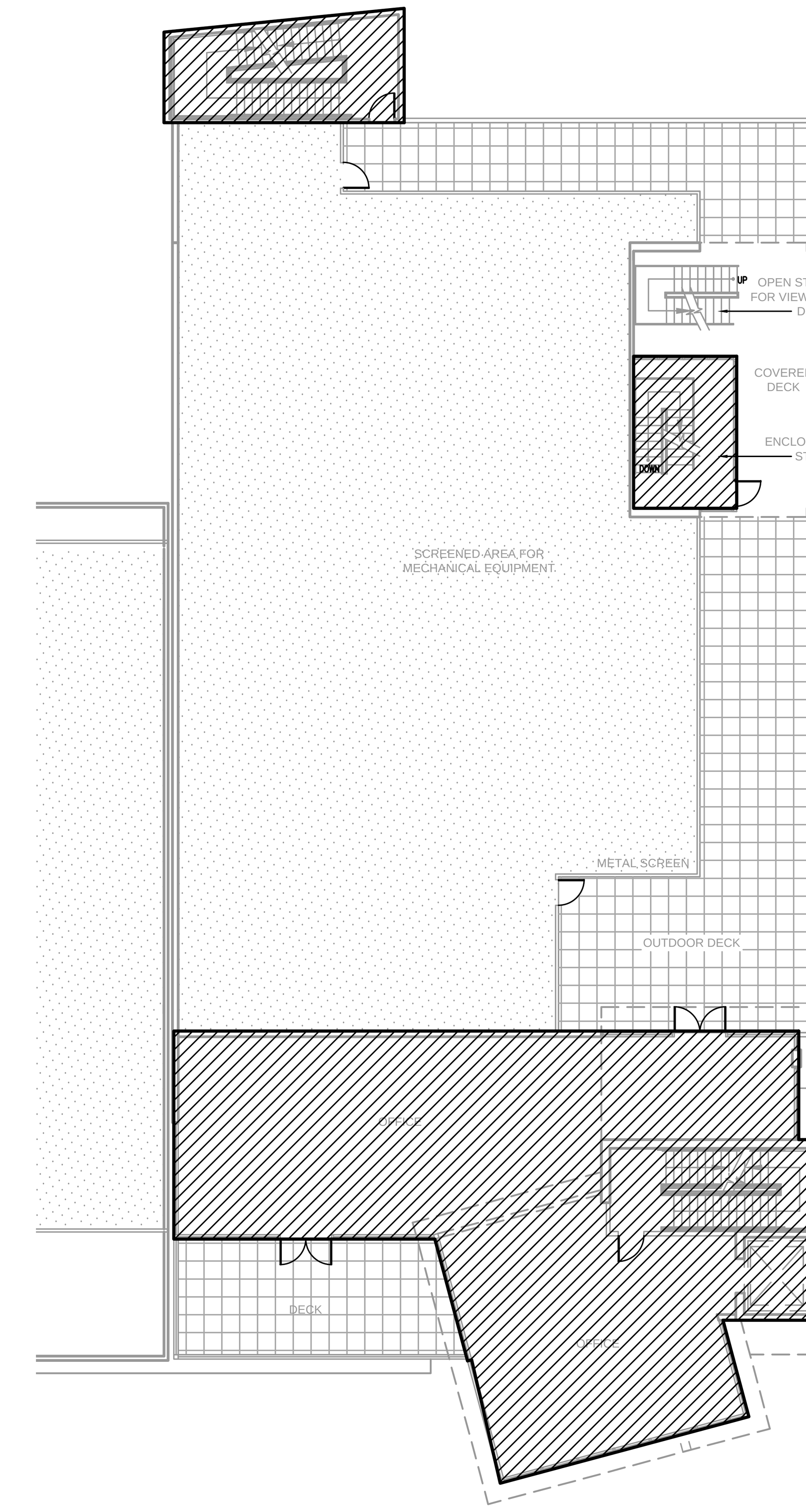
WAREHOUSE

OFFICE - 11,204 SF

R&D

MANUFACTURING - 1,455 SF

2 PROPOSED SECOND FLOOR PLAN
1/16" = 1'-0"



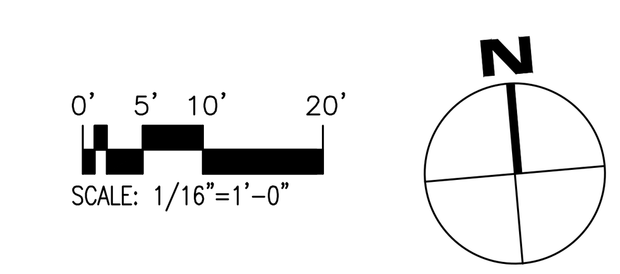
WAREHOUSE

OFFICE - 3,247 SF

R&D

MANUFACTURING

3 PROPOSED THIRD FLOOR PLAN
1/16" = 1'-0"



CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.

Project Number: 9859.002

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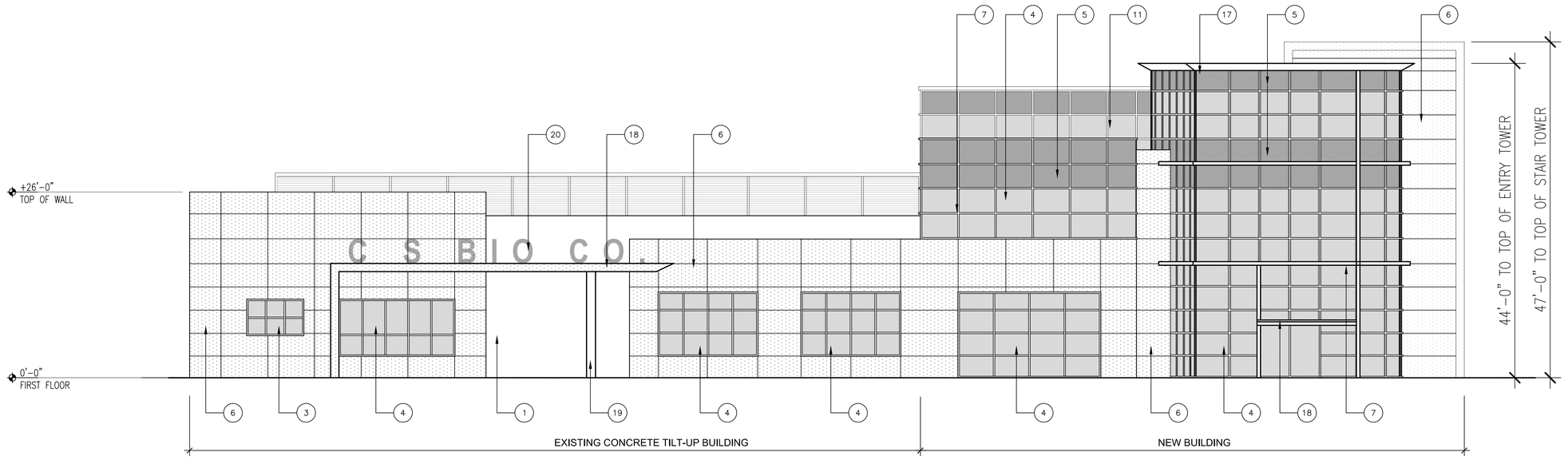
Proposed Floor Plan Use Diagrams

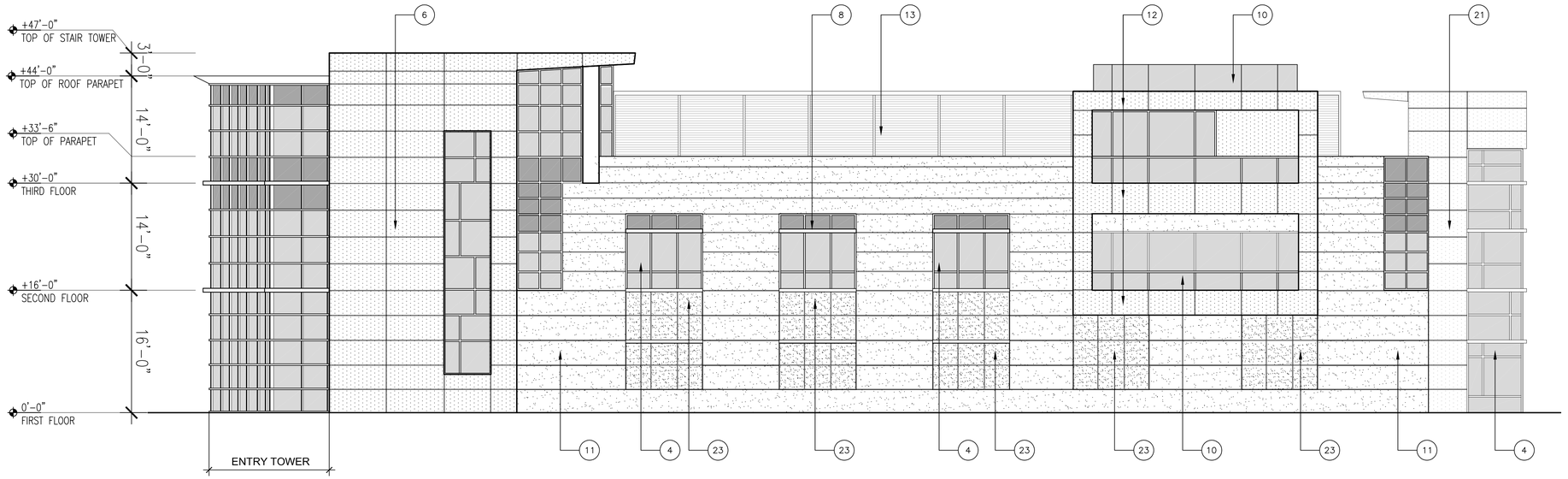
08.13.2012 Planning Submittal
10.10.2012 Planning Re-submittal
10.24.2012 Planning Re-submittal

13

DES ARCHITECTS ENGINEERS



1 KELLY CT BUILDING ELEVATION
1/8" = 1'-0"

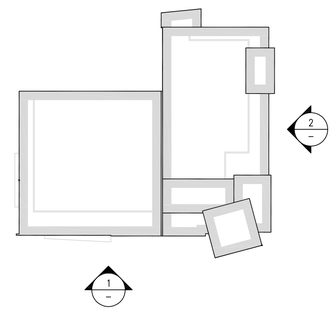


2 EAST BUILDING ELEVATION
1/8" = 1'-0"

MATERIALS/FINISHES

1. EXISTING CONCRETE WALL TO BE RE-PAINTED
2. EXISTING CONCRETE WALL TO BE RE-PAINTED (ACCENT BLUE COLOR)
3. EXISTING WINDOWS
4. HIGH-PERFORMANCE LOW-E GLAZING AND STOREFRONTS WITH ALUMINUM MULLIONS
5. SPANDREL GLASS
6. PAINTED METAL PANELS OR CEMENT PLASTER PANELS
7. ACCENT ALUMINUM MULLIONS (VERTICAL AND HORIZONTAL)
8. PAINTED METAL SUN-SHADE OR ACCENT MULLIONS
9. NOT USED
10. GLASS RAILING
11. PAINTED CEMENT PLASTER FINISHES WITH REVEALS
12. DECK ELEMENT, CLAD WITH METAL PANELS
13. PAINTED METAL SCREEN AND DOOR
14. NEW CMU WALL (TEXTURE OR PAINT FINISHES)
15. PAINTED METAL ROLL-UP DOOR (EXISTING)
16. GLASS ROLL-UP DOOR/STOREFRONT
17. METAL ROOF OVERHANG
18. METAL-CLAD CANOPY
19. METAL COLUMNS
20. NEW SIGNS
21. NORTH TOWERS CLAD OR PAINTED CEMENT PLASTER PANELS
22. GREEN SCREEN
23. RECESSED STUCCO FINISH WALL PANEL

KEY PLAN



0 4' 8' 16'
SCALE: 1/8" = 1'-0"

N

CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.

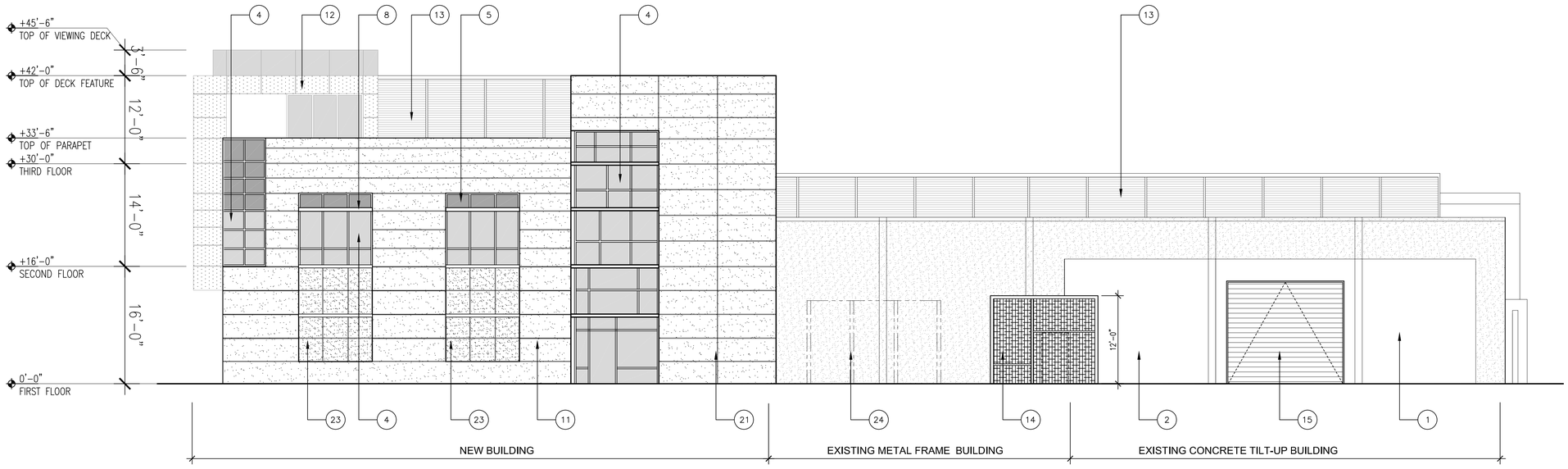
Project Number: 9859.002

Proposed Building Elevations

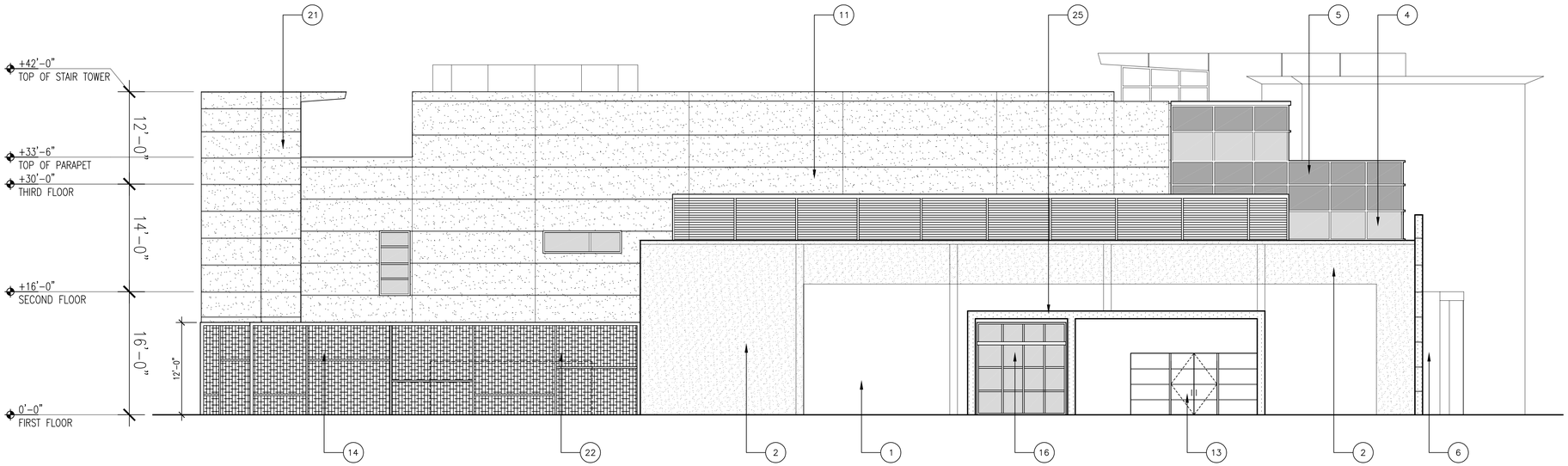
14

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS



1 NORTH BUILDING ELEVATION
1/8" = 1'-0"

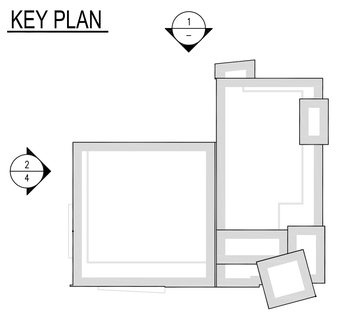


2 WEST BUILDING ELEVATION
1/8" = 1'-0"

MATERIALS/FINISHES

1. EXISTING CONCRETE WALL TO BE RE-PAINTED
2. EXISTING CONCRETE WALL TO BE RE-PAINTED (ACCENT BLUE COLOR)
3. EXISTING WINDOWS
4. HIGH-PERFORMANCE LOW-E GLAZING AND STOREFRONTS WITH ALUMINUM MULLIONS
5. SPANDREL GLASS
6. PAINTED METAL PANELS OR CEMENT PLASTER PANELS
7. ACCENT ALUMINUM MULLIONS (VERTICAL AND HORIZONTAL)
8. PAINTED METAL SUN-SHADE OR ACCENT MULLIONS
9. NOT USED
10. GLASS RAILING
11. PAINTED CEMENT PLASTER FINISHES WITH REVEALS
12. DECK ELEMENT, CLAD WITH METAL PANELS
13. MODULAR PAINTED METAL SCREEN AND SERVICE AREA
14. GREEN SCREEN
15. PAINTED METAL ROLL-UP DOOR (EXISTING)
16. GLASS ROLL-UP DOOR/STOREFRONT
17. METAL ROOF OVERHANG
18. METAL-CLAD CANOPY
19. METAL COLUMNS
20. NEW SIGNS
21. NORTH TOWERS CLAD OR PAINTED CEMENT PLASTER PANELS
22. GENERATOR BEHIND GREEN SCREEN
23. RECESSED STUCCO FINISH WALL PANEL
24. OUTDOOR FIRE-RATED CHEMICAL STORAGE UNIT
25. CANOPY WITH PAINTED CEMENT PLASTER FINISHES

KEY PLAN



SCALE: 1/8" = 1'-0"

CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.

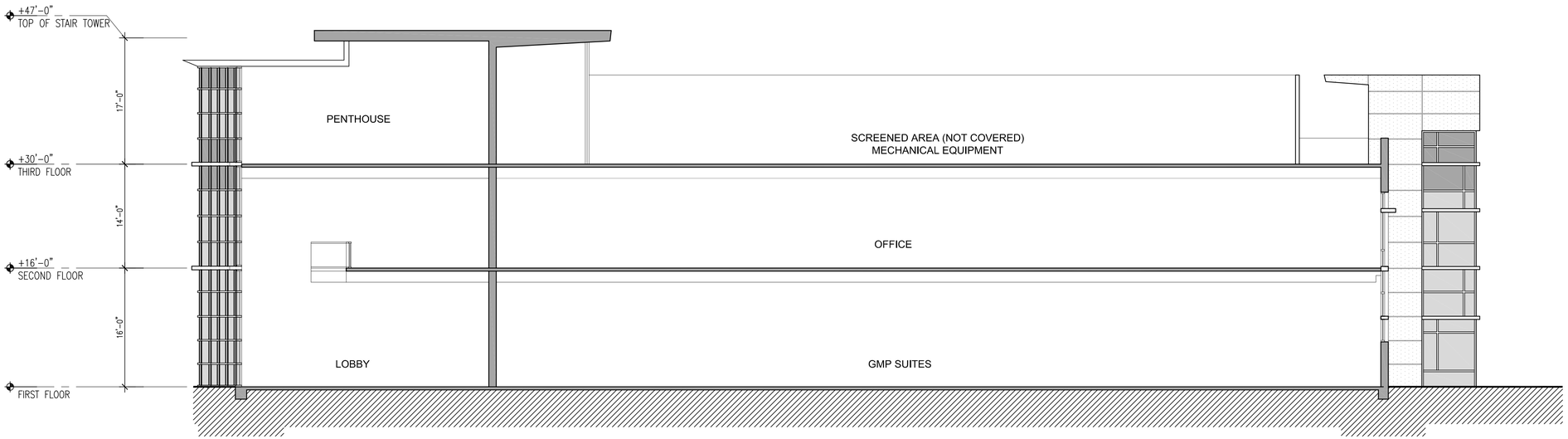
Project Number: 9859.002

Proposed Building Elevations

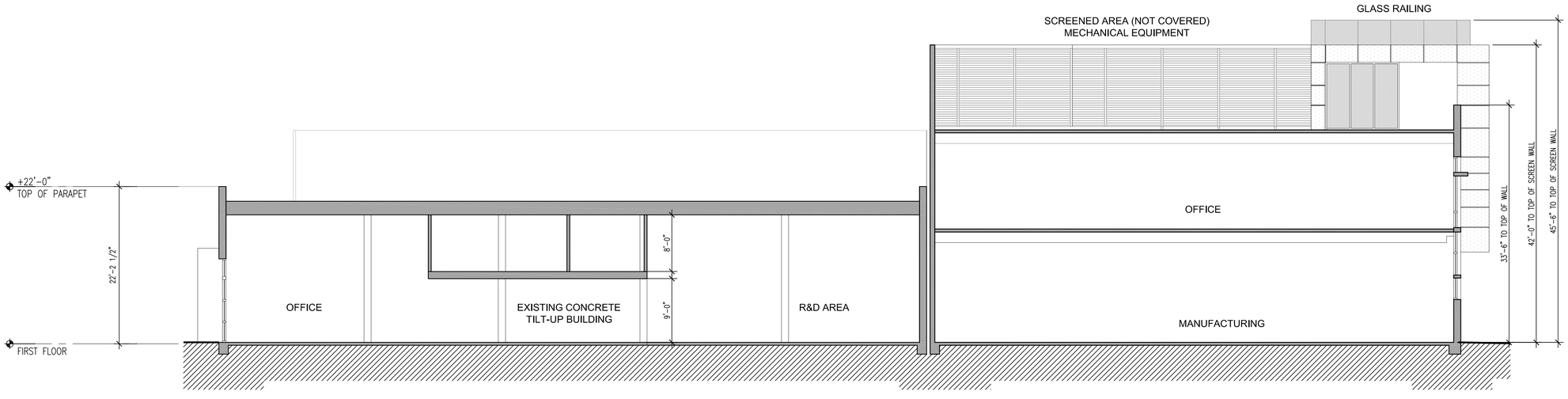
15

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS

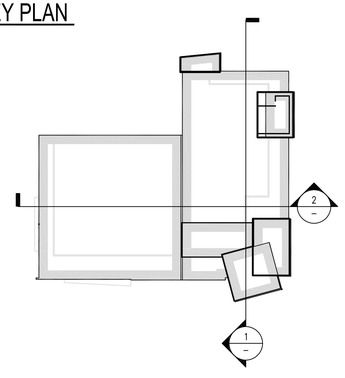


1 NORTH BUILDING ELEVATION
1/8" = 1'-0"



2 EAST BUILDING ELEVATION
1/8" = 1'-0"

KEY PLAN



0 4' 8' 16'
SCALE: 1/8" = 1'-0"

N

CS BIO - Renovation and Expansion

Menlo Park, CA.

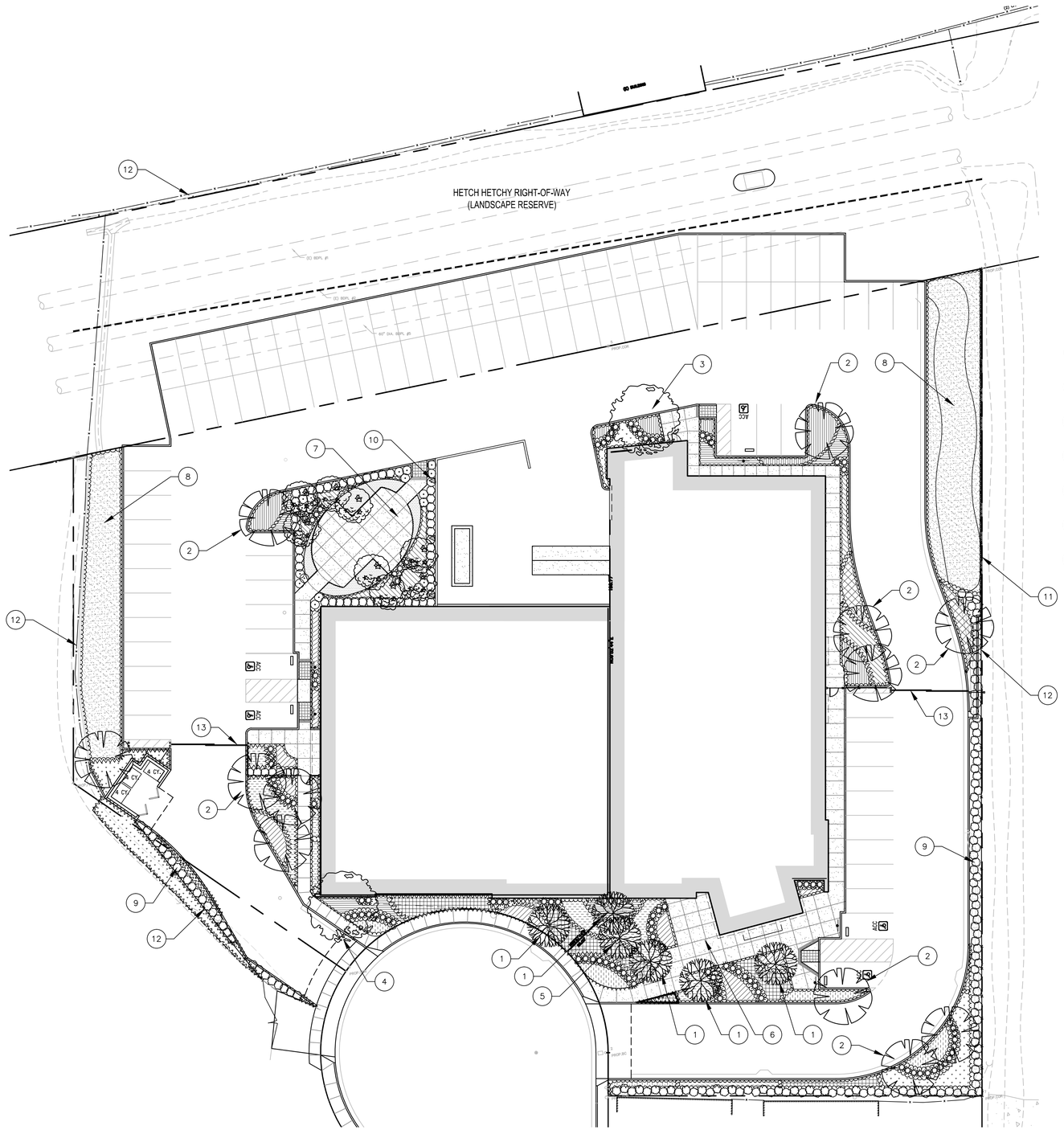
CS Bio Co.
Project Number: 9859.002

Proposed Building Sections

16

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS



KEY NOTES

1. MADRONE TREE AT FRONT ENTRY (36" BOX)
2. ELEGANT TRISTANIA AT PARKING ISLAND AND DRIVE AISLE
3. CHINESE PISTACHE (24" BOX)
4. CHINESE PISTACHE (PISTACIA CHINENSIS) SPECIMEN TREE (48" BOX); REPLACEMENT TREE FOR HERITAGE TREE TO BE REMOVED
5. MADRONE (ARBUTUS 'MARINA') SPECIMEN TREE (48" BOX); REPLACEMENT TREE FOR HERITAGE TREE TO BE REMOVED
6. SCORED CONCRETE ENTRY
7. SCORED CONCRETE PATIO
8. STORMWATER TREATMENT AREA
9. INFORMAL HEDGE AT PERIMETER
10. VINES PLANTED AT GREEN SCREEN
11. EXTENT OF GRADING
12. CHAIN-LINK FENCING, 6' HT.
13. STEEL FENCING AND GATES, 6' HT.

PROPOSED PLANT LIST

BOTANICAL NAME	COMMON NAME	SIZE	NATIVE	WUCOLS*
TREES				
Arbutus 'Marina'	Madrone	36" Box 48" Box	N	Low
Lagerstroemia 'Tuscarora'	Crape Myrtle	24" Box	N	Low
Tristania laurina 'Elegans'	Elegant Tristania	24" Box	N	Moderate
Pistacia chinensis	Chinese Pistache	24" Box 48" Box	N	Low
SHRUBS				
Correa 'Dusky Bells'	Australian Fuchsia	1-gal	N	Low
Phormium species	New Zealand Flax – Red Leaf Varieties	5-gal	N	Low
Myrtus c. 'Compacta'	Dwarf Myrtle	5-gal	N	Low
Rhamnus c. 'Eve Case'	Eve Case Coffeeberry	5-gal	Y	Low
Rhaphiolepis u. 'Minor'	Hawthorn	5-gal	N	Low
Agapanthus 'Peter Pan'	Dwarf Lily-of-the-Nile	1-gal	N	Moderate
Rosa flower carpet	Flower Carpet Rose	1-gal	Y	Moderate
GRASSES				
Calamagrostis x a. 'Stricta'	Feather Reed Grass	1-gal	Y	Low
Carex tumulicola	Berkeley Sedge	1-gal	Y	Moderate
Leymus c. 'Canyon Prince'	Wild Rye	1-gal	Y	Low
Muhlenbergia rigens	Deer Grass	1-gal	Y	Low
Nasella tenuissima	Mexican Feather Grass	1-gal	N	Low
Pennisetum s. 'Eaton Canyon'	Dwarf Purple Fountain Grass	5-gal	N	Moderate
GROUNDCOVERS				
Arctostaphylos 'Emerald Carpet'	Bearberry	1-gal	Y	Low
Coprosma kirkii	NCN	1-gal	N	Low
VINES				
Clematis armandii	Evergreen Clematis	5-gal	N	Moderate

STORMWATER TREATMENT PLANT LIST

BOTANICAL NAME	COMMON NAME	SIZE	NATIVE	WUCOLS*
SHRUBS				
Calamagrostis x a. 'Stricta'	Feather Reed Grass	1-gal	Y	Low
Carex tumulicoa	Berkeley Sedge	1-gal	Y	Moderate
Limonium californicum	Marsh Rosemary	1-gal	Y	Low

NOTES:

1. Proposed plant list is designed to consider site environmental challenges, including wind, soil salinity, expansive soils, and high water table, so as to provide an enduring landscape.
2. If lime treatment is required to stabilize site conditions, methods reqired to contain subsequent leaching will be employed; it is recommended that lime treatment be confined to paved areas. Construction documents will recommend laying 2' amended top soil over subgrade for shrubs and groundcovers, and 3' amended top soil for trees.
3. Attaching non-arborculturally related hardware to plant material, such as electrical devices, cables, hooks, etc., is to be avoided.
4. In recognition of the environmental challenges and complex nature of this development, a landscape warranty period of 10 years, or until 50% canopy coverage is achieved is recommended. This warranty would require the replacement of poor performing or failed plants and trees.

* WUCOLS = Water Use Classification Of Landscape Species

A water-conserving automatic irrigation system will be provided in accordance with requirements of the City of Menlo Park, California.

0 10' 20' 40'
SCALE: 1"=20'-0"

N

CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.
Project Number: 9859.002

CS Bio Co.
People Who Know Peptides

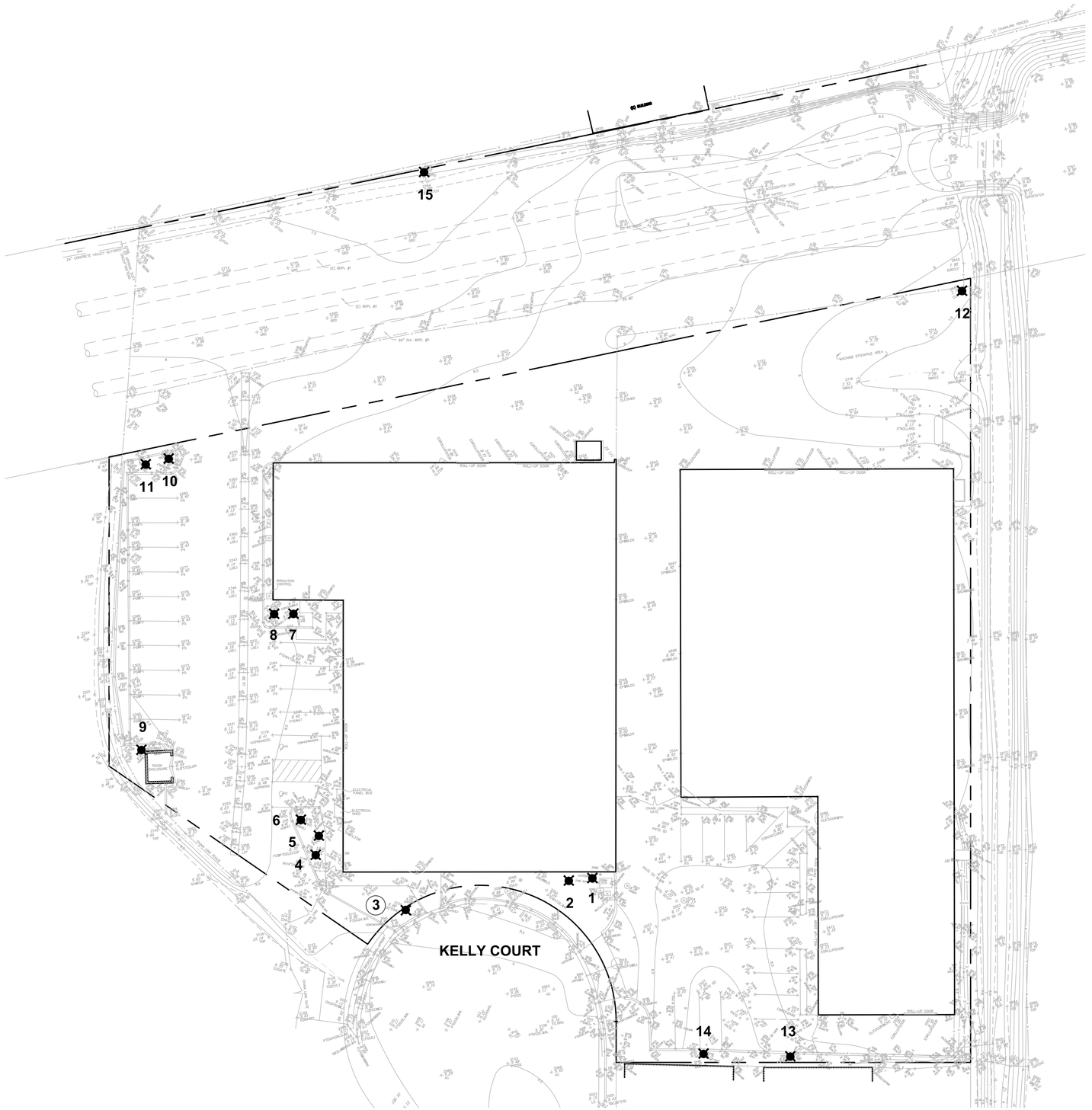
Preliminary Landscape Plan

17

08.13.2012 Planning Submittal
10.16.2012 Planning Re-submittal
10.30.2012 Planning Re-submittal

DES ARCHITECTS ENGINEERS

Oct 26, 2012 - 12:07pm CMcHugh P:\CSBio\20KellyCourt\9859002\Dwg\Landscape\17-Landscape Plan.dwg



EXISTING TREE LIST

NO	BOTANICAL NAME	COMMON NAME	DIA @ 54"up	HERITAGE TREE	STATUS	NOTES
1	Liquidambar styraciflua	American Sweetgum	2	N	DEMO	
2	Liquidambar styraciflua	American Sweetgum	4	N	DEMO	
3	Pinus pinea	Italian Stone Pine	31	Y	DEMO	
4	Platanus acerifolia	London Plane Tree	5	N	DEMO	
5	Platanus acerifolia	London Plane Tree	7	N	DEMO	
6	Platanus acerifolia	London Plane Tree	6	N	DEMO	
7	Platanus acerifolia	London Plane Tree	5	N	DEMO	
8	Platanus acerifolia	London Plane Tree	5	N	DEMO	
9	Pyrus kawakamii	Evergreen Pear	3	N	DEMO	
10	Pyrus kawakamii	Evergreen Pear	4	N	DEMO	
11	Pyrus kawakamii	Evergreen Pear	3	N	DEMO	
12	Juglans hindsii	California Black Walnut	3, 2, 1, 1	N	DEMO	MULTISTEMMED
13	Juglans hindsii	California Black Walnut	9	N	DEMO	
14	Juglans hindsii	California Black Walnut	9	N	DEMO	
15	Pyrus calleryana	Flowering Pear	4	N	DEMO	

	HT	NH	Total
To Remain:	0	0	0
Demo:	1	14	15
Total:	1	14	15

INFORMATION PER ARBORIST'S REPORT DATED MAY 18, 2012 PREPARED BY ARBOR RESOURCES

LEGEND:

(3) Heritage Tree

Existing Tree to be Removed

TR = To Remain
Demo = To Be Removed
Tree removal based on:
Tree health
Tree structural integrity
Tree location conflicts with proposed construction

NOTES:

Location of new trees will be finalized at a later date. Final list of tree species will consider City recommendations. New trees will be replacement trees for those being removed.

Per City requirement, spacing for replacement trees is generally 25' o.c.; spacing may vary to accommodate existing driveways and other obstructions.

Per City requirement, Heritage Trees shall be replaced on a 2 for 1 basis.

Per City requirement, non-Heritage Trees shall be replaced on a 1 for 1 basis.

Per City requirement, replacement trees need not be planted on or in front of the property from which they were removed, if there is not adequate space. New trees may be located in front of or on another property related to the site.

Structural soils are to be used under flatwork to better accommodate existing and new tree roots.

