



## PLANNING COMMISSION AGENDA

Regular Meeting  
September 22, 2014 at 7:00 p.m.  
City Council Chambers  
701 Laurel Street, Menlo Park, CA 94025

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**CALL TO ORDER** – 7:00 p.m.

**ROLL CALL** – Bressler, Combs, Eiref (Chair), Ferrick, Kadvany, Onken (Vice Chair), Strehl

**INTRODUCTION OF STAFF** – Jean Lin, Associate Planner; Stephen O’Connell, Contract Planner; Kyle Perata, Associate Planner; Thomas Rogers, Senior Planner

### **A. REPORTS AND ANNOUNCEMENTS**

Under “Reports and Announcements,” staff and Commission members may communicate general information of interest regarding matters within the jurisdiction of the Commission. No Commission discussion or action can occur on any of the presented items.

#### **A1. Update on Pending Planning Items**

##### **a. General Plan (ConnectMenlo)**

1. Workshops – September 11 and 17, 2014
2. Symposium – Growth Management and Economic Development – September 23, 2014
3. Focus Group – Growth Management and Economic Development – September 29, 2014

### **B. PUBLIC COMMENTS #1 (Limited to 30 minutes)**

Under “Public Comments #1,” the public may address the Commission on any subject not listed on the agenda within the jurisdiction of the Commission and items listed under Consent. When you do so, please state your name and city or political jurisdiction in which you live for the record. The Commission cannot respond to non-agendized items other than to receive testimony and/or provide general information.

### **C. CONSENT**

Items on the consent calendar are considered routine in nature, require no further discussion by the Planning Commission, and may be acted on in one motion unless a member of the Planning Commission or staff requests a separate discussion on an item.

**C1.** Approval of minutes from the August 18, 2014 Planning Commission meeting ([Attachment](#))

**C2. Architectural Control Revision/R. Tod Spieker/2275 Sharon Road:** Request for an architectural control revision to allow exterior modifications to two existing apartment buildings in the R-3-A(X) (Garden Apartment, Conditional Development) zoning district. The proposed exterior modifications would include replacing balcony railings, siding, fencing, and patio screens, and modifying the exterior color scheme. ([Attachment](#))

**C3. Sign Review/Tom Donahue/3565 Haven Avenue:** Request for sign review to construct a new freestanding monument sign with up to five individual tenants. The proposed tenants could occupy less than 25 percent of the gross leasable square footage of the property. ([Attachment](#))

## D. PUBLIC HEARING

- D1. Use Permit/Fitton and Chowdhary/675 Woodland Avenue:** Request for a use permit to remodel and expand an existing single-story residence, including the addition of a second story, on a lot that is substandard with regard to lot width in the R-1-U (Single Family Urban) zoning district. The proposed project would exceed 50 percent of the existing floor area, and is considered equivalent to a new structure. The proposal includes a request for removal of a heritage palm tree in the front-left. ***Continued to the Planning Commission meeting of October 6, 2014.***
- D2. Use Permit/Kateeva, Inc./1105 O'Brien Dr:** Request for a use permit for the indoor storage and use of hazardous materials associated with the manufacturing of organic light emitting diode (OLED) displays in an existing building in the M-2 (General Industrial) zoning district. ([Attachment](#))

## E. REGULAR BUSINESS – None

## F. COMMISSION BUSINESS – None

## ADJOURNMENT

### Future Planning Commission Meeting Schedule

Regular Meeting	October 6, 2014
Regular Meeting	October 27, 2014
Regular Meeting	November 3, 2014
Regular Meeting	November 17, 2014
Regular Meeting	December 8, 2014
Regular Meeting	December 15, 2014

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

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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# PLANNING COMMISSION

## Agenda and Meeting Information

**The Planning Commission welcomes your attendance at and participation in this meeting. The City supports the rights of the public to be informed about meetings and to participate in the business of the City.**

**ASSISTANCE FOR PERSONS WITH DISABILITIES:** Person with disabilities who require auxiliary aids or services in attending or participating in Planning Commission meetings, may call the Planning Division office at (650) 330-6702 prior to the meeting.

**COMMISSION MEETING AGENDA AND REPORTS:** Copies of the agenda and the staff reports with their respective plans are available prior to the meeting at the Planning Division counter in the Administration Building, and on the table at the rear of the meeting room during the Commission meeting. Members of the public can view or subscribe to receive future weekly agendas and staff reports in advance by e-mail by accessing the City website at <http://www.menlopark.org>.