0 10' 20' 40'
SCALE: 1"=20'-0"

N

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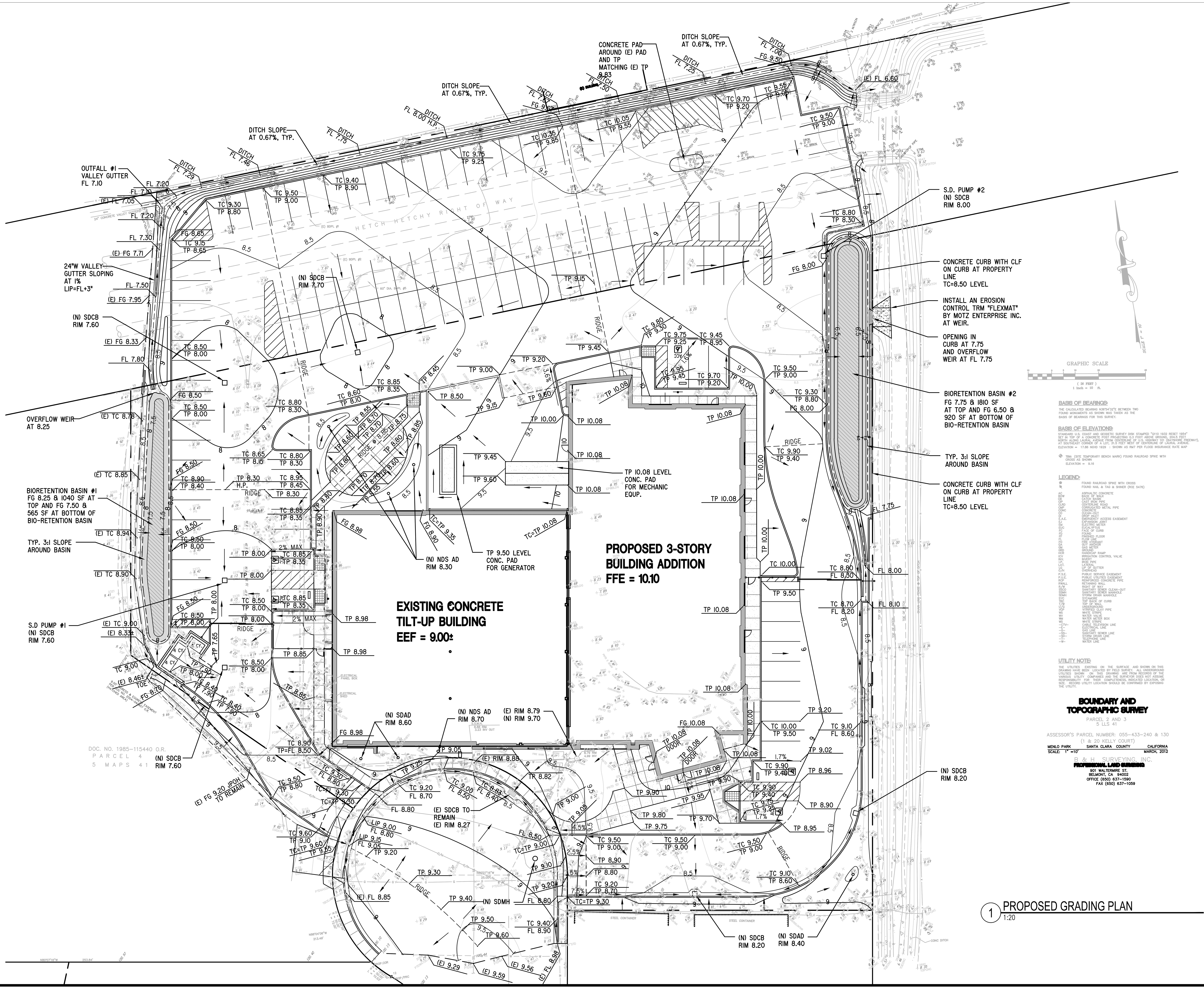
Existing Tree Plan

18

08.13.2012 Planning Submittal
10.10.2012 Planning Re-submittal
10.24.2012 Planning Re-submittal

DES ARCHITECTS ENGINEERS



1 PROPOSED GRADING PLAN
1:20

LEGEND:

Symbol	Description
	PROPERTY LINE
	SAWCUT OR CONFORM LINE
15	PROPOSED FINISH GRADE CONTOUR - 1 FOOT
15.5	PROPOSED FINISH GRADE CONTOUR - 1/2 FOOT
14	EXISTING CONTOUR (APPROXIMATE LOCATION)
	PROPOSED RIDGE LINE
○	PROPOSED SD MANHOLE
□	PROPOSED CATCH BASIN
□	EXISTING CATCH BASIN
←	SURFACE FLOW
TP 24.80	SPOT ELEVATION
TC	TOP OF CURB ELEVATION
TP	TOP OF PAVEMENT ELEVATION
FG	FINISH GRADE
FL	FLOWLINE ELEVATION
(E)	EXISTING
	LEVEL AT OVERFLOW WEIR OF BIORETENTION BASIN
	LEVEL AT BOTTOM OF BIORETENTION BASIN

0 10' 20' 40'
SCALE: 1:20

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Proposed Grading Plan

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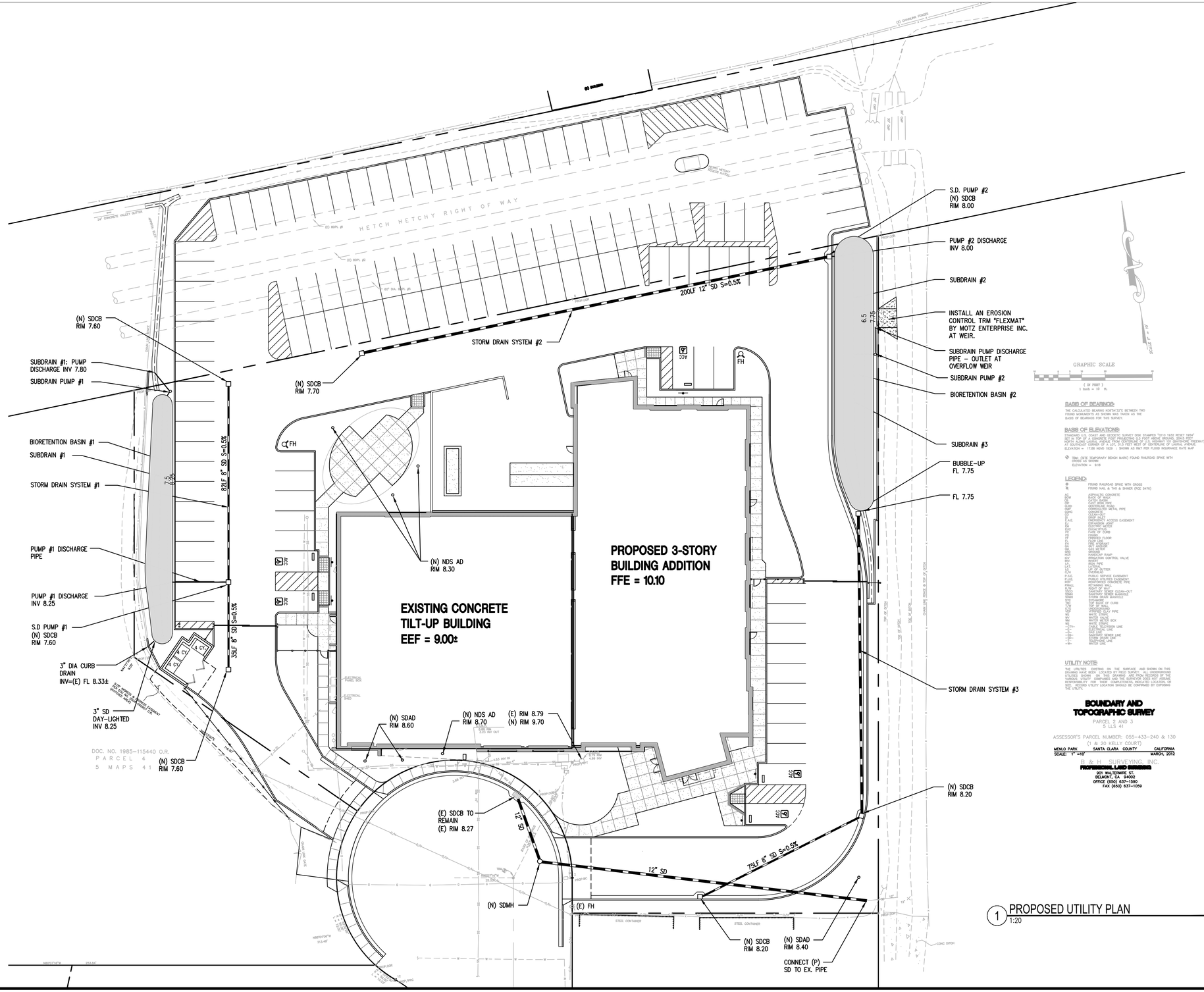
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

19

DES ARCHITECTS ENGINEERS

Oct 23, 2012 - 9:39am MLaSerna P:\CSBio\20KellyCourt\9859002\Dwg\Civil\19-Grading Plan.dwg



1 PROPOSED UTILITY PLAN
1:20

0 10' 20' 40'
SCALE: 1:20

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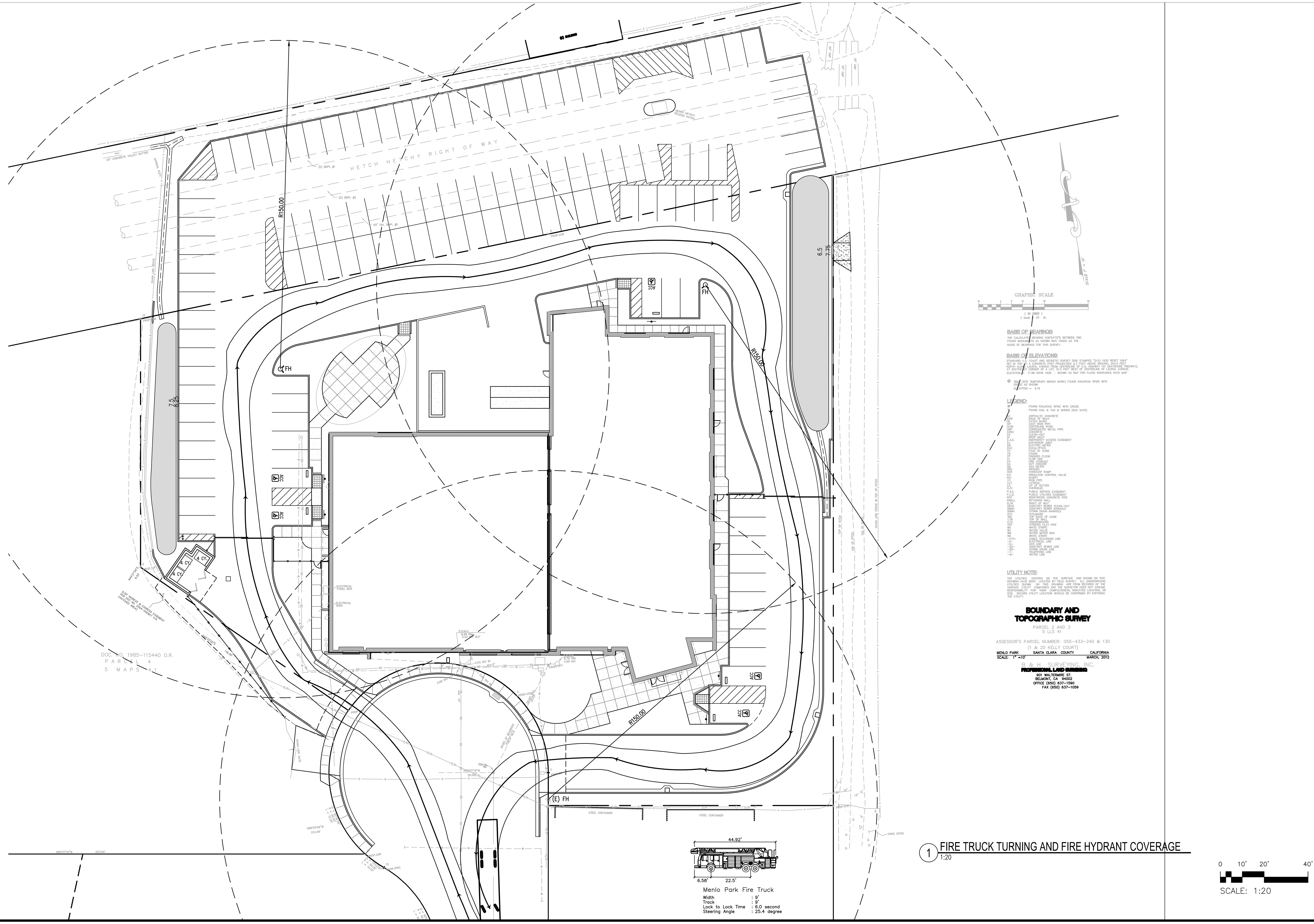
Proposed Utility Plan

20

08.13.2012 Planning Submittal
10.10.2012 Planning Re-submittal
10.24.2012 Planning Re-submittal

DES ARCHITECTS ENGINEERS



1 FIRE TRUCK TURNING AND FIRE HYDRANT COVERAGE
1:20

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Fire Truck Turning and Fire Hydrant Coverage

08.13.2012 Planning Submittal
10.10.2012 Planning Re-submittal
10.24.2012 Planning Re-submittal

21

DES ARCHITECTS ENGINEERS

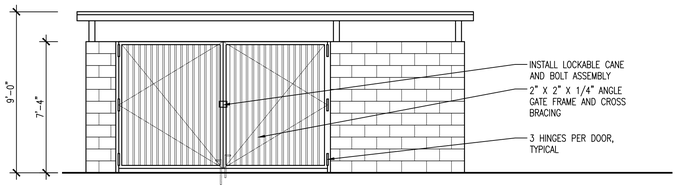
LANDSCAPE CONCEPTS:



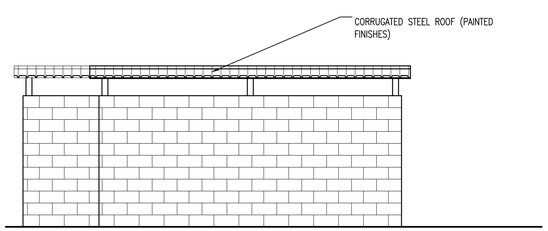

DESCRIPTION:
greenscreen® is a three dimensional, welded wire trellising system.The distinctive modular trellis panel is the building block of the greenscreen® system. Rigid and lightweight standard 3" or 2" thick panels are 4' wide x 6', 8', 10',12', or 14' tall


DESCRIPTION:
Fencing and gate are black powder-coated steel, 6'-0" height.

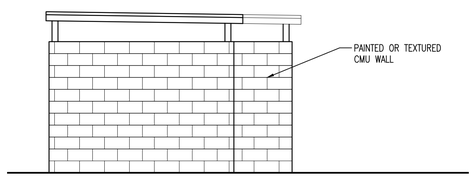
TRASH ENCLOSURE DETAILS:



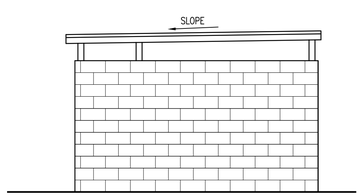
1 TRASH ENCLOSURE - NORTH ELEVATION
1:4



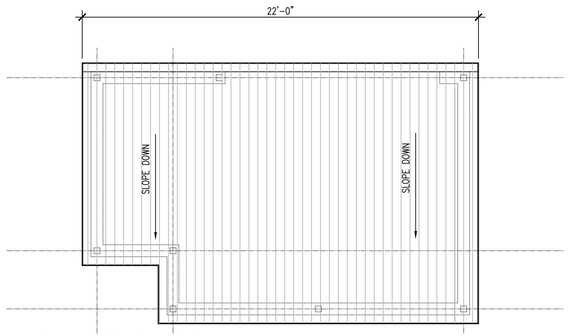
2 TRASH ENCLOSURE - SOUTH ELEVATION
1:4



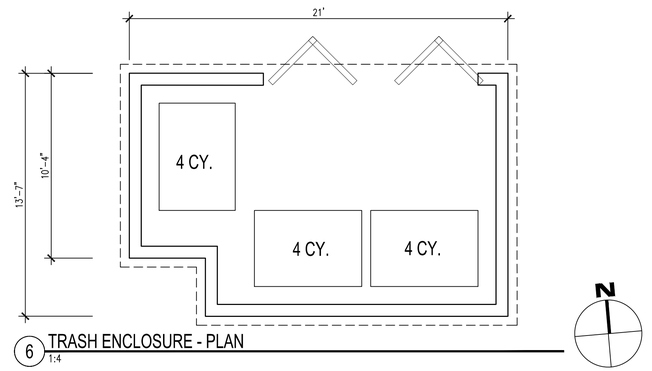
3 TRASH ENCLOSURE - EAST ELEVATION
1:4



4 TRASH ENCLOSURE - WEST ELEVATION
1:4



5 TRASH ENCLOSURE - ROOF PLAN
1:4



6 TRASH ENCLOSURE - PLAN
1:4

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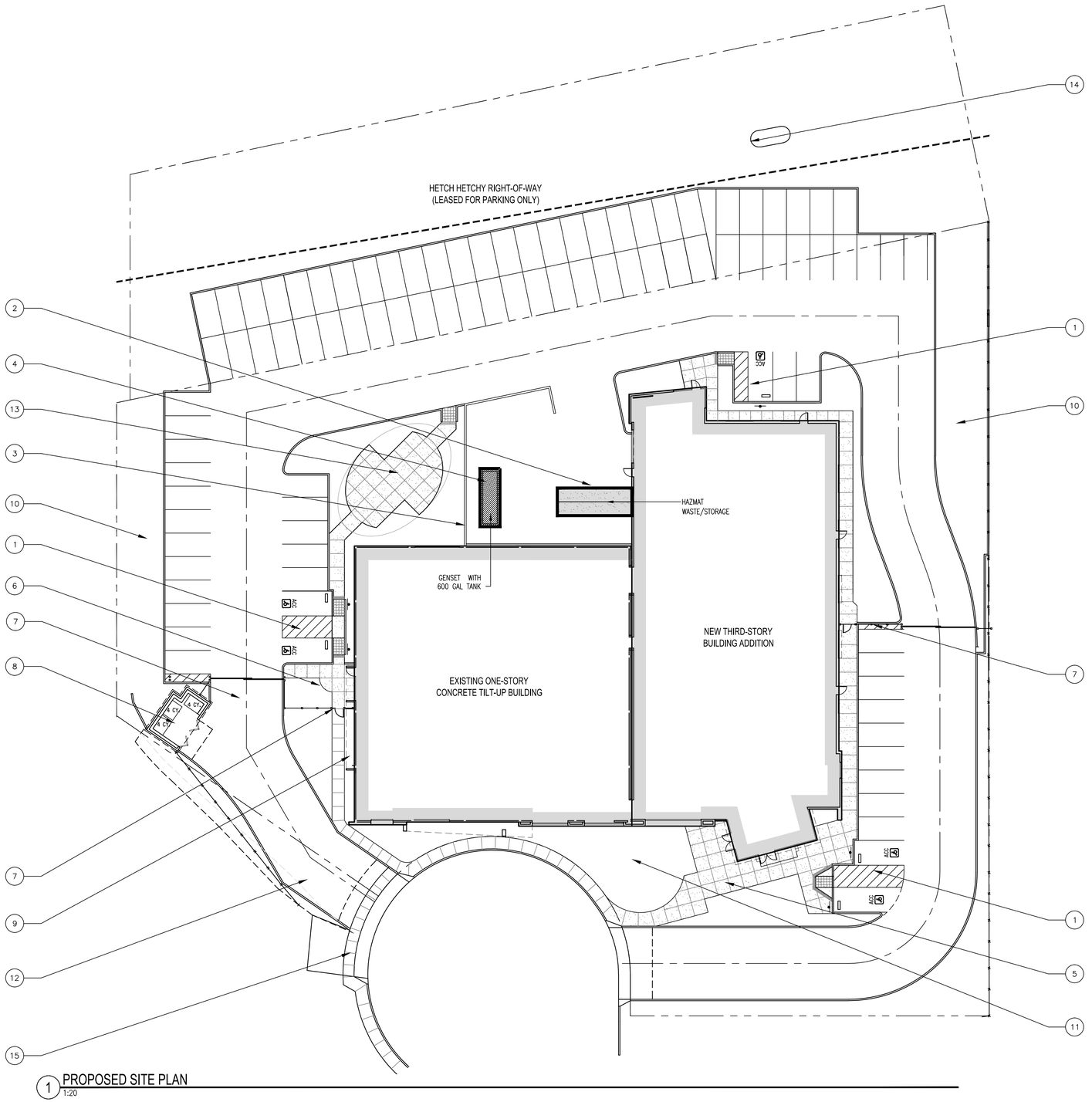
Project Number: 9859.002

LANDSCAPE AND DESIGN DETAILS

22

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS



1 PROPOSED SITE PLAN
1:20

NOTES TO THE SITE PLAN

1. NEW OR RELOCATED HANDICAP PARKING AT BUILDING ENTRANCES
2. OUTDOOR FIRE-RATED CHEMICAL STORAGE UNIT
3. GREEN SCREEN
4. CONCRETE PAD FOR EMERGENCY GENERATOR
5. ENTRY PLAZA AND LANDSCAPING
6. OUTDOOR TERRACE
7. ENTRY GATE (BOTH VEHICLES AND PEDESTRIANS), METAL FENCES AND DOORS
8. NEW TRASH ENCLOSURE
9. EXISTING ELECTRICAL SWITCHGEAR AND TRANSFORMER (WITH NEW SCREENING)
10. STORMWATER TREATMENT AREA
11. NEW LANDSCAPED AREAS AT KELLY COURT
12. REALIGNED 26' DRIVEWAY AND ADDITIONAL ACCESS EASEMENT
13. LANDSCAPE RESERVE AND PATIO
14. ACCESSIBLE HATCH FOR UNDERGROUND PIPES
15. NEW PUBLIC SIDEWALK

H-RATED CHEMICAL STORAGE

DIESEL STORED IN GENERATOR TANK

0 10' 20' 40'
SCALE: 1"= 20'–0"

N

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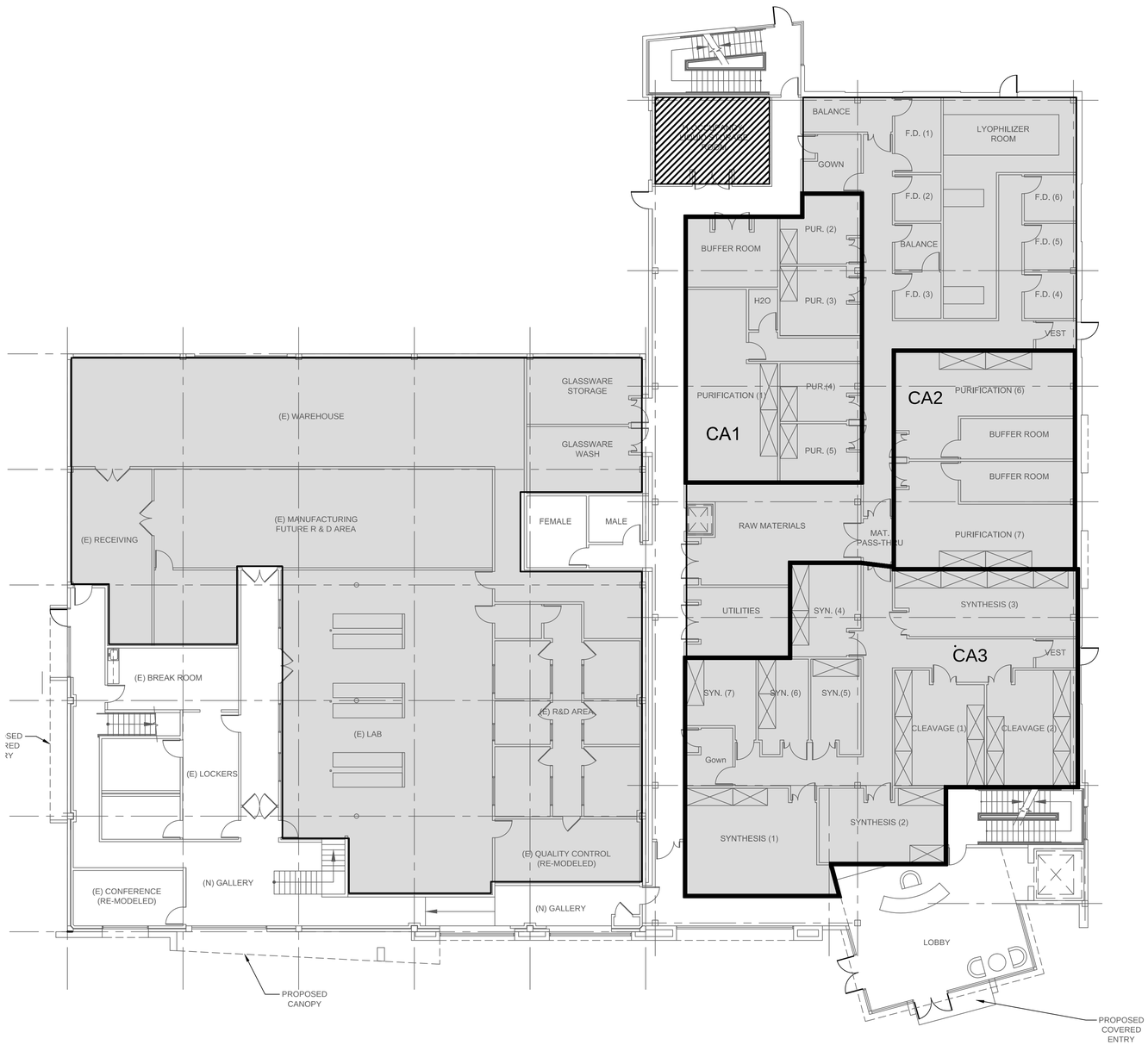
Project Number: 9859.002

Site Plan noted for HMBP- HAZMATS

H1

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS



HMBP-HAZMAT

Areas where hazardous materials may be stored and/ or used. This is conceptual, and will be finalized once the design has been finalized.

H-rated bulk hazardous materials storage.

Anticipated control areas in new building delineated by solid black line CA4 will be the rest of the building.

CA1

Locations of emergency eyewash/showers, fire extinguishers, first aid kits, etc to be determined after the design is finalized.

1 PROPOSED FIRST FLOOR PLAN
3/32" = 1'-0"

0 5.33' 10.67' 21.33'
SCALE: 3/32" = 1'-0"

N

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CS Bio Co.

Project Number: 9859.002

First Floor Plan Noted for HMBP-HAZMAT

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

H2

DES ARCHITECTS ENGINEERS

HMBP-HAZMAT

Areas where hazardous materials may be stored and/ or used. This is conceptual, and will be finalized once the design has been finalized.

Locations of emergency eyewash/showers, fire extinguishers, first aid kits, etc to be determined after the design is finalized.

1 PROPOSED SECOND FLOOR PLAN
3/32" = 1'-0"

0 5.33' 10.67' 21.33'
SCALE: 3/32" = 1'-0"

N

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CS Bio Co.

Project Number: 9859.002

2ND Floor Plan Noted For HMBP- HAZMAT

H3

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS

6 VIEW CONCRETE AND METAL BUILDING AND PARKING AREA
NTS

3 VIEW OF EXISTING CONCRERTE BUILDING FROM KELLY COURT

1 VIEW OF EXISTING METAL INDUSTRIAL BUILDING FROM KELLY COURT

7 VIEW OF HETCH HETCHY EASEMENT

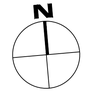
4 VIEW OF INDUSTRIAL BUILDING WEST OF THE SITE

2 VIEW OF BACK OF INDUSTRIAL BUILDING

8 VIEW OF SCHOOL TO THE WEST OF THE PROJECT AND HETCH HETCHY EASMENT

5 VIEW OF EAST SIDE OF CONCRETE BUILDING
NTS

KEY PLAN



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CS Bio Co.
Project Number: 9859.002

Site Photos

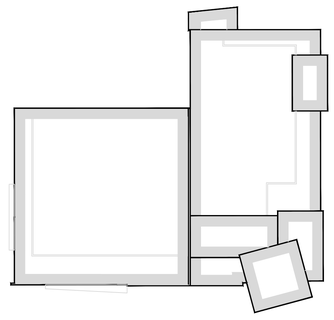
C1

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS

1 VIEW OF NEW BUILDING FROM PARKING LOT
NTS

KEY PLAN



N

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CS Bio Co.
Project Number: 9859.002

Building Perspective

C2

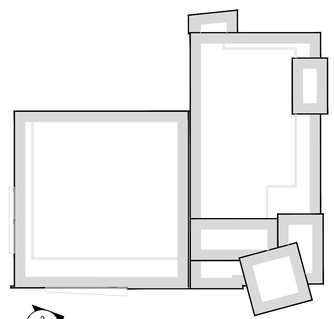
08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS

Oct 18, 2012 - 4:47pm MLoSerna P:\CSBio\20Kelly Court\9859002\Dwg\Arch\C2-Building Perspective.dwg

1 VIEW OF NEW BUILDING - NORTH AND WEST FACADES
NTS

KEY PLAN



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Menlo Park, CA.

CS Bio Co.
Project Number: 9859.002

Building Perspective

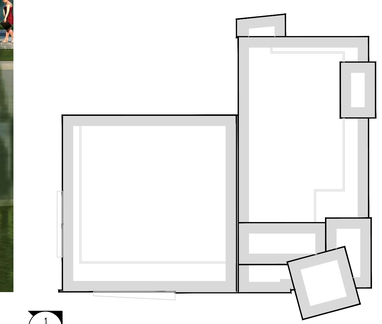
C3

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS

1 VIEW OF NEW BUILDING FROM PARKING LOT
NTS

KEY PLAN



CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.

Project Number: 9859.002

Building Perspective

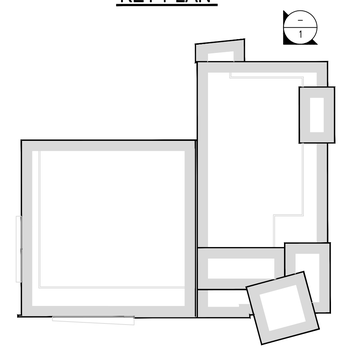
C4

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS

1 VIEW OF NEW BUILDING FROM PARKING LOT
NTS

KEY PLAN



N

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CS Bio Co.

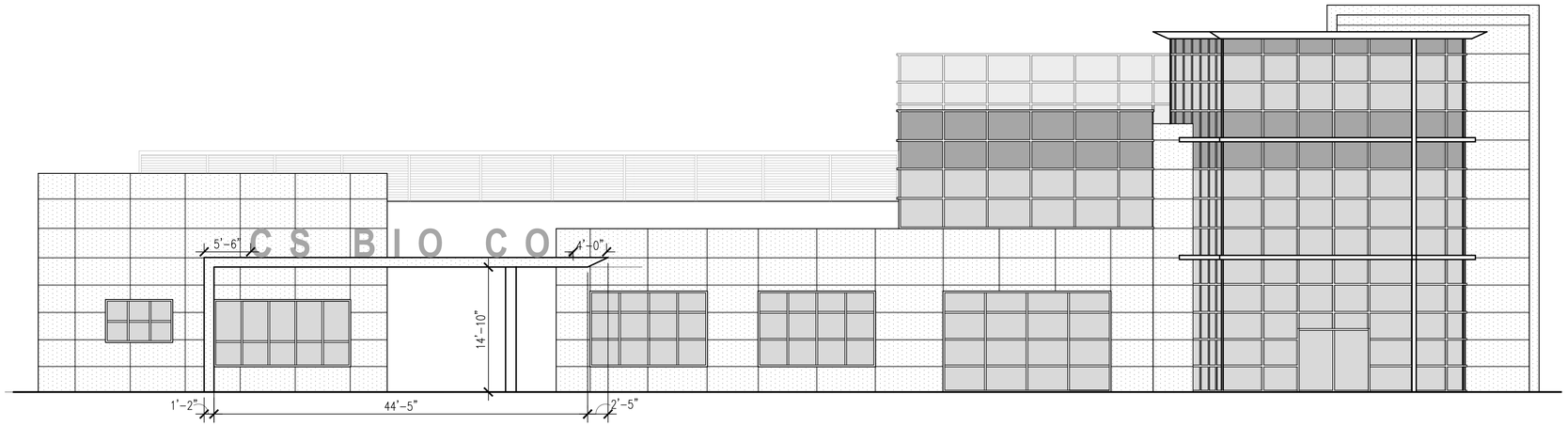
Project Number: 9859.002

Building Perspective

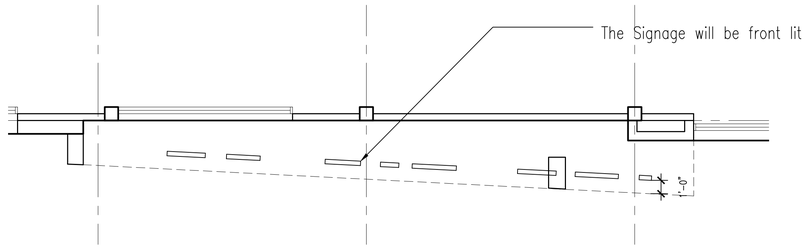
C5

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

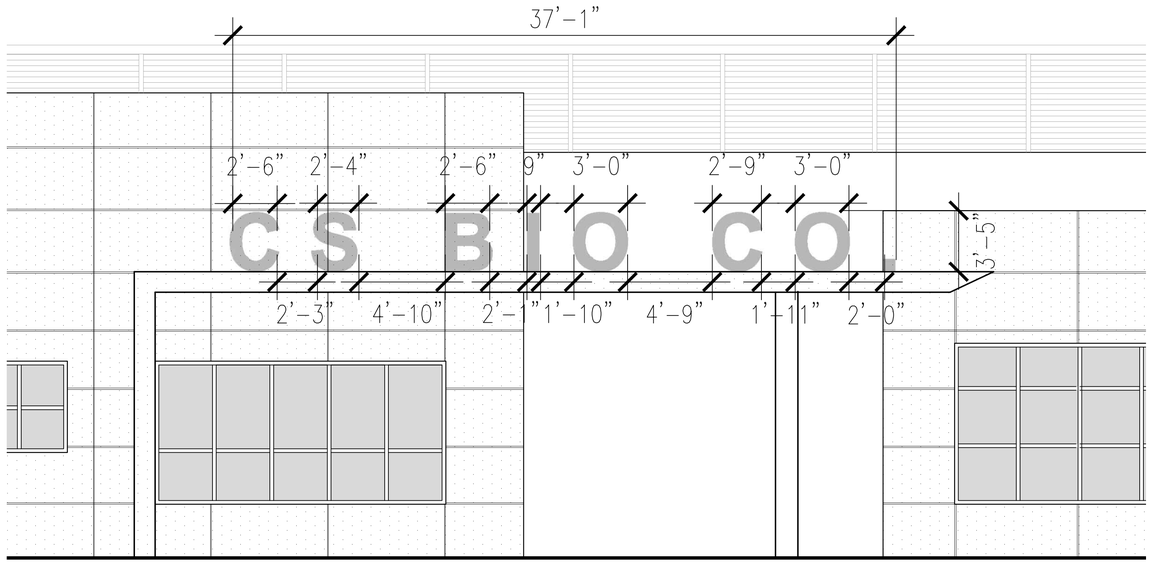
DES ARCHITECTS ENGINEERS



1 FRONT ELEVATION OF BUILDING WITH SIGNAGE
1/8"=1'-0"



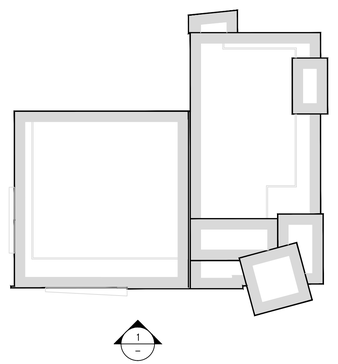
3 PARTIAL PLAN WITH SIGNAGE
3/16"=1'-0"



2 ELEVATION OF PARTIAL BUILDING WITH SIGNAGE
1/4"=1'-0"

4 AXONOMETRIC OF BUILDING WITH SIGNAGE
NTS

KEY PLAN



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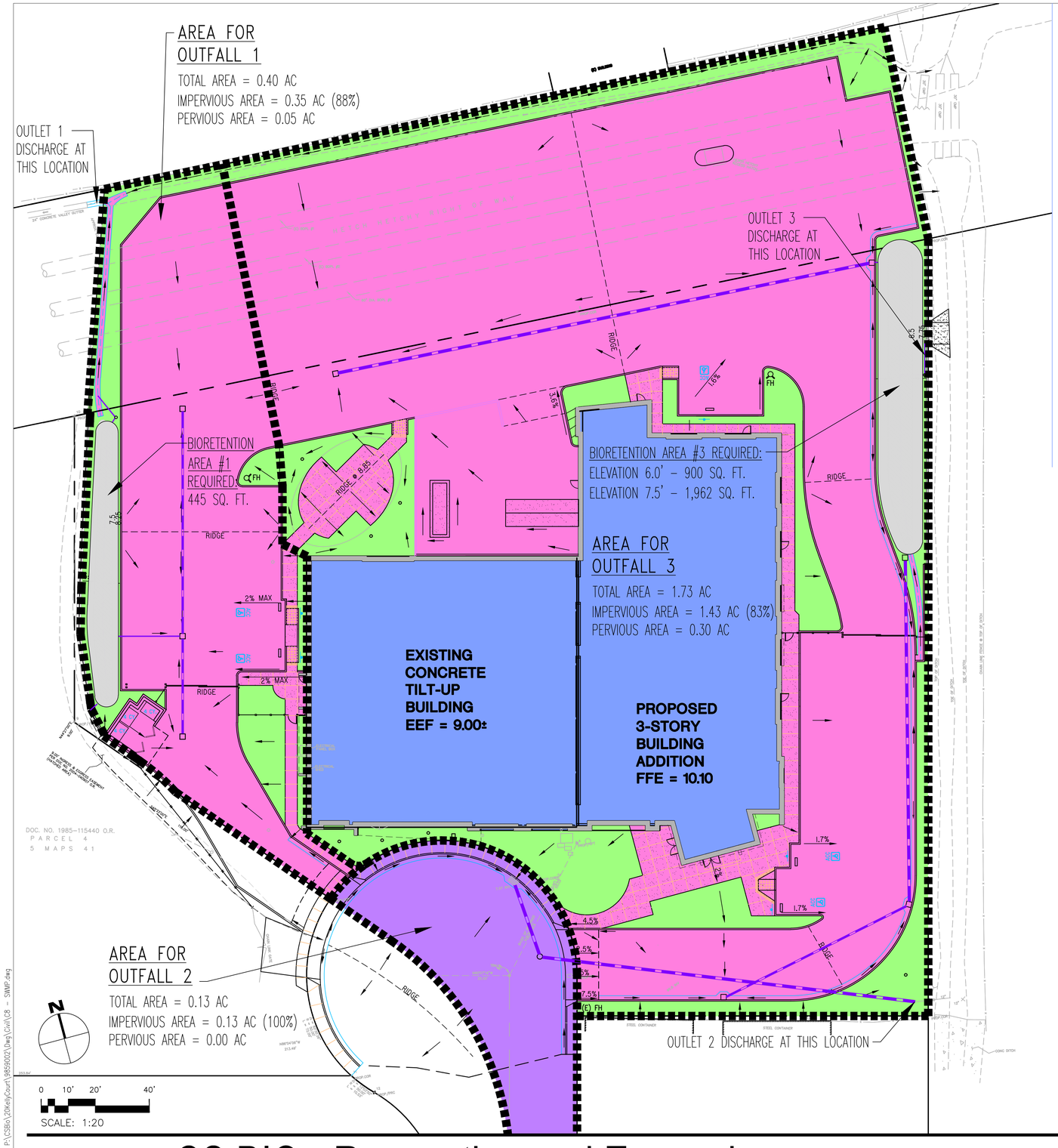
Project Number: 9859.002

Building Signage

C6

08.13.2012	Planning Submittal
10.10.2012	Planning Re-submittal
10.24.2012	Planning Re-submittal

DES ARCHITECTS ENGINEERS



LEGEND:

- TRIBUTARY BOUNDARY FOR BIORETENTION AREA
- BUILDING ROOF TRIBUTARY AREA TO BE TREATED BY BIORETENTION AREA
- AC PAVEMENT PARKING LOT AND CONCRETE PAVEMENT TRIBUTARY AREA TO BE TREATED BY BIORETENTION AREA
- LANDSCAPE/TURF TRIBUTARY AREA TO BE TREATED BY BIORETENTION AREA
- OFFSITE TRIBUTARY AREA BYPASSING BIORETENTION AREA
- LEVEL AT OVERFLOW WEIR OF BIORETENTION BASIN
- LEVEL AT BOTTOM OF BIORETENTION BASIN

NOTE:

THE INFORMATION AND CALCULATIONS AS SHOWN ON THIS SHEET IS A SUMMARY OF THE STORMWATER TREATMENT SECTIONS IN THE "PRELIMINARY HYDROLOGY REPORT FOR CS BIO CO. – SITE 1 & 20 KELLY COURT, MENLO PARK" PREPARED BY BKF ENGINEERS (BKF # 20120074), DATED JULY 24, 2012.

CALCULATIONS (PER BKF PRELIMINARY HYDROLOGY REPORT TABLE 4 & 5):

REFERENCE: SAN MATEO COUNTYWIDE WATER POLLUTION PREVENTION PROGRAM, C.3 STORMWATER TECHNICAL GUIDANCE.

OUTFALL 1:
DRAINAGE AREA FOR OUTFALL 1 = 0.40 AC (17,475 SQ. FT) AT RUNOFF COEFFICIENT = 0.63

STEP 1: PRELIMINARY ESTIMATE OF BMP AREA (4%) = 699 SQ. FT.
STEP 2: DURATION OF TREATMENT EVENT RAINFALL (PER TABLE 5-3)
- PROJECT MEAN ANNUAL PRECIPITATION (MAP) = 16"
- UNIT BASIN STORAGE VOLUME (85% IMPERVIOUS) PER TABLE 5-3 OF C.3 GUIDEBOOK = 0.60
- DURATION OF TREATMENT EVENT RAINFALL = 0.60" / 0.20"/HR = 3.0 HOURS

STEP 3: TOTAL C x A ASSOCIATED W/ 48-HR RAINFALL = 0.32 AC (13,914 SQ. FT.)
STEP 4: TREATMENT VOLUME REQUIRED = C x A x UNIT BASIN STORAGE VOLUME IN INCHES = 699 CU. FT.
STEP 5: DESIGN FOOTPRINT FOR BIORETENTION AREA = 460 SQ. FT.
- RUNOFF FILTERED THROUGH TREATMENT SOIL = DESIGN FOOTPRINT x 0.42FT/HR x DURATION OF TREATMENT RAINFALL = 582 CU. FT.
  NOTE: 0.42 FT/ HR = 5 IN / HR INFILTRATION RATE THRU SOIL.
- INFILTRATED FLOW RATE = DESIGN FOOTPRINT x 0.42 FT/HR x 1HR/3600S = 0.05 CFS (24 GPM)
  SUBDRAIN PUMP #1: USE 25 GPM PUMP.

STEP 6: STORAGE VOLUME REQUIRED = STEP 4 – STEP 5 = 117 CU. FT.
- STORAGE DEPTH REQUIRED = STORAGE VOLUME / DESIGN FOOTPRINT = 0.25 FT (3.0 INCHES)

OUTFALL 3:
DRAINAGE AREA FOR OUTFALL 1 = 2.26 –0.13 (OFFSITE) – 0.44 (OUTFALL 1) =2.13 AC (92,732 SQ. FT) AT RUNOFF COEFFICIENT = 0.69

STEP 1: PRELIMINARY ESTIMATE OF BMP AREA (4%) = 3709 SQ. FT.
STEP 2: DURATION OF TREATMENT EVENT RAINFALL (PER TABLE 5-3)
- PROJECT MEAN ANNUAL PRECIPITATION (MAP) = 16"
- UNIT BASIN STORAGE VOLUME (85% IMPERVIOUS) PER TABLE 5-3 OF C.3 GUIDEBOOK = 0.60
- DURATION OF TREATMENT EVENT RAINFALL = 0.60" / 0.20"/HR = 3.0 HOURS

STEP 3: TOTAL C x A ASSOCIATED W/ 48-HR RAINFALL = 1.47 AC (64,120 SQ. FT.)
STEP 4: TREATMENT VOLUME REQUIRED = C x A x UNIT BASIN STORAGE VOLUME IN INCHES = 3,221 CU. FT.
STEP 5: DESIGN FOOTPRINT FOR BIORETENTION AREA = 920 SQ. FT.
- RUNOFF FILTERED THROUGH TREATMENT SOIL = DESIGN FOOTPRINT x 0.42FT/HR x DURATION OF TREATMENT RAINFALL = 1,164 CU. FT.
  NOTE: 0.42 FT/ HR = 5 IN / HR INFILTRATION RATE THRU SOIL.
- INFILTRATED FLOW RATE = DESIGN FOOTPRINT x 0.42 FT/HR x 1HR/3600S = 0.11 CFS (48 GPM)
  SUBDRAIN PUMP #2: USE 50 GPM PUMP.

STEP 6: STORAGE VOLUME REQUIRED = STEP 4 – STEP 5 = 2,056 CU. FT.
- STORAGE DEPTH REQUIRED = STORAGE VOLUME / DESIGN FOOTPRINT = 2.2 FT (27 INCHES)

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CS Bio Co.
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CONCEPTUAL STORMWATER TREATMENT PLAN

C8

10.10.2012 Planning Submittal
10.24.2012 Planning Re-submittal

DES ARCHITECTS ENGINEERS

C S Bio Project Description

October 24, 2012

DES
ARCHITECTS
ENGINEERS

CS Bio – Renovation and Expansion

CS Bio is a leading provider of automated instrumentation for peptide synthesis. It was founded in 1993 and has an established corporate headquarters, R&D lab and manufacturing facility in Menlo Park. The company has grown significantly and the existing space can no longer meet its current needs and future growth. The company is looking to increase production capacity and improve the quality of its R&D and GMP production spaces. The purpose of this project is to modernize CS Bio's existing buildings at 20 Kelly Court and to integrate the adjacent property, 1 Kelly Court, for a new manufacturing and office facility.

Project

The proposed project is located at 1 and 20 Kelly Court, Menlo Park. The two lots are owned by CS Bio and will be merged. The resulting combined lot area will be 68,228 square feet. There is also an existing access easement of 1,039 sq. ft. to the southwestern corner of the site, shared with the 10 Kelly Court property. The lots are currently zoned as M2. The existing structures on site include (i) two connected one-story buildings at 1 Kelly Court and (ii) a one-story building at 20 Kelly Court. These buildings are currently used as offices, R&D, warehouse and manufacturing facilities. They equal a total building area of 35,703 sq ft at 0.52 FAR. The existing parking provides 48 uncovered stalls on the surface parking lots. There is minimal landscaping at the front entry, along the western property line and at the adjacent Hetch Hetchy right-of-way which lies to the north of the site.

This CS Bio project is composed of 3 components/phases:

(1) Demolish the existing one-story building at 1 Kelly Court site and construct a new 3-story office/manufacturing facility with the associated site improvements,
(2) Demolish the metal-frame building at the rear of 20 Kelly Court and construct a new screened service yard and landscape patio,
(3) Enhance the exterior of the concrete tilt-up building to match the new construction.

The new 3–story building will have a total of 25,701 square feet of space for office and manufacturing uses. It will be sited at a slightly higher elevation (approximately one foot

399 Bradford Street Redwood City, California 94063 Tel 650-364-6453 Fax 650-364-2618 www.des-ae.com

higher) to meet FEMA requirements and will be connected to the existing concrete tilt-up building on the first floor level with ramp and stairs. A new entry lobby/elevator tower, placed at the southern corner, will be created as the key architectural element. This tower will have a very transparent appearance with full-height glazing, accent painted metal mullions, sunshades and metal panels. Another architecture feature is a metal clad box-like element at the north-east end which frames a deck at the second floor and viewing decks at the roof levels. Internal stairs will connect these different levels. Other exterior finishes of the new building will include painted cement plaster finishes, painted metal panels as an accent element, low-E tinted vision and spandrel glazing, metal sunshades/canopies, and decks with metal or glass railings. Mechanical equipment will be located within screened areas on the roof. The exterior of the existing concrete tilt-up building will be re-painted and new architectural features will be added to unify it with the new building. Exterior storage for hazardous materials will be provided behind the 20 Kelly Court building in a self-enclosed chemical storage unit designed for this purpose. The service yard will also include an emergency generator and will be enclosed by a "green screen".

The existing parking lot and loading area will be reconstructed to accommodate additional parking spaces, landscaping, outdoor patios and walkways. CS Bio is willing to obtain a permit from SFPUC to utilize 4 parcels of Hetch Hetchy property to the north of the site. It will utilize part of the paved area (restored by SFPUC at the conclusion of their major pipe installation) for parking purposes. The rest of the leased property will be used as a landscape reserve and improved for future parking if CS Bio needs it.

Two approximately 180' long landscaped strips will be created along the eastern and western property line for rainwater and stormwater treatment. Based on a hydrology study, these areas are designed to satisfy the treatment needs of both the project site and the Hetch Hetchy property, including the Landscape Reserve (if or when it is improved).

One heritage tree and 14 non-heritage trees will be removed. With the new improvements, a water-conserving plant palette will be installed, including 24 new trees.

In addition to the new pathways and patios on-site, a new sidewalk will be installed rimming Kelly Court.

This project will enhance the neighborhood and C S Bio's image while providing the much-needed square footage for future growth. It will add a net 1,725 square feet to existing uses, thus resulting in a total of 37,428 square feet of building area. The outside Chemical Storage unit is included in the coverage but is not included in the Gross Floor Area calculations because this is a non-occupiable space. The unit measures 9'-2.5" in interior height but has a shelf across at 4'-6" (less than 6'-6") and therefore a person cannot stand up within the unit. The unit is not conditioned space and does not have a building code compliant exit door, and has no windows or skylights. The FAR will be at 0.55 based on the combined site of 1 and 20 Kelly Court. Site coverage by structures will be 33%.

The new building as proposed will exceed the 35' height limitation in the M2 zone. The extra height is need to allow for the production and mechanical equipment on the first floor and the third floor roof decks with access to mechanical equipment which supports the manufacturing process. The top of the elevator tower is anticipated to be 47' and the viewing decks, 44'.

All exit paths, building structure and 26' wide driveway for fire access will be within the project site.

Parking

This project is required to provide 92 parking stalls based on the proposed office and manufacturing use. To satisfy this requirement, it will have 59 new parking stalls on the subject properties (1 and 20 Kelly Court). Additionally, it will obtain a permit for the Hetch Hetchy property (4 parcels) to the north and use portion of the land for parking. San Francisco Public Utilities Commission has recently re-paved part of the property that pre-existed before the underground pipe replacement project. Utilizing a tandem parking concept, this paved area will provide the additional 33 stalls. The rest of the Hetch

Hetchy property will remain as dirt/landscape reserve. This concept of tandem parking is justified by the following reasons:

1. C S Bio estimated that the new combined facility (office, manufacturing, R&D and warehouse) would have 65 employees max. It does not need additional parking stalls. It also encourages employees using public transit and ride-share programs.
2. The tandem parking program will be operated and co-ordinated internally, so that C S Bio's employees and visitors will not need to find parking spaces on street.
3. It will best utilize the existing asphalt-paved area without creating more impervious surfaces and reduce the need of treatment.
4. It will facilitate future repair work at the Hetch Hetchy property with reduced amount of paving.
5. It will provide significant savings to C S Bio. The company can invest more into the new facility and exterior improvements. The finished project will greatly enhance the image of O'Brian Drive neighborhood and encourage other re-development projects.

Signage

The project proposes to have a new company sign at the front façade of the existing concrete tilt-up building. The new sign, measured to roughly 3'-5" x 37'-1", will sit on top of a metal canopy and below the roof parapet. The individual letters will be constructed of metal and externally lit. It is designed to complement other exterior enhancement of the existing 20 Kelly Ct building such as the metal canopy and wall projections. The sign will also highlight the new facility and it will be visible from Kelly Ct and O'brien Drive. We believe that only the increased letter height can achieve this effect and be compatible with the scale and proportion of other architectural elements. Together, they add to the distinct character of the project.

The proposed sign design is included as part of the Conditional Development Permit application.

Hazardous Materials

CS Bio uses hazardous materials such as solvents, acids and compressed gases in the development and manufacture of its products. CS Bio currently has a Hazardous Materials Business Plan in place and will be updating it with the construction of the new facility. The facility generates hazardous wastes (primarily solvents), which are transported off-site for disposal by a licensed contractor.

Facility operations do not require an industrial wastewater discharge permit, nor an air emissions permit. The diesel generator will require an air emissions permit, and once a unit is ready to be installed, a permit application will be submitted to the Bay Area Air Quality Management District.

The attached Building Occupancy Classification Forms serve as the chemical inventory, and include allowances for future growth.

DRAFT

DES ARCHITECTS ENGINEERS

LEED Scorecard
Project name: CS Bio Renovation and Expansion
Project address: 20 Kelly Court, Menlo Park
DES project number: 9859.002

LEED-NC v2009
NEW CONSTRUCTION

Points Achieved	Total Points Achieved and Targeted: 63		Total Rating System Possible Points: 110
63 Points Targeted	Rating Level Pre-Certification Estimate: GOLD		
23 Points Questionable			
26 Points Not Possible		Certified 40-49 points	Silver 50-59 points Gold 60-79 points Platinum 80-110 points

Sustainable Sites — 26 Points (23 T, 1 ?, 2 No)

Yes	T	?	No				
Y				Prereq 1	**Construction Activity Pollution Prevention**	P	
	1			Credit 1	**Site Selection**	1	
	5			Credit 2	**Development Density & Community Connectivity**	5	
			1	Credit 3	**Brownfield Redevelopment**	1	
	6			Credit 4.1	**Alternative Transportation**, Public Transportation Access	6	
	1			Credit 4.2	**Alternative Transportation**, Bicycle Storage & Changing Rooms	1	
	3			Credit 4.3	**Alternative Transportation**, Alternative Fuel Vehicles	3	
	2			Credit 4.4	**Alternative Transportation**, Parking Capacity	2	
		1		Credit 5.1	**Site Development,** Protect or Restore Habitat	1	
	1			Credit 5.2	**Site Development,** Maximize Open Space	1	
	1			Credit 6.1	**Stormwater Design**, Quantity Control	1	
	1			Credit 6.2	**Stormwater Design**, Quality Control	1	
			1	Credit 7.1	**Heat Island Effect**, Non-Roof	1	
	1			Credit 7.2	**Heat Island Effect**, Roof	1	
	1			Credit 8	**Light Pollution Reduction**	1	

Water Efficiency — 10 Points (5 T, 3 ?, 2 No)

Yes	T	?	No				
Y				Prereq 1	**Water Use Reduction**	P	
	2			Credit 1	**Water Efficient Landscaping**, Reduce by 50%	2	
		2			**Water Efficient Landscaping**, Reduce by 50% and No Potable	2	
			2	Credit 2	**Innovative Wastewater Technologies**	2	
	2			Credit 3	**Water Use Reduction**, 30%	2	
	1				**Water Use Reduction**, 35%	1	
		1			**Water Use Reduction**, 40%	1	

Energy & Atmosphere — 35 Points (10 T, 9 ?, 16 No)

Yes	T	?	No				
Y				Prereq 1	**Fundamental Commissioning of Building Energy Systems**	P	
Y				Prereq 2	**Minimum Energy Performance**	P	
Y				Prereq 3	**Fundamental Refrigerant Management**	P	
	1			Credit 1	**Optimize Energy Performance**, 12%	1	
	1				**Optimize Energy Performance**, 14%	1	
	1				**Optimize Energy Performance**, 16%	1	
		1			**Optimize Energy Performance**, 18%	1	
		1			**Optimize Energy Performance**, 20%	1	
		1			**Optimize Energy Performance**, 22%	1	
		1			**Optimize Energy Performance**, 24%	1	
		1			**Optimize Energy Performance**, 26%	1	
		1			**Optimize Energy Performance**, 28%	1	
		1			**Optimize Energy Performance**, 30%	1	
			1		**Optimize Energy Performance**, 32%	1	
			1		**Optimize Energy Performance**, 34%	1	
			1		**Optimize Energy Performance**, 36%	1	
			1		**Optimize Energy Performance**, 38%	1	
			1		**Optimize Energy Performance**, 40%	1	
			1		**Optimize Energy Performance**, 42%	1	
			1		**Optimize Energy Performance**, 44%	1	
			1		**Optimize Energy Performance**, 46%	1	
			1		**Optimize Energy Performance**, 48%	1	
			1	Credit 2	**Onsite Renewable Energy**, 1%	1	
			1		**Onsite Renewable Energy**, 3%	1	
			1		**Onsite Renewable Energy**, 5%	1	
			1		**Onsite Renewable Energy**, 7%	1	
			1		**Onsite Renewable Energy**, 9%	1	
			1		**Onsite Renewable Energy**, 11%	1	
			1		**Onsite Renewable Energy**, 13%	1	
		2		Credit 3	**Enhanced Commissioning**	2	
	2			Credit 4	**Enhanced Refrigerant Management**	2	
	3			Credit 5	**Measurement & Verification**	3	
	2			Credit 6	**Green Power**	2	

Materials & Resources — 14 Points (7 T, 3 ?, 4 No)

Yes	T	?	No			
Y				Prereq 1	**Storage & Collection of Recyclables**	P
	1			Credit 1.1*	**Building Reuse**, Maintain 55% of Existing Walls, Floors & Roof	1
			1		**Building Reuse**, Maintain 75% of Existing Walls, Floors & Roof	1
			1		**Building Reuse**, Maintain 95% of Existing Walls, Floors & Roof	1
	1			Credit 1.2	**Building Reuse**, Maintain 50% of Interior Nonstructural Elements	1
	1			Credit 2	**Construction Waste Management**, Divert 50%	1
	1				**Construction Waste Management**, Divert 75%	1
			1	Credit 3	**Materials Reuse**, 5%	1
			1		**Materials Reuse**, 10%	1
	1			Credit 4	**Recycled Content**, 10% (post-consumer + 1/2 pre-consumer)	1
	1				**Recycled Content**, 20% (post-consumer + 1/2 pre-consumer)	1
		1		Credit 5	**Regional Materials**, 10% Extracted, Processed & Manufactured	1
		1			**Regional Materials**, 20% Extracted, Processed & Manufactured	1
		1		Credit 6	**Rapidly Renewable Materials**	1
	1			Credit 7	**Certified Wood**	1

Indoor Environmental Quality — 15 Points (11 T, 4 ?)

Yes	T	?	No			
Y				Prereq 1	**Minimum IAQ Performance**	P
Y				Prereq 2	**Environmental Tobacco Smoke (ETS) Control**	P
	1			Credit 1	**Outdoor Air Delivery Monitoring**	1
	1			Credit 2	**Increased Ventilation**	1
	1			Credit 3.1	**Construction IAQ Management Plan**, During Construction	1
	1			Credit 3.2	**Construction IAQ Management Plan**, Before Occupancy	1
	1			Credit 4.1	**Low-Emitting Materials**, Adhesives & Sealants	1
	1			Credit 4.2	**Low-Emitting Materials**, Paints & Coatings	1
	1			Credit 4.3	**Low-Emitting Materials**, Flooring Systems	1
	1			Credit 4.4	**Low-Emitting Materials**, Composite Wood & Agrifiber Products	1
		1		Credit 5	**Indoor Chemical & Pollutant Source Control**	1
	1			Credit 6.1	**Controllability of Systems**, Lighting	1
		1		Credit 6.2	**Controllability of Systems**, Thermal Comfort	1
	1			Credit 7.1	**Thermal Comfort**, Design	1
	1			Credit 7.2	**Thermal Comfort**, Verification	1
		1		Credit 8.1	**Daylight & Views**, Daylight 75% of Spaces	1
		1		Credit 8.2	**Daylight & Views**, Views for 90% of Spaces	1

Innovation in Design Process — 6 Points (6 T)

Yes	T	?	No			
	1			Credit 1	**Exemplary Performance**:	1
	1				**Exemplary Performance**:	1
	1				**Exemplary Performance**:	1
	1				**Innovation in Design**:	1
	1				**Innovation in Design**:	1
	1			Credit 2	**LEED™ Accredited Professional**	1

Regional Priority: 94089 — 4 Points (1 T, 3 ?, 2 No)

Yes	T	?	No			
		1		Credit 1	**Regional Priority**: SSc5.2	1
			1		**Regional Priority:** WEc2	
		1			**Regional Priority**: WEc3	1
			1		**Regional Priority**: EAc2	
	1				**Regional Priority**: MRc1.1	1
		1			**Regional Priority**: IEQc8.1	1

Prepared by DES Architects + Engineers

ARBOR RESOURCES
professional consulting arborists and tree care

ARBORIST REPORT

1 & 20 KELLY COURT

MENLO PARK, CALIFORNIA

Submitted to:

DES Architects + Engineers, Inc.
399 Bradford Street
Redwood City, CA 94063

Prepared by:

David L. Babby
Registered Consulting Arborist® #399
Board-Certified Master Arborist #WE-4001B

May 18, 2012

p.o. box 25295, san mateo, california 94402 ▪ email: arborresources@comcast.net
phone: 650.654.3351 ▪ fax: 650.240.0777 ▪ licensed contractor #796763

TABLE OF CONTENTS

EXHIBITS

1.0 INTRODUCTION

Plans are being prepared to redevelop 1 and 20 Kelly Court, as well as the adjoining Hetch Hetchy right-of-way in Menlo Park, California. I have been retained by DES Architects + Engineers, Inc. to prepare this arborist report, and specific tasks performed are as follows:

- Identify each tree located within the project area.
- Measure each tree's trunk diameter at approximately 54 inches above grade or where needed to obtain the most representative sample of trunk size; all diameters are rounded to the nearest inch. Trees listed with more than one diameter are formed by multiple trunks.
- Ascertain each tree's health and structural integrity, and assign an overall condition rating (e.g. good, fair, poor or dead).
- Provide comments regarding any significant structural defects or health issues.
- Determine each tree's suitability for preservation (e.g. high, moderate or low).
- Obtain photographs of the trees (these are presented in Exhibit C).
- Sequentially assign numbers to each tree, and plot them on aerial photograph presented in Exhibit B (derived from *Google Earth*).
- Affix metal tags with corresponding numbers to the trees' trunks or major limbs (the tags are round aluminum with engraved numbers).
- Identify which trees are defined as "heritage trees."[1]
- Review a tentative site plan to identify the disposition for any heritage tree(s).
- Provide protection measures for any heritage tree being retained.
- Prepare a written report that presents the aforementioned information, and submit via email as a PDF document.

[1] Section 13.24.020 of the City Code defines a "heritage tree" as follows: [1] any tree having a trunk diameter ≥15" at 54" above natural grade; [2] any oak tree native to California, and has a trunk diameter ≥10" at 54" inches above natural grade; [3] any tree ≥12' tall with a trunk diameter of ≥15" measured at the point where the trunks divide; and [4] any tree or group of trees specifically designated by the City Council for protection because of historical significance, special character or community benefit.

2.0 TREE COUNT AND COMPOSITION

Fifteen (15) trees of six various species were inventoried for this report. They are sequentially numbered as **1 thru 15**, and the table below identifies their names, assigned numbers, counts and overall percentages.

NAME	TREE NUMBER(S)	COUNT	% OF TOTAL
American sweetgum	1, 2	2	13%
Italian stone pine	3	1	7%
London plane tree	4, 5, 6, 7, 8	5	33%
evergreen pear	9, 10, 11	3	20%
California black walnut	12, 13, 14	3	20%
flowering pear	15	1	7%
	Total	**15**	**100%**

Specific information regarding each tree is presented within the table in **Exhibit A**, the trees' locations are shown on the aerial map in **Exhibit B**, and photographs can be viewed in **Exhibit C**.

3.0 SUITABILITY FOR TREE PRESERVATION

Each tree has been assigned either a "high," "moderate" or "low" suitability for preservation rating as a means to cumulatively measure their health, structural integrity, anticipated life span, location, size and specie type. A description of these ratings and associated tree numbers are presented below.

High: Applies to **none of the trees**.

These trees appear to provide a high potential of contributing long-term to the site. They exhibit good health and have seemingly stable structures.

Moderate: Applies to **trees #4, 5, 6, 9 and 13**.

These trees contribute to the site but at insignificant levels, and more frequent care is typically required during their remaining life span.

Low: Applies to **trees #1, 2, 3, 7, 8, 10, 11, 12, 14 and 15**.

These trees are the least suitable for retention due to being predisposed to decline and/or structural defects that are expected to worsen regardless of tree care measures employed.

4.0 POTENTIAL TREE DISPOSITION

Tree #3, a large Italian stone pine (*Pinus pinea*) with a trunk diameter of 31 inches and height of 35 feet, is the only "**heritage tree**" within the project site. It appears in relatively good health, however, has a weak and compromised structure highly prone to large limb and trunk failure. As such, it is my opinion that the most appropriate and prudent management approach is its removal and replacement regardless of the proposed project.

Based on the proposed design, **tree #3** will be **removed** to accommodate the sidewalk and drive aisle configuration. If it was retained, a minimum setback of 12 feet from the closest perimeter of its trunk (at grade) for any soil disturbance[2] is necessary. Additionally, tree protection measures, such as the "Tree Protection Specifications"[3] provided by the City, would require implementation during demolition, grading, construction and landscaping. Items to consider performing to reduce the tree's risk includes structural pruning to reduce heavy limb weight, and possibly installing support cables (although regular monitoring and adjustment; such as every two years, is necessary to maintain effectiveness); all work should be performed under the supervision of an arborist certified by the International Society of Arboriculture.

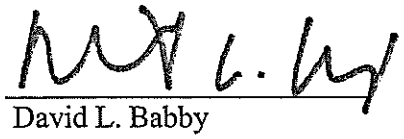
Regarding **all other trees**, when considering their species, condition and/or size, their protection during development does not seem warranted. Rather, removal and replacement with appropriate species could significantly improve the tree landscape for the foreseeable future.

[2] Soil disturbance is intended to include, but not limited to, overexcavation, trenching, compaction, grading, and soil scraping.

[3] See *www.menlopark.org/departments/bld/tree_Specifications09.pdf* for the City's "Tree Protection Specifications."

5.0 ASSUMPTIONS AND LIMITING CONDITIONS

- All information presented herein covers only those trees that were examined, at the areas viewed, and reflects the size and condition of those trees at the time of my observations on May 15 and 17, 2012.
- My observations were performed visually without probing, coring, dissecting or excavating. I cannot, in any way, assume responsibility for any defects that could only have been discovered by performing the mentioned services in the specific area(s) where a defect was located.
- The assignment pertains solely to trees listed in Exhibit A. I hold no opinion towards other trees on or surrounding the project area.
- I cannot provide a guarantee or warranty, expressed or implied, that deficiencies or problems of any trees or property in question may not arise in the future.
- No assurance can be offered that if all my recommendations and precautionary measures (verbal or in writing) are accepted and followed, that the desired results may be achieved.
- All information presented on the plans reviewed is assumed to be correct. I cannot guarantee or be responsible for the accuracy of information provided by others.
- I assume no responsibility for the means and methods used by any person or company implementing the recommendations provided in this report.
- The information provided herein represents my opinion. Accordingly, my fee is in no way contingent upon the reporting of a specified finding, conclusion or value.
- This report is proprietary to me and may not be copied or reproduced in whole or part without prior written consent. It has been prepared for the sole and exclusive use of the parties to who submitted for the purpose of contracting services provided by David L. Babby.
- Should any part of this report be lost or altered, the entire evaluation shall be invalid.

Prepared By:  Date: May 18, 2012

David L. Babby
Registered Consulting Arborist® #399
Board-Certified Master Arborist #WE-4001B

EXHIBIT A:

TREE INVENTORY TABLE

(two sheets)

TREE INVENTORY TABLE

TREE NO.	TREE NAME	Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	Suitability for Preservation (High/Moderate/Low)	Heritage Tree
1	American sweetgum (*Liquidambar styraciflua*)	2	70%	40%	Fair	Low	

Comments: Staked. The central leader broke or was removed in the past, and the remaining stub is decaying.

2	American sweetgum (*Liquidambar styraciflua*)	4	80%	30%	Fair	Low	

Comments: Staked. Has a large girdling root, which is a root that encircles the trunk's base and restricts the flow of nutrients and lateral root growth; ultimately, it results in a significant structural defect. Structure is formed by weak attachments between two main leaders and limbs.

3	Italian stone pine (*Pinus pinea*)	31	70%	30%	Fair	Low	X

Comments: One-third of canopy is beneath high-voltage electrical wires. Canopy has been significantly raised. Large mounds in adjacent road and drive apron likely from tree roots. Has a large girdling root. A previous trunk was previously removed, and the two remaining ones and limbs above form weak attachments. Canopy is asymmetrical. Height is around 35 feet.

4	London plane tree (*Platanus acerifolia*)	5	60%	50%	Fair	Moderate	

Comments: Staked. Electrical (triplex) drop, phone and cable wires are routed through canopy.

5	London plane tree (*Platanus acerifolia*)	7	60%	60%	Fair	Moderate	

Comments: Staked.

6	London plane tree (*Platanus acerifolia*)	6	50%	60%	Fair	Moderate	

Comments: Staked.

7	London plane tree (*Platanus acerifolia*)	5	60%	40%	Fair	Low	

Comments: Situated along existing building. Has a girdling root.

TREE INVENTORY TABLE

TREE NO.	TREE NAME	Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	Suitability for Preservation (High/Moderate/Low)	Heritage Tree
8	London plane tree (*Platanus acerifolia*)	5	60%	40%	Fair	Low	

Comments: Situated along existing building. The majority of trunk grows with a distinct lean away from building. Canopy is beneath existing security light.

9	evergreen pear (*Pyrus kawakamii*)	3	70%	80%	Good	Moderate	

Comments: Staked.

10	evergreen pear (*Pyrus kawakamii*)	4	50%	70%	Fair	Low	

Comments: Staked. Has branch dieback.

11	evergreen pear (*Pyrus kawakamii*)	3	0%	0%	Dead	Low	

Comments: Tree is dead.

12	California black walnut (*Juglans hindsii*)	3, 2, 1, 1	40%	50%	Poor	Low	

Comments: Center of trunk is situated along existing fence line. Structure is formed by suckers.

13	California black walnut (*Juglans hindsii*)	9	80%	50%	Fair	Moderate	

Comments: Beneath high-voltage electrical wires.

14	California black walnut (*Juglans hindsii*)	9	70%	30%	Fair	Low	

Comments: Beneath high-voltage electrical wires. Structure is comprised of two leaders that form a weak attachment.

15	flowering pear (*Pyrus calleryana*)	4	80%	40%	Fair	Low	

Comments: Situated along the rear of the site, immediately adjacent to the property fence. Grows beneath and into the canopy of a dead myoporum located on the adjoining property.

EXHIBIT B:

AERIAL MAP

(one sheet)

1 & 20 KELLY COURT

Menlo Park, California

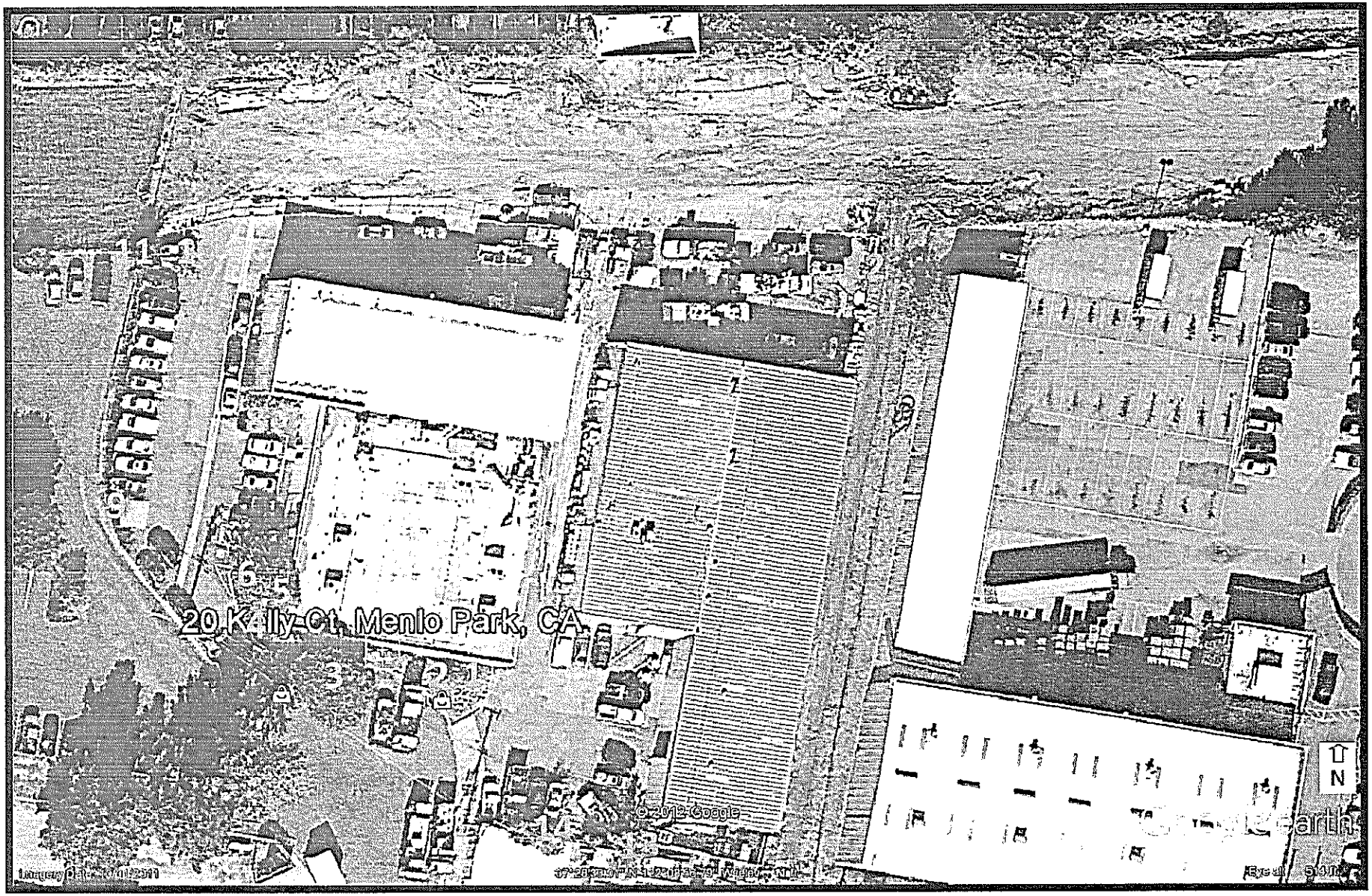
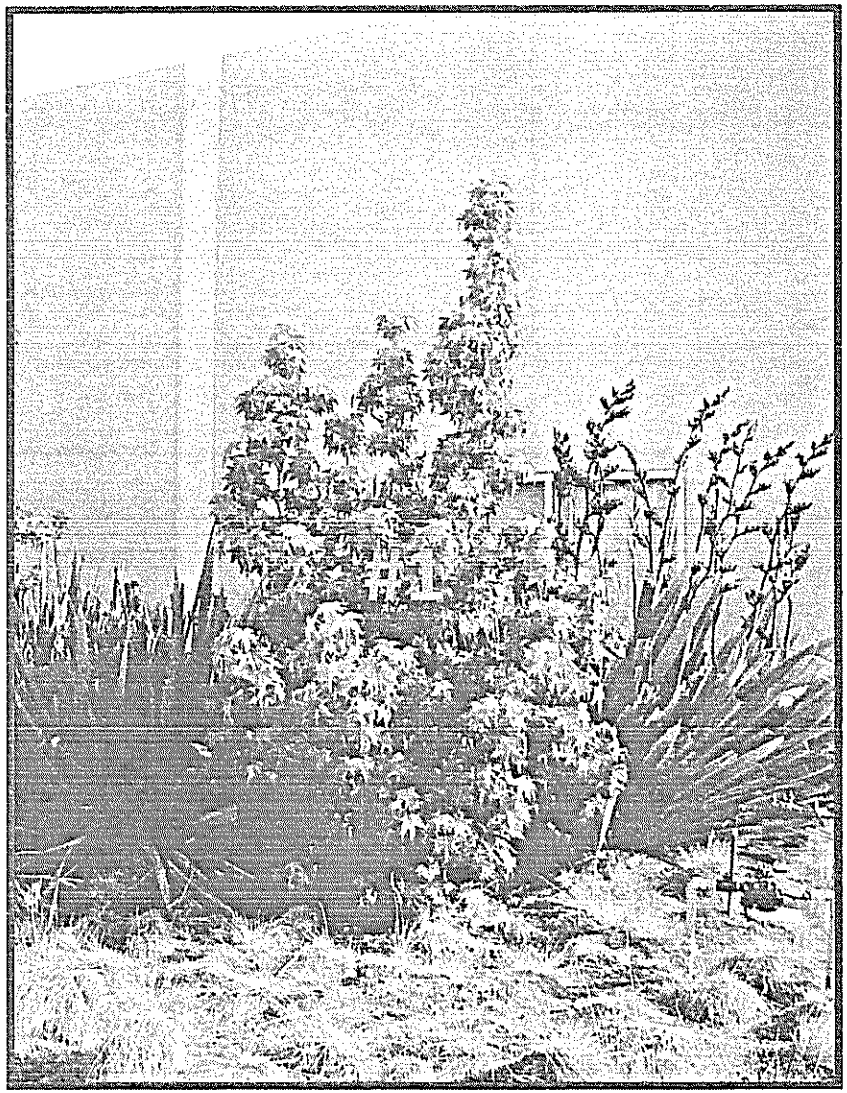


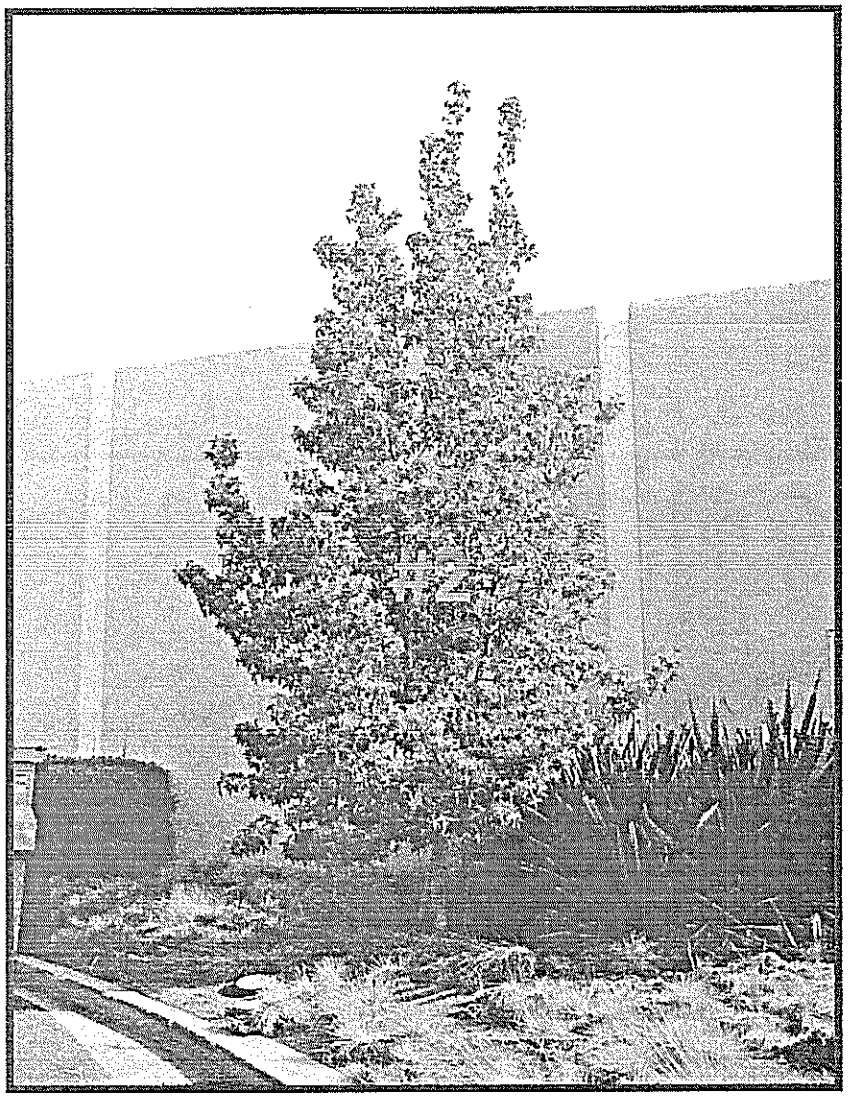
EXHIBIT C:

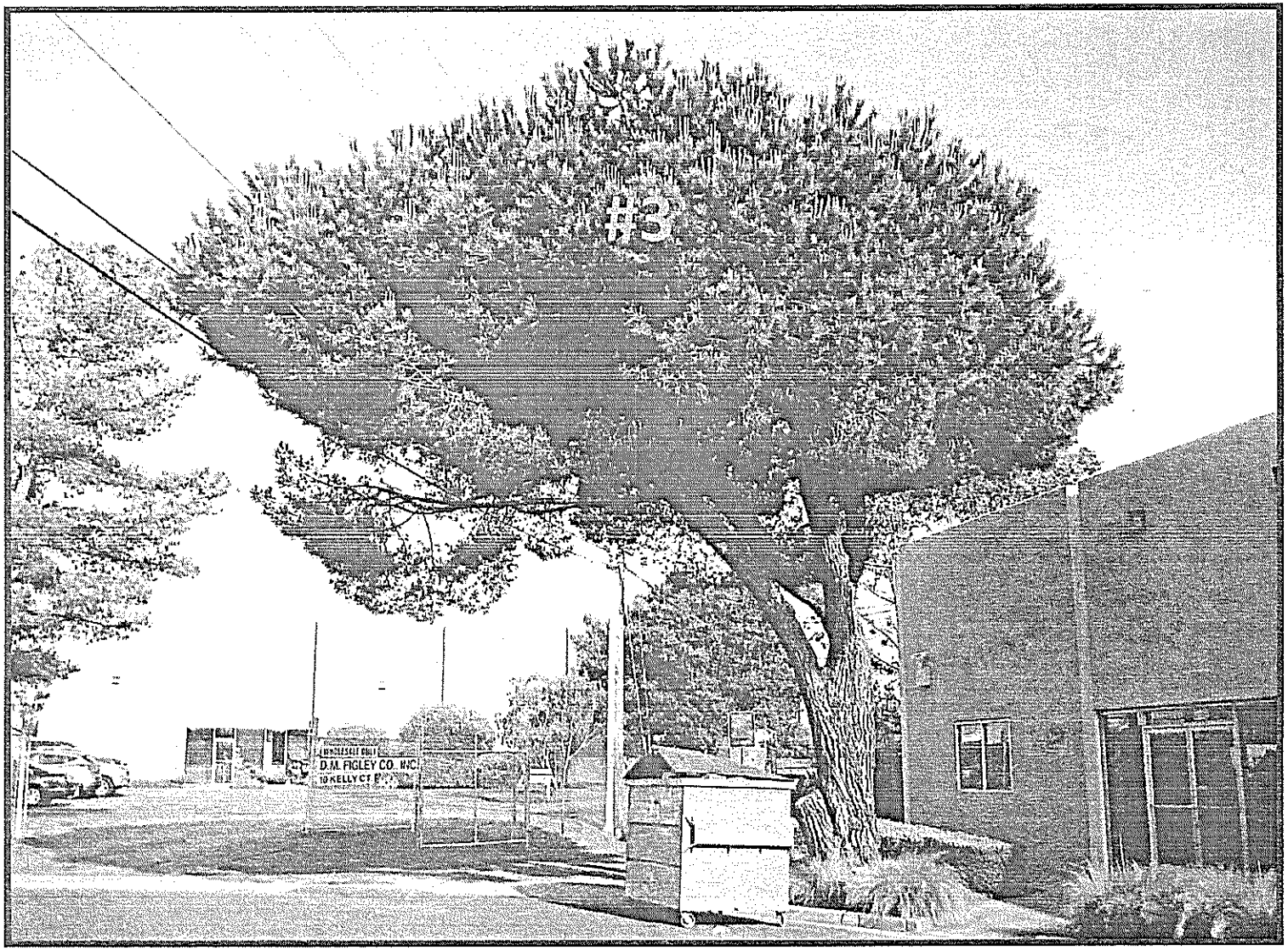
PHOTOGRAPHS

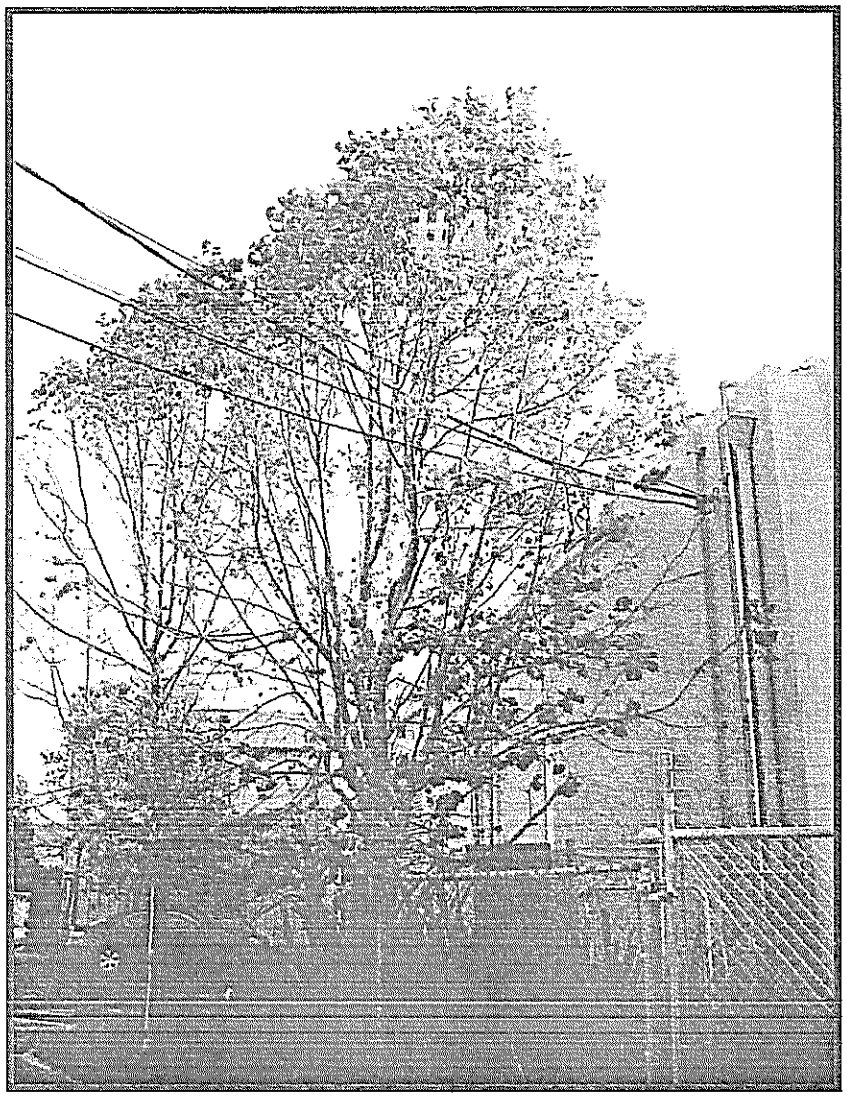
(seven sheets)

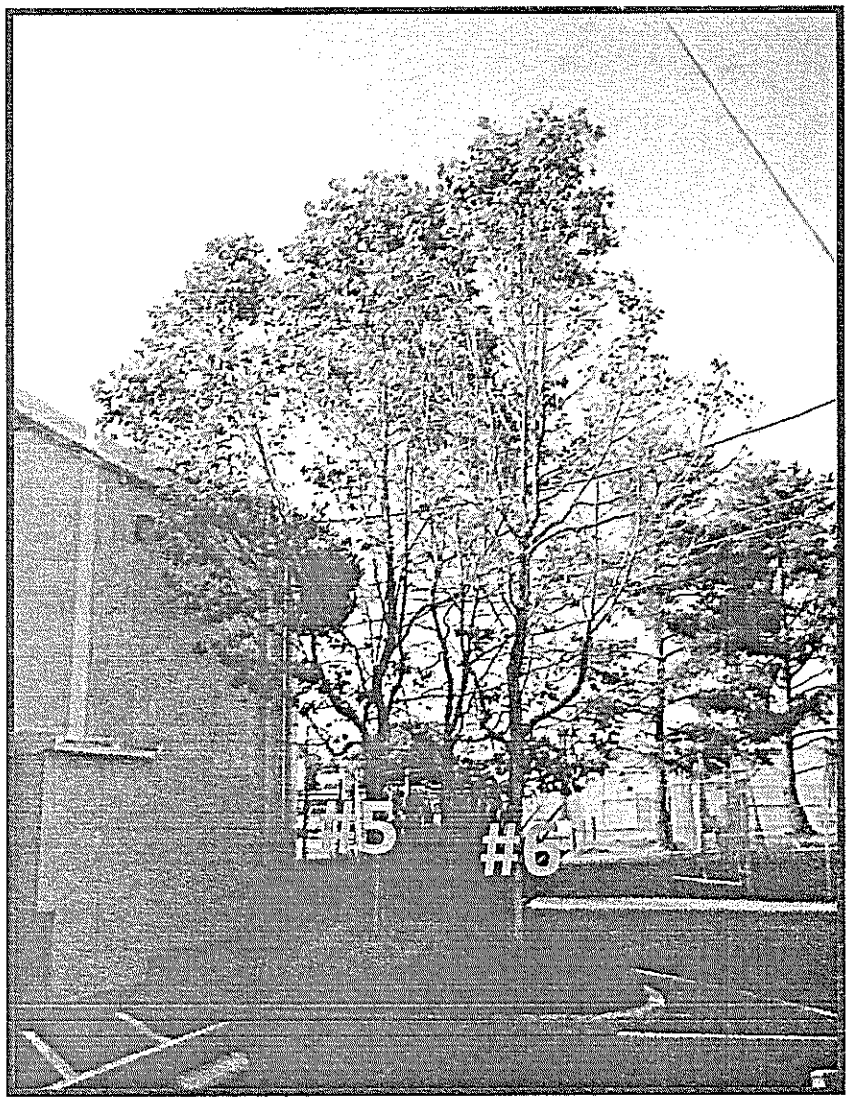
Photo Index






#3
D.M. FIGLEY CO. INC.