**MEETING TIME & LOCATION:** Unless otherwise posted, the starting time of regular and study meetings is 7:00 p.m. in the City Council Chambers. Meetings will end no later than 11:30 p.m. unless extended at 10:30 p.m. by a three-fourths vote of the Commission.

**PUBLIC TESTIMONY:** Members of the public may directly address the Planning Commission on items of interest to the public that are within the subject matter jurisdiction of the Planning Commission. The City prefers that such matters be presented in writing at the earliest possible opportunity or by fax at (650) 327-1653, e-mail at [planning.commission@menlopark.org](mailto:planning.commission@menlopark.org), or hand delivery by 4:00 p.m. on the day of the meeting.

**Speaker Request Cards:** All members of the public, including project applicants, who wish to speak before the Planning Commission must complete a Speaker Request Card. The cards shall be completed and submitted to the Staff Liaison prior to the completion of the applicant's presentation on the particular agenda item. The cards can be found on the table at the rear of the meeting room.

**Time Limit:** Members of the public will have **three** minutes and applicants will have **five** minutes to address an item. Please present your comments clearly and concisely. Exceptions to the time limits shall be at the discretion of the Chair.

**Use of Microphone:** When you are recognized by the Chair, please move to the closest microphone, state your name and address, whom you represent, if not yourself, and the subject of your remarks.

**DISORDERLY CONDUCT:** Any person using profane, vulgar, loud or boisterous language at any meeting, or otherwise interrupting the proceedings, and who refuses to be seated or keep quiet when ordered to do so by the Chair or the Vice Chair is guilty of a misdemeanor. It shall be the duty of the Chief of Police or his/her designee, upon order of the presiding officer, to eject any person from the meeting room.

**RESTROOMS:** The entrance to the men's restroom is located outside the northeast corner of the Chamber. The women's restroom is located at the southeast corner of the Chamber.

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**PLANNING COMMISSION DRAFT MINUTES**  
**Regular Meeting**  
**August 18, 2014 at 7:00 p.m.**  
**City Council Chambers**  
**701 Laurel Street, Menlo Park, CA 94025**

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**CALL TO ORDER** – 7:02 p.m.

**ROLL CALL** – Bressler, Combs, Eiref (Chair), Ferrick, Kadvany (absent), Onken (Vice Chair), Strehl

**INTRODUCTION OF STAFF** – Deanna Chow, Senior Planner; Arnold Mammarella, Contract Planner; Stephen O’Connell, Contract Planner; Thomas Rogers, Senior Planner

**A. REPORTS AND ANNOUNCEMENTS**

**A1. Update on Pending Planning Items**

- a. General Plan Advisory Committee (GPAC) – City Council – August 19, 2014

Senior Planner Rogers said the City Council at their August 19 meeting would consider appointments to the General Plan Advisory Committee (GPAC) including Commissioner Strehl who was nominated by the Planning Commission as their representative. He said there were also applications for three at-large member positions on GPAC that the Council would consider for appointments.

- b. Commonwealth Corporate Center – City Council – August 19, 2014

Senior Planner Rogers said the City Council at their August 19 meeting would also consider the Planning Commission’s recommendation on the proposed Commonwealth Corporate Center in the M2 district. He said if the Council acted favorably on that project there would be a second reading of the ordinance establishing the rezoning at the Council’s next meeting.

- c. New Planning Staff

Senior Planner Rogers introduced newly hired planners Ms. Michele Morris and Mr. Tom Smith. He noted that Ms. Corinna Sandmeier has also been hired as a regular staff planner.

**B. PUBLIC COMMENTS #1 (Limited to 30 minutes)**

There were none.

**C. CONSENT**

- C1.** Approval of minutes from the July 21, 2014 Planning Commission meeting ([Attachment](#))

Commissioner Onken said Commissioner Kadvany, who was absent, had suggested clarifying language related to questions Commissioner Kadvany had asked the applicant about the level of energy efficiencies that would be included in the Commonwealth project. Chair Eiref confirmed with staff that the Commission could approve the minutes with the proviso of adding



Commissioner Kadvany's statement into the appropriate part of the Commonwealth project discussion regarding energy efficiencies.

Commission Action: M/S Strehl/Eiref to approve the minutes with the following modification:

- Page 15, between 2<sup>nd</sup> and 3<sup>rd</sup> paragraphs: Add "Commissioner Kadvany relayed that one compared what the possible performance improvement is over the California standard plus 15 percent for development projects of this type."

Motion carried 5-0 with Commissioner Bressler abstaining and Commissioner Kadvany absent