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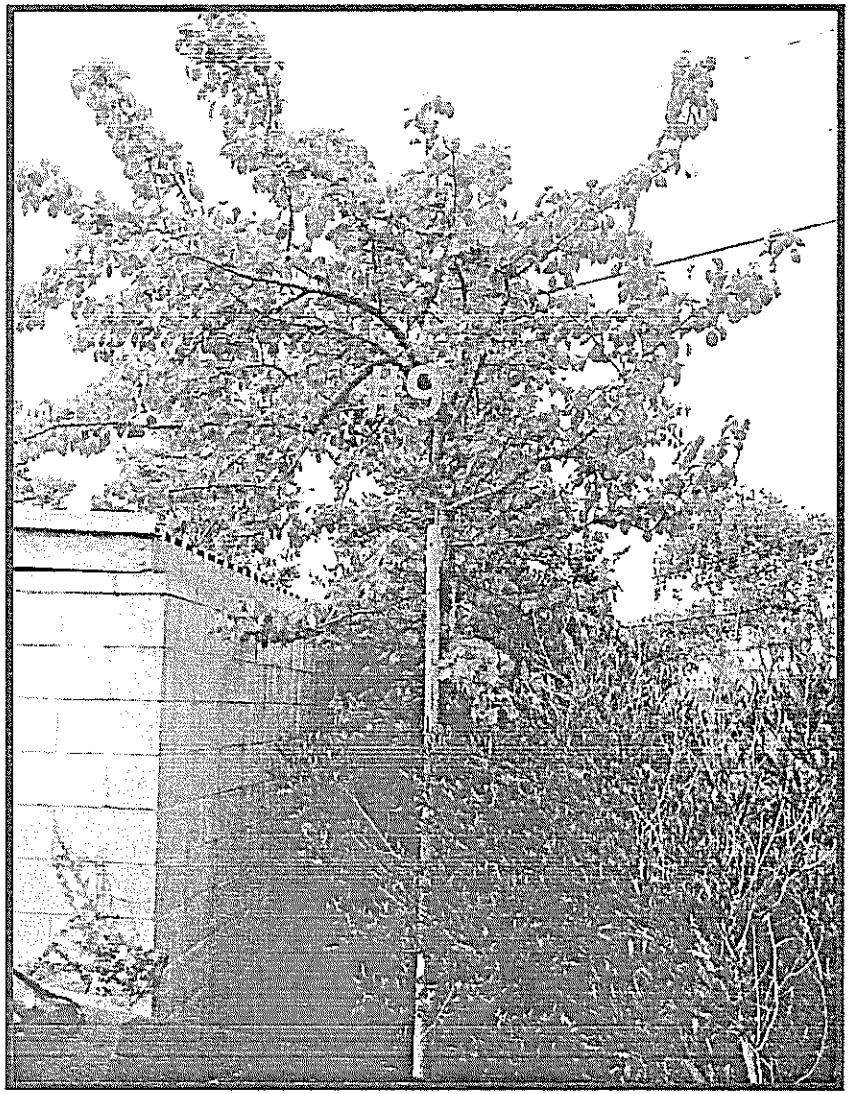
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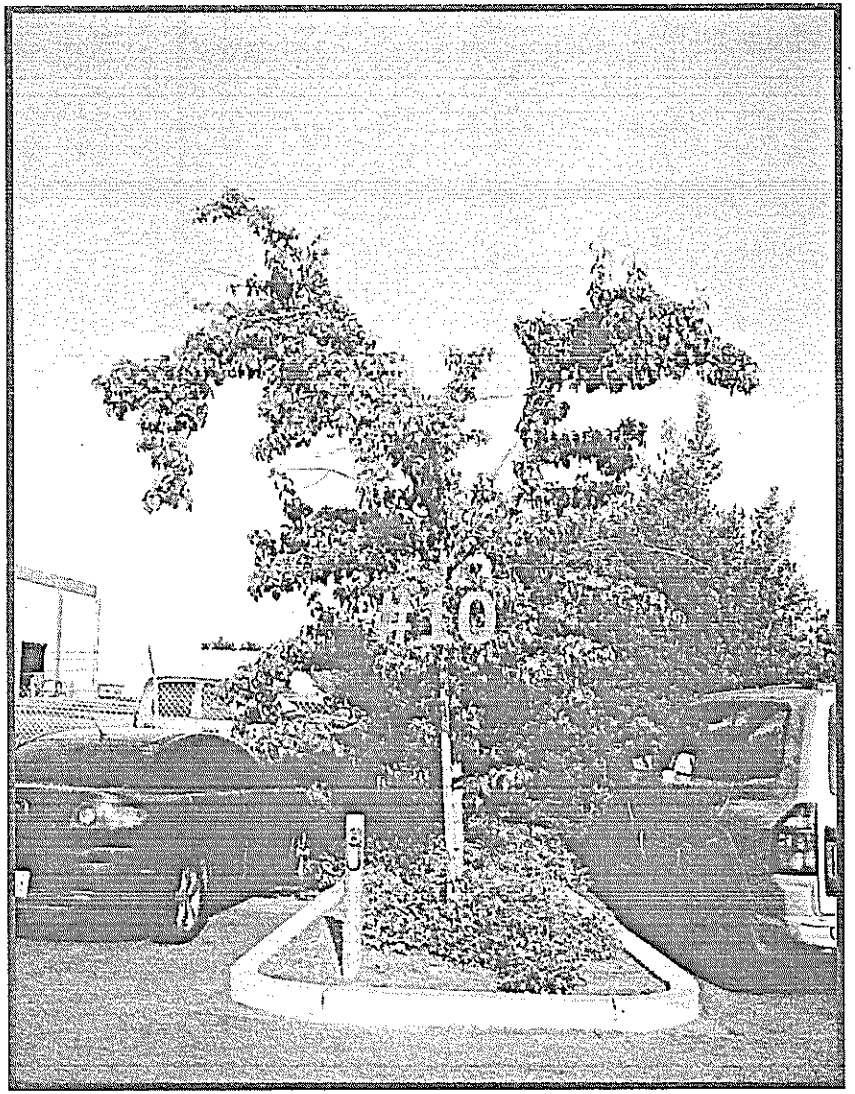

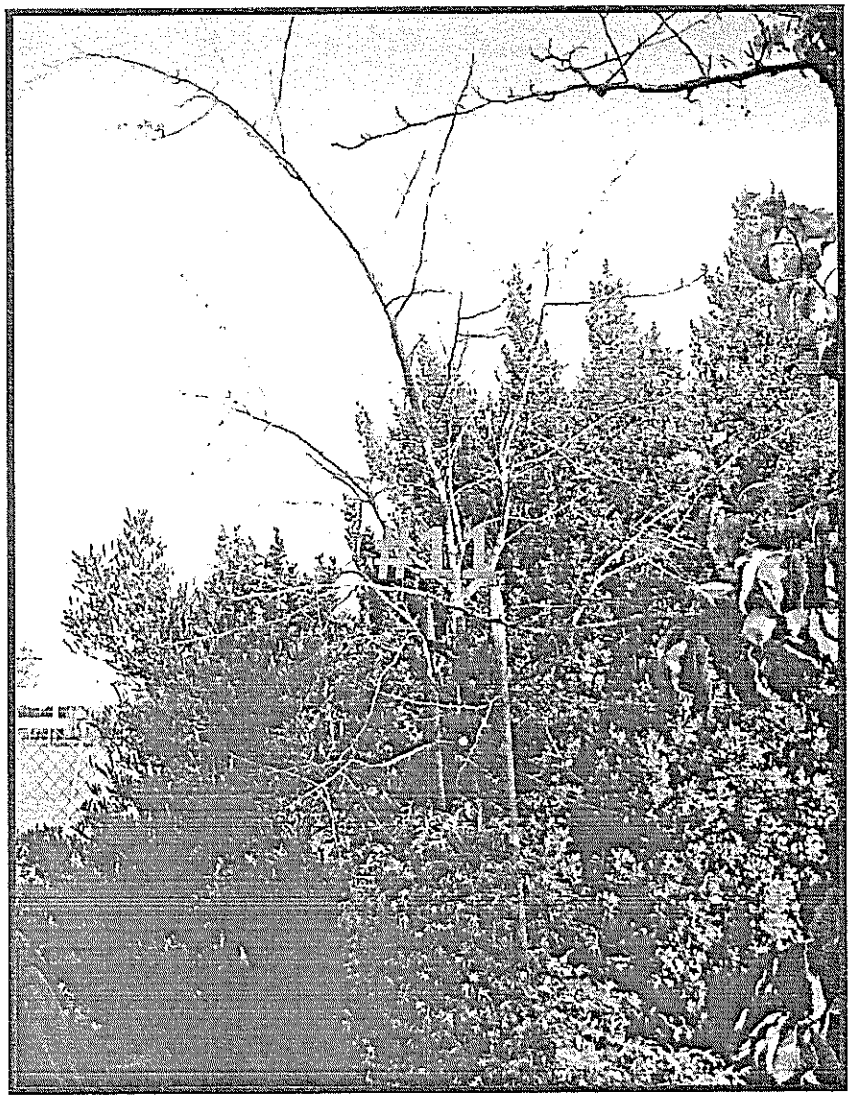

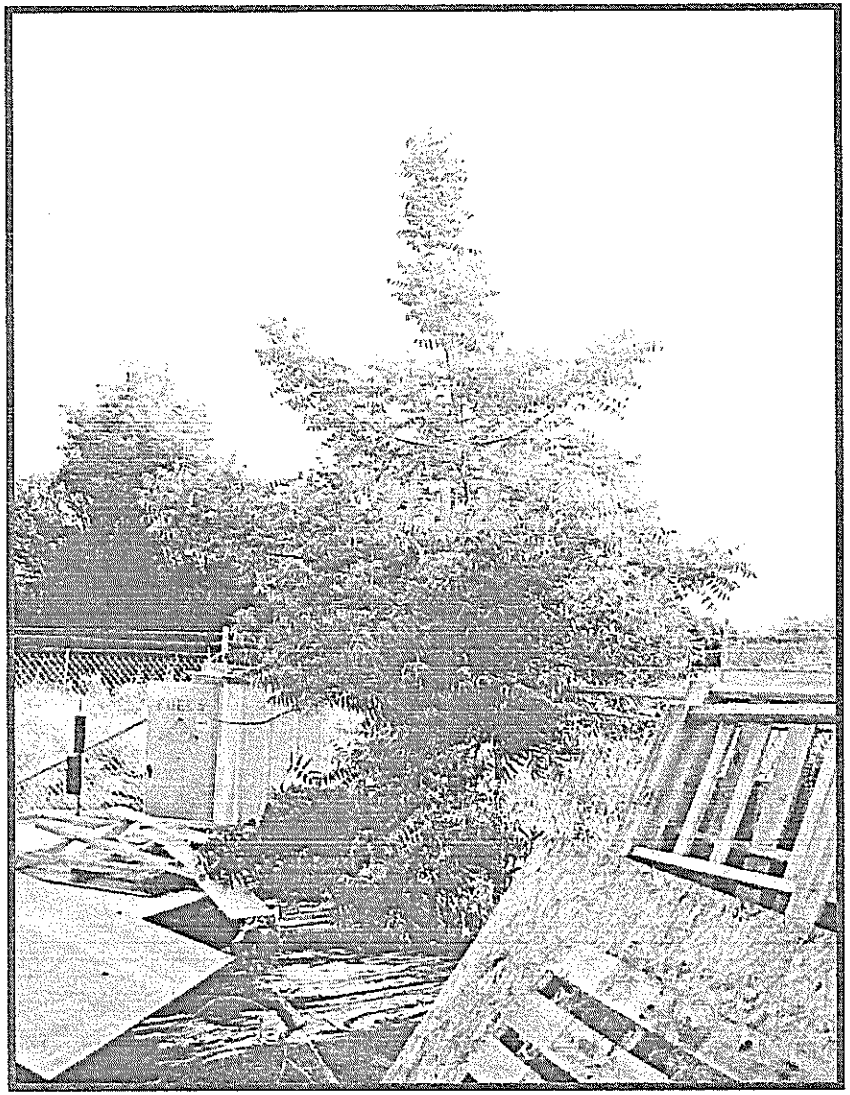

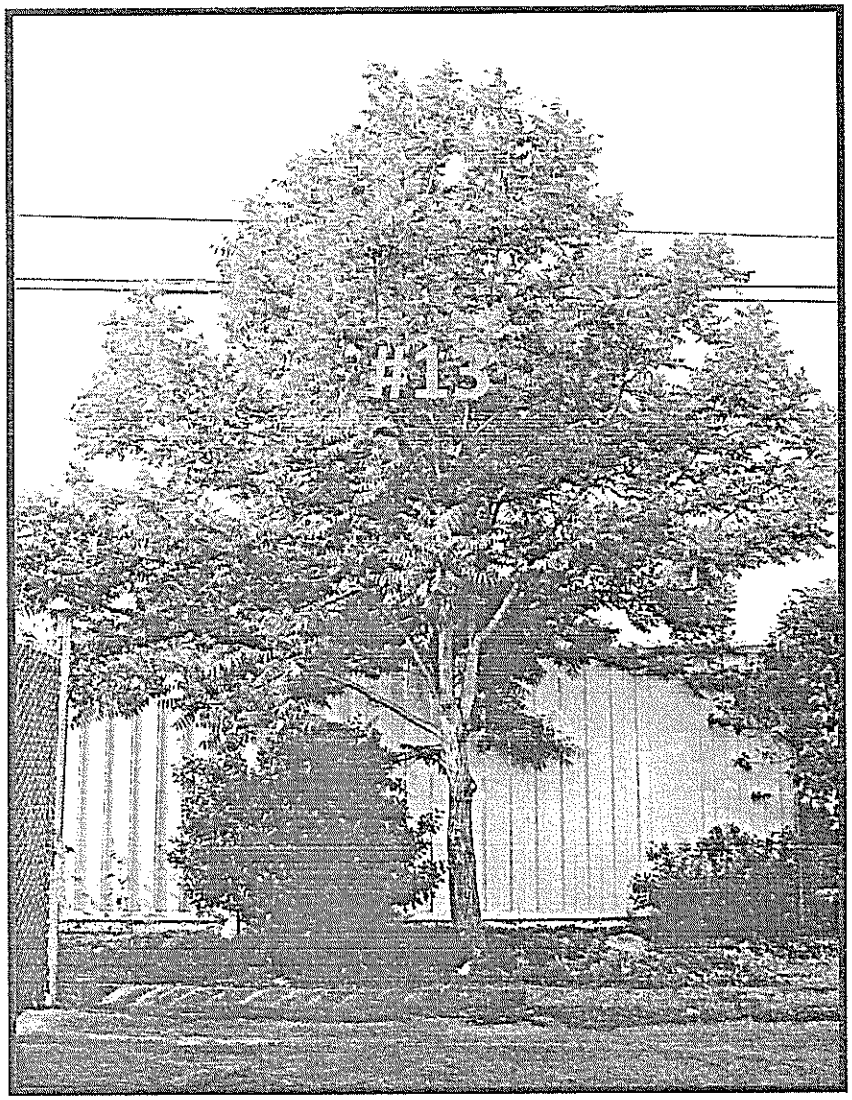
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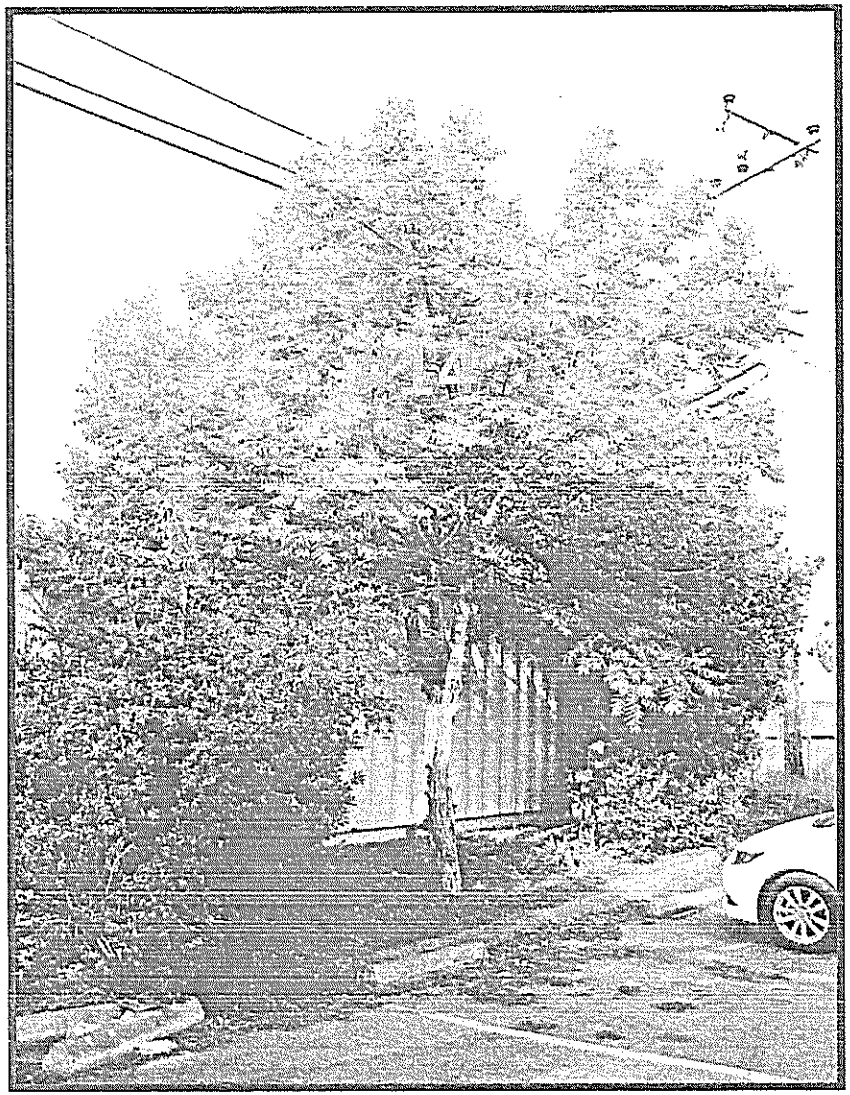

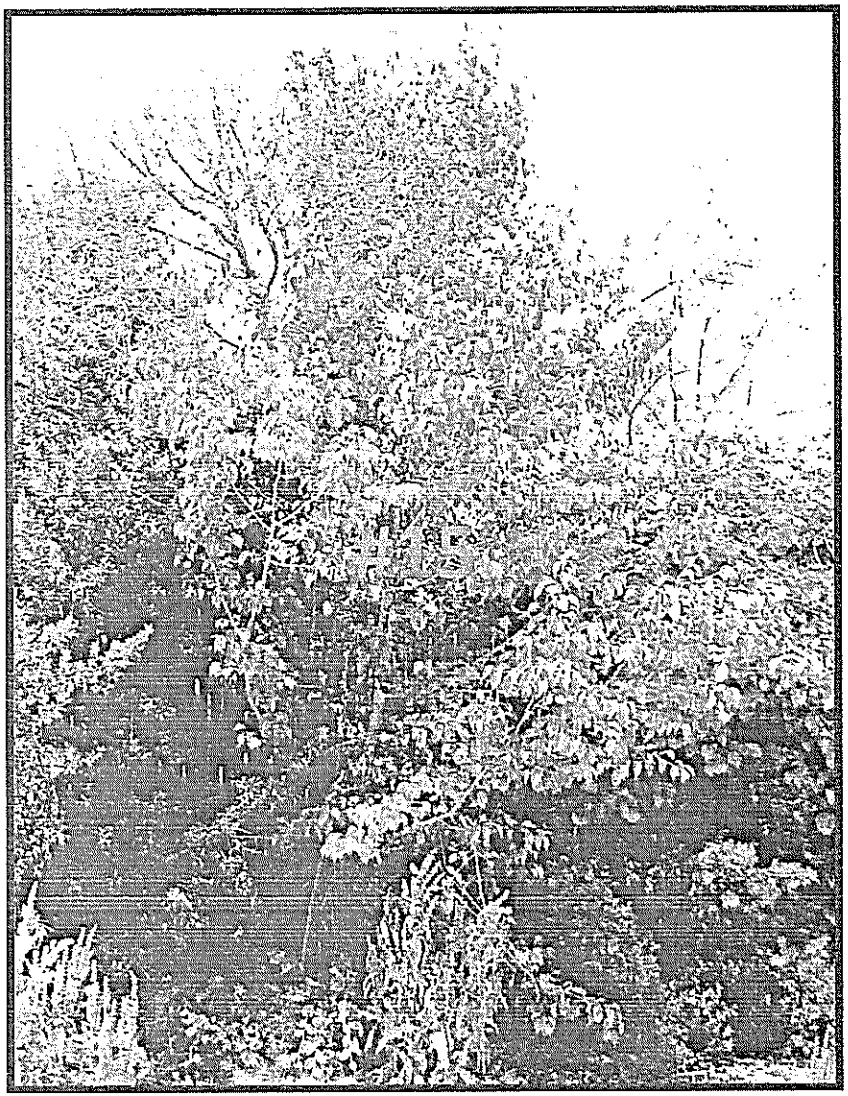

Project Description-Hazardous Materials Use

C S Bio Company, Inc.
20 Kelly Court
7/13/12

C S Bio is a biotechnology company that has been focused on providing peptide synthesizers and custom peptides to the life sciences community for over 15 years. The company was founded in 1993. Our initial product line was a complete line of automated synthesizers for manufacturing and process development, with a focus on peptide production. Our complete line of automated synthesizers can be found in laboratories from research organizations to manufacturing facilities worldwide. C S Bio also has a full scale, FDA inspected peptide production laboratory and holds a Drug Manufacturing License from the state of California. The facility produces both custom peptides for research and development and cGMP grade peptides for toxicology and clinical studies.

C S Bio uses hazardous materials such as solvents, acids and compressed gases in the development and manufacture of its products. The facility generates hazardous wastes (primarily solvents), which are transported off-site for disposal by a licensed contractor.

Facility operations do not require an industrial wastewater discharge permit, nor an air emissions permit. The future diesel generator will require an air emissions permit, and once a unit is ready to be installed, a permit application will be submitted to the Bay Area Air Quality Management District.

A Hazardous Materials Business Plan is included with this application. This HMBP is preliminary, and will be revised as necessary once the facility design has been finalized.

The attached Building Occupancy Classification Forms serve as the chemical inventory, and include allowances for future growth.

Building Occupancy Classification Inventory Form

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Plan Check No.: _____ Proposed Occupancy Classification: _____ Signature of Preparer: _____ Date: 8/13/12

Control Area No.: **B1-1** Is this area protected by an automatic sprinkler system? ☒ Yes; ☐ No. How Many Floors Does This Building Have? **2**

1. Room No.	2. Chemical Name & Concentration *(Not Trade Name)*	3. CFC Class* Physical	3. CFC Class* Health	4. Quantity in Storage	5. Quantity in Use* Open System	5. Quantity in Use* Closed System	6. Stored in Approved Cabinet
Mfg	Acetic Acid	-	Corr	10.5 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.2 ☒ gal. ☐ lbs. ☐ ft.^{3}	5 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
R&D,Lab, Mfg	Acetic Anhydride	CL II	Corr	10 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.05 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Lab, Mfg	Acetone	FL IB	Irr 12	☒ gal. ☐ lbs. ☐ ft.^{3}	0.1 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
R&D,Lab, Mfg	Acetonitrile	FL IB	Irr	250 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	40 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
R&D,Lab, Mfg	Dichloromethane	-	carcinogen	50 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	29 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
R&D,Lab, Mfg	Diisopropylcarbodiimide	reactive	tox	200 ☐ gal. ☒ lbs. ☐ ft.^{3}	0.5 ☐ gal. ☒ lbs. ☐ ft.^{3}	30.7 ☐ gal. ☒ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	N,N'-Dicyclohexylcarbodiimide	-	Corr, sens	25 ☐ gal. ☒ lbs. ☐ ft.^{3}	0.1 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
R&D,Lab, Mfg	N,N-Diisopropylethylamine	FL IB	Corr	8 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.5 ☒ gal. ☐ lbs. ☐ ft.^{3}	3 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
R&D,Lab, Mfg	Dimethylformamide	CL II	Carcinogen	300 ☒ gal. ☐ lbs. ☐ ft.^{3}	5 ☒ gal. ☐ lbs. ☐ ft.^{3}	181 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg, Lab	1,2-Ethanedithiol	CL II	Tox	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.01 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.05 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg, Lab	Ethanol	FL IB	Irr 40	☒ gal. ☐ lbs. ☐ ft.^{3}	0.001 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.03 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No

* Please see the instructions on the reverse side of this page for a list of CFC hazard classes and definitions of Open System use and Closed System use.

Building Occupancy Classification Inventory Form

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Plan Check No.: _____ Proposed Occupancy Classification: _____ Signature of Preparer: _____ Date: 7/13/12

Control Area No.: _____ Is this area protected by an automatic sprinkler system? ☒ Yes; ☐ No. How Many Floors Does This Building Have? **2**

1. Room No.	2. Chemical Name & Concentration *(Not Trade Name)*	3. CFC Class* Physical	Health	4. Quantity in Storage	5. Quantity in Use* Open System	Closed System	6. Stored in Approved Cabinet
Mfg, Lab	Ethyl Ether	FL IA	Irr	40 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.01 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Formic Acid	CL II	Corr	40 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.2 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Hydrochloric Acid	-	Corr	10 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.05 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.5 ☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
R&D,Lab, Mfg	Isopropyl Alcohol	FL IB	Irr	40 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.001 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
R&D,Lab, Mfg	Methanol	FL IB	Irr 30	☒ gal. ☐ lbs. ☐ ft.^{3}	0.2 ☒ gal. ☐ lbs. ☐ ft.^{3}	3.25 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Phosphoric Acid	-	Corr	15 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.05 ☒ gal. ☐ lbs. ☐ ft.^{3}	2 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
R&D,Lab, Mfg	piperidine	FL IB	Corr,tox	150 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	10 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
R&D,Lab, Mfg	Triethylamine	FL IB	Corr,tox	6 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.2 ☒ gal. ☐ lbs. ☐ ft.^{3}	4 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg, Lab	Trifluoroacetic Acid	-	Corr,tox	100 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.3 ☒ gal. ☐ lbs. ☐ ft.^{3}	6 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg, Lab	Triisopropylsilane	CL II	Irr	75 ☐ gal. ☒ lbs. ☐ ft.^{3}	0.01 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☐ gal. ☒ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Nitric Acid 70%	OX2	Corr	10 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.01 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.2 ☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No

* Please see the instructions on the reverse side of this page for a list of CFC hazard classes and definitions of Open System use and Closed System use.

Building Occupancy Classification Inventory Form

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Plan Check No.: _____ Proposed Occupancy Classification: _____ Signature of Preparer: _____ Date: 7/13/12

Control Area No.: _____ Is this area protected by an automatic sprinkler system? ☒ Yes; ☐ No. How Many Floors Does This Building Have? **2**

1. Room No.	2. Chemical Name & Concentration *(Not Trade Name)*	3. CFC Class* Physical	3. CFC Class* Health	4. Quantity in Storage	5. Quantity in Use* Open System	5. Quantity in Use* Closed System	6. Stored in Approved Cabinet
Mfg	Chloroform	-	Carcinogen	3 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.01 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.02 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg, Lab	Dimethyl sulfoxide	CL IIIB	Sens	12 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.005 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	1,4 dioxane	FL IB	carcinogen	4 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.001 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Sulfuric acid	WR2,OX1	Corr,tox	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.01 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.05 ☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Ethyl acetate	FL IB	Irr	10 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.01 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	4-methylmorpholine	FL IC	Corr	2 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.005 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.01 ☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Hexanes	FL IB	-	5 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.01 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Tetrahydrofuran	FL IB	Sens	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.05 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg, Lab	Anisole	CL II	-	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.02 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.06 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg, Lab	Ammonium Hydroxide	-	Corr, Tox	15 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.2 ☒ gal. ☐ lbs. ☐ ft.^{3}	5 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No

* Please see the instructions on the reverse side of this page for a list of CFC hazard classes and definitions of Open System use and Closed System use.

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Plan Check No.: _____ Proposed Occupancy Classification: _____ Signature of Preparer: _____ Date: 7/13/12

Control Area No.: _____ Is this area protected by an automatic sprinkler system? ☒ Yes; ☐ No. How Many Floors Does This Building Have? **2**

1. Room No.	2. Chemical Name & Concentration *(Not Trade Name)*	3. CFC Class* Physical	3. CFC Class* Health	4. Quantity in Storage	5. Quantity in Use* Open System	5. Quantity in Use* Closed System	6. Stored in Approved Cabinet
Mfg	Benzene	FL IB	Carcinogen	2 ☒ gal. ☐ lbs. ☐ ft.^{3}	.5 ☒ gal. ☐ lbs. ☐ ft.^{3}	0 ☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg, Lab	Pyridine	FL IB	carcinogen	4 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.005 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.01 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Toluene	FL IB	OHH	6 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	0 ☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg, Lab	Phenol	Corr, FS	tox	2 ☐ gal. ☒ lbs. ☐ ft.^{3}	0.005 ☐ gal. ☒ lbs. ☐ ft.^{3}	0.01 ☐ gal. ☒ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Compressed Air	-	-	- ☐ gal. ☐ lbs. ☐ ft.^{3}	N/A ☐ gal. ☐ lbs. ☐ ft.^{3}	3 ☐ gal. ☐ lbs. ☒ ft.^{3}	☒ Yes ☐ No
QC	Compressed Oxygen gas	OX	-	- ☐ gal. ☐ lbs. ☐ ft.^{3}	N/A ☐ gal. ☐ lbs. ☐ ft.^{3}	3 ☐ gal. ☐ lbs. ☒ ft.^{3}	☒ Yes ☐ No
Mfg	Compressed Nitrogen gas	NFG	-	225 ☐ gal. ☐ lbs. ☒ ft.^{3}	N/A ☐ gal. ☐ lbs. ☒ ft.^{3}	225 ☐ gal. ☐ lbs. ☒ ft.^{3}	☒ Yes ☐ No
Mfg, Lab	Compressed Hydrofluoric Gas	corrosive	highly toxic	1.5 ☐ gal. ☐ lbs. ☐ ft.^{3}	N/A ☐ gal. ☐ lbs. ☐ ft.^{3}	1 ☐ gal. ☐ lbs. ☒ ft.^{3}	☒ Yes ☐ No
Mfg	Liquid Nitrogen	Cryo	-	- ☐ gal. ☐ lbs. ☐ ft.^{3}	N/A ☐ gal. ☐ lbs. ☐ ft.^{3}	67 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Carbon Dioxide Solid (Dry Ice)	-	-	50 ☐ gal. ☒ lbs. ☐ ft.^{3}	N/A ☐ gal. ☒ lbs. ☐ ft.^{3}	50 ☐ gal. ☒ lbs. ☐ ft.^{3}	☒ Yes ☐ No
QC, Lab	Compressed Helium gas	-	-	- ☐ gal. ☐ lbs. ☐ ft.^{3}	N/A ☐ gal. ☐ lbs. ☐ ft.^{3}	9 ☐ gal. ☐ lbs. ☒ ft.^{3}	☒ Yes ☐ No
QC	Compressed Hydrogen gas	Flam gas	-	- ☐ gal. ☐ lbs. ☐ ft.^{3}	N/A ☐ gal. ☐ lbs. ☐ ft.^{3}	3 ☐ gal. ☐ lbs. ☒ ft.^{3}	☒ Yes ☐ No
R&D, Mfg	Fmoc protected natural amino acids	-	Irr	400 ☐ gal. ☒ lbs. ☐ ft.^{3}	5 ☐ gal. ☒ lbs. ☐ ft.^{3}	10 ☐ gal. ☒ lbs. ☐ ft.^{3}	☒ Yes ☐ No

Mfg, Lab	Fmoc protected unusual amino acids	-	Irr	30	☐ gal. ☒ lbs. ☐ $ft.^3$	0.1	☐ gal. ☒ lbs. ☐ $ft.^3$	0.5	☐ gal. ☒ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg, Lab	Boc protected natural amino acids	-	Irr	200	☐ gal. ☒ lbs. ☐ $ft.^3$	0.05	☐ gal. ☒ lbs. ☐ $ft.^3$	0.1	☐ gal. ☒ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg, Lab	Boc protected unusual amino acids	-	Irr	10	☐ gal. ☒ lbs. ☐ $ft.^3$	0.05	☐ gal. ☒ lbs. ☐ $ft.^3$	0.1	☐ gal. ☐ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg	Polystyryl resins	-	-	60	☐ gal. ☒ lbs. ☐ $ft.^3$	0.5	☐ gal. ☒ lbs. ☐ $ft.^3$	12	☐ gal. ☒ lbs. ☐ $ft.^3$	☒ Yes ☐ No
R&D,Lab, Mfg	O-Benzotriazole-N,N,N',N'-tetramethyl-uronium-hexafluoro-phosphate (HBTU)	reactive	Irr	30	☐ gal. ☒ lbs. ☐ $ft.^3$	0.3	☐ gal. ☒ lbs. ☐ $ft.^3$	0.5	☐ gal. ☒ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg, Lab	2-(1H-7-Azabenzotriazol-1-yl)--1,1,3,3-tetramethyl uronium hexafluorophosphate Methanaminium (HATU)	reactive	Irr	20	☐ gal. ☒ lbs. ☐ $ft.^3$	0.005	☐ gal. ☒ lbs. ☐ $ft.^3$	0.01	☐ gal. ☒ lbs. ☐ $ft.^3$	☒ Yes ☐ No
R&D,Lab, Mfg	Hydroxybenzotriazole hydrate ($HOBt.H_2O$)	Combustible	tox	30	☐ gal. ☒ lbs. ☐ $ft.^3$	0.5	☐ gal. ☒ lbs. ☐ $ft.^3$	3	☐ gal. ☒ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg	Biotin	-	Irr	200	☐ gal. ☒ lbs. ☐ $ft.^3$	0.01	☐ gal. ☒ lbs. ☐ $ft.^3$	0.02	☐ gal. ☒ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg	Sodium chloride	-	-	30	☐ gal. ☒ lbs. ☐ $ft.^3$	0.005	☐ gal. ☒ lbs. ☐ $ft.^3$	0.01	☐ gal. ☒ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg	Magnesium sulfate	-	-	1	☐ gal. ☒ lbs. ☐ $ft.^3$	0.05	☐ gal. ☒ lbs. ☐ $ft.^3$	0.1	☐ gal. ☒ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg	Sodium Sulfate	-	-	2	☐ gal. ☒ lbs. ☐ $ft.^3$	0.01	☐ gal. ☒ lbs. ☐ $ft.^3$		☐ gal. ☐ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg	Sodium bicarbonate	-	-	20	☐ gal. ☒ lbs. ☐ $ft.^3$	0.01	☐ gal. ☒ lbs. ☐ $ft.^3$	0.1	☐ gal. ☒ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg	Potassium Carbonate	-	-	10	☐ gal. ☒ lbs. ☐ $ft.^3$	0.01	☐ gal. ☒ lbs. ☐ $ft.^3$		☐ gal. ☐ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg	potassium chloride	-	-	1	☐ gal. ☒ lbs. ☐ $ft.^3$	0.01	☐ gal. ☒ lbs. ☐ $ft.^3$		☐ gal. ☐ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg	Lauric acid	-	tox	1	☐ gal. ☒ lbs. ☐ $ft.^3$	0.01	☐ gal. ☒ lbs. ☐ $ft.^3$		☐ gal. ☐ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg	Benzoic acid	-	tox	1	☐ gal. ☒ lbs. ☐ $ft.^3$	0.01	☐ gal. ☒ lbs. ☐ $ft.^3$		☐ gal. ☐ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg	Copper iodide	-	Irr	0.2	☐ gal. ☒ lbs. ☐ $ft.^3$	0.01	☐ gal. ☒ lbs. ☐ $ft.^3$		☐ gal. ☐ lbs. ☐ $ft.^3$	☒ Yes ☐ No
Mfg	Silver carbonate	-	-	0.3	☐ gal. ☒ lbs. ☐ $ft.^3$	0.01	☐ gal. ☒ lbs. ☐ $ft.^3$		☐ gal. ☐ lbs. ☐ $ft.^3$	☒ Yes ☐ No

Mfg	cholic acid	-	-	0.2	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	3-Bromopropionic acid	Combustible	tox	0.2	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Palmitic acid	-	-	1	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Tartaric acid	-	Irr	0.1	☐ gal. ☐ lbs. ☐ ft.^{3}	0.01	☐ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	p-Toluenesulfonic acid	flammable	tox	0.5	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Chloranil	-	tox	0.3	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Imidazole	-	Irr	0.8	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Octadecylamine	-	Irr	0.5	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Polyethyleneglycol	-	-	0.2	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	sodium thiophenolate	-	tox	0.5	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Triphenylmethanol	-	tox	0.6	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	2-napthoyl chloride	-	Irr	0.05	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Sodium Cyanoborohydride	FS	Tox, corr	0.1	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Succinic anhydride	WR1	Sens	0.2	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Bromothymol blue	-	tox	0.1	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Thiourea	-	Highly tox	0.1	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	4, 4'-dimethoxybenzephenone	-	Irr	0.05	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	2,4'-Dimethoxyacetophenone	-	Irr	0.2	☐ gal. ☒ lbs. ☐ ft.^{3}	0.01	☐ gal. ☒ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Phenyl silane	-	tox	0.1	☒ gal.	0.01	☒ gal.		☐ gal.	☒ Yes

					☐ lbs. ☐ ft.^{3}		☐ lbs. ☐ ft.^{3}		☐ lbs. ☐ ft.^{3}	☐ No
Mfg	3,6-Dioxa-1,8-octanedithiol	oxidizer	tox	0.2	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Boron trifluoride dimethyl etherate	combustible	tox	0.15	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Benzyl amine	combustible	Highly tox	0.05	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	methyl levulinate	Combustible	-	0.15	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	2,2,2-trifluoroethanol	Combustible	tox	0.2	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	ethanol amine	Combustible	Highly tox	0.2	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	octyl amine	Combustible	Highly tox	0.1	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	benzoyl chloride	CL IIIB, WR1	Corr	0.25	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	butyl alcohol	FL IC	OHH	0.3	☒ gal. ☐ lbs. ☐ ft.^{3}	0.05	☒ gal. ☐ lbs. ☐ ft.^{3}	0.1	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	heptanoic acid	-	tox	0.2	☒ gal. ☐ lbs. ☐ ft.^{3}		☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	1-octanol	CL IIIB	sens	0.1	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	2-butene-1,4-diol	Combustible	-	0.1	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg, Lab	Thioanisole	CL II	Irr	0.3	☒ gal. ☐ lbs. ☐ ft.^{3}	0.001	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	benzaldehyde	CL IIIB	Irr	0.1	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	Acrylic acid	Combustible	Highly Tox	0.15	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Mfg	hexylamine	Combustible	Tox	0.1	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No

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Building Occupancy Classification Inventory Form

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Plan Check No.: _____ Proposed Occupancy Classification: _____ Signature of Preparer: _____ Date: 8/13/12

Control Area No.: **B2-1** Is this area protected by an automatic sprinkler system? ☒ Yes; ☐ No. How Many Floors Does This Building Have? **2**

1. Room No.	2. Chemical Name & Concentration *(Not Trade Name)*	3. CFC Class* Physical	3. CFC Class* Health	4. Quantity in Storage	5. Quantity in Use* Open System	5. Quantity in Use* Closed System	6. Stored in Approved Cabinet
Pur, Buffer	Misc acids	-	Corr	50 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	5 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Misc flam liquids	FL IB	Irr	20 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Acetonitrile	FL IB	Irr	220 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	40 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Dichloromethane	-	carcinogen	100 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	29 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Diisopropylcarbodiimide	reactive	tox	100 ☐ gal. ☒ lbs. ☐ ft.^{3}	0.5 ☐ gal. ☒ lbs. ☐ ft.^{3}	30.7 ☐ gal. ☒ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	N,N'-Dicyclohexylcarbodiimide	-	Corr, sens	25 ☐ gal. ☒ lbs. ☐ ft.^{3}	0.1 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	N,N-Diisopropylethylamine	FL IB	Corr	16 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.5 ☒ gal. ☐ lbs. ☐ ft.^{3}	3 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Dimethylformamide	CL II	Carcinogen	400 ☒ gal. ☐ lbs. ☐ ft.^{3}	5 ☒ gal. ☐ lbs. ☐ ft.^{3}	181 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Misc combustible liquids	CL II	Tox	10 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Misc toxic liquids	-	Tox	10 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No

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Building Occupancy Classification Inventory Form

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Plan Check No.: _____ Proposed Occupancy Classification: _____ Signature of Preparer: _____ Date: 8/13/12

Control Area No.: **B2-2** Is this area protected by an automatic sprinkler system? ☒ Yes; ☐ No. How Many Floors Does This Building Have? **2**

1. Room No.	2. Chemical Name & Concentration *(Not Trade Name)*	3. CFC Class* Physical	Health	4. Quantity in Storage	5. Quantity in Use* Open System	Closed System	6. Stored in Approved Cabinet
Pur, Buffer	Isopropyl Alcohol	FL IB	Irr	60 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.001 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Methanol	FL IB	Irr 50	☒ gal. ☐ lbs. ☐ ft.^{3}	0.2 ☒ gal. ☐ lbs. ☐ ft.^{3}	3.25 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Phosphoric Acid	-	Corr	25 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.05 ☒ gal. ☐ lbs. ☐ ft.^{3}	2 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	piperidine	FL IB	Corr,tox	110 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	10 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Triethylamine	FL IB	Corr,tox	12 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.2 ☒ gal. ☐ lbs. ☐ ft.^{3}	4 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Chloroform	-	Carcino gen	3 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.01 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.02 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No

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Building Occupancy Classification Inventory Form

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Plan Check No.: _____ Proposed Occupancy Classification: _____ Signature of Preparer: _____ Date: 8/13/12

Control Area No.: **B2-2** Is this area protected by an automatic sprinkler system? ☒ Yes; ☐ No. How Many Floors Does This Building Have? **2**

1. Room No.	2. Chemical Name & Concentration *(Not Trade Name)*	3. CFC Class* Physical	3. CFC Class* Health	4. Quantity in Storage		5. Quantity in Use* Open System		5. Quantity in Use* Closed System		6. Stored in Approved Cabinet
Pur, Buffer	Misc acids	-	Corr	50	☒ gal. ☐ lbs. ☐ ft.^{3}	1	☒ gal. ☐ lbs. ☐ ft.^{3}	5	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Misc flam liquids	FL IB	Irr	20	☒ gal. ☐ lbs. ☐ ft.^{3}	1	☒ gal. ☐ lbs. ☐ ft.^{3}	1	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Acetonitrile	FL IB	Irr	220	☒ gal. ☐ lbs. ☐ ft.^{3}	1	☒ gal. ☐ lbs. ☐ ft.^{3}	40	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Dichloromethane	-	carcinogen	100	☒ gal. ☐ lbs. ☐ ft.^{3}	1	☒ gal. ☐ lbs. ☐ ft.^{3}	29	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Diisopropylcarbodiimide	reactive	tox	100	☐ gal. ☒ lbs. ☐ ft.^{3}	0.5	☐ gal. ☒ lbs. ☐ ft.^{3}	30.7	☐ gal. ☒ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	N,N'-Dicyclohexylcarbodiimide	-	Corr, sens	25	☐ gal. ☒ lbs. ☐ ft.^{3}	0.1	☒ gal. ☐ lbs. ☐ ft.^{3}	1	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	N,N-Diisopropylethylamine	FL IB	Corr	16	☒ gal. ☐ lbs. ☐ ft.^{3}	0.5	☒ gal. ☐ lbs. ☐ ft.^{3}	3	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Dimethylformamide	CL II	Carcinogen	400	☒ gal. ☐ lbs. ☐ ft.^{3}	5	☒ gal. ☐ lbs. ☐ ft.^{3}	181	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Misc combustible liquids	CL II	Tox	10	☒ gal. ☐ lbs. ☐ ft.^{3}	1	☒ gal. ☐ lbs. ☐ ft.^{3}	1	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Misc toxic liquids	-	Tox	10	☒ gal. ☐ lbs. ☐ ft.^{3}	1	☒ gal. ☐ lbs. ☐ ft.^{3}	1	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No

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Building Occupancy Classification Inventory Form

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Plan Check No.: _____ Proposed Occupancy Classification: _____ Signature of Preparer: _____ Date: 8/13/12

Control Area No.: **B2-2** Is this area protected by an automatic sprinkler system? ☒ Yes; ☐ No. How Many Floors Does This Building Have? **2**

1. Room No.	2. Chemical Name & Concentration *(Not Trade Name)*	3. CFC Class* Physical	Health	4. Quantity in Storage		5. Quantity in Use* Open System		Closed System		6. Stored in Approved Cabinet
Pur, Buffer	Isopropyl Alcohol	FL IB	Irr	60	☒ gal. ☐ lbs. ☐ ft.^{3}	0.001	☒ gal. ☐ lbs. ☐ ft.^{3}	1	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Methanol	FL IB	Irr 50		☒ gal. ☐ lbs. ☐ ft.^{3}	0.2	☒ gal. ☐ lbs. ☐ ft.^{3}	3.25	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Phosphoric Acid	-	Corr	25	☒ gal. ☐ lbs. ☐ ft.^{3}	0.05	☒ gal. ☐ lbs. ☐ ft.^{3}	2	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	piperidine	FL IB	Corr,tox	110	☒ gal. ☐ lbs. ☐ ft.^{3}	1	☒ gal. ☐ lbs. ☐ ft.^{3}	10	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Triethylamine	FL IB	Corr,tox	12	☒ gal. ☐ lbs. ☐ ft.^{3}	0.2	☒ gal. ☐ lbs. ☐ ft.^{3}	4	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Pur, Buffer	Chloroform	-	Carcino gen	3	☒ gal. ☐ lbs. ☐ ft.^{3}	0.01	☒ gal. ☐ lbs. ☐ ft.^{3}	0.02	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No

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Building Occupancy Classification Inventory Form

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Plan Check No.: _____ Proposed Occupancy Classification: _____ Signature of Preparer: _____ Date: 8/13/12

Control Area No.: **B2-3** Is this area protected by an automatic sprinkler system? ☒ Yes; ☐ No. How Many Floors Does This Building Have? **2**

1. Room No.	2. Chemical Name & Concentration (Not Trade Name)	3. CFC Class* Physical	3. CFC Class* Health	4. Quantity in Storage	5. Quantity in Use* Open System	5. Quantity in Use* Closed System	6. Stored in Approved Cabinet
Synthesis	Acetic Acid	-	Corr	7 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.2 ☒ gal. ☐ lbs. ☐ ft.^{3}	5 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Synthesis	Acetic Anhydride	CL II	Corr	5 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.05 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Synthesis	Acetonitrile	FL IB	Irr	220 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	55 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Synthesis	Dichloromethane	-	carcinogen	50 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	29 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Synthesis	Diisopropylcarbodiimide	reactive	tox	200 ☐ gal. ☒ lbs. ☐ ft.^{3}	0.5 ☐ gal. ☒ lbs. ☐ ft.^{3}	30.7 ☐ gal. ☒ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Synthesis	N,N-Diisopropylethylamine	FL IB	Corr	8 ☒ gal. ☐ lbs. ☐ ft.^{3}	0.5 ☒ gal. ☐ lbs. ☐ ft.^{3}	3 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Synthesis	Dimethylformamide	CL II	Carcinogen	300 ☒ gal. ☐ lbs. ☐ ft.^{3}	5 ☒ gal. ☐ lbs. ☐ ft.^{3}	181 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Synthesis	Compressed Nitrogen gas	NFG	-	225 ☐ gal. ☐ lbs. ☒ ft.^{3}	N/A ☐ gal. ☐ lbs. ☒ ft.^{3}	225 ☐ gal. ☐ lbs. ☒ ft.^{3}	☒ Yes ☐ No
Synthesis	Misc flam liquids	FL IB		50 ☒ gal. ☐ lbs. ☐ ft.^{3}	1 ☒ gal. ☐ lbs. ☐ ft.^{3}	0 ☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
				☒ gal. ☐ lbs. ☐ ft.^{3}	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No

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Building Occupancy Classification Inventory Form

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Plan Check No.: _____ Proposed Occupancy Classification: _____ Signature of Preparer: _____ Date: 8/13/12

Control Area No.: **B2-3** Is this area protected by an automatic sprinkler system? ☒ Yes; ☐ No. How Many Floors Does This Building Have? **2**

1. Room No.	2. Chemical Name & Concentration *(Not Trade Name)*	3. CFC Class* Physical	Health	4. Quantity in Storage		5. Quantity in Use* Open System		Closed System		6. Stored in Approved Cabinet
					☒ gal. ☐ lbs. ☐ ft.^{3}		☒ gal. ☐ lbs. ☐ ft.^{3}		☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
					☒ gal. ☐ lbs. ☐ ft.^{3}		☒ gal. ☐ lbs. ☐ ft.^{3}		☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
					☒ gal. ☐ lbs. ☐ ft.^{3}		☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Synthesis	Isopropyl Alcohol	FL IB	Irr	20	☒ gal. ☐ lbs. ☐ ft.^{3}	0.001	☒ gal. ☐ lbs. ☐ ft.^{3}	1	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Synthesis	Methanol	FL IB	Irr 20		☒ gal. ☐ lbs. ☐ ft.^{3}	0.2	☒ gal. ☐ lbs. ☐ ft.^{3}	3.25	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Synthesis	Phosphoric Acid	-	Corr	10	☒ gal. ☐ lbs. ☐ ft.^{3}	0.05	☒ gal. ☐ lbs. ☐ ft.^{3}	2	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Synthesis	piperidine	FL IB	Corr,tox	100	☒ gal. ☐ lbs. ☐ ft.^{3}	1	☒ gal. ☐ lbs. ☐ ft.^{3}	10	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Synthesis	Triethylamine	FL IB	Corr,tox	6	☒ gal. ☐ lbs. ☐ ft.^{3}	0.2	☒ gal. ☐ lbs. ☐ ft.^{3}	4	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
Synthesis	Ammonium Hydroxide	-	Corr, Tox	5	☒ gal. ☐ lbs. ☐ ft.^{3}	0.2	☒ gal. ☐ lbs. ☐ ft.^{3}	5	☒ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No
					☐ gal. ☒ lbs. ☐ ft.^{3}		☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☒ lbs. ☐ ft.^{3}	☒ Yes ☐ No
					☒ gal. ☐ lbs. ☐ ft.^{3}		☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☒ Yes ☐ No

* Please see the instructions on the reverse side of this page for a list of CFC hazard classes and definitions of Open System use and Closed System use.

Building Occupancy Classification Inventory Form

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Plan Check No.: ____________ Proposed Occupancy Classification: ____________ Signature of Preparer: [signature] Date: 8/13/12

Control Area No.: B2-4 Is this area protected by an automatic sprinkler system? ☒ Yes; ☐ No. How Many Floors Does This Building Have? 2

1. Room No.	2. Chemical Name & Concentration *(Not Trade Name)*	3. CFC Class* Physical	3. CFC Class* Health	4. Quantity in Storage	5. Quantity in Use* Open System	5. Quantity in Use* Closed System	6. Stored in Approved Cabinet
				☒ gal. ☐ lbs. ☐ ft.³	0.2 ☒ gal. ☐ lbs. ☐ ft.³	5 ☒ gal. ☐ lbs. ☐ ft.³	☒ Yes ☐ No
QC Lab (2nd floor)	Misc solvents	FL IB		10 ☒ gal. ☐ lbs. ☐ ft.³	10	☒ gal. ☐ lbs. ☐ ft.³	☒ Yes ☐ No
1st Floor	Misc solvents	FL IB		5 ☒ gal. ☐ lbs. ☐ ft.³	1 ☒ gal. ☐ lbs. ☐ ft.³	0 ☒ gal. ☐ lbs. ☐ ft.³	☒ Yes ☐ No
H Room	Acetonitrile	FL IB	Irr	1000 ☒ gal. ☐ lbs. ☐ ft.³	1 ☒ gal. ☐ lbs. ☐ ft.³	55 ☒ gal. ☐ lbs. ☐ ft.³	☐ Yes ☒ No
H room	Misc solvents	FL IB		110 ☒ gal. ☐ lbs. ☐ ft.³	0 ☒ gal. ☐ lbs. ☐ ft.³	0 ☒ gal. ☐ lbs. ☐ ft.³	☐ Yes ☒ No
				☐ gal. ☒ lbs. ☐ ft.³	☐ gal. ☒ lbs. ☐ ft.³	☐ gal. ☒ lbs. ☐ ft.³	☒ Yes ☐ No
				☐ gal. ☒ lbs. ☐ ft.³	☒ gal. ☐ lbs. ☐ ft.³	☒ gal. ☐ lbs. ☐ ft.³	☒ Yes ☐ No
				☒ gal. ☐ lbs. ☐ ft.³	☒ gal. ☐ lbs. ☐ ft.³	☒ gal. ☐ lbs. ☐ ft.³	☒ Yes ☐ No
				☒ gal. ☐ lbs. ☐ ft.³	☒ gal. ☐ lbs. ☐ ft.³	☒ gal. ☐ lbs. ☐ ft.³	☒ Yes ☐ No
				☒ gal. ☐ lbs. ☐ ft.³	☒ gal. ☐ lbs. ☐ ft.³	☒ gal. ☐ lbs. ☐ ft.³	☒ Yes ☐ No
				☒ gal. ☐ lbs. ☐ ft.³	☒ gal. ☐ lbs. ☐ ft.³	☒ gal. ☐ lbs. ☐ ft.³	☒ Yes ☐ No

* Please see the instructions on the reverse side of this page for a list of CFC hazard classes and definitions of Open System use and Closed System use.

Building Occupancy Classification Inventory Form

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Plan Check No.: _____ Proposed Occupancy Classification: H Signature of Preparer: _____ Date: 8/13/12

Control Area No.: _____ Is this area protected by an automatic sprinkler system? ☒ Yes; ☐ No. How Many Floors Does This Building Have? 1

1. Room No.	2. Chemical Name & Concentration *(Not Trade Name)*	3. CFC Class* Physical	Health	4. Quantity in Storage	5. Quantity in Use* Open System	Closed System	6. Stored in Approved Cabinet
				☒ gal. ☐ lbs. ☐ ft.^{3}		☒ gal. ☐ lbs. ☐ ft.^{3}	☐ Yes ☒ No
				☒ gal. ☐ lbs. ☐ ft.^{3}		☒ gal. ☐ lbs. ☐ ft.^{3}	☐ Yes ☒ No
				☒ gal. ☐ lbs. ☐ ft.^{3}		☒ gal. ☐ lbs. ☐ ft.^{3}	☐ Yes ☒ No
				☐ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☐ Yes ☐ No
				☒ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☐ Yes ☐ No
H-rated Exterior	Acetonitrile	FL IB	-	3850 ☒ gal. ☐ lbs. ☐ ft.^{3}	0	0 ☐ gal. ☒ lbs. ☐ ft.^{3}	☐ Yes ☒ No
H-rated Exterior	dimethylformamide	CL II	-	440 ☒ gal. ☐ lbs. ☐ ft.^{3}	0	0 ☒ gal. ☐ lbs. ☐ ft.^{3}	☐ Yes ☒ No
H-rated Exterior	dichloromethane	carcinogen	-	440 ☒ gal. ☐ lbs. ☐ ft.^{3}	0	0 ☒ gal. ☐ lbs. ☐ ft.^{3}	☐ Yes ☒ No
H-rated Exterior	Hazardous Waste solvents	FL IB	-	550 ☒ gal. ☐ lbs. ☐ ft.^{3}	0	0 ☒ gal. ☐ lbs. ☐ ft.^{3}	☐ Yes ☒ No
Exterior quantities are estimates. Maximum capacity of storage unit is 96 drums-the quantity of each material may vary, but number of drums will not exceed 96.				☐ gal. ☐ lbs. ☐ ft.^{3}		☐ gal. ☐ lbs. ☐ ft.^{3}	☐ Yes ☐ No
Generator	Diesel fuel	CL II		0 ☒ gal. ☐ lbs. ☐ ft.^{3}	0	660 ☒ gal. ☐ lbs. ☐ ft.^{3}	☐ Yes ☒ No

* Please see the instructions on the reverse side of this page for a list of CFC hazard classes and definitions of Open System use and Closed System use.

CSBio Chemical Inventory Comparison
By Hazard Class

Column A	Column B	Column C	Column D	Column E
Hazard Classification	**Significant Chemical(s) Impacting Changes**	**Unit of Measure**	**Existing 2010 CUP**	**Proposed CUP**
Combustible Liquids	diesel fuel	Gallons	not listed	660
	n,n-dimethylformamide	Gallons	110	2564
	Total Combustible Liquids (gal)		***110***	***3452***
Flammable Liquids	methanol	Gallons	55	145
	isopropyl alcohol	Gallons	55	184
	acetonitrile (ACN)	Gallons	110	5990
	piperidine	Gallons	55	510
	diisopropylcarbomide	Gallons	not listed	720
	misc solvents	Gallons	not listed	300
	waste solvents	Gallons	220	550
	Total Flammable Liquids (gal)		***495***	***8411***
Corrosives	***Total Corrosive Liquids (gal)***		***not specified***	***1145***
Carcinogenic Liquids	methylene chloride (aka dichloromethane)	Gallons	110	860
	Total Carcinogenic Liquids (gal)		***110***	***876***
Toxics	***Total Toxics (gal/lb)***		***not specified***	***725 gal + 764 lb***
Inert Gases	Nitrogen	Cubic Feet	255	900
	Total Non-flammable gases (cf)		**255**	**909**
Oxidizing gases	***Total oxidizing gases (cf)***		***not specified***	***3***
Flammable gases	***Total flammable gases (cf)***		***not specified***	***3***
Highly Toxic gases	***Total highly toxic gases (cf)***		***not specified***	***3***
Cryogenic fluids	Liquid Nitrogen	Gallons	not listed	67
	Total Cryogens (gal)		not listed	67
Some chemicals are classified with multiple hazards (e.g., piperidine is flammable, corrosive and toxic)				

UNIDOCS
FACILITY INFORMATION

BUSINESS ACTIVITIES

I. FACILITY IDENTIFICATION

FACILITY ID # *(Agency Use Only)*	1.
EPA ID # (Hazardous Waste Only) CAL000374064	2.
BUSINESS NAME *(Same as Facility Name or DBA - Doing Business As)* C S Bio Co.	3.
BUSINESS SITE ADDRESS 20 Kelly Court	103.
BUSINESS SITE CITY Menlo Park	104.
CA	
ZIP CODE 94025	105.

II. ACTIVITIES DECLARATION

NOTE: If you check YES to any part of this list, please submit the Business Owner/Operator Identification page.

Does your facility...	If Yes, please complete these pages of the UPCF...	
A. HAZARDOUS MATERIALS Have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?	☒ YES ☐ NO 4.	HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION
B. REGULATED SUBSTANCES Have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release Prevention Program (CalARP)?	☐ YES ☒ NO 4a.	Coordinate with your local agency responsible for CalARP.
C. UNDERGROUND STORAGE TANKS (USTs) Own or operate underground storage tanks?	☐ YES ☒ NO 5.	UST OPERATING PERMIT APPLICATION – FACILITY INFORMATION UST OPERATING PERMIT APPLICATION – TANK INFORMATION
D. ABOVE GROUND PETROLEUM STORAGE Own or operate ASTs above these thresholds: Store greater than 1,320 gallons of petroleum products (new or used) in aboveground tanks or containers?	☐ YES ☒ NO 8.	No form required to CUPAs
E. HAZARDOUS WASTE Generate hazardous waste?	☒ YES ☐ NO 9.	EPA ID NUMBER – provide at top of this page
Recycle more than 100 kg/month of excluded or exempted recyclable materials (per HSC §25143.2)?	☐ YES ☒ NO 10.	RECYCLABLE MATERIALS REPORT (one per recycler)
Treat hazardous waste onsite?	☐ YES ☒ NO 11.	ONSITE HAZARDOUS WASTE TREATMENT NOTIFICATION – FACILITY PAGE ONSITE HAZARDOUS WASTE TREATMENT NOTIFICATION – UNIT PAGE (one page per unit)
Perform treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?	☐ YES ☒ NO 12.	CERTIFICATION OF FINANCIAL ASSURANCE
Consolidate hazardous waste generated at a remote site?	☐ YES ☒ NO 13.	REMOTE WASTE CONSOLIDATION SITE ANNUAL NOTIFICATION
Need to report the closure/removal of a tank that was classified as hazardous waste and cleaned onsite?	☐ YES ☒ NO 14.	HAZARDOUS WASTE TANK CLOSURE CERTIFICATION
Generate in any single calendar month 1,000 kilograms (kg) (2,200 pounds) or more of federal RCRA hazardous waste, or generate in any single calendar month, or accumulate at any time, 1 kg (2.2 pounds) of RCRA acute hazardous waste; or generate or accumulate at any time more then 100 kg (220 pounds) of spill cleanup materials contaminated with RCRA acute hazardous waste?	☐ YES ☒ NO 14a.	Obtain federal EPA ID Number, file Biennial Report (EPA Form 8700-13A/B), and satisfy requirements for RCRA Large Quantity Generator.
Serve as a Household Hazardous Waste (HHW) Collection site?	☐ YES ☒ NO 14b.	See CUPA for required forms.

F. LOCAL REQUIREMENTS (You may also be required to provide additional information by your CUPA or local agency.) 15.

UNIDOCS
FACILITY INFORMATION

BUSINESS OWNER/OPERATOR IDENTIFICATION

I. IDENTIFICATION

FACILITY ID # *(Agency Use Only)* 1.	BEGINNING DATE 100. 5/1/12	ENDING DATE 101.	
BUSINESS NAME *(Same as Facility Name or DBA – Doing Business As)* 3. CS Bio Co.		BUSINESS PHONE 102. 650 322-1111	
BUSINESS SITE ADDRESS 103. 20 Kelly Court		BUSINESS FAX 102a. 650 322-2278	
BUSINESS SITE CITY 104. Menlo Park	CA	ZIP CODE 105. 94025	COUNTY 108. San Mateo
DUN & BRADSTREET 106.	PRIMARY SIC 107. 2834	PRIMARY NAICS 107a. 325412	
BUSINESS MAILING ADDRESS 108a. same as above			
BUSINESS MAILING CITY 108b.	STATE 108c.	ZIP CODE 108d.	
BUSINESS OPERATOR NAME 109.	BUSINESS OPERATOR PHONE 110. ( )		

II. BUSINESS OWNER

OWNER NAME 111. Same as above	OWNER PHONE 112.	
OWNER MAILING ADDRESS 113.		
OWNER MAILING CITY 114.	STATE 115.	ZIP CODE 116.

III. ENVIRONMENTAL CONTACT

CONTACT NAME 117. Jason Chang	CONTACT PHONE 118. 650 322-1111	
CONTACT MAILING ADDRESS 119. same as above	CONTACT EMAIL 119a. jchang@csbio.com	
CONTACT MAILING CITY 120.	STATE 121.	ZIP CODE 122.

IV. EMERGENCY CONTACTS

-PRIMARY-	-SECONDARY-
NAME 123. Jason Chang	NAME 128. Gary Wang
TITLE 124. Director of Operations	TITLE 129. Director of Quality Assurance
BUSINESS PHONE 125. 650 322-1111	BUSINESS PHONE 130. 650 322-1111 x248
24-HOUR PHONE 126. 650 740-3252	24-HOUR PHONE 131. 510 284-7743
PAGER # 127. ()	PAGER # 132. ()

ADDITIONAL LOCALLY COLLECTED INFORMATION: 133.

Billing Address: _____

Property Owner: _____ Phone No.: ( )

Certification: Based on my inquiry of those individuals responsible for obtaining the information, I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

SIGNATURE OF OWNER/OPERATOR OR DESIGNATED REPRESENTATIVE	DATE 134.	NAME OF DOCUMENT PREPARER 135. Ellen Ackerman
NAME OF SIGNER (print) 136. Jason Chang	TITLE OF SIGNER 137. Director of Operations	

Emergency Response/Contingency Plan

(Hazardous Materials Business Plan Module)

Authority Cited: HSC§ 25504(b); 19 CCR §2731; 22 CCR §66262.34(a)(4)

All facilities that handle hazardous materials in HMBP quantities must have a written emergency response plan. In addition, facilities that generate 1,000 kilograms or more of hazardous waste (or more than 1 kilogram of acutely hazardous waste or 100 kilograms of debris resulting from the spill of an acutely hazardous waste) per month, or accumulate more than 6,000 kilograms of hazardous waste on-site at any one time, must prepare a hazardous waste contingency plan. Because the requirements are similar, they have been combined in a single document, provided below, for your convenience. This plan is a required module of the Hazardous Materials Business Plan (HMBP). **If you already have a plan that meets these requirements, you should not complete the blank plan, below, but you must include a copy of your existing plan as part of your HMBP.**

This site-specific Emergency Response/Contingency Plan is the facility's plan for dealing with emergencies and shall be implemented immediately whenever there is a fire, explosion, or release of hazardous materials that could threaten human health and/or the environment. **At least one copy of the plan shall be maintained at the facility for use in the event of an emergency and for inspection by the local agency.** A copy of the plan and any revisions must be provided to any contractor, hospital, or agency with whom special (i.e., contractual) emergency services arrangements have been made *(see section 3, below)*.

1. Evacuation Plan:

a. The following alarm signal(s) will be used to begin evacuation of the facility *(check all that apply)*:

☐ Bells; ☒ Horns/Sirens; ☒ Verbal *(i.e., shouting)*; ☐ Other *(specify)* _____

b. ☒ Evacuation map is prominently displayed throughout the facility.

Note: A properly completed HMBP Site Plan satisfies contingency plan map requirements. This drawing (or any other drawing that shows primary and alternate evacuation routes, emergency exits, and primary and alternate staging areas) must be prominently posted throughout the facility in locations where it will be visible to employees and visitors.

2. a. Emergency Contacts*:

Fire/Police/Ambulance	Phone No.:	**911**
State Office of Emergency Services	Phone No.:	**(800) 852-7550**

b. Post-Incident Contacts*:

San Mateo County Environmental Health	Phone No.:	**(650) 372-6200**
Local Hazardous Materials Program	Phone No.:	**(see) above**
California EPA Department of Toxic Substances Control	Phone No.:	**(510) 540-2122**
Cal-OSHA Division of Occupational Safety and Health	Phone No.:	**(510) 286-7000**
Bay Area Air Quality Management District	Phone No.:	**(415) 771-6000**
SF BayRegional Water Quality Control Board	Phone No.:	**(510) 622-2300**
SFPUC Millbrae Dispatch	Phone No.:	**(650) 872-5900**

c. Emergency Resources:

Poison Control Center*	Phone No.:	**(800) 222-1222**
Nearest Hospital: Name: **Stanford**	Phone No.:	**(650) 723-5111**
Address: **300 Pasteur Dr**	City:	**Palo Alto**

3. Arrangements With Emergency Responders:

If you have made special (i.e., contractual) arrangements with any police department, fire department, hospital, contractor, or State or local emergency response team to coordinate emergency services, describe those arrangements below:

Facility is periodically inspected by MP FPD; FPD is made aware of any changes to hazardous material storage.

4. Emergency Procedures:

Emergency Coordinator Responsibilities:

a. Whenever there is an imminent or actual emergency situation such as a explosion, fire, or release, the emergency coordinator *(or his/her designee when the emergency coordinator is on call)* shall:
   i. Identify the character, exact source, amount, and areal extent of any released hazardous materials.
   ii. Assess possible hazards to human health or the environment that may result from the explosion, fire, or release. This assessment must consider both direct and indirect effects *(e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated, the effects of any hazardous surface water run-off from water or chemical agents used to control fire, etc.).*
   iii. Activate internal facility alarms or communications systems, where applicable, to notify all facility personnel.
   iv. Notify appropriate local authorities *(i.e., call 911).*
   v. Notify the California Emergency Management Agency at (800) 852-7550.
   vi. Monitor for leaks, pressure build-up, gas generation, or ruptures in valves, pipes, or other equipment shut down in response to the incident.
   vii. Take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous materials at the facility.

b. Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall:
   i. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from a explosion, fire, or release at the facility.
   ii. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.
   iii. Ensure that all emergency equipment is cleaned, fit for its intended use, and available for use.
   iv. Notify the California Department of Toxic Substances Control, the local CUPA, and the local fire department's hazardous materials program that the facility is in compliance with requirements b-i and b-ii, above.

Responsibilities of Other Personnel:

On a separate page, list any emergency response functions not covered in the "Emergency Coordinator Responsibilities" section, above. Next to each function, list the job title or name of each person responsible for performing the function. Number the page(s) appropriately.

5. Post-Incident Reporting/Recording:

The time, date, and details of any hazardous materials incident that requires implementation of this plan shall be noted in the facility's operating record.

Within 15 days of any hazardous materials emergency incident or threatened hazardous materials emergency incident that triggers implementation of this plan, a written Emergency Incident Report, including, but not limited to a description of the incident and the facility's response to the incident, must be submitted to the California Department of Toxic Substances Control, the local CUPA, and the local fire department's hazardous materials program. The report shall include:
   a. Name, address, and telephone number of the facility's owner/operator;
   b. Name, address, and telephone number of the facility;
   c. Date, time, and type of incident *(e.g., fire, explosion, etc.)*;
   d. Name and quantity of material(s) involved;
   e. The extent of injuries, if any;
   f. An assessment of actual or potential hazards to human health or the environment, where this is applicable;
   g. Estimated quantity and disposition of recovered material that resulted from the incident;
   h. Cause(es) of the incident;
   i. Actions taken in response to the incident;
   j. Administrative or engineering controls designed to prevent such incidents in the future.

6. Earthquake Vulnerability: [19 CCR §2731(e)]

As an attachment to this plan, you must identify any areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake-related ground motion.

7. Hazard Mitigation/Prevention/Abatement [19 CCR §2731(c)]

As an attachment to this plan, you must include procedures that provide for mitigation, prevention, or abatement of hazards to persons, property, or the environment. These procedures must be scaled appropriately for the size and nature of the business, the nature of the damage potential of the hazardous materials handled, and the proximity of the business to residential areas and other populations.

8. Emergency Equipment:

22 CCR §66265.52(e) [as referenced by 22 CCR §66262.34(a)(4)] requires that emergency equipment at the facility be listed. Completion of the following Emergency Equipment Inventory Table meets this requirement.

EMERGENCY EQUIPMENT INVENTORY TABLE

1. Equipment Category	2. Equipment Type	3. Locations *	4. Description**
Personal Protective Equipment, Safety Equipment, and First Aid Equipment	☐ Cartridge Respirators		
	☐ Chemical Monitoring Equipment *(describe)*		
	☐ Chemical Protective Aprons/Coats		
	☐ Chemical Protective Boots		
	☒ Chemical Protective Gloves	Labs. Mfg	
	☐ Chemical Protective Suits *(describe)*		
	☐ Face Shields		
	☒ First Aid Kits/Stations *(describe)*		Typical for local use
	☐ Hard Hats		
	☒ Plumbed Eye Wash Stations	TBD	
	☐ Portable Eye Wash Kits *(i.e., bottle type)*		
	☐ Respirator Cartridges *(describe)*		
	☒ Safety Glasses/Splash Goggles		
	☒ Safety Showers	TBD	
	☐ Self-Contained Breathing Apparatuses (SCBA)		
	☐ Other *(describe)*		
Fire Extinguishing Systems	☒ Automatic Fire Sprinkler Systems	throughout	as per Code requirements
	☒ Fire Alarm Boxes/Stations	throughout	as per Code requirements
	☐ Fire Extinguisher Systems *(describe)*		
	☒ Fire Extinguishers *(describe)*	throughout	as per Code requirements
	☐ Other *(describe)*		
Spill Control Equipment and Decontamination Equipment	☐ Absorbents *(describe)*		
	☐ Berms/Dikes *(describe)*		
	☐ Decontamination Equipment *(describe)*		
	☐ Emergency Tanks *(describe)*		
	☐ Exhaust Hoods		
	☐ Gas Cylinder Leak Repair Kits *(describe)*		
	☐ Neutralizers *(describe)*		
	☐ Overpack Drums		
	☐ Sumps *(describe)*		
	☒ Other *(describe)*	TBD	Universal Spill Kit, 55 gal capacity
Communications and Alarm Systems	☐ Chemical Alarms *(describe)*		
	☒ Intercoms/ PA Systems		
	☐ Portable Radios		
	☒ Telephones	throughout	
	☐ Tank Leak Detection Systems		
	☐ Other *(describe)*		
Additional Equipment *(Use Additional Pages if Needed.)*	☐		
	☐		
	☐		
	☐		
	☐		

* *Use the map and grid numbers from the Storage Map prepared earlier for your HMBP.*

** *Describe the equipment and its capabilities. If applicable, specify any testing/maintenance procedures/intervals. Attach additional pages, numbered appropriately, if needed.*

Employee Training Plan

(Hazardous Materials Business Plan Module)

Authority Cited: HSC, Section 25504(c); 22 CCR §66262.34(a)(4)

All facilities that handle hazardous materials in HMBP quantities must have a written employee training plan. This plan is a required module of the Hazardous Materials Business Plan (HMBP). A blank plan has been provided below for you to complete and submit if you do not already have such a plan. **If you already have a brief written description of your training program that addresses all subjects covered below, you are not required to complete the blank plan, below, but you must include a copy of your existing document as part of your HMBP.**

Check all boxes that apply. *[Note: Items marked with an asterisk (*) are required.]*:

1. **Personnel** are trained in the following procedures:

☒	Internal alarm/notification *
☒	Evacuation/re-entry procedures & assembly point locations*
☐	Emergency incident reporting
☐	External emergency response organization notification
☐	Location(s) and contents of Emergency Response/Contingency Plan
☒	Facility evacuation drills, that are conducted at least *(specify)*: annually *(e.g., "Quarterly", etc.)*

2. **Chemical Handlers** are additionally trained in the following:

☒	Safe methods for handling and storage of hazardous materials *
☐	Location(s) and proper use of fire and spill control equipment
☐	Spill procedures/emergency procedures
☒	Proper use of personal protective equipment *
☒	Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure *(i.e., inhalation, ingestion, absorption)* *
☒	**Hazardous Waste Handlers/Managers** are trained in all aspects of hazardous waste management specific to their job duties *(e.g., container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.)* *

3. **Emergency Response Team Members** are capable of and engaged in the following:

Complete this section only if you have an in-house emergency response team

☐	Personnel rescue procedures
☐	Shutdown of operations
☐	Liaison with responding agencies
☐	Use, maintenance, and replacement of emergency response equipment
☐	Refresher training, which is provided at least annually *
☐	Emergency response drills, which are conducted at least *(specify:* *(e.g., "Quarterly", etc.)*

Record Keeping

(Hazardous Materials Business Plan Module)

All facilities that handle hazardous materials must maintain records associated with their management. A summary of your record keeping procedures is a required module of the Unidocs Hazardous Materials Business Plan (HMBP). A blank summary has been provided below for you to complete and submit if you do not already have such a document. **If you already have a brief written description of your hazardous materials record keeping systems that addresses all subjects covered below, you are not required to complete this page, but you must include a copy of your existing document as part of your HMBP.**

Check all boxes that apply. The following records are maintained at the facility. *[Note: Items marked with an asterisk (*) are required.]*:

☒	Current employees' training records *(to be retained until closure of the facility)* *
☒	Former employees' training records *(to be retained at least three years after termination of employment)* *
☒	Training Program(s) *(i.e., written description of introductory and continuing training)* *
☒	Current copy of this Emergency Response/Contingency Plan *
☒	Record of recordable/reportable hazardous material/waste releases *
☒	Record of hazardous material/waste storage area inspections *
☐	Record of hazardous waste tank daily inspections * **(NA)**
☐	Description and documentation of facility emergency response drills

Note: The above list of records does not necessarily identify every type of record required to be maintained by the facility.

Note: The following section applies where local agencies require facility owners/operators to perform and document routine facility self-inspections:

A copy of the Inspection Check Sheet(s) or Log(s) used in conjunction with required routine self-inspections of your facility must be submitted with your HMBP. *[Exception: Unidocs provides a Hazardous Materials/Waste Storage Area Inspection Form that you may use if you do not already have your own form. If you use the Unidocs form (available at* **www.unidocs.org***), you do not need to attach a copy.]*

Check the appropriate box:

☒	We will use the Unidocs "Hazardous Materials/Waste Storage Area Inspection Form" to document inspections.
☐	We will use our own documents to record inspections. ***(A blank copy of each document used must be attached to this HMBP.)***

Date: 08/14/12

Non-Waste Hazardous Materials Inventory Statement

For use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Business Name: CS Bio Co. (Same as Facility Name or DBA)

Type of Report on This Page: ☒ Add; ☐ Delete; ☐ Revise

Page 1 of 4 (One page per building or area)

Chemical Location: Interior, 1st floor (Building/Storage Area)

EPCRA Confidential Location? ☐ Yes; ☒ No
Trade Secret Information? ☒ Yes; ☐ No

Facility ID # (Agency Use Only)

1. Haz. Class	2. Map and Grid or Location Code	3. Common Name	4. Hazardous Components (For mixtures only) Chemical Name	% Wt.	EHS	CAS No.	5. Type and Physical State	6. Quantities Max. Daily	Average Daily	Largest Cont.	7. Units	8. Storage Codes Storage Pressure	Storage Temp.	9. Hazard Categories
FL IB	B1,B2	Acetonitrile			☐		☒ pure ☐ mixture	2140	1800	55	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☒ fire ☐ reactive ☐ pressure release ☒ acute health ☐ chronic health ☐ radioactive
		CAS No.: 75-05-8 ☐ EHS					☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* D				
FL IB	B1,B2	Isopropyl alcohol			☐		☒ pure ☐ mixture	184	150	1	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☒ fire ☐ reactive ☐ pressure release ☒ acute health ☐ chronic health ☐ radioactive
		CAS No.: 67-63-0 ☐ EHS					☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* N				
Carc	B1,B2	Dichloromethane			☐		☒ pure ☐ mixture	340	300	55	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☐ pressure release ☒ acute health ☒ chronic health ☐ radioactive
		CAS No.: 75-09-2 ☐ EHS					☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* D				
FL IB	B1,B2	Diisopropylcarbodiimide			☐		☒ pure ☐ mixture	720	500	100	☐ gallons ☒ pounds ☐ cu. feet ☐ tons	☒ ambient ☒ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☐ pressure release ☒ acute health ☒ chronic health ☐ radioactive
		CAS No.: 693-13-0 ☐ EHS					☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* D				
CL II	B1,B2	Dimethylformamide			☐		☒ pure ☐ mixture	2124	2000	55	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☒ fire ☐ reactive ☐ pressure release ☒ acute health ☒ chronic health ☐ radioactive
		CAS No.: 68-12-2 ☐ EHS					☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* D				
FLIB, Corr	B1,B2	Piperidine			☐		☒ pure ☐ mixture	510	450	55	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☒ fire ☐ reactive ☐ pressure release ☒ acute health ☒ chronic health ☐ radioactive
		CAS No.: 110-89-4 ☐ EHS					☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* E				

* Storage Container Codes

Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type
A	Aboveground Tank	D	Steel Drum	G	Carboy	J	Bag	M	Glass Bottle or Jug	P	Tank Wagon
B	Belowground Tank	E	Plastic/Non-metallic Drum	H	Silo	K	Box	N	Plastic Bottle or Jug	Q	Rail Car
C	Tank Inside Building	F	Can	I	Fiber Drum	L	Cylinder	O	Tote Bin	R	Other

If EPCRA, sign below: _____

194

Date: 08/14/12

Non-Waste Hazardous Materials Inventory Statement

For use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Business Name: CS Bio Co. (Same as Facility Name or DBA)

Type of Report on This Page: ☒ Add; ☐ Delete; ☐ Revise

Page 2 of 4 (One page per building or area)

Chemical Location: Interior 1st floor (Building/Storage Area)

EPCRA Confidential Location? ☐ Yes; ☒ No
Trade Secret Information? ☒ Yes; ☐ No

Facility ID # (Agency Use Only)

1. Haz. Class	2. Map and Grid or Location Code	3. Common Name	4. Hazardous Components (For mixtures only) Chemical Name	% Wt.	EHS	CAS No.	5. Type and Physical State	6. Quantities Max. Daily	Average Daily	Largest Cont.	7. Units	8. Storage Codes Storage Pressure	Storage Temp.	9. Hazard Categories
Corr	B1	Trifluoroacetic acid			☐		☒ pure ☐ mixture	106	90	5	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☐ pressure release ☒ acute health ☐ chronic health ☐ radioactive
		CAS No.: 76-05-1 ☒ EHS					☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* N				
Irr	B1	Chloroform			☐		☒ pure ☐ mixture	39	26	13	☐ gallons ☒ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☐ pressure release ☒ acute health ☒ chronic health ☐ radioactive
		CAS No.: 67-66-1 ☒ EHS					☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* M				
NFG	B1	Nitrogen			☐		☒ pure ☐ mixture	900	700	225	☐ gallons ☐ pounds ☒ cu. feet ☐ tons	☐ ambient ☒ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☒ pressure release ☐ acute health ☐ chronic health ☐ radioactive
		CAS No.: 7727-37-9 ☐ EHS					☐ solid ☐ liquid ☒ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* L				
Tox, Corr	B1	Hydrofluoric gas			☐		☒ pure ☐ mixture	2.5	1.5	1	☐ gallons ☐ pounds ☒ cu. feet ☐ tons	☐ ambient ☒ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☒ pressure release ☒ acute health ☒ chronic health ☐ radioactive
		CAS No.: 7664-39-3 ☐ EHS					☐ solid ☐ liquid ☒ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* L				
Cryo	B1	Liquified Nitrogen			☐		☒ pure ☐ mixture	67	50	67	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☐ ambient ☒ > amb ☐ < amb	☐ ambient ☐ > amb ☐ < amb ☒ cryogenic	☐ fire ☐ reactive ☒ pressure release ☒ acute health ☐ chronic health ☐ radioactive
		CAS No.: 7727-37-9 ☐ EHS					☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:*				
FG	B1	Hydrogen			☐		☒ pure ☐ mixture	3	3	3	☐ gallons ☐ pounds ☒ cu. feet ☐ tons	☐ ambient ☒ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☒ fire ☐ reactive ☐ pressure release ☒ acute health ☐ chronic health ☐ radioactive
		CAS No.: 1333-74-0 ☐ EHS					☐ solid ☐ liquid ☒ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* L				

* Storage Container Codes

Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type
A	Aboveground Tank	D	Steel Drum	G	Carboy	J	Bag	M	Glass Bottle or Jug	P	Tank Wagon
B	Belowground Tank	E	Plastic/Non-metallic Drum	H	Silo	K	Box	N	Plastic Bottle or Jug	Q	Rail Car

If EPCRA, sign below:

Date: 08/14/12

Non-Waste Hazardous Materials Inventory Statement

For use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Business Name: CS Bio Co. (Same as Facility Name or DBA)

Type of Report on This Page: ☒ Add; ☐ Delete; ☐ Revise

Page 3 of 4 (One page per building or area)

Chemical Location: Interior 1st floor (Building/Storage Area)

EPCRA Confidential Location? ☐ Yes; ☒ No
Trade Secret Information? ☒ Yes; ☐ No

Facility ID # (Agency Use Only)

1. Haz. Class	2. Map and Grid or Location Code	3. Common Name	4. Hazardous Components (For mixtures only) Chemical Name	% Wt.	EHS	CAS No.	5. Type and Physical State	6. Quantities Max. Daily	Average Daily	Largest Cont.	7. Units	8. Storage Codes Storage Pressure	Storage Temp.	9. Hazard Categories
Corr	B2	Misc acids			☐		☒ pure ☐ mixture	350	200	5	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☐ pressure release ☒ acute health ☒ chronic health ☐ radioactive
		CAS No.: varies			☒ EHS		☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* M,G,E				
FL IB	B2	Misc solvents			☐		☒ pure ☐ mixture	300	200	5	☐ gallons ☒ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☒ fire ☐ reactive ☐ pressure release ☒ acute health ☐ chronic health ☐ radioactive
		CAS No.: varies			☐ EHS		☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* M,N,G				
		CAS No.: 124-38-9			☐ EHS		☒ pure ☐ mixture ☐ solid ☐ liquid ☒ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:*	☐ gallons ☐ pounds ☒ cu. feet ☐ tons	☐ ambient ☒ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☒ pressure release ☐ acute health ☐ chronic health ☐ radioactive
		CAS No.: 7727-37-9			☐ EHS		☒ pure ☐ mixture ☐ solid ☐ liquid ☒ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:*	☐ gallons ☐ pounds ☒ cu. feet ☐ tons	☐ ambient ☒ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☒ pressure release ☐ acute health ☐ chronic health ☐ radioactive
		CAS No.: 1333-74-0			☐ EHS		☒ pure ☐ mixture ☐ solid ☐ liquid ☒ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:*	☐ gallons ☐ pounds ☒ cu. feet ☐ tons	☐ ambient ☒ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☒ fire ☐ reactive ☒ pressure release ☐ acute health ☐ chronic health ☐ radioactive
		CAS No.: 7664-93-9			☒ EHS		☒ pure ☐ mixture ☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:*	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☒ reactive ☐ pressure release ☒ acute health ☒ chronic health ☐ radioactive

* Storage Type Codes

Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type
A	Aboveground Tank	D	Steel Drum	G	Carboy	J	Bag	M	Glass Bottle or Jug	P	Tank Wagon
B	Belowground Tank	E	Plastic/Non-metallic Drum	H	Silo	K	Box	N	Plastic Bottle or Jug	Q	Rail Car

If EPCRA, sign below:

196

Date: 08/14/12

Non-Waste Hazardous Materials Inventory Statement

For use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Business Name: CS Bio Co. (Same as Facility Name or DBA)

Type of Report on This Page: ☒ Add; ☐ Delete; ☐ Revise

Page 4 of 4 (One page per building or area)

Chemical Location: Exterior H-rated shed & genset (Building/Storage Area)

EPCRA Confidential Location? ☐ Yes; ☒ No

Trade Secret Information? ☒ Yes; ☐ No

Facility ID # (Agency Use Only)

1. Haz. Class	2. Map and Grid or Location Code	3. Common Name / CAS No.	4. Hazardous Components (For mixtures only): Chemical Name	% Wt.	EHS	CAS No.	5. Type and Physical State	6. Quantities: Max. Daily	Average Daily	Largest Cont.	7. Units	8. Storage Codes: Storage Pressure	Storage Temp.	9. Hazard Categories
FL IB	Ext Shed	Acetonitrile CAS No.: 75-05-8			☐		☒ pure ☐ mixture ☐ solid ☒ liquid ☐ gas	3850 Curies: (If radioactive)	3800 Days On Site: 365	55 Storage Container:* D	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☒ fire ☐ reactive ☐ pressure release ☒ acute health ☐ chronic health ☐ radioactive
		CAS No.: ☐ EHS			☐		☒ pure ☐ mixture ☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site:	Storage Container:*	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☐ pressure release ☒ acute health ☐ chronic health ☐ radioactive
Carc	Ext shed	Dichloromethane CAS No.: 75-09-2			☐		☒ pure ☐ mixture ☐ solid ☒ liquid ☐ gas	440 Curies: (If radioactive)	400 Days On Site: 365	55 Storage Container:* D	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☐ pressure release ☒ acute health ☒ chronic health ☐ radioactive
		CAS No.: ☐ EHS			☐		☒ pure ☐ mixture ☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site:	Storage Container:*	☐ gallons ☒ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☐ pressure release ☒ acute health ☒ chronic health ☐ radioactive
CL II	Ext Shed	Dimethylformamide CAS No.: 68-12-2			☐		☒ pure ☐ mixture ☐ solid ☒ liquid ☐ gas	440 Curies: (If radioactive)	400 Days On Site: 365	55 Storage Container:* D	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☒ fire ☐ reactive ☐ pressure release ☒ acute health ☒ chronic health ☐ radioactive
CL II	Genset	Diesel fuel CAS No.: 68476-34-6			☐		☒ pure ☐ mixture ☐ solid ☒ liquid ☐ gas	660 Curies: (If radioactive)	600 Days On Site: 365	660 Storage Container:* A	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☒ fire ☐ reactive ☐ pressure release ☐ acute health ☒ chronic health ☐ radioactive

* Storage Type Codes

Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type
A	Aboveground Tank	D	Steel Drum	G	Carboy	J	Bag	M	Glass Bottle or Jug	P	Tank Wagon
B	Belowground Tank	E	Plastic/Non-metallic Drum	H	Silo	K	Box	N	Plastic Bottle or Jug	Q	Rail Car
C	Tank Inside Building	F	Can	I	Fiber Drum	L	Cylinder	O	Tote Bin	R	Other

If EPCRA, sign below:

Date: 08/14/12

Hazardous Waste Inventory Statement

For use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Business Name: CSBio
(Same as Facility Name or DBA)

Type of Report on This Page: ☒ Add; ☐ Delete; ☐ Revise

Page 1 of 1 (One page per building or area)

Chemical Location: Facility
(Building/Storage Area)

EPCRA Confidential Location? ☐ Yes; ☒ No
Trade Secret Information? ☐ Yes; ☒ No

Facility ID # (Agency Use Only) - -

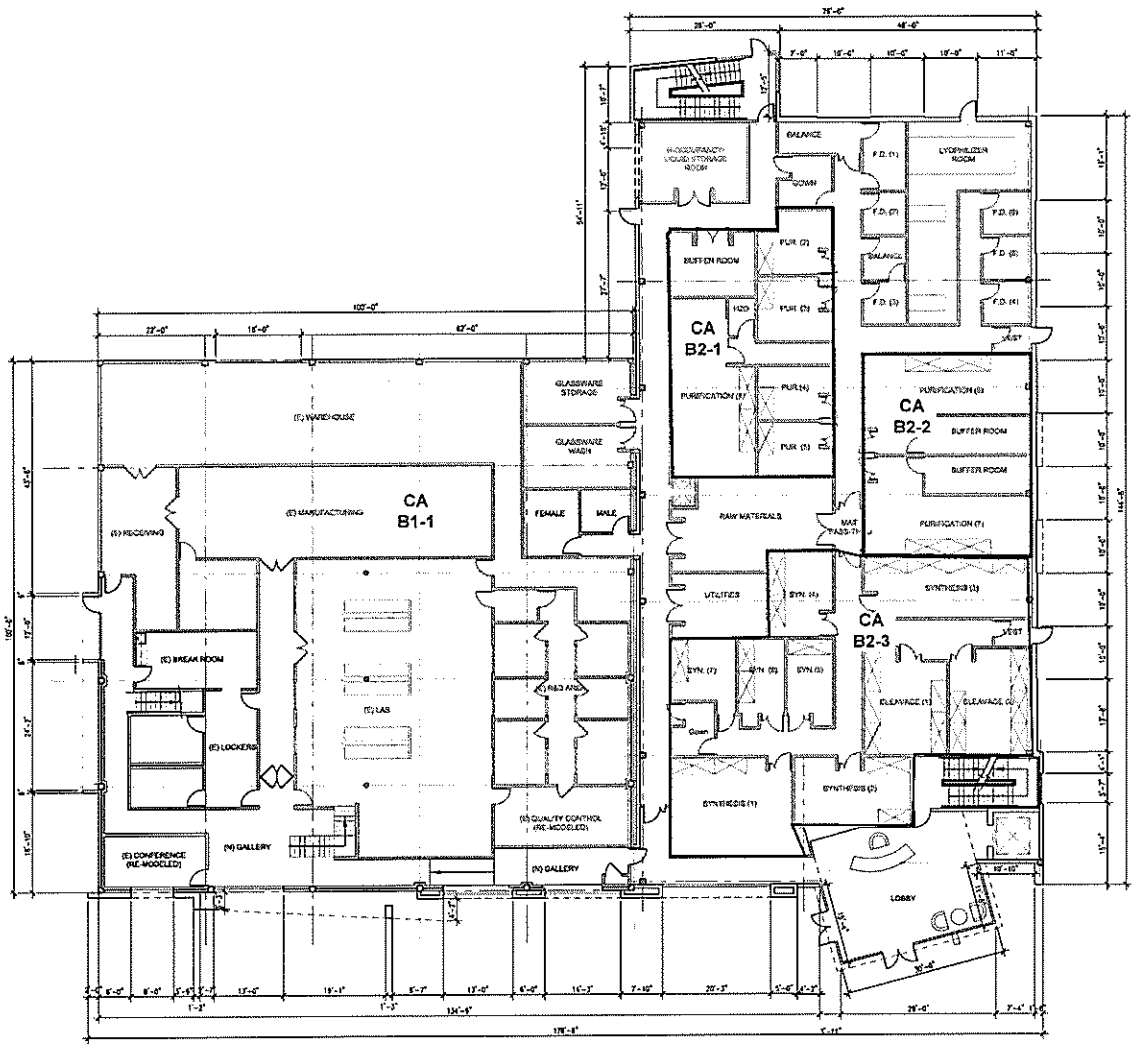
1. Haz. Class	2. Map and Grid or Location Code	3. Waste Stream Name	4. Hazardous Components: Chemical Name	% Wt.	EHS	CAS No.	5. Type and Physical State	6. Quantities: Max. Daily	Average Daily	Largest Cont.	7. Annual Waste Amount	8. Units	9. Storage Codes: Storage Pressure	Storage Temp.	10. Hazard Categories
FL IB	Ext H Shed	waste solvents	methanol	5	☐	67-56-1	☒ waste	550	400	55	10,000	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☒ fire ☐ reactive ☐ pressure release ☐ acute health ☒ chronic health ☐ radioactive
			acetonitrile	30	☐	75-05-8									
		Management Method: ☒ Shipped Off-site ☐ Recycled On-site ☐ Treated On-site	dichloromethane	20	☐	76-09-2	☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* D,E	State Waste Code: 741				
			dimethylformamide	30	☐	68-12-2									
			water	10	☐	7732-18-5									
FL IB	Labs	satellite waste solvents	misc solvents		☐		☒ waste	20	5	5	50	☒ gallons ☐ pounds ☐ cu. feet ☐ tons	☒ ambient ☐ > amb ☐ < amb	☒ ambient ☐ > amb ☐ < amb ☐ cryogenic	☒ fire ☐ reactive ☐ pressure release ☐ acute health ☒ chronic health ☐ radioactive
					☐										
		Management Method: ☒ Shipped Off-site ☐ Recycled On-site ☐ Treated On-site			☐		☐ solid ☒ liquid ☐ gas	Curies: (If radioactive)	Days On Site: 365	Storage Container:* M,N	State Waste Code: 741				
					☐										
					☐										
					☐		☒ waste					☐ gallons ☐ pounds ☐ cu. feet ☐ tons	☐ ambient ☐ > amb ☐ < amb	☐ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☐ pressure release ☐ acute health ☐ chronic health ☐ radioactive
					☐										
		Management Method: ☐ Shipped Off-site ☐ Recycled On-site ☐ Treated On-site			☐		☐ solid ☐ liquid ☐ gas	Curies: (If radioactive)	Days On Site:	Storage Container:*	State Waste Code:				
					☐										
					☐										
					☐		☒ waste					☐ gallons ☐ pounds ☐ cu. feet ☐ tons	☐ ambient ☐ > amb ☐ < amb	☐ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☐ pressure release ☐ acute health ☐ chronic health ☐ radioactive
					☐										
		Management Method: ☐ Shipped Off-site ☐ Recycled On-site ☐ Treated On-site			☐		☐ solid ☐ liquid ☐ gas	Curies: (If radioactive)	Days On Site:	Storage Container:*	State Waste Code:				
					☐										
					☐										
					☐		☒ waste					☐ gallons ☐ pounds ☐ cu. feet ☐ tons	☐ ambient ☐ > amb ☐ < amb	☐ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☐ pressure release ☐ acute health ☐ chronic health ☐ radioactive
					☐										
		Management Method: ☐ Shipped Off-site ☐ Recycled On-site ☐ Treated On-site			☐		☐ solid ☐ liquid ☐ gas	Curies: (If radioactive)	Days On Site:	Storage Container:*	State Waste Code:				
					☐										
					☐										
					☐		☒ waste					☐ gallons ☐ pounds ☐ cu. feet ☐ tons	☐ ambient ☐ > amb ☐ < amb	☐ ambient ☐ > amb ☐ < amb ☐ cryogenic	☐ fire ☐ reactive ☐ pressure release ☐ acute health ☐ chronic health ☐ radioactive
					☐										
		Management Method: ☐ Shipped Off-site ☐ Recycled On-site ☐ Treated On-site			☐		☐ solid ☐ liquid ☐ gas	Curies: (If radioactive)	Days On Site:	Storage Container:*	State Waste Code:				
					☐										
					☐										

*

Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type
A	Aboveground Tank	D	Steel Drum	G	Carboy	J	Bag	M	Glass Bottle or Jug	P	Tank Wagon
B	Belowground Tank	E	Plastic/Nonmetallic Drum	H	Silo	K	Box	N	Plastic Bottle or Jug	Q	Rail Car
C	Tank Inside Building	F	Can	I	Fiber Drum	L	Cylinder	O	Tote Bin	R	Other

If EPCRA, sign below:

____



1 PROPOSED FIRST FLOOR PLAN
3/32" = 1'-0"

Areas where hazardous materials may be stored and/or used. This is conceptual, and will be updated once the design has been finalized.

H-rated bulk hazardous materials storage.

CA B2-X — Anticipated control areas in new building delineated by solid black line. CA B2-4 will be the rest of the new building.

Locations of emergency eyewash/showers, fire extinguishers, first aid kits, etc. to be determined after design is finalized. Locations, quantities and sizes to be commensurate with regulatory requirements.
Emergency exit paths to be determined after design is finalized.

0 5.33' 10.67' 21.33'
SCALE: 3/32" = 1'-0"

N

CS Bio Co.

CS BIO - Renovation and Expansion

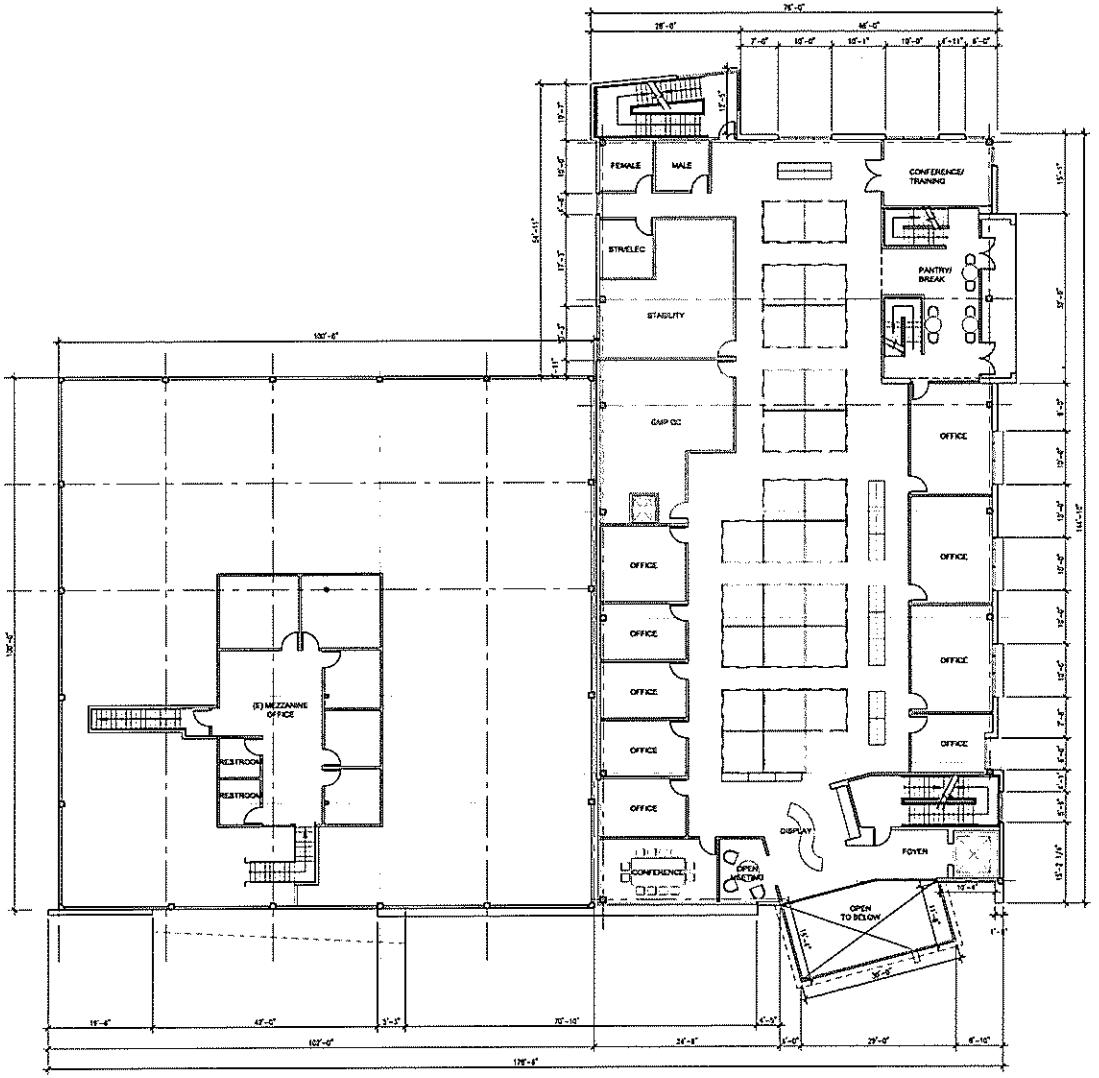
Menlo Park, CA.

CS Bio Co.
Project Number: 9659.002

Proposed First Floor Plan
08.10.2012 Planning Submittal

7

DES ARCHITECTS + ENGINEERS



1 PROPOSED SECOND FLOOR PLAN
3/32" = 1'-0"

Areas where hazardous materials may be stored and/or used. This is conceptual, and will be updated once the design has been finalized.

Locations of emergency eyewash/showers, fire extinguishers, first aid kits, etc. to be determined after design is finalized. Locations, quantities and sizes to be commensurate with regulatory requirements.
Emergency exit paths to be determined after design is finalized.

0 5.33' 10.67' 21.33'
SCALE: 3/32" = 1'-0"

N

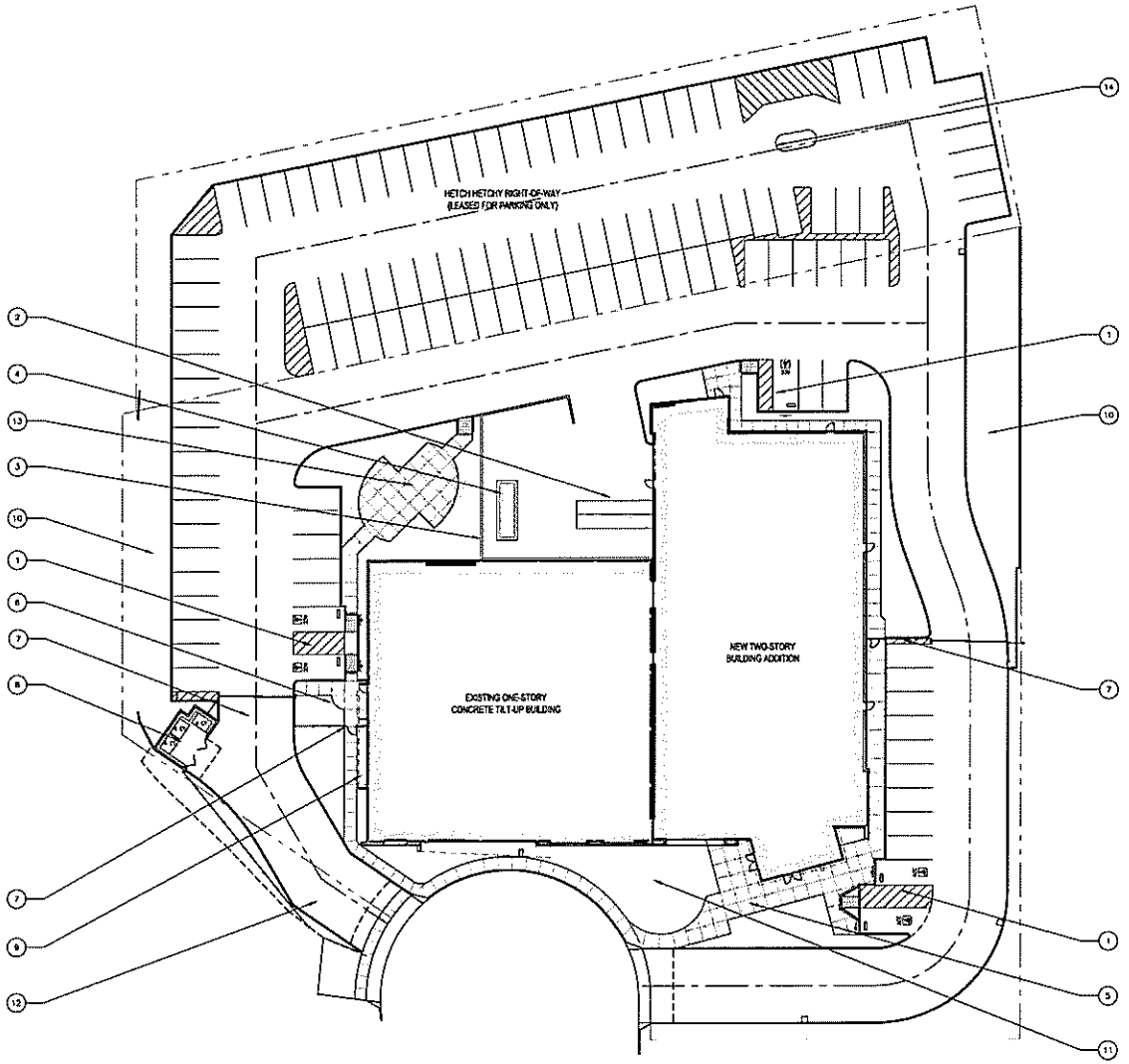
CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.
Project Number: 9659.002

Proposed Second Floor Plan
08.10.2012 Planning Submittal

8



1 PROPOSED SITE PLAN
1:20

NOTES TO THE SITE PLAN

1. NEW OR RELOCATED HANDICAP PARKING AT BUILDING ENTRANCES
2. OUTDOOR FIRE-RATED CHEMICAL STORAGE UNIT
3. GREEN SCREEN
4. CONCRETE PAD FOR EMERGENCY GENERATOR
5. ENTRY PLAZA AND LANDSCAPING
6. OUTDOOR TERRACE
7. ENTRY GATE (BOTH VEHICLES AND PEDESTRIANS), METAL FENCES AND DOORS
8. NEW TRASH ENCLOSURE
9. EXISTING ELECTRICAL SWITCHGEAR AND TRANSFORMER (WITH NEW SCREENING)
10. STORMWATER TREATMENT AREA
11. NEW LANDSCAPED AREAS AT KELLY COURT
12. REALIGNED 26' DRIVEWAY AND ADDITIONAL ACCESS EASEMENT
13. LANDSCAPE RESERVE AND PATIO
14. ACCESSIBLE HATCH FOR UNDERGROUND PIPES

H-rated Chemical Storage

Diesel stored in generator tank

0 10' 20' 40'
SCALE: 1:20

N

CS Bio Co.

CS BIO - Renovation and Expansion

Menlo Park, CA.

CS Bio Co.
Project Number: 9859.002

Proposed Site Plan
07.27.2012 Planning Submittal

6a

DES ARCHITECTS + ENGINEERS

HAZARDOUS MATERIALS BUSINESS PLAN
SPILL PREVENTION, EMERGENCY RESPONSE, TRAINING and CLOSURE PLAN

BUSINESS NAME: C S Bio Company, Inc.
BUSINESS ADDRESS: 20 Kelly Court, Menlo Park, CA 94025

In addition to the general business, chemical inventory and site map information, the San Mateo County Environmental Health Division (Division) requires completion of the following sections pertaining to spill prevention, emergency response, employee training and site closure. These sections contain specific elements pertaining to the Hazardous Materials Business Plan, the hazardous waste contingency plan, stormwater pollution prevention and underground storage tank (UST) monitoring.

I. SPILL PREVENTION PLAN

1. Describe how hazardous materials are handled, stored and monitored to prevent or minimize a spill or release from occurring (e.g., secondary containment, segregation of incompatibles, daily visual monitoring).
   Flammable liquids are stored in flammables cabinets or H-rated rooms, except for amounts in daily use. All contents are labeled. Wastes are stored in segregated areas away from general traffic, labeled appropriately and inspected weekly.

2. Describe operations, activities and/or storage locations where a release is most likely to occur.
   A release is most likely during active chemical use in the manufacturing area.

3. Describe the Best Management Practices (BMPs) you use to reduce or eliminate illicit discharges to the storm sewer system.
   All wastes are stored in waste containers and removed from facility for off-site disposal by licensed waste handlers, or by facility personnel using sealed containers.

4. Describe underground storage tank and/or aboveground storage tank monitoring procedures used to prevent an unauthorized release from occurring.
   No USTs are located at the facility. The AST is integral to the emergency generator and is fitted with appropriate safeguards such as secondary containment and overfill/spill protection.

II. EMERGENCY RESPONSE PLAN

1. Provide a list of emergency response equipment designated for a hazardous materials emergency (e.g., fire extinguishers, fire suppression systems, spill control equipment, shut-off switches, personal protective equipment, decontamination equipment, and communication and alarm systems).

EQUIPMENT TYPE	LOCATION	CAPABILITY
Fire extinguishers	throughout facility	A,B,C type
Spill kit	genset and facility TBD	TBD
Emergency eyewash	TBD	
Sprinkler system	throughout facility	

2. Describe Pre-emergency arrangements with the local fire departments, police departments, hospitals, contractors, and other state and local emergency response agencies.
County and MP FPD inspect site periodically and are informed of significant changes to chemical storage or use.

3. The definition of a release or threatened release of a hazardous material includes incidents that pose an actual or potential hazard to human health and safety, property or the environment. In the event of a hazardous materials release or threatened release, state law requires immediate verbal notification to the agencies listed below.

a. Local Fire Department	911
b. County Environmental Health	650-372-6200
c. State Office of Emergency Services (CA EMA)	800-852-7550

Phone numbers other than 9-1-1 for the following:

Menlo Park Fire Protection District	650-688-8400
Menlo Park Police Department	650-330-6300
Stanford University Medical Center (300 Pasteur Drive, Palo Alto)	650-723-5111
County Environmental Health	(650) 363-4305
State Office of Emergency Services	(800) 852-7550 or (916) 845-8911
SFPUC Millbrae Dispatch	650-872-5900

4. Describe procedures for notifying onsite emergency response personnel and outside agencies (e.g., Fire, Health, Police, State OES) needed during hazardous materials emergencies.
Employee who discovers or witnesses emergency incident immediately notifies Safety Officer. Safety Officer contacts 911. Emergency contact list (above) is posted in common areas so that any personnel may contact outside agencies for help in event

Safety Officer is not on site. Personnel will contact outside service to clean up and dispose of spill if necessary.

5. Describe any security system or equipment that could impede site access by emergency responders.
The rear of the property is accessed through a locked sliding gate. The MP FPD will be given the access code, or, a Knox box will be placed so the gate may be accessed in an emergency.

6. Describe procedures for notification and evacuation of visitors and employees during hazardous material emergencies. Primary and alternate evacuation routes and assembly areas must clearly be identified on the site map.
Building evacuation routes, assembly area and emergency equipment location are indicated on maps posted throughout the facility. All exits and exit routes are clearly identified by signage.

7. Describe mitigation or clean-up procedures to be implemented by onsite personnel in the event of a release, threatened release, fire or explosion involving hazardous materials. Indicate if the business has an on-site emergency response team (ERT) and if so, describe how the ERT will interact with outside emergency response agencies if additional assistance is required.
Compromised areas are quarantined by Company Safety Officer. On-site personnel will attempt to mitigate only small hazardous material and/or waste releases. Mitigation procedures will include shutting ignition sources within 50 feet of the affected area, donning proper personal protection, placing absorbent or neutralizing material on and around a liquid spill to minimize lateral migration of the spill, correcting the source of the release (e.g., upright a container, shut off a valve, etc.), sweeping and/or shoveling (spark-proof shovel) into a spill drum or container, labeling the drum or container, moving the drum or container to the Hazardous Waste Storage Area, and decontaminating spill response equipment used. The Safety Officer will contact an external chemical spill response contractor if the release is beyond internal response capabilities. In this situation, employees and visitors will be evacuated if the Safety Officer deems it necessary. C S Bio does not have an ERT. The Safety Officer is responsible for contacting the County's ERT if outside assistance is required.

8. Describe procedures for immediate inspection, isolation and shutdown of equipment or other systems that may be involved in a hazardous materials release or threatened release.
Company Safety Officer implements lockout/tagout measures for compromised and potentially compromised equipment. Equipment is shut down, electric supply is cut off, and unit quarantined until it can be inspected by qualified and designated personnel.

III. EMPLOYEE TRAINING PLAN

All employees must participate in an on-going training program that addresses proper hazardous materials handling and emergency response procedures. New hires must receive initial training and existing employees must receive annual "refresher" training.

1. Describe employee training as it pertains to the following:
   a. Safe handling and management of hazardous materials or wastes
   b. Notification and evacuation of facility personnel and visitors
   c. Notification of local emergency responders and other agencies
   d. Use and maintenance of emergency response equipment
   e. Implementation of emergency response procedures
   f. UST monitoring and release response procedures

   Every employee is required to undergo training in each of the above as it pertains to the employee's job description. Training is in the form of slide presentations or videos. Employees receive notes on all trainings. If necessary, a qualified consultant will be engaged to facilitate training sessions.

2. Describe procedures for documentation and record keeping procedures for training activities. Please note that if you generate hazardous waste at your business, you must also maintain documents onsite that indicate employee names and job titles, job descriptions, and descriptions of the type and amount of initial and refresher training.
   All employees sign a training attendance log. As appropriate, in-session quizzes will be administered, collected and maintained in the training documentation.

IV. CLOSURE PLAN

Contact San Mateo County Environmental Health prior to closure. Business closure guidelines are available upon request.

1. Describe procedures that will be implemented in the event of a full or partial site closure. Include agency notification, hazardous materials removal, hazardous waste disposal, equipment breakdown and removal, and site decontamination.
   Safety Officer will notify the County and Menlo Park Fire Protection District (MPFPD) in the event of full or partial closure. The Company Safety Officer will coordinate the removal of hazardous materials from the premises by a licensed hazardous waste contractor. The contractor will also be engaged to clean, decontaminate and inspect the premises as necessary. The Safety Officer will notify the County and MPFPD in the event of a change of ownership.

DEVELOPMENT SERVICES
PLANNING DIVISION
Contact: Kyle Perata 650-330-6721 or
ktperata@menlopark.org
701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 330-6702
FAX (650) 327-1653

AGENCY REFERRAL FORM
RETURN DUE DATE: Tuesday, September 4th, 2012

DATE: August 21, 2012

TO: **MENLO PARK FIRE PROTECTION DISTRICT**
Ron Keefer
170 Middlefield Road
Menlo Park, CA 94025
(650) 323-2407

Applicant	CS Bio, Inc.
Applicant's Address	20 Kelly Court, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-508-8018 (Consultant)
Contact Person	Ellen Ackerman, Consultant, (650-508-8018)
Business Name	CS Bio, Inc.
Type of Business	The company is proposing to demolish and construct a predominantly new building, which will result in an increase in production activities, associated with the development and manufacturing of instruments for the biotech industry. All hazardous materials, with the exception of diesel fuel for a proposed emergency generator, would be stored within the building, or in a fire-rated chemical storage container.
Project Address	20 Kelly Court, Menlo Park, CA 94025 (proposed building on sit e of parcels currently addressed 1 and 20 Kelly Court – parcels would be merged and one building would be built as part of the project.)

FOR OFFICE USE ONLY	
☐ The hazardous materials listed are not of sufficient quantity to require approval by this agency. ☑ The Fire District has reviewed the applicant's plans and use of listed hazardous materials/chemicals and has found the proposal to be in compliance with all applicable Fire Codes. ☐ The Fire District has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures). The applicant's proposal has been reviewed by the Menlo Park Fire Protection District by:	
Signature/Date 8/22/12	Name/Title (printed) Ron Hooker, Assist FM
Comments:	

DEVELOPMENT SERVICES
PLANNING DIVISION
Contact: Kyle Perata 650-330- 6721 or
ktperata@menlopark.org
701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 330-6702
FAX (650) 327-1653

AGENCY REFERRAL FORM
RETURN DUE DATE: Tuesday, September 4th, 2012

DATE: August 21, 2012

TO: SAN MATEO COUNTY ENVIRONMENTAL HEALTH SERVICES DIVISION
Dan Romf, Hazardous Materials Specialist
San Mateo County Environmental Health
2000 Alameda de las Pulgas, Ste 100
San Mateo, CA 94403
(650) 372-6235

Applicant	CS Bio, Inc.
Applicant's Address	20 Kelly Court, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-508-8018 (Consultant)
Contact Person	Ellen Ackerman, Consultant, (650-508-8018)
Business Name	CS Bio, Inc.
Type of Business	The company is proposing to demolish and construct a predominantly new building, which will result in an increase in production activities, associated with the development and manufacturing of instruments for the biotech industry. All hazardous materials, with the exception of diesel fuel for a proposed emergency generator, would be stored within the building, or in a fire-rated chemical storage container.
Project Address	20 Kelly Court, Menlo Park, CA 94025 (proposed building on sit e of parcels currently addressed 1 and 20 Kelly Court – parcels would be merged and one building would be built as part of the project.)

FOR OFFICE USE ONLY	
☐ The hazardous materials listed are not of sufficient quantity to require approval by this agency. ☒ The Health Department has reviewed the applicant's plans and use of listed hazardous materials/chemicals and has found the proposal to be in compliance with all applicable Codes. ☐ The Health Department has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures). The Health Department will inspect the facility once it is in operation to assure compliance with applicable laws and regulations. The applicant's proposal has been reviewed by the San Mateo County Environmental Health Services Division by:	
Signature/Date 8-23-12	Name/Title (printed) Dan Rompf HMS
Comments:	

CITY OF MENLO PARK

DEVELOPMENT SERVICES
PLANNING DIVISION
701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 858-3400
FAX (650) 327-5497

AGENCY REFERRAL FORM

DATE: **September 4, 2012**

TO: **WEST BAY SANITARY DISTRICT**
500 Laurel Street
Menlo Park, CA 94025
(650) 321-0384

Applicant	CS Bio, Inc.
Applicant's Address	20 Kelly Court, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-508-8018 (Consultant)
Contact Person	Ellen Ackerman, Consultant, (650-508-8018)
Business Name	CS Bio, Inc.
Type of Business	The company is proposing to demolish and construct a predominantly new building, which will result in an increase in production activities, associated with the development and manufacturing of instruments for the biotech industry. All hazardous materials, with the exception of diesel fuel for a proposed emergency generator, would be stored within the building, or in a fire-rated chemical storage container.
Project Address	20 Kelly Court, Menlo Park, CA 94025 (proposed building on sit e of parcels currently addressed 1 and 20 Kelly Court – parcels would be merged and one building would be built as part of the project.)

FOR OFFICE USE ONLY

☐ The hazardous materials listed are not of sufficient quantity to require approval by this agency.

✓ The Sanitary District has reviewed the applicant's proposed plans and use of listed hazardous materials/chemicals and has found that the proposal meets all applicable Code requirements.

☐ The Sanitary District has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).

The applicant's proposal has been reviewed by the West Bay Sanitary District by: Jed Beyer
Inspector

Signature/Date	Name/Title (printed)
	Phil Scott District Manager

Comments:

DEVELOPMENT SERVICES
PLANNING DIVISION
Contact: Kyle Perata 650-330- 6721 or
ktperata@menlopark.org
701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 330-6702
FAX (650) 327-1653

AGENCY REFERRAL FORM
RETURN DUE DATE: Tuesday, September 4th, 2012

DATE: August 21, 2012

TO: **CITY OF MENLO PARK BUILDING DIVISION**
701 Laurel Street
Menlo Park, CA 94025
(650) 330-6704

Applicant	CS Bio, Inc.
Applicant's Address	20 Kelly Court, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-508-8018 (Consultant)
Contact Person	Ellen Ackerman, Consultant, (650-508-8018)
Business Name	CS Bio, Inc.
Type of Business	The company is proposing to demolish and construct a predominantly new building, which will result in an increase in production activities, associated with the development and manufacturing of instruments for the biotech industry. All hazardous materials, with the exception of diesel fuel for a proposed emergency generator, would be stored within the building, or in a fire-rated chemical storage container.
Project Address	20 Kelly Court, Menlo Park, CA 94025 (proposed building on sit e of parcels currently addressed 1 and 20 Kelly Court – parcels would be merged and one building would be built as part of the project.)

FOR OFFICE USE ONLY

☐ The hazardous materials listed are not of sufficient quantity to require approval by this Division.

☑ The Building Division has reviewed the applicant's plans and listed hazardous materials/chemicals and has found that the proposal meets all applicable California Building Code requirements.

☐ The Building Division has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).

The applicant's proposal has been reviewed by the City of Menlo Park's Building Division by:

Signature/Date	Name/Title (printed)
Ron LaFrance 9/10/12	Ron LaFrance, Building Official
Comments:	

MEMORANDUM

DATE: September 5, 2012

TO: Housing Commission

FROM: Kyle Perata, Assistant Planner

RE: **Approval of Below Market Rate Housing Agreement with CS Bio, Inc for commercial linkage fees for 20 Kelly Court**

SITE LOCATION

The site currently contains two legal parcels that would be merged into one parcel as part of this project. The overall site is approximately 1.6 acres or 68,228 sq ft, more particularly described as Assessor's Parcel Numbers: 055-433-240 and 055-433-130, or more commonly known as 1 and 20 Kelly Court.

PROJECT DESCRIPTION

The applicant is requesting a Conditional Development Permit (CDP) for the demolition of the existing building located at 1 Kelly Court and partial demolition of the building located at 20 Kelly Court. The project site currently includes two legal parcels, which would be merged as part of the proposed project. The project site contains two buildings with a total gross floor area of approximately 35,703 square feet. The project would result in the demolition of approximately 23,976 square feet of gross floor area, and the construction of 25,701 square feet of gross floor area, for a total gross floor area of 37,428 square feet, which is a net increase of approximately 1,725 square feet of gross floor area. Both parcels are located in the M-2 (General Industrial) zoning district and the project would require a rezoning from M-2 (General Industrial) to M-2 (X) (General Industrial, Conditional Development District) and approval of a CDP to exceed the maximum height limit of 35 feet, and establish the required parking, allowed signage, required setbacks, and incorporate the outside storage of nonhazardous materials and equipment within a service yard. The Hetch Hetchy right-of-way to the rear of the property, a separate parcel, would be utilized for required parking spaces, which would partially be contained in landscape reserve. The proposed

project would also include an increase in the quantities of hazardous materials from the previously approved use permit due to the increase in production activities, associated with the development and manufacturing of instruments for the biotech industry. All hazardous materials, with the exception of diesel fuel for a proposed emergency generator, would be stored within the building, or in a fire-rated chemical storage container. As part of this proposal, a heritage size Italian stone pine (31-inch diameter), in fair condition is proposed to be removed.

The developer is required to comply with Chapter 16.96 of City's Municipal Code, ("BMR Ordinance"), and with the BMR Housing Program Guidelines adopted by the City Council to implement the BMR Ordinance ("Guidelines"). In order to process its application, the BMR Ordinance requires the developer to submit a Below Market Rate Housing Agreement. This Agreement is intended to satisfy that requirement and must be approved prior to the issuance of a building permit.

RESIDENTIAL DEVELOPMENT COMPONENT

Residential use of the property is not allowed by the applicable zoning regulations. The developer does not own any sites in the city that are available and feasible for construction of sufficient below market rate units to satisfy the requirements of the BMR Ordinance. Based on these facts, staff has found that development of such units off-site in accordance with the requirements of the BMR Ordinance and Guidelines is not feasible.

BMR HOUSING PROGRAM REQUIREMENT

The developer shall pay the applicable in lieu fee as provided in the BMR Ordinance and Guidelines. The applicable in lieu fee is that which is in effect on the date the payment is made. The in lieu fee will be calculated as set forth in the table below; however, the applicable fee for the Project will be based upon the amount of square footage within Group A and Group B at the time of payment.

	Use Group	Fee/ SF	SF	Fee
Existing Office Portion	A-Office/R&D	$14.71	13,965	($205,425.15)
Existing Non-Office Portion	B- All other Com	$7.98	21,738	($173,469.24)
Proposed Office Building	A-Office/R&D	$14.71	22,989	$338,168.19
Proposed Non-Office Portion	B- All other Com	$7.98	14,439	$115,223.22
Total Estimated Fee				**$74,497.02**

RECOMMENDATION

Staff recommends approval of the proposed BMR agreement.

ATTACHMENTS

A. 20 Kelly Court Proposed BMR Housing Agreement
B. Project Plans (Select Sheets)

V:\STAFFRPT\HC\2012\090512 - BMR Agreement 20 Kelly Court.doc

HOUSING COMMISSION
MEETING MINUTES

Wednesday, September 5, 2012
5:30 p.m.
701 Laurel Street, Menlo Park, CA 94025
Administrative Building Conference Room, First Floor

Chair Murray called the meeting to order at 5:30 p.m. in the Administrative Building Conference Room.

ROLL CALL –
Commissioners Present: Anne Moser, Yvonne Murray (Chair), Julianna Dodick, Brigid Van Randall (Vice-Chair), Sally Cadigan, Carolyn Clarke (arrived at 5:40 pm and left at 6:45 pm).

Staff Present: Kyle Perata, Planner and Justin Murphy, Community Development Manager

A. PUBLIC COMMENT #1

- Randal South, Menlo Park resident and employee with the California Coalition for Citizens with Disabilities: spoke regarding (1) legal alternatives to regulations relating to low income housing; low income housing and creating a public housing authority.

B. REGULAR BUSINESS

1. Approval of July 5, 2012 Special Meeting Minutes

ACTION: Motion/Second (Moser/Dodick) to approve the minutes, passed 4-0-1 (Clarke absent).
Note: Commissioner Clarke arrived at 5:40 pm.

2. Update on the Housing Element and Housing Element Subcommittee

PUBLIC COMMENT

- Nevada Merriman – thanked staff and commissioners, but is not in favor of reducing the housing inventory.
- Jay Siegel – spoke regarding the school district, there are no new funds and the schools are beyond capacity. Additional students have a fiscal impact.

- following speakers spoke in favor of maintaining Sharon Park as a Park:

- Ric Rudman
- Edie Goldberg
- John Ryan
- Dan Myers
- Richard Hardegree
- Klaus Doerner
- Shanda Bahles
- Randal South – also spoke in support of an item he referenced in earlier comments.
- Jim Fisher
- Derek Marsano
- Eric Wright
- Janey Myers
- Eric Byunn

- Maya Sewald
- Mary Merkert
- Mittra and Alear Hokmabadi
- Janet Littlefield
- Bill Coggshall
- Kimberly Birn
- Michael Corwin
- Kim Glenn

There was no action taken.

B3. Consider recommendation to the Planning Commission regarding the Below Market Rate (BMR) agreement for 20 Kelly Court.

ACTION: Motion/Second (Moser/Cadigan) to approve item, passed 5-0.
Note: Commissioner Clarke left at 6:45 pm.

B4. Consider recommendation to the Planning Commission regarding the Below Market Rate (BMR) agreement for 1035 O'Brien Drive.

ACTION: Motion/Second (Murray/Van Randall) to approve item, passed 5-0.

C. REPORTS AND ANNOUNCEMENTS

C1. Commission Member Report

An update was provided by Anne Moser on the Housing Steering Committee.

C2. Discuss the Housing Element Community Workshops held August 16 and 23, 2012

Some information was shared.

D. INFORMATION ITEMS – None.

E. PUBLIC COMMENT #2 – None.

F. ADJOURNMENT – The meeting adjourned at 7:10 pm.

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PUBLIC WORKS DEPARTMENT

Council Meeting Date: November 27, 2012
Staff Report #: 12-180

Agenda Item #: F-1

REGULAR BUSINESS: **Approve a Resolution Authorizing the City Manager to Sign a Memorandum of Understanding Between the City of Menlo Park and the County of Alameda for the Regional Renewable Energy Procurement Project and Provide Feedback on the Potential of Installing Photovoltaic Carports at Four City Facilities**

RECOMMENDATION

Staff recommends that the City Council:

1. Approve a Resolution authorizing the City Manager to sign a Memorandum of Understanding (Attachment A), between the City of Menlo Park and the County of Alameda for the Regional Renewable Energy Procurement Project; and

2. Provide feedback on the potential of installing photovoltaic carports at four city facilities.

BACKGROUND

The Regional Renewable Energy Procurement Project (R-REP) is an initiative that will utilize collaborative procurement to purchase renewable energy systems for public agencies throughout Alameda, Contra Costa, San Mateo, and Santa Clara Counties. Working collaboratively with other agencies instead of individually to purchase renewable power leads to a significant reduction in renewable energy system costs, transaction costs and administrative time, and enhances leverage for public agencies in negotiations for renewable energy systems.

The project works by designating one lead agency to organize participants from other agencies, prepare and issue solicitations for renewable power vendors, and provide template documents for participants to finalize purchases. Agency participants are required to submit city/county facility sites with a high potential for renewable power generation to the lead agency. The lead agency then organizes all site information from participants into bundled packages for renewable power vendors to bid on.

The lead agency for R-REP is Alameda County, and currently includes the following agency participants:

- California Department of Transportation
- California Highway Patrol
- Castro Valley Sanitary District
- Central Contra Costa Sanitary District
- Berkeley
- Fremont
- Martinez
- Mountain View
- **Menlo Park**
- Oakland
- Redwood City
- Richmond
- Walnut Creek
- Contra Costa County
- Alameda County
- San Mateo County
- Santa Clara County
- Delta Diablo Sanitation District
- Hayward Area Recreation and Park District (HARD)

The R-REP is based upon the successful Silicon Valley Collaborative Renewable Energy Procurement (SV-REP) Project, which was the largest multi-agency procurement of renewable energy in the country at the time of completion. The project started in July 2007 and was completed in March 2011. Nine agencies were involved in this project, and include:

- Cupertino
- Milpitas
- Morgan Hill
- Mountain View
- Pacifica
- Santa Clara County
- Santa Clara County Transportation Authority
- South Bayside Waste Management Authority (SBWMA)
- Los Gatos

Seventy sites were selected for the project, which resulted in installing 14.4 Mega Watts (MW) of photovoltaic power that covered over four million square feet of rooftops, ground mount facilities, and carports. All cities used power purchase agreements (PPAs) for financing the project. The Alameda R-REP expects to break this record with up to 40 MW of power generation potential across approximately 170 sites from participating agencies.

The Alamada R-REP will differ from the SV-REP by expanding renewable power choices and financing options. R-REP allows agencies to choose from wind, solar, and/or fuel cell power projects. Participants will also be able to choose from three financing options:

1. Direct Purchase –This involves using existing cash reserves to outright purchase the systems. The agency would be responsible for all ownership concerns, including Operations & Maintenance (O&M), regular system cleaning, and

monitoring of system production. In many situations, this may yield the greatest long-term returns, but requires cash up-front.

2. Power Purchase Agreement (PPA) – This involves an agency entering into a contract with a third party to purchase all energy produced by a renewable energy system installed on property owned by the agency. This third party would own the system and would be fully responsible for all ownership costs, including financing, maintenance, insurance, and system production. This has less cost savings than direct purchase, but does not require cash up-front.

3. Lease/Loan – In this situation, an agency would make payments to a third party on a monthly basis over 10 to 20 years. In many such arrangements, the agency would be responsible for all ownership concerns, just as with a Direct Purchase.

During the solicitation process, renewable power vendors would provide costs for all three financing options, which would allow an agency to evaluate the best financing option to move forward with. However, if most participants are not interested in a particular financing option, such as direct purchase, then it would be excluded from the solicitation.

Participating in a regional effort takes a commitment towards following timelines provided by the lead agency. Currently, to remain a participant in R-REP the City must:

1. Complete feasibility studies for their selected sites by November 30, 2012. These studies provide preliminary data that will be used to develop solicitations by Alameda County.

2. Submit a signed MOU from the City Council by November 30, 2012 (Attachment A) to Alameda County. The MOU defines the roles and responsibilities of each Participating Agency and enables the development of the R-REP Request for Proposal (RFP) by Alameda County on behalf of the participating agencies.

Upon completion of the feasibility studies by all participating agencies, a technical and financial consultant retained by Alameda County at no cost to participating agencies will assist in the design of the procurement process and provide support during the solicitation process, proposal evaluation, and contract negotiations.

Renewable power vendors will be selected through a fair, open and competitive bid process and the Public Contracting Code will be followed. Once vendors are selected by Alameda County and a committee of participating agencies, the discretion to proceed with the development of a project at each of the sites considered will still be retained by participating agency Boards and City Councils. Vendors are expected to be selected in March 2013. This item will then be reviewed by Council again in May 2013 for final consideration on project sites and financing.

The City of Menlo Park will specifically benefit from the installation of renewable energy through sustained reductions in utility operating costs, and reducing up to 473 tons of greenhouse gas (GHG) emissions from government operations per year.

ANALYSIS

Menlo Park Potential Renewable Power Sites

The City has completed feasibility studies (Attachment B) for the following sites being considered for inclusion in the project:

- Corporation yard
- Arrillaga Gymnasium
- Belle Haven Childcare Center
- Onetta Harris Community Center/Menlo Park Senior Center/Kelly Park
- Arrillaga Gymnastics Center

Staff did consider other sites, such as the library and the entire civic center, but the age of rooftops, building structure capacity, and complicated metering did not allow for a cost effective renewable energy project.

Only photovoltaic (PV) systems were evaluated for each site on rooftop and carports. Technology for fuel cells has not been widely used yet and is not necessarily the more environmentally friendly choice because it still requires some type of gas, such natural gas. Wind power was also not evaluated due to a number of barriers, such as the length of time it would require for environmental clearance, potential noise levels, and community aesthetic values.

One of the main findings in the feasibility study determined that all sites except for the Belle Haven Childcare Center would utilize some carport structures in order to achieve an 80% energy offset with renewable power. There is flexibility in the placement of carports for some sites, such as the Corporation Yard and Onetta Harris Community Center, where the maximum system size shown in the feasibility study is not needed for a significant energy offset. However, most sites have a constrained area due to tree shading and usable roofing area. The Onetta Harris Center may have the option for only rooftop PV; however, in order to provide the best pricing opportunities, the sites will be submitted as shown in the feasibility study.

At this time the design of the carports is unknown, and only conceptual placements of carports are shown in the feasibility report and Attachment C. Once a vendor is selected by the City in May 2013, detailed drawings of carport designs will be submitted and brought to Council for final approval. Installing carports may be considered a new structure on city facilities, and staff is working with the Community Development Department on the appropriate review process. At this time staff is seeking feedback from the City Council to include sites with carports in the R-REP. The City can at any time withdraw or remove sites from R-REP after the vendor is selected.

Financing Options and Associated Savings

The feasibility study also evaluated costs and savings for direct purchase, power purchase agreements (PPAs), and loans for PV systems. Table 1 provides a summary of the results in the feasibility study.

Table 1: Summary of Operational Savings by Installing PV over 25 years

Costs and Savings* over 25 Years	Corp Yard	Gymnasium	Childcare Center	Onetta Harris	Gymnastics	Total
Current Energy Costs (NPV)	$446,756	$1,437,775	$148,582	$728,370	$1,050,348	$3,811,832
Direct Purchase Savings*	71%	69%	60%	60%	57%	Average 63%* ($1,840,387)
Loan Savings*	64%	61%	51%	50%	47%	Average 55%* ($1,818,280)
PPA Savings*	47%	43%	33%	31%	27%	Average 36%* ($1,345,558)

*Percent savings not calculated at Net Present Value (NPV). Solar rebates are included in the savings. Operations and Maintenance of PV system is included for direct purchase and loan.

It is important to note that savings will be greater than shown above by 10-15% when sites are bundled with 19 other agencies. Although direct purchase provides the largest savings, it is not a likely path for the City because it would require an upfront cost estimated at $1.7 million. The City could consider a loan for the PV systems. The California Energy Commission is offering one percent interest loans to government agencies that install renewable power.

A PPA is another viable option for the City to consider because it requires no upfront cost, still provides operational savings, and does not require the City to operate and maintain the PV system. In addition, PPAs generally include a buy out option after seven to ten years, which could increase savings further. PPAs offer fixed pricing over the term of the contract that is lower than PG&E rates. This is a substantial benefit not only because of the cost savings, but it allows the city to appropriately budget energy consumption costs for facilities rather than trying to predict PG&E pricing, which has increased 60% between 2000 and 2010 (U.S. Energy Information Administration). PG&E prices are expected to continue to increase due to SB 1078 that requires PG&E and other utilities to achieve a 33% renewable power mix by 2020. Currently, PG&E is at a 19% renewable power mix. This will require installation of new infrastructure with costs passed on to rate payers.

Key Details in the Memorandum of Understanding

As noted earlier, signing the MOU is essential to the process because it defines the roles and responsibilities of participating agencies and is intended to provide stability to

the project during the procurement solicitation process. One of main provisions of the MOU states that participating agencies and the County of Alameda cannot withdraw sites listed from the project 30 days prior to the solicitation issuance until vendors have been selected. However, there is no penalty or liability as a result of any withdrawal after the 30 days.

The reason for this term is that solicitation will include "bundles," inclusive of renewable sites across agencies. The intention of bundling sites is to achieve economies of scale and sufficiently reduce vendors' transaction costs so as to receive the best pricing possible. If agencies are able to withdraw from the project from thirty days prior to the issuance of the RFP, or at any time during the solicitation, this will impact the bundling strategy, which may then negatively impact pricing for the other agencies included in that bundle.

The City Attorney has participated in reviewing numerous drafts of the MOU prior to approving the final version in Attachment A.

IMPACT ON CITY RESOURCES

If the City chooses a PPA, there would be no upfront costs to install the system and no operations and maintenance costs. The City would pay for the energy produced by the PV systems, which would offset current costs paid to PG&E, and as noted in the feasibility study would produce cost savings to the city in the first year.

If a loan financing option is chosen, the City would have to make payments for the system through existing funds. The City could use the cost savings from the PV system to make payments on the loan. Further analysis would be required to determine if this is the best option for the City.

If a direct purchase option is chosen, the City would need to use existing cash reserves to purchase the PV system. The City could use the cost savings from the PV system to replenish the City's reserves or utilize savings for community renewable or energy conservation programs consistent with the City's Climate Action Plan.

The impact to participate in R-REP is staff time, and continued participation could shift environmental project and program priorities. If the City decides to move forward with installing PV systems at city facilities in May 2013, staff recommends hiring a project management consultant to review design and construction activities to ensure that PV systems will operate according to vendor specifications and agreed upon terms. Depending on the number of sites approved, the estimated cost for this task would be up to $50,000, and would be incorporated in the FY 13-14 sustainable practices operating budget funded by the General Fund.

POLICY ISSUES

Installing renewable power on city facilities is consistent and recommended in the Climate Action Plan. This project could potentially reduce 473 tons of GHG emissions per year for the City. In addition, the project is consistent with sustainable budget practices by reducing operating costs.

ENVIRONMENTAL REVIEW

Installing PV rooftops and carports are exempt from California Environmental Quality Review (CEQA) under Existing Facilities 15301. In addition, state legislation SB 226 (2011) exempts both PV rooftop and parking lot projects from environmental review. The legislation is in the process of being codified into CEQA guidelines.

Signature on File
Rebecca Fotu
Environmental Programs Manager

Signature on File
Charles Taylor
Public Works Director

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS:

A. Resolution and Memorandum of Understanding

B. Solar Feasibility Study by Optony

C. PV Carport Design Samples

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF MENLO PARK AND THE COUNTY OF ALAMEDA FOR THE REGIONAL RENEWABLE ENERGY PROCUREMENT PROJECT

WHEREAS, the City of Menlo Park has identified the installation of photovoltaic (PV) systems on City owned properties as a key measure in the City's Climate Action Plan; and

WHEREAS, the City of Menlo Park wishes to take advantage of potential efficiencies when such purchases are made in large volumes; and

WHEREAS, the Regional Renewable Energy Procurement Project (R-REP) will allow large volume purchases of renewable energy or renewable energy generation equipment to be made through a regional, multi-jurisdiction purchasing arrangement whereby project sites are aggregated into groups on the basis of the type of technology and geographic location, various risk and other financing related factors; and

WHEREAS, the City of Menlo Park acknowledges that the transaction costs associated with purchasing renewable energy can be reduced when all the participating agencies agree to the same terms and conditions incorporated within standardized template documents; and

WHEREAS, the City of Menlo Park desires that Alameda County, by and through its General Services Agency, shall be the Lead Agency for issuing a solicitation to purchase renewable energy; and

WHEREAS, the City of Menlo Park thereby wishes to participate in the R-REP.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Menlo Park hereby authorizes the City Manager to enter into an Memorandum of Understanding (Exhibit A) between the City of Menlo Park and the County of Alameda for the Regional Renewable Energy Procurement Project.

I, Margaret S. Roberts, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the twenty-seventh day of November, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-seventh day of November, 2012.

Margaret S. Roberts, MMC
City Clerk

AKI K. NAKAO, Director
1401 LAKESIDE DRIVE, OAKLAND, CALIFORNIA 94612 510 208 9700 FAX 510 208 9711 www.acgov.org/gsa/

MEMORANDUM OF UNDERSTANDING FOR REGIONAL RENEWABLE ENERGY PROCUREMENT

This Memorandum of Understanding ("MOU") is entered into as of _____ __, 2012 (the "Effective Date") by and among the following California jurisdictions: County of Alameda ("Alameda County"), _____, _____,
_____, _____, _____,
_____, _____, _____,
_____, _____, _____,
_____, _____, _____,
_____, _____, _____,
_____, and _____. Signatories to this MOU are referred to herein as "the "Parties" and individually as a "Party".

Recitals

WHEREAS, the Parties desire to purchase renewable energy for their operations;

WHEREAS, the Parties wish to take advantage of potential efficiencies when such purchases are made in large volumes;

WHEREAS, large volume purchases of renewable energy or renewable energy generation equipment will be made through a regional, multi-jurisdiction purchasing arrangement whereby project sites are aggregated into groups on the basis of the type of technology and geographic location, various risk and other financing related factors;

WHEREAS, large volume purchases likely result in more efficient procurement than would otherwise be available if individual jurisdictions independently purchased renewable energy;

WHEREAS, the Parties desire that Alameda County, by and through its General Services Agency, shall be the lead Party for issuing a solicitation to purchase renewable energy (the "Solicitation");

WHEREAS, the Parties acknowledge that the transaction costs associated with purchasing renewable energy can be reduced when the Parties agree to the same terms and conditions incorporated within standardized template documents; and

WHEREAS, at the completion of the Solicitation process, subject to the approval of their respective Board, Council or applicable governing body, the Parties may enter into power purchase, financing, real estate and/or other agreements with selected vendors ("Vendors") substantially in the forms of the Template Documents to be prepared pursuant to Sections 1.A and 1.B of this MOU.

NOW THEREFORE, in consideration of their mutual promises and agreements, and subject to the terms, conditions and provisions hereinafter set forth, the Parties agree as follows:

SECTION 1. ROLE AND RESPONSIBILITIES OF ALAMEDA COUNTY

A. Alameda County shall (i) prepare and issue the Solicitation, and be the lead jurisdiction and point of contact for the bidders, (ii) create templates of transaction documents, which may include, without limitation, a direct acquisition agreement, Qualified Energy Conservation Bond documentation, a form of power purchase agreement and a form of lease (the "Template Documents"), and (iii) timely coordinate and communicate with Parties, as necessary throughout the procurement process through recommendation for award and negotiations with the bidders.

B. Alameda County will consult with the Parties with respect to the content of the Solicitation and the terms and conditions contained within Template Documents, provided, however, that any comments or concerns must be communicated to Alameda County within the allotted timeframe as provided by Alameda County, with such timeframe to afford a reasonable opportunity to respond.

C. The Parties agree that Alameda County shall be the single point of contact for Vendors and necessary third parties throughout the Solicitation process, in order to avoid the potential for confusion. Alameda County agrees to provide the Parties with all relevant information in a timely manner.

D. In addition to participating as the lead jurisdiction under this MOU, Alameda County is also a participant in the R-REP and has identified locations for renewable energy in Alameda County. As such, Alameda County is conducting site surveys and will list potential sites within the R-REP solicitation document.

E. Any Party may separately pursue its own solicitation of renewable energy and/or related facilities.

SECTION 2. ROLES AND RESPONSIBILITIES OF THE PARTICIPATING JURISDICTIONS

A. Each Party has undertaken its own due diligence prior to entering into this MOU to determine the feasibility of solar, fuel cell or other feasible technology to be located at project sites.

B. Each Party is responsible for meeting its individual legal, procedural and other requirements for the procurement of renewable energy.

C. Parties are responsible for promptly providing site surveys, if available, of their proposed real property sites that may accommodate renewable energy installations, and each such site survey shall be prepared by a licensed engineer in a uniform, industry standard format. Each Party acknowledges that to the extent it does not undertake a site survey for a particular site, such site (i) may not be considered for inclusion in the R-REP solicitation, or (ii) may be aggregated by Alameda County with other such sites into a higher risk group, and that pricing for such a group may be less favorable.

D. Upon conclusion of the Solicitation process, the Parties may, subject to the approval of their respective Board, Council or applicable governing entity, enter into binding

agreements, substantially in the form of the Template Documents, with the selected Vendors, provided that each Party determines, to its satisfaction, that the Vendors are responsible, and comply with the Party's terms, conditions and requirements. The Parties may also negotiate with Vendors in order to conform the Template Documents with requirements of law, regulation and policy. Alameda County shall not be responsible for reference checks, performance, or for compliance with any agreement, regulations, laws or policies, except as to this MOU and any contracts between Alameda County and Vendor(s). Parties are not required to contract with any Vendor.

E. Parties agree to participate in the Solicitation under the lead role of Alameda County and agree to work cooperatively and promptly with Alameda County throughout the Solicitation process. The Parties agree that time is of the essence; and failure of a Party to provide the required information in the requested format and within the reasonable deadlines established by Alameda County may result in termination of that Party's participation in the Solicitation.

SECTION 3. TERM OF MOU.

The term of this MOU shall commence on the Effective Date and shall expire on June 30, 2015.

SECTION 4. GOVERNING LAW AND VENUE.

The law governing this MOU shall be that of the State of California. In the event that suit shall be brought by any Party to this MOU, the Parties agree that venue shall be exclusively vested in the State's courts of the County of Alameda or if federal jurisdiction is appropriate, exclusively in the United States District Court, Northern District of California, Oakland, California.

SECTION 5. WARRANTY DISCLAIMER; LIABILITY; WAIVER.

A. No warranty, express or implied, is provided by any Party as to results or success of the Solicitation, this MOU, or any agreements ultimately entered into by the Parties. Each Party acknowledges that the others have not made, and are not making, any assurances, guaranties or promises with respect to the subject matter of this MOU and that each Party

is ultimately responsible for conducting its own due diligence with respect to feasibility, pricing, technology, third parties and all other matters in any way related to the subject matter of this MOU.

B. In no event shall any Party, nor its officers, agents, employers, or representatives be liable for any direct, indirect, incidental, special, exemplary, or consequential damages (including, but not limited to, procurement of substitute goods or services, loss of use, data, or profits, or business interruption) however caused and on any theory of liability, whether in contract, strict liability, or tort (including negligence or otherwise) arising in any way, directly or indirectly, from this MOU, participation in the Solicitation, or any agreement(s) between a Party and any third party, even if advised of the possibility of such damage.

C. Each Party is responsible for negotiation, execution, administration and enforcement of any contract with a Vendor or third party related to the subject matter of this MOU, and the agreements ultimately entered into by each Party shall not be cross-defaulted or cross-collateralized in any respect with the agreements entered into by any other Party to this MOU.

D. No waiver by any Party to this MOU of any breach or violation of any term or condition of this MOU shall be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition.

SECTION 6. NOTICES.

Notices shall be deemed effective on the date delivered if delivered by personal service or nationally recognized overnight delivery service, or, if mailed, three (3) days after deposit in the U.S. Postal Service mail. All notices and other communications required or permitted to be given under this MOU shall be in writing and shall be personally served, delivered by overnight service, or by mail, first class, certified or registered postage prepaid and return receipt requested, addressed to the respective Parties as follows:

To: County of Alameda, GSA
1401 Lakeside Drive, 10th Floor
Oakland, CA 94612
Attn: Caroline Judy

To: Castro Valley Sanitary District
21040 Marshall Street
Castro Valley, CA 94546-6021
Attn: William Parker

To: California Department of Transportation
1120 N St. MS-57
Sacramento, CA 95814
Attn: Jeanne Scherer

To: Central Contra Costa Sanitary District
5019 Imhoff Place
Martinez, CA 94553
Attn: Melody LaBella

To: California Highway Patrol
601 North 7th Street
P.O. Box 942898
Sacramento, CA 95811
Attn: Alyson Cooney

To: City of Berkeley
2180 Milvia Street, 2nd Floor
Berkeley, CA 94704
Attn: Billi Romain

To: City of Emeryville
1333 Park Avenue
Emeryville, CA 94608
Attn: Peter Schultze-Allen

To: City of Fremont
39550 Liberty St.
P.O. Box 5006
Fremont, CA 94538
Attn: Amy Rakley

To: City of Martinez
525 Henrietta Street
Martinez, CA 94553
Attn: Mike Chandler

To: City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025
Attn: Rebecca Fotu

To: City of Mountain View
500 Castro Street
P.O. Box 7540
Mountain View, CA 94039-7540
Attn: Steve Attinger

To: City of Oakland
250 Frank H. Ogawa Plaza, Suite 5301
Oakland, CA 94612
Attn: Scott Wentworth

To: City of Redwood City
1017 Middlefield Road
Redwood City, CA 94063
Attn: Vicki Sherman

To: City of Richmond
450 Civic Center Plaza
Richmond, CA 94804
Attn: Adam Lenz

To: City of Walnut Creek
1666 North Main Street
Walnut Creek, CA 94596
Attn: Gwen Ho-Sing-Loy

To: Contra Costa County
Public Works Department
2467 Waterbird Way
Martinez, CA 94553
Attn: Andy Green

To: County of San Mateo
555 County Center, 5th Floor
Redwood City, CA 94063
Attn: Andy Jain

To: County of Santa Clara
2310 N. First Street, 2nd Floor, Suite 200
San Jose, CA 9513
Attn: Lin Ortega

To: Delta Diablo Sanitation Dist.
2500 Pittsburg-Antioch Highway
Antioch, CA 94509
Attn: Dean Eckerson

To: Hayward Area Recreation and Park District
1099 E Street
Hayward, CA 94541
Attn: Larry Lepore

SECTION 7. MISCELLANEOUS PROVISIONS.

A. If any term, condition or covenant of this MOU is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this MOU shall be valid and binding on the Parties.

B. This MOU may be executed in counterparts and will be binding as executed.

C. All changes or extensions to this MOU shall be in writing in the form of an amendment executed by all Parties.

D. This MOU is entered into only for the benefit of the Parties executing this MOU and not for the benefit of any other individual, entity, or person.

SECTION 8. WITHDRAWAL.

A. No Party may withdraw from this MOU during the period from 30 days before the issuance of the Solicitation and the date that Vendor(s) have been selected. The date of the Solicitation will be pursuant to the schedule developed by Alameda County in collaboration with the Parties for such Solicitation.

B. Withdrawal by any Party from this MOU shall not preclude the remaining Parties from continuing the Solicitation contemplated under this MOU and from using the Template Documents created by any Party to this MOU, unless otherwise prohibited by law.
C. Notice of withdrawal must be provided in writing to Alameda County GSA.

SECTION 9. INDEMNIFICATION

In lieu of and notwithstanding the pro rata risk allocation that might otherwise be imposed on the Parties pursuant to Government Code Section 895.6, the Parties agree that all losses or liabilities incurred by a Party that are in any way related to this MOU shall not be shared pro rata but, instead, the Parties agree that, pursuant to Government Code Section 895.4, each of the Parties hereto shall fully indemnify and hold each of the other Parties, their officers, board members, employees, and agents, harmless from any claim, expense or cost, damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying Party, its officers, employees, or agents, under or in connection with or arising out of any work, authority, or jurisdiction delegated to such Party under this MOU. No Party, nor any officer, board member, or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of another Party hereto, its officers, board members, employees, or agents, under or in connection with or arising out of any work authority or jurisdiction delegated to such other Party under this MOU.

SECTION 10. NON-DISCRIMINATION

The Parties shall comply with all applicable Federal, State, and local laws, regulations and policies concerning nondiscrimination and equal opportunity in contracting. Such laws include but are not limited to the following: Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; The Rehabilitation Act of 1973 (Sections 503 and 504); California Fair Employment and Housing Act (Government Code sections 12900 et seq.); and California Labor Code sections 1101 and 1102. Parties shall not discriminate against any subcontractor, employee, or applicant for employment because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status in the recruitment, selection for training including apprenticeship, hiring, employment, utilization,

promotion, layoff, rates of pay or other forms of compensation. Nor shall Parties discriminate in performing its obligations under this MOU because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status.

IN WITNESS WHEREOF, the Parties have executed this MOU as of the Effective Date

County of Alameda

AYES:

NOES:

EXCUSED:

_____

PRESIDENT, BOARD OF SUPERVISORS

ATTEST:

By _____

APPROVED AS TO FORM:

By _____

CITY OF MENLO PARK

By: _____

ATTEST:

By _____

APPROVED AS TO FORM:

By _____

Solar Feasibility Study

for the City of Menlo Park

November 2, 2012

FINAL

Prepared by: Optony, Inc.

Contact: Ammar Khan
mohammad.khan@optony.com
408-567-9216

Contents

Solar Feasibility Study for the City of Menlo Park

November 2, 2012

This report has been prepared for the City of Menlo Park to provide a solar analysis of five potential sites for solar installation, with recommendations for future actions that best fit the needs and opportunities for renewable energy at City facilities.

What you will learn from this report:

1. How Optony conducted this analysis for the City and the analytical approach used to develop this report.

2. The best City sites for photovoltaic solar installations, from both technical and economic perspectives.

3. The recommended photovoltaic (PV) solar system sizes and detailed site characteristics.

4. Next steps for pursuing the recommended option with an approximate timeline.

Introduction

The City of Menlo Park has engaged Optony Inc. to conduct a solar feasibility for multiple City-owned sites. Solar electric (also called photovoltaic, or PV) installations can reduce the City's reliance on utility-generated energy while reducing operational costs. By producing on-site power from a clean and renewable source (sunlight), the City can reduce its carbon footprint and demonstrate environmental leadership to both City residents and to neighboring jurisdictions.

The City of Menlo Park, like many California municipalities, is faced with environmental and economic challenges. A major cost of operations for municipal facilities is the electricity usage, paid to the utility company—in this case, Pacific Gas & Electric (PG&E). Cities like Menlo Park are also required by California Assembly Bill 32 to reach specified carbon dioxide emissions reductions, which is expected to be achieved, at least partially, through investments in energy efficiency and on-site energy generation. Solar electric systems help on both accounts. Through Net Energy Metering (NEM) with the utility company, City electrical accounts with solar installations can save money on energy costs, while reducing greenhouse gas emissions. NEM allows for solar generation exported to the grid to be credited at the same price as the City would pay for energy use at the same time-of-day and year. There are restrictions to how much credit NEM accounts can accrue, but generally, these net-metering arrangements give the highest value for solar production. An additional benefit of solar project construction is increased local economic activity, both for installation labor teams and for surrounding businesses.

Executive Summary

Optony has performed a detailed technical and financial analysis of sites presented by the City. Table 1 shows a brief summary of the results of this study. The criteria for site evaluation include electricity usage at the site, physical space available for PV installation, accessibility of the site for construction, existing conditions at the site including age of the building and structural and electrical limitations, planned energy or structural renovations, as well as surrounding vegetation and other shading concerns.

The team collected twelve months of prior electric usage data for each site and performed a thorough analysis on all material aspects of a potential PV system using industry standard tools and our market leading approach. Based on the data analysis, we have identified sites that are viable for solar PV system installations, both from a technical and economic perspective.

In the following pages, we have mapped out usable areas for solar PV using a modular approach to provide system and project design flexibility. Along with usable areas, the report analyzes potential output and details site-specific opportunities and constraints.

Next steps for system procurement have been recommended for when the City proceeds with these solar projects. It is very important to be aware of the time-sensitive availability of certain state and federal incentives. For example, the U.S. Treasury Department-sponsored Investment Tax Credit (ITC) program is slated to expire in 2016. This program, which allows for significant cash-flow benefits for tax-eligible PV system owners, can lead to lower pricing for third-party ownership installation models such as PPA's, and sometimes leases, as described below.

Financial modeling is included for three likely financing mechanisms: Direct Purchase, Power Purchase Agreement, and Lease. Optony recommends that the City consider several or all of these options during the procurement phase when deciding to pursue solar projects:

1. Direct Purchase – The City would use existing cash reserves to purchase the system outright. In this situation, the City would be responsible for all ownership concerns, including Operations & Maintenance (O&M), regular system cleaning, and monitoring of system production. In many situations, this may yield the greatest long-term returns, but requires cash up-front and operational costs.

2. Power Purchase Agreement (PPA) – The City would enter into a contract with a third party to purchase all energy produced by a PV system installed on property owned by the City. This third party would own the PV system and would be fully responsible for all ownership costs, including financing, maintenance, insurance, and system production.

3. Lease/Loan – Instead of paying for purchase costs up-front, the City would pay a third party on a monthly basis over 10 to 20 years. In many such arrangements, the City would be responsible for all ownership concerns, just as with a Direct Purchase. Locally-issued bonds or renewable energy bonds, such as CREBs (Clean Renewable Energy Bonds) and QECBs (Qualified Energy Conservation Bonds), would fall into this category.

Detailed in the following sections is a thorough report of Optony's methodology, findings, and recommendations for this solar feasibility study. Optony is pleased to work with the City of Menlo Park, and we look forward to many opportunities for collaboration in the near future!

Site Evaluations

The team conducted site visits at five sites presented by the City of Menlo Park:

- Corporation Yard
- Arrillaga Family Gymnasium
- Belle Haven Childcare Center
- Onetta Harris Community Center
- Arrillaga Family Gymnastics Center

A site inspection involves reviewing the overall layout of the proposed facility and identifying potential location opportunities and challenges. The age, materials, and condition of the rooftop, if available for development, are assessed, as photovoltaic systems typically have a 25-year lifespan and are costly to remove for roof repair or replacement. For rooftop sites, additional space-limiting concerns are evaluated, including the presence of HVAC equipment, parapets, skylights, and conduits - all of which cannot be easily relocated. For parking lot or parking structure carport PV systems, the main site selection issues are the availability of space for construction, surrounding vegetation, and distance to the electrical interconnection point. For both installation types, potentially usable areas are mapped out and a detailed shading analysis is conducted.

Shading analysis is performed on-site within the designated usable areas, with outer boundaries set by observing industry installation guidelines and best practices. A shading analysis involves surveying the surroundings of the usable areas to identify potentially shade-causing obstructions, such as rooftop HVAC equipment, lightning conductors, antennas, trees, lampposts, building overhangs, and neighboring buildings. Shading must be avoided, as PV systems operate most efficiently in direct sunlight, and even minor shading can sometimes have a profound negative impact on system performance.

As the seasons change, the sun path changes as well. In the winter months, the altitude of the sun off the horizon is lower in comparison to its altitude during the summer months – this leads to varying shading situations each month. In order to assess the amount of direct sunlight available at each usable area, the annual sun path is plotted at various points using hardware and software developed for use in the solar industry. Further analysis of the data yields the most optimal areas for solar installation at each site.

Whenever possible, the electrical room at each site is inspected for main breaker and switchgear amperage and voltage ratings, as well as availability of space for additional electrical equipment. The location of the utility electrical meter is determined, as well, since the distance between the solar modules and the interconnection point should be minimized to reduce voltage drop and increase system efficiency.

Table 1 on the following page shows a summary of the sites, along with maximum PV system sizes and recommended system sizes. A direct purchase cost range is shown, and the projected gross utility bill savings are also included in this table.

Table 1 City of Menlo Park Solar PV Project Overview

Site Index and Name	Recommended PV System Size (kW DC)	Annual PV Output (kWh)	Annual Building Usage (kWh)	Energy Offset	Direct Purchase Cost Range[1]	NPV[2] Direct Purchase Savings	NPV[2] PPA Savings
Corporation Yard	49	65,194	80,240	81%	$163,923 - $181,178	$ 261,012	$ 203,861
Arrillaga Family Gymnasium	166	222,438	278,368	80%	$564,457 - $623,873	$ 794,903	$ 604,666
Belle Haven Child Center	21	27,157	30,320	90%	$69,825 - $77,175	$ 64,207	$ 46,865
Onetta Harris Community Center	103	136,206	166,000	82%	$342,475 - $378,525	$ 314,460	$ 218,045
Arrillaga Family Gymnastics Center	158	208,311	267,596	78%	$536,608 - $593,093	$ 405,805	$ 272,121
Total for All Sites	**498**	**659,305**	**822,525**	**80%**	**$1,677,287 - $1,853,843**	**$ 1,840,386**	**$ 1,345,558**

Table Notes:

[1] Cost before any incentives and/or rebates; cost range uses assumption of $3.5/Watt-DC as average installed cost, with 10% variance

[2] Net present value (NPV) uses a 25 year financial analysis period; 4% annual discount rate; PG&E 4.5% annual escalation; A6 Time-Of-Use (TOU) utility rate schedule where appropriate; 0.5% annual PV system degradation; Step 10 CSI (California Solar Initiative) rebates at $0.088/kWh for first 5 years; O&M cost of $15/kW with a 3% annual escalation; PPA rate $0.160/kWh with a 3% escalation rate

Recommended system sizes are determined by using a variety of factors which include: electricity usage amounts and patterns, maximum possible energy offset, projected cash flows, and Net Present Value (NPV) of energy savings. All numbers are estimated and intended for planning purposes only. A kilowatt (kW) is a common unit for measuring power, typically for either maximum spontaneous capacity of solar generation or maximum power load of a facility. In this report, kilowatt-DC (kW-DC) refers explicitly to Direct Current capacity of solar installations, before inversion of power to alternating current, or AC. Kilowatt-hours (kWh) is a unit of energy measurement to track power production or consumption over time.

As Table 1 shows, with direct purchase of the recommended systems at mid-range prices, the City can potentially net over $1.8M in discounted electricity bill savings over the 25-year expected operating life of the proposed systems at the most financially beneficial electricity rate schedules available.

A full summary of Menlo Park sites and their economic potential is included in Attachment A.

Corporation Yard

Site Address: 333 Burgess Drive, Menlo Park CA 94025

Type of PV System:	Carport, Rooftop
Current PG&E Rate Schedule:	A-10S
Annual Energy Usage:	80,240 kWh
Maximum System Size:	125 kW-DC
Maximum System Output:	165,747 kWh
Recommended System Size:	49 kW-DC
Recommended System Output:	65,194 kWh
Energy Offset:	over 100% possible, 81% recommended

Issues:	Shading from trees;
Opportunities:	Carport, rooftop, and shade structures

There are five usable areas at the Corporation Yard composed of one rooftop section and four carport sections as shown in Figure 1 below. The white box indicates the location of the electrical room, which is located between offices and maintenance garage.

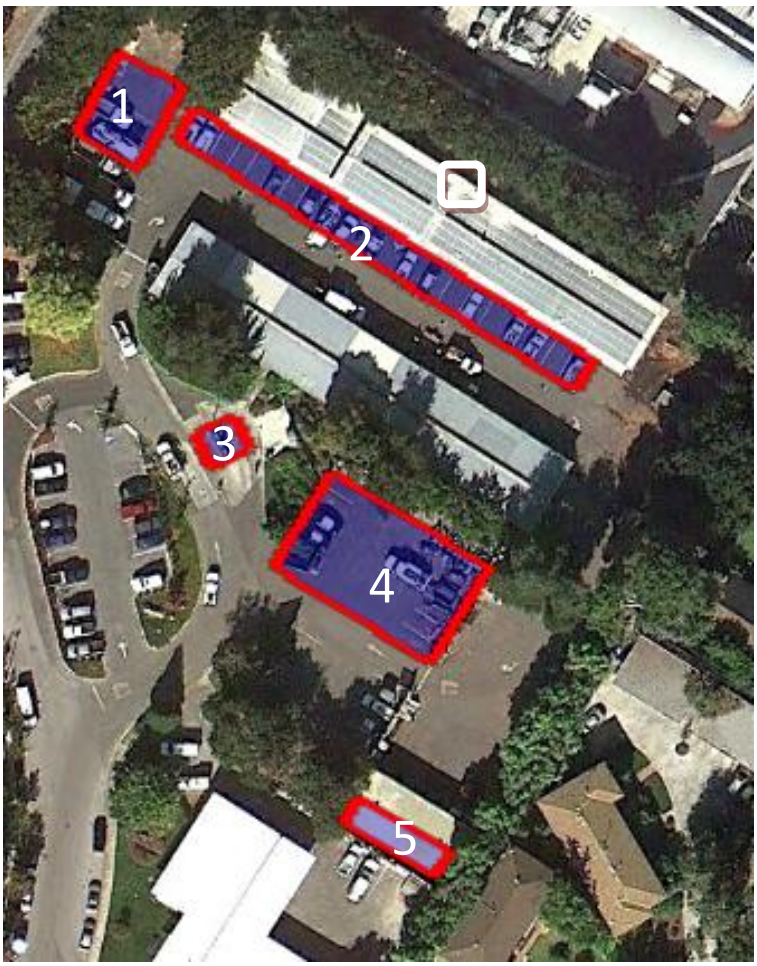


Figure 1 Corporation Yard Usable Areas

Within these five sections, a PV system of 125 kW-DC can be installed. A system of that size would produce 165,747 kWh each year. In the last 12-months the site used 80,240 kWh of electricity. As Table 2, below, shows, the maximum PV system size would offset over 200% of site's usage. A smaller, 49 kW-DC, PV system is recommended for the Corporation Yard. The recommended PV system would produce 65,194 kWh of energy, offset 81% of the site's usage, and have a high economic return.

Table 2 Corporation Yard PV System Summary

Section	Azimuth	Area (Sq. Ft.)	Size (kW DC)
Carport			
1	210°	1,668	17
2	210°	4,220	44
3	240°	413	4
4	210°	5,120	54
Rooftop			
5	210°	565	6
Total		13,650	125
Total System Production (kWh)			165,747
Recommended System Size (kW)			**49**
Recommended System Output (kWh)			**65,194**

During daylight hours, excess power generated by the PV system flows back into the utility grid. Excess power is defined as the net power between the production and usage at the site. This excess generates credits for the site which can then be used up during the night. However, at the end of each calendar year, PG&E zeroes out the excess credits on all net-metered accounts. Essentially, the site will be producing power for the utility for free.

Figure 2 shows Section 3 usable area

Figure 3 Example view of Section 4 of the usable area

Figure 2 and Figure 3 show a view Section 3 and Section 4, respectively. The trees shown in Figure 3 are north of the usable area and therefore should not create any shade issues. There are trees south of Section 4 as well, but those trees are far enough to not create any shading concerns. As for Section 3, the only concern is shade structure post location. Aside from that, both those locations are ideal candidates.

As indicated in Figure 1, the electrical room is located at the rear of the offices building. The main building voltage is 120/208V and the switchgear and main breaker are rated 600A. There is no available space within this electrical room for any additional electrical equipment related to a PV system. Additional space maybe available outside the electrical room, behind the building.

Arrillaga Family Gymnasium

Site Address: 600 Alma Street, Menlo Park CA 94025

Type of PV System:	Carport, Rooftop
Current PG&E Rate Schedule:	A-10S
Annual Energy Usage:	278,368 kWh
Maximum System Size:	168 kW-DC
Maximum System Output:	224,776 kWh
Recommended System Size:	166 kW-DC
Recommended System Output:	222,438 kWh
Energy Offset:	81% possible; 80% recommended

Issues: Clay tile roofing material; shade from trees; limited roof and carport space; low energy offset
Opportunities: Carport and Rooftop installation

The Arrillaga Family Gymnasium is a one-story structure built in 2010. The pitched portion of the rooftop is composed of flat concrete tiles. For this study, part of the pitched rooftop and sections of the parking lot closest to the building were considered for a solar PV installation. Figure 4 shows the four usable sections identified in this study.

Figure 4 Arillaga Family Gymnasium Usable Areas

Sections 1-3 take up less than half of the parking lot, which is shared by the gymnasium and the library. The other half of the parking is not considered usable due to tree shading. West of the pitched roof is a flat portion of the rooftop, which is not usable due existing solar thermal collectors.

At this site, a total of 168 kW-DC of solar PV can be installed within all four sections. A system of this size is capable of producing 224,776 kWh annually. This production would offset 81% of the site's annual usage, which is 278,368 kWh. Given the site's usage, a smaller, 166 kW-DC, PV system is recommended for this site. The recommended system would generate 222,438 kWh of energy and offset 80% of the site's usage. Table 3 shows the size and possible solar PV size that can be installed in each section.

Table 3 Arillaga Family Gymnasium Possible PV System Summary

Section	Azimuth	Area (Sq. Ft.)	Size (kW DC)
Carport			
1	215°	1,687	18
2	215°	1,843	19
3	215°	4,362	46
Rooftop			
4	215°	8,164	85
Total		16,056	168
Total System Production (kWh)			224,776
Recommended System Size (kW)			**166**
Recommended System Output (kWh)			**222,438**

As stated earlier, the pitched roof of the Gymnasium is composed of flat concrete tiles. The roof deck is composed of metal, 4" insulation, ¾ plywood, and 1 layer of 30lbs cell.

Figure 5 below shows a view of Sections 1-3. Additionally, Figure 6, on the right, shows a view of the exisitng solar thermal collectors. These collectors are installated on the flat portion of the rooftop that is west of Section 4.

Figure 5 shows a view of the usable carport area

Figure 6 shows the existing solar thermal collectors

Main building voltage is 480/277V while the switchgear and main breaker are both rated 600A. There is space within the electrical room for additional PV-related electrical equipment.

Belle Haven Childcare Center

Site Address: 410 Ivy Drive, Menlo Park CA 94025

Type of PV System:	Rooftop
Current PG&E Rate Schedule:	A-1
Annual Energy Usage:	30,320 kWh
Maximum System Size:	23 kW-DC
Maximum System Output:	29,730 kWh
Recommended System Size:	21 kW-DC
Recommended System Output:	27,157 kWh
Energy Offset:	98% possible, 90% recommended

Issues: Roof age and roof deck are unknown; tree shading
Opportunities: High energy offset;

The usable areas at the Belle Haven Childcare Center are located only on the rooftops as shown in Figure 7 below. All four areas are composed of shingles, pitched at about 12°. The southeast portion of Section 4 is not usable due to shading concerns from the tree east of the property.

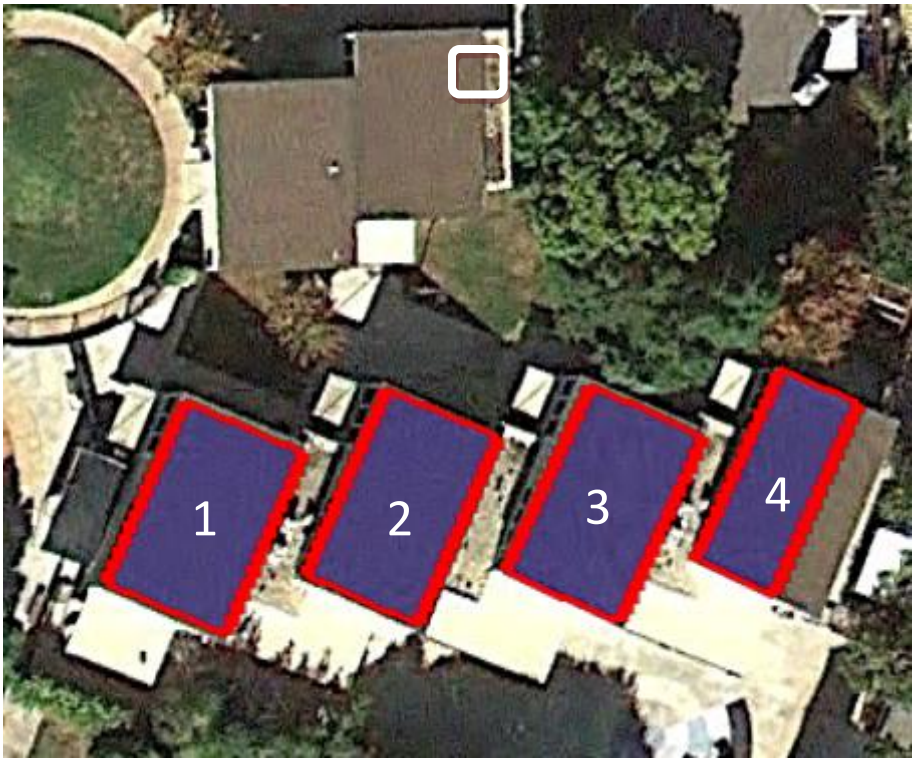


Figure 7 Belle Haven Childcare Center Usable Areas

As Table 4 shows, a maximum of 23 kW-DC can be installed within the four identified sections. This system can produce approximately 29,730 kWh during its first year of operation. In the last 12-months the site used 30,320 kWh of electricity. The maximum PV system would 98% of the site's energy usage. A smaller, 21 kW-DC system, is recommended for this site. The 21 kW-DC system would produce 27,157 kWh of energy in its first year and offset 90% of the site's energy.

Table 4 Belle Haven Childcare Center Possible PV System Summary

Section	Azimuth	Area (Sq. Ft.)	Size (kW DC)
1	115°	603	6
2	115°	583	6
3	115°	595	6
4	115°	416	4
Total		2,198	23
Total System Production (kWh)			29,730
Recommended System Size (kW)			**21**
Recommended System Output (kWh)			**27,157**

Figure 8 shows a view of the tree, east of the site, which limited the usable area for Section 4. Figure 9, on the right, shows a sample view of Sections 1 and 2. The remaining two sections, Sections 3 and 4, are composed of the same material and pitched at the same angle. The translucent shade structure in front of Section 1 and 2 is not usable for Solar PV.

Figure 8 View of the tree that limits the usable area for Section 4

Figure 9 shows a view of Sections 1 and 2, which are on a shingle roof that is pitched at about 12°

Main building voltage at this site is 120/240V. The switchgear and main breaker are rated 400A. While there is no room for additional PV-related electrical equipment in the electrical room, there is ample space immediately outside the electrical room for additional PV-related electrical equipment.

Onetta Harris Community Center

Site Address: 100 Terminal Avenue, Menlo Park CA 94025

Type of PV System:	Carport, Rooftop
Current PG&E Rate Schedule:	E-19 SV
Annual Energy Usage:	166,000 kWh
Maximum System Size:	299 kW-DC
Maximum System Output:	391,591 kWh
Recommended System Size:	103 kW-DC
Recommended System Output:	136,206 kWh
Energy Offset:	over 100% possible; 82% recommended

Issues: Roof age and integrity;
Opportunities: High energy offset; Carport and rooftop installation;

The Onetta Harris Community Center (OHCC) is in the same lot as the Onetta Harris Senior Center and the Onetta Harris Teen Center. Aside from the gymnasium, the OHCC has a heated pool, tennis courts, a basketball court and a large soccer field.

Figure 10 shows an aerial view of the usable areas at this site. Sections 1 is an empty storage area, and Sections 2-4 are parking lot areas. Sections 5-9 are location on the rooftop of the center itself. Section 10 is the rooftop of the pool house. And lastly, Sections 11-12 are on the rooftop of the Teen Center building.

Figure 10 Onetta Harris Community Center Usable Areas

Using all the highlighted areas, a maximum of 299 kW-DC can be installed at this site. The annual production from a system of this size is approximately 391,591 kWh. The Community Center's most recent 12-month electricity usage was 166,000 kWh. The maximum system size would offset over 100% of the site's usage; therefore, a smaller, 103 kW-DC, system is recommended for this site. The recommended system would produce 136,206 kWh of energy each year and offset 82% of the site's usage. More detail about each of the sections can be found in Table 5.

Table 5 Onetta Harris Community Center Possible PV System Summary

Section	Azimuth	Area (Sq. Ft.)	Size (kW DC)
Carport			
1	215°	1,012	11
2	175°	3,650	38
3	175°	6,093	64
4	175°	2,785	29
Rooftop			
5	265°	2,279	24
6	175°	5,555	58
7	85°	2,325	24
8	85°	1,103	12
9	265°	1,048	11
10	175°	840	8
11	265°	974	10
12	85°	891	9
Total		28,554	299
Total System Production (kWh)			391,591
Recommended System Size (kW)			**103**
Recommended System Output (kWh)			**136,206**

During daylight hours, any excess energy that is produced by the PV system and is not consumed by the site flows back into the utility grid earning energy credits for the site. During the night, when the PV system is not generating power, these credits are used up. However, Pacific Gas & Energy will only allow these credits to be used within the same calendar year. Therefore, a system must be sized appropriately in order to avoid generating too much electricity.

Figure 11 shows a view of Sections 7 and 9, which are metal standing seam

Figure 12 shows the roof of the pool house, Section 10

Figure 13 shows a view of the Teen Center rooftop, which includes Section 11 and Section 12

Figure 15 shows a view of the parking lot, west of the Community Center

Figure 14 shows a view of Section 6, which is the highest area of the Community Center rooftop

Figure 16 shows a view of the storage area, identified in Section 1

The electrical room is located in the Community Center building as shown by the white bix in Figure 10. Main building voltage is 120/208V. The switchgear and main breaker are both rated 800A. The electric room does not have ample space for any additional equipment. All PV related equipment will have to be installed outside of the building in a fenced area.

Arrillaga Family Gymnastics Center

Site Address: 701 Laurel Street, Menlo Park CA 94025

Type of PV System:	Carport , Rooftop
Current PG&E Rate Schedule:	A-10SX
Annual Energy Usage:	1,337,982 kWh (Civic Center)
	267,596 kWh (Suggested 20% meter split)
Maximum System Size:	162kW-DC
Maximum System Output:	213,584 kWh
Recommended System Size:	158 kW-DC
Recommended System Output:	208,311 kWh
Energy Offset:	15.5% - Civic Center; 78% - 20% meter split recommended

Issues:	Limited usable area; tree shading; meter split required due to multiple sites under one meter; high total campus electricity usage
Opportunities:	Carport and rooftop installation; solar demonstration site

The Arrillaga Family Gymnastics Center is a new facility located within the City of Menlo Park Civic Center. The Menlo Park Civic Center is composed of four buildings: the Administration and Police Department, the Arrillaga Family Gymnastics Center, the Children's Center, and City Council Chambers. There are five usable areas at this site, as shown in Figure 17, which could be used for a solar PV installation. The white box shows the location of the Civic Center main electrical room, which is in the basement of the Administration and Police Department building.

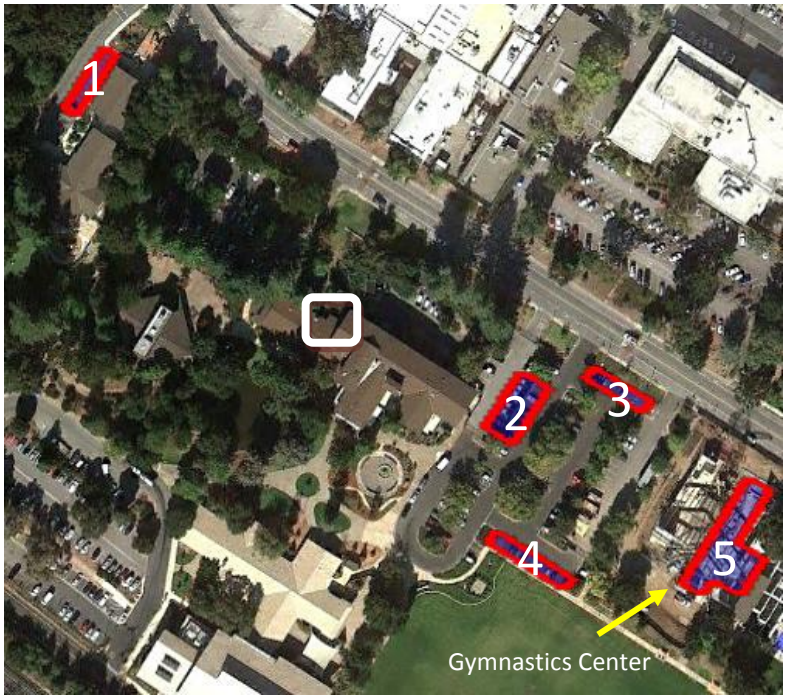


Figure 17 Civic Center Usable Areas for the Arrillaga Family Gymnastics Center

Sections 1-4 are located in the parking lots northwest of the Arrillaga Family Gymnastics Center. A total of 53 spots will be covered by PV carports. Section 5 is located on the rooftop of the gymnastics building. A total of 162 kW-DC can be installed

at this site. A system of this size will be able to produce about 213,584 kWh each year. The maximum PV system size would offset 15.5% of the entire Civic Center's usage, which was 1,337,982 kWh last year. A meter split is highly recommended for this site. The suggested usage split is 20% of the current usage, which would be 267,596 kWh. With a 20% meter split, the recommended PV size would be 158 kW-DC, which would produce 208,311 kWh yearly and offset 78% of the split usage. Otherwise, as it stands, given the low system offset, limited available space to expand, and a single meter for multiple buildings, a PV installation would not be recommended at this site. Details about size and layout of each of the sections are shown in Table 6.

Table 6 Arrillaga Family Gymnastics Center Possible PV System Summary

Section	Azimuth	Area (Sq. Ft.)	Size (kW DC)
Carport			
1	210°	1,646	20
2	210°	3,431	41
3	210°	1,531	18
4	210°	2,041	24
Rooftop			
5	120°	5,001	59
Total		13,650	162
Total System Production (kWh)			213,584
Recommended System Size (kW)			**158**
Recommended System Output (kWh)			**208,311**

If there is a 20% usage meter split, then an A-6 Time Of Use (TOU) rate schedule switch is recommended for this site. During daylight hours, excess power generated by the PV system flows back into the utility grid. Excess power is defined as the net power between the production and usage at the site. This excess generates credits for the site which can then be used up during the night. However, at the end of each calendar year, PG&E zeroes out the excess credits on all net-metered accounts. Essentially, with a large system the site will be producing power for the utility for free. The recommended system size at this site is 158 kW, which would offset 78% of the site's electricity usage and maximize the financial benefits from a PV system.

The following images show potential carport and rooftop usable areas at the Arrillaga Family Gymnastics Center. Figure 18 shows a view of the parking lot behind the Child Care Center, identified as Section 1, and Figure 19 shows a view of the parking lot next to the Police Department building, which is identified as Section 2.

Figure 18 view of Section 1 carport area

Figure 19 shows a view of Section 2, which is another potential carport area

Figure 20 shows a view of Section 4 carport area

Figure 21 shows a view of the Gymnastics building rooftop

Section 4, which is shown in Figure 20, is the parking area along the football field. Lastly, Figure 21 shows a view of the Gymnasitc building rooftop. The roof is composed of flat concerete tiles. The roof deck is composed of metal, 4" insulation, ¾ plywood, and 1 layer of 30lbs cell.

Building voltage is 277/400V. Main breaker and switchgear are both rated 2,500A. There is space for additional equipment within the electrical room, but the inverter will need to installed outside the building. A proposed inverter location is the police vehicle parking lot.

Economic and Environmental Impact

If all three sites move forward with the proposed solar projects, there will be a significant environmental and economic impact to the City of Menlo Park and its neighboring communities.

From an economic perspective, a large-scale multiple-site solar project would create approximately $1.2M in new, local economic activity and about 9 additional jobs, in addition to generating substantial energy cost savings for the City of Menlo Park. If the City were to pursue a direct purchase of the systems, there would be substantial long-term benefits and a positive return on investment from the effort when competitively bid. A summary of the economic benefits is shown in Figure 22.

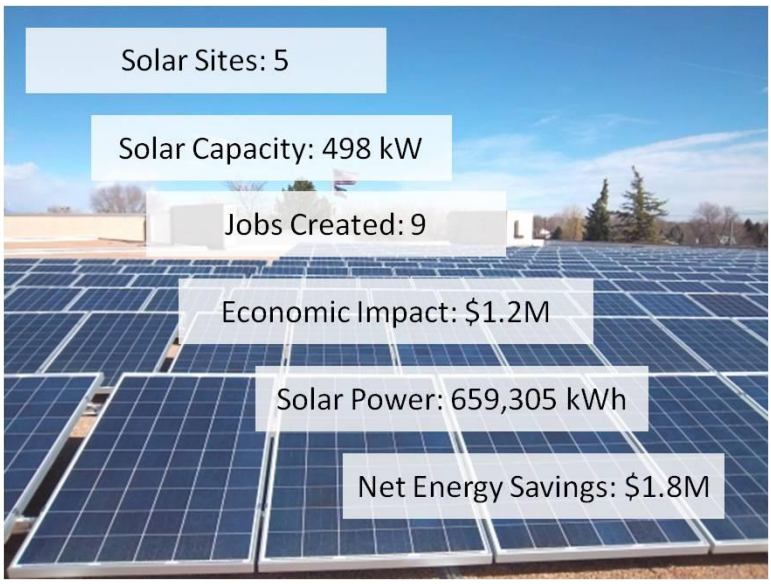


Figure 22 Snapshot of Economic Benefits

Optony performed a detailed financial analysis of the recommended sites and PV system sizes. Detailed below are site specific recommendations with District preferred financing option.

Table 7 Site Recommendations

Site Name	Recommended System Size (kW-DC)	Action	Financing	Financial Savings/Cost*
Corporation Yard	49	Join R-REP Procurement	DP/PPA	$ 261,012
Arrillaga Family Gymnasium	166	Join R-REP Procurement	DP/PPA	$ 794,903
Belle Haven Child Center	21	Join R-REP Procurement	DP/PPA	$ 64,207
Onetta Harris Community Center	103	Join R-REP Procurement	DP/PPA	$ 314,460
Arrillaga Family Gymnastics Center	158	Join R-REP Procurement	DP/PPA	$ 405,805
Total for All Sites				$ 1,840,386

* Savings/Cost shown for Direct Purchase Financing

In general, the Direct Purchase option provides the greatest savings over the long-term, but does require initial project investment and ongoing Operations & Maintenance for the system. The PPA option, on the other hand, shows the lowest savings over the life of the systems, but, yearly payments with a rate schedule change would be lower than current or projected PG&E bills **starting in Year One**. With a PPA, no capital investment or balloon payments are necessary, and O&M

is handled by the third-party system owner. Based upon projected values, Solar Leases for the recommended systems may be a valid option to consider for inclusion in an RFP issuance. Savings under a Lease or Loan option are typically lower than for a PPA for the life of the Lease or Loan, but after the buy-out (modeled at zero cost at Year 15), savings are significant. Based on this analysis, we recommend further investigation with private project developers through a competitive bid process to get the best results in terms of pricing and performance.

A financial analysis summary of all the individual sites is provided in Attachment A.

From an environmental perspective, the combined solar production will prevent the equivalent of nearly 473 metric tons of carbon dioxide from being released into the environment from current power sources annually. This amount of carbon sequestration can be visualized as planting approximately 101 acres of new forest. The carbon emissions reduction is equivalent to eliminating approximately 1.09 million Vehicle Miles Traveled (VMT) annually. The total yearly energy production would be sufficient to power nearly 53 homes in the City of Cupertino.

Next Steps

If the City of Menlo Park decides to pursue the recommended options, the following next steps have been identified to move this project along quickly and achieve the desired impact on cost reduction and green energy production before available solar incentives decrease. Also included is an estimate for duration of each step and when the work can be started.

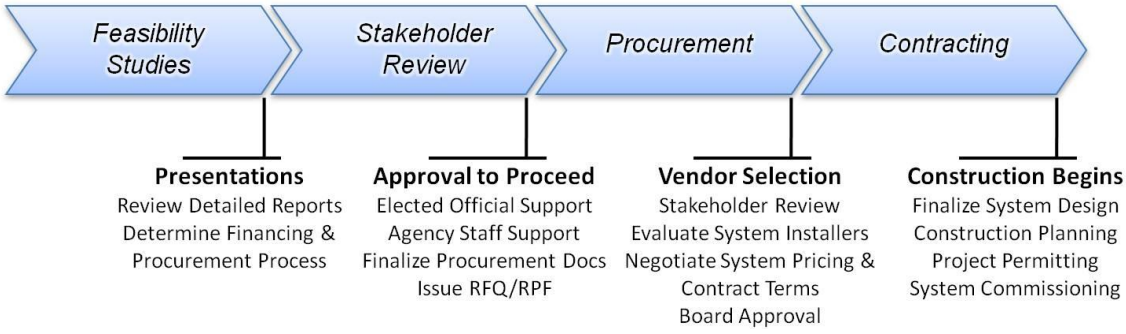
1) Build Consensus: Use the report's findings to build internal support, determine financing options, and appropriate procurement process. *Start: immediately, Duration: approximately 4-6 weeks*

2) Prepare Standard RFQ/RFP and Issue RFQ/RFP: After receiving approval to proceed, publish a procurement package and encourage vendor participation. *Start: upon approval of RFQ/RFP, Duration: approximately 14 weeks*

3) Evaluate Vendors, Proposals, Benefits and Costs in terms of design, price, performance, and capabilities, ensuring industry best practices are offered and contracted. *Start: upon receipt of proposals, Duration: approximately 4 weeks*

4) Select Vendor and Negotiate Contracts: Select vendor and review contract language to ensure maximum benefit for each agency. *Start: upon selection of shortlisted vendors, Duration: approximately 6 weeks*

5) Plan for Construction in 2013: Finalize financial arrangements, system design, and required building documents to begin installation and construction phase. *Start: upon project approval, Duration: approximately 6-8 weeks*



Methodology & Assumptions

Optony uses a rigorous methodology and client-focused approach to evaluate potential solar sites that goes well beyond the effort that is provided by system installers, finance companies, or even the utility companies. We combine our decades of experience in the solar field to balance the tradeoffs between technology, system design, rebates and incentive opportunities, electric demand and rate schedules, solar macro- and micro-economics, and available funding sources to develop an independent assessment of the realistic options at each site to meet the client's specific needs and goals.

Methodology and assumptions for this Feasibility Assessment:

- Optony uses a proprietary approach to performing a solar site analysis that uses dynamic scenario creation and evaluation processes along with publicly and privately developed software and tools to determine all the relevant variables and tradeoffs between options.
- For calculating available space at each site, the team visited the site, took physical measurements, compared site available area with aerial views from Google Earth and performed shading analysis using Solmetric SunEye. Mapping software by Bing was also used for satellite imagery.
- Solar access is defined as the availability of direct sunlight which reaches the photovoltaic panels. A higher solar access percentage reflects fewer shading obstructions. Shading obstructions may include surrounding buildings, mechanical equipment on rooftops including antennas and power lines, architectural features of the building, tall trees, and other surrounding vegetation.
- Optony uses industry standard as well as proprietary financial modeling software with local utility rate schedules and typical meteorological year 3 data, and neutral to conservative inflation, SREC and Investment Tax Credit assumptions in all financial modeling. This approach allows Optony to present the client with realistic forecasting that reduces risks and estimates realistic project returns.
- Project timing is very important in the overall economics of a solar system installation due to the time-sensitive nature of the various federal, state, utility, and local incentives. Optony assumed that this project will not be completed in 2012, but has evaluated the impact for construction completion in 2013.
- Optony has a unique insight into the latest solar technology due to its cooperative agreement and ongoing research with the National Renewable Energy Laboratory in Golden, CO. This has led to the achievement of world-record performance in thin film solar cells and major advancements in other emerging photovoltaic technologies.
- Optony does not sell equipment or installation services, and this report is not intended to provide a quote for future service; rather, it is a report on the ability of the pre-selected sites to produce power from the sun.

Disclaimer: This report is provided as an illustration of the potential benefits of a renewable energy system. The information presented in this report should not be construed as legal, tax or accounting advice. You should consult with professional advisors familiar with your particular factual situation for advice concerning specific matters before making any decision. Furthermore, this report may contain references to certain laws, regulations, tax incentives, rebates, programs and third party provided information. These will change over time and should be interpreted only in light of this particular engagement as of the date of this report.

About Optony Inc.

Optony Inc. is a global research and consulting services firm focused on enabling government and commercial organizations to bridge the gap between solar energy goals and real-world results. Optony's core services offer a systematic approach to planning, implementing, and managing commercial and utility-grade solar power systems, while simultaneously navigating the dramatic and rapid changes in the solar industry; from emerging technologies and system designs to government incentives and private/public financing options. Leveraging our independence, domain expertise and unique market position, our clients are empowered to make informed decisions that reduce risk, optimize operations, and deliver the greatest long-term return on their solar investments. Based in Silicon Valley, Optony has offices in Washington DC, Denver, Beijing and Hangzhou. Optony has participated in over 20 patent filings and continues to explore next-generation solar technologies and policies in collaboration with the National Renewable Energy Laboratory (NREL) and other leading research institutions.

For more information, visit www.optony.com

Attachment A - Solar PV Project Analysis Summary

	Corp Yard	Arrillaga Gym	Belle Haven Childcare Center	Onetta Harris Community Center	Arrillaga Gymnastics Center	Total
System Overview						
System Size (kWp)	49	166	21	103	158	**498**
Yield (kWh/kWp)	1,322	1,338	1,293	1,322	1,318	**1,325**
Total onsite energy usage (kWh)	80,240	278,368	30,320	166,000	267,596	**822,525**
Year 1 Output (kWh)	65,194	222,438	27,157	136,206	208,311	**659,305**
Annual degradation	0.50%	0.50%	0.50%	0.50%	0.50%	**0.50%**
Energy Offset %	81%	80%	90%	82%	78%	**80%**
Current Utility Information						
Utility Provider	PG&E	PG&E	PG&E	PG&E	PG&E	
Utility Rate Schedule	A-10 S	A-10 S	A-1	E-19 SV	A-10 S	
Average Utility Cost ($/kWh)	0.123	0.123	0.180	0.092	0.123	**0.1193**
Utility Inflator (%)	4.50%	4.50%	4.50%	4.50%	4.50%	**4.5%**
Direct Purchase Information						
Eng, Proc, Constr $ [1]	$172,550	$594,165	$73,500	$360,500	$564,850	**$1,765,565**
Solar Rebate ($/kWh)	$0.088	$0.088	$0.088	$0.088	$0.088	
Solar Rebate Term	5 years	5 years	5 years	5 years	5 years	
Yr 1 O&M	$740	$2,493	$525	$2,575	$3,950	**$10,283**
O&M Escalator	3.00%	3.00%	3.00%	3.00%	3.00%	**3.00%**
Discount Rate	4.00%	4.00%	4.00%	4.00%	4.00%	**4%**
Loan Information						
Loan Term	15	15	15	15	15	
Loan Interest Rate - %	3.80%	3.80%	3.80%	3.80%	3.80%	
End of Term Buyout	$0.00	$0.00	$0.00	$0.00	$0.00	
PPA Information						
Initial PPA rate ($/kWh) [1]	0.1600	0.1600	0.1600	0.1600	0.1600	
PPA escalator	3.00%	3.00%	3.00%	3.00%	3.00%	
S-REC Value (keep/sell) ($/kWh)	0.010	0.010	0.010	0.010	0.000	
S-REC escalator	0.00%	0.00%	0.00%	0.00%	0.00%	
S-REC Contrac Term	5 year(s)	5 year(s)	5 year(s)	5 year(s)	5 year(s)	
Buyer sells S-REC (Direct Purchase/Loan)	N	N	N	N	N	
Environmental Impact						
Annual CO2 Reduction (Tons)	47	160	19	98	150	**473**
Annual VMT Reduction Equivalent	107,413	366,490	44,744	224,413	343,214	**1,086,274**
Tree Acre Equivalent	10	34	4	21	32	**101**
NPV of Energy Cost						
Utility Energy Purchase (25 year)	$446,756	$1,437,775	$148,582	$728,370	$1,050,348	$3,811,832
Getting PPA (25 year)	$242,894	$833,108	$101,718	$510,326	$778,227	$2,466,274
Direct Purchase (incl O&M, solar rebate)	$185,744	$642,872	$84,376	$413,910	$644,543	$1,971,445
Loan (year term)	$187,904	$650,312	$85,296	$418,424	$651,616	$1,993,552
% Energy Savings						
Direct Purchase (25 year)	71.21%	68.99%	59.76%	59.64%	56.63%	
Loan (25 year)	64.01%	61.29%	50.54%	50.42%	46.60%	
PPA (25 year)	46.66%	43.14%	32.82%	31.24%	27.30%	
LCOE Analysis						
Utility LCOE	0.3746	0.3475	0.3297	0.2952	0.2641	0.3123
Direct Purchase LCOE	0.1078	0.1078	0.1327	0.1191	0.1145	0.1133
Loan LCOE	0.1348	0.1345	0.1631	0.1464	0.1410	0.1402
PPA LCOE	0.1998	0.1976	0.2215	0.2030	0.1920	0.1981

[1] *Indicative pricing, pending further analysis by vendor after system size and site assumptions are finalized*

[2] *Based on most recent 12 months of Utility interval data*

PV Carport Design Samples

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PUBLIC WORKS DEPARTMENT

Council Meeting Date: November 27, 2012
Staff Report #: 12-179

Agenda Item #: I-1

INFORMATIONAL ITEM: Status Update on Reusable Bag Ordinance

RECOMMENDATION

This is an information item and does not require Council action.

BACKGROUND

In March 2012, Council provided direction to partner with San Mateo County to consider regulating disposable shopping bags at retail establishments. San Mateo County offered to fund and develop a model Reusable Bag Ordinance and an Environmental Impact Report (EIR) at no cost to partnering cities. The County requested that partnering cities commit staff time and resources to engage their community in the decision making process. To date, 18 cities in San Mateo and six Santa Clara County cities have joined the regionwide effort. In addition, San Mateo County has offered to provide enforcement at no cost to San Mateo County cities that adopt the County's ordinance by reference.

The ordinance would prohibit distribution of plastic bags at all retail establishments, and charge a 10 cent fee for each recycled paper bags that would increase to 25 cents in 2015. A customer could avoid the fee if they brought their own reusable bag. The ordinance would not include bags distributed by restaurants or to protect products such as prescription medication or produce.

ANALYSIS

On October 23, 2012, the County Board of Supervisors adopted a Reusable Bag Ordinance (Attachment A) and certified the associated EIR for unincorporated county retail establishments. No significant impacts or mitigation measures were identified in the EIR. The ordinance will go into effect on Earth Day, April 22, 2013. Partnering cities can now adopt the ordinance by reference. Staff will bring this to Council for consideration in January 2013 with a proposed implementation date on Earth Day (April 22, 2013).

The County is encouraging partnering cities to coordinate similar implementation dates to provide regional consistency and reduce economic competition between cities. It also provides for smoother enforcement activities by County staff.

Community Engagement Activities

In Menlo Park, a six month community engagement process started in June 2012. The process includes communicating information through billing inserts, postcards, ads, press releases, and hosting three informational meetings about the problems associated with disposable bags and how the ordinance addresses these issues. In addition, staff is simultaneously gathering feedback at city events, Farmer's Market, in front of retail establishments, and through informational meetings and retailer surveys. Free reusable bags are also given to residents at events to assist in the transition.

Staff has received over 50 written comments from Menlo Park residents. The current trend shows that 80% of the comments are in support of prohibiting distribution of plastic bags with 7% unsure and 13% unsupportive. When residents were asked about a fee charge for paper bags, 57% were supportive with 10% unsure and 32% unsupportive.

A survey was also sent to Menlo Park retailers in October, and to date, over 50 have responded. The current trend shows 50% support a Reusable Bag Ordinance with 22% unsure and 28% unsupportive. In addition, the California Grocer's Association has submitted a letter expressing support for the regional ordinance. See Attachment B.

Staff will continue to collect feedback from the community until the end of December. The last informational meeting will be held at the Recreation Center at 6:30 pm on December 12. This meeting will also host a free public viewing of the "Bag It" documentary starting at 7 pm. Residents and retailers can submit written comments to the Environmental Programs department by emailing recycle@menlopark.org or mailing a letter to 701 Laurel Street, Menlo Park, 94025.

IMPACT ON CITY RESOURCES

Community engagement activities for the shopping bag ordinance are included in the Environmental Program operating budget for Fiscal Year 2012-2013. If the ordinance is adopted by Council, San Mateo County will provide enforcement and education to Menlo Park retailers at no cost to the City.

POLICY ISSUES

Disposable carryout plastic bags have been found to contribute substantially to the litter stream and have adverse effects on marine wildlife. A policy prohibiting the distribution of disposable carryout plastic bags, and charging a minimum fee for paper bags would assist the City in meeting new Regional Water Board mandates to reduce trash in storm drains by 40% by 2014, and assist with meeting State legislation goals to divert 75% of trash from landfills by 2020.

If the City implements a single use carryout bag policy, Menlo Park will receive a 12% credit towards the 40% trash reduction in storm drains mandates from the Regional Water Board.

ENVIRONMENTAL REVIEW

A Program Environmental Impact Report (EIR) has been prepared and certified by San Mateo County's Board of Supervisors. The Program EIR covers all partnering agencies, including Menlo Park. A Notice of Determination was filed by the County on October 25, 2012.

Signature on File	*Signature on File*
Rebecca Fotu	Charles Taylor
Environmental Programs Manager	Public Works Director

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

A. San Mateo Reusable Bag Ordinance

B. Letter from California Grocers Association

ORDINANCE NO. 04637
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * * *

ORDINANCE ADDING CHAPTER 4.114 (REUSABLE BAGS) OF TITLE 4 (SANITATION AND HEALTH) OF THE SAN MATEO COUNTY ORDINANCE CODE RELATING TO REUSABLE BAGS

The Board of Supervisors of the County of San Mateo, State of California, **ORDAINS** as follows

SECTION 1. Chapter 4.114 "Reusable Bags," consisting of Sections 4.114.010 through 4.114.080, of Title 4 of the San Mateo County Ordinance Code is hereby added as follows:

4.114.010 Findings and purpose

The Board of Supervisors finds and determines that:

(a) The use of single-use carryout bags by consumers at retail establishments is detrimental to the environment, public health and welfare.

(b) The manufacture and distribution of single-use carryout bags requires utilization of natural resources and results in the generation of greenhouse gas emissions.

(c) Single-use carryout bags contribute to environmental problems, including litter in stormdrains, creeks, the bay and the ocean.

(d) Single-use carryout bags provided by retail establishments impose unseen costs on consumers, local governments, the state and taxpayers and constitute a public nuisance.

This Board does, accordingly, find and declare that it should restrict the single use carry-out bags

4.114.020 Definitions

A. "Customer" means any person obtaining goods from a retail establishment.

B. "Garment Bag" means a travel bag made of pliable, durable material with or

without a handle, designed to hang straight or fold double and used to carry suits, dresses, coats, or the like without crushing or wrinkling the same.

C. "Nonprofit charitable reuser" means a charitable organization, as defined in Section 501(c)(3) of the Internal Revenue Code of 1986, or a distinct operating unit or division of the charitable organization, that reuses and recycles donated goods or materials and receives more than fifty percent of its revenues from the handling and sale of those donated goods or materials.

D. "Person" means any natural person, firm, corporation, partnership, or other organization or group however organized.

E. "Prepared food" means foods or beverages which are prepared on the premises by cooking, chopping, slicing, mixing, freezing, or squeezing, and which require no further preparation to be consumed. “Prepared food” does not include any raw, uncooked meat product or fruits or vegetables which are chopped, squeezed, or mixed.

F. "Public eating establishment" means a restaurant, take-out food establishment, or any other business that receives ninety percent or more of its revenue from the sale of prepared food to be eaten on or off its premises.

G. "Recycled paper bag" means a paper bag provided at the check stand, cash register, point of sale, or other point of departure for the purpose of transporting food or merchandise out of the establishment that contains no old growth fiber and a minimum of forty percent post- consumer recycled content; is one hundred percent recyclable; and has printed in a highly visible manner on the outside of the bag the words "Reusable" and "Recyclable," the name and location of the manufacturer, and the percentage of post-consumer recycled content.

H. "Retail establishment" means any commercial establishment that sells perishable or nonperishable goods including, but not limited to, clothing, food, and personal items directly to the customer; and is located within or doing business within the geographical limits of the County of San Mateo. “Retail establishment” does not include public eating establishments or nonprofit charitable reusers.

I. "Reusable bag" means either a bag made of cloth or other machine washable fabric that has handles, or a durable plastic bag with handles that is at least 2.25 mil thick and is specifically designed and manufactured for multiple reuse. A garment bag may meet the above criteria regardless of whether it has handles or not.

J. "Single-use carry-out bag" means a bag other than a reusable bag provided at the check stand, cash register, point of sale or other point of departure, including departments within a store, for the purpose of transporting food or merchandise out of the establishment. “Single-use carry-out bags” do not include bags without handles provided to the customer: (1) to transport prepared food, produce, bulk food or meat from a department within a store to the point of sale; (2) to hold prescription medication dispensed from a pharmacy; or (3) to segregate food or merchandise that could damage or contaminate other food or merchandise when placed together in a reusable

bag or recycled paper bag

4.114.030 Implementation Date

This Chapter shall not be implemented until April 22, 2013.

4.114.040 Single-use carry-out bag

A. No retail establishment shall provide a single-use carry-out bag to a customer, at the check stand, cash register, point of sale or other point of departure for the purpose of transporting food or merchandise out of the establishment except as provided in this section.

B. On or before December 31, 2014 a retail establishment may only make recycled paper bags or reusable bags available to customers if the retailer charges a minimum of ten cents.

C. On or after January 1, 2015 a retail establishment may only make recycled paper bags or reusable bags available to customers if the retailer charges a minimum of twenty-five cents.

D. Notwithstanding this section, no retail establishment may make available for sale a recycled paper bag or a reusable bag unless the amount of the sale of such bag is separately itemized on the sale receipt.

E. A retail establishment may provide one or more recycled paper bags at no cost to any of the following individuals: a customer participating in the California Special Supplement Food Program for Women, Infants, and Children pursuant to Article 2 (commencing with Section 123275) of Chapter 1 of Part 2 of Division 106 of the Health and Safety Code; a customer participating in the Supplemental Food Program pursuant to Chapter 10 (commencing with Section 15500) of Part 3 of Division 9 of the California Welfare and Institutions Code; and a customer participating in Calfresh pursuant to Chapter 10 (commencing with Section 18900) of Part 6 of Division 9 of the California Welfare and Institutions Code.

4.114.050 Recordkeeping and Inspection

Every retail establishment shall keep complete and accurate record or documents of the purchase and sale of any recycled paper bag or reusable bag by the retail establishment, for a minimum period of three years from the date of purchase and sale, which record shall be available for inspection at no cost to the County during regular business hours by any County employee authorized to enforce this part. Unless an alternative location or method of review is mutually agreed upon, the records or documents shall be available at the retail establishment address. The provision of false information including incomplete records or documents to the County shall be a violation of this Chapter.

4.114.060 Administrative fine

(a) Grounds for Fine. A fine may be imposed upon findings made by the Director of the Environmental Health Division, or his or her designee, that any retail establishment has provided a single-use carry-out bag to a customer in violation of this Chapter.

(b) Amount of Fine. Upon findings made under subsection (a), the retail establishment shall be subject to an administrative fine as follows:

(1) A fine not exceeding one hundred dollars ($100.00) for a first violation;
(2) A fine not exceeding two hundred dollars ($200.00) for a second violation;
(3) A fine not exceeding five hundred dollars ($500) for the third and subsequent violations;
(4) Each day that a retail establishment has provided single-use carry-out bags to a customer constitutes a separate violation.

(c) Fine Procedures. Notice of the fine shall be served on the retail establishment. The notice shall contain an advisement of the right to request a hearing before the Director of the Environmental Health Division or his or her designee contesting the imposition of the fine. The grounds for the contest shall be that the retail establishment did not provide a single-use carry-out bag to any customer. Said hearing must be requested within ten days of the date appearing on the notice of the fine. The decision of the Director of the Environmental Health Division shall be based upon a finding that the above listed ground for a contest has been met and shall be a final administrative order, with no administrative right of appeal.

(d) Failure to Pay Fine. If said fine is not paid within 30 days from the date appearing on the notice of the fine or of the notice of determination of the Director of the Environmental Health Division or his or her designee after the hearing, the fine shall be referred to a collection agency.

4.114.070 Severability

If any provision of this Chapter or the application of such provision to any person or in any circumstances shall be held invalid, the remainder of this Chapter, or the application of such provision to person or in circumstances other than those as to which it is held invalid, shall not be affected thereby.

4.114.080 Enforcement

The Environmental Health Division is hereby directed to enforce this Chapter within an incorporated area of the County of San Mateo if the governing body of that incorporated area does each of the following:

(a) Adopts, and makes part of its municipal code:

(1) Chapter 4.114 of Title 4 in its entirety by reference; or
(2) An ordinance that contains each of the provisions of this Chapter; and

(b) Authorizes, by ordinance or resolution, the Environmental Health Division to enforce

the provision of the municipal code adopted pursuant to subsection (a) of this section, such authorization to include, without limitation, the authority to hold hearings and issue administrative fines within the affected incorporated area of the public entity.

SECTION 2. SEVERABILITY. If any provision(s) of this ordinance is declared invalid by a court of competent jurisdiction, it is the intent of the Board of Supervisors that such invalid provision(s) be severed from the remaining provisions of the ordinance and that those remaining provisions continue in effect.

SECTION 3. EFFECTIVE DATE. This Ordinance shall be effective thirty (30) days from the passage date thereof.

*** * * * * * * ***

Regularly passed and adopted this 6th day of November, 2012.

AYES and in favor of said ordinance:

Supervisors: *DAVE PINE*

CAROLE GROOM

DON HORSLEY

ROSE JACOBS GIBSON

ADRIENNE J. TISSIER

NOES and against said ordinance:

Supervisors: *NONE*

Absent Supervisors: *NONE*

President, Board of Supervisors
County of San Mateo
State of California

Certificate of Delivery

I certify that a copy of the original ordinance filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.

Rebecca Romero, Deputy
Clerk of the Board of Supervisors

March 12, 2012

The Honorable Kirsten Keith
Mayor, Menlo Park
701 Laurel Street
Menlo Park, CA 94025

RE: Single-Use Carryout Bag Ordinance

Dear Mayor Keith,

On behalf of the California Grocers Association, I write to inform you of our interest to work with Menlo Park on a carryout bag ordinance if you choose to pursue an ordinance. We believe it is crucial carryout bag regulations meet their intended environmental goals, respect consumers, and minimize impacts to retailers. To date the grocery industry has helped develop and implement several dozen carryout bag ordinances throughout California that have met these goals.

The California Grocers Association is a non-profit, statewide trade association representing the food industry since 1898. CGA represents approximately 500 retail member companies operating over 6,000 food stores in California and Nevada, and approximately 300 grocery supplier companies. Retail membership includes chain and independent supermarkets, convenience stores and mass merchandisers. CGA members include a number of grocery companies operating in Menlo Park.

The model of banning single-use plastic bags and allowing recyclable paper bags for a charge has shown to encourage reusable bag use, provide consumers no-cost and low-cost carryout options, and minimize operational and financial impacts to retailers. California jurisdictions that have passed this type of ordinance include the Counties of Los Angeles and Alameda along with the cities of Long Beach, San Francisco and San Jose, with many more in progress.

If Menlo Park decides to move forward with a carryout bag regulation we encourage you to use the ordinance being developed as part of the countywide effort, which includes participation by 18 San Mateo jurisdictions. Our experience has shown the draft ordinance developed through this regional effort has proven to benefit the environment while respecting consumers and retailers.

It is critical San Mateo jurisdictions use a regional approach to regulate carryout bags in order avoid a patchwork of varying ordinances. If carryout bag regulations varied throughout San Mateo County it would likely confuse consumers, as well as create competitive disadvantages for retailers operating near neighboring jurisdictions and for retailers with multiple store locations throughout San Mateo County.

Thank you for your consideration and please consider CGA a partner as you encourage reusable bag use.

Sincerely,

TIMOTHY M. JAMES
Manager, Local Government Relations

cc: Councilmembers, City of Menlo Park
Ms. Starla Jerome-Robinson, Interim City Manager, City of Menlo Park
Ms. Margaret Roberts, City Clerk, City of Menlo Park

CALIFORNIA GROCERS ASSOCIATION | 1215 K Street, Suite 700 | Sacramento, CA 95814-3946 | T: 916.448.3545 | F: 916.448.2793 | www.cagrocers.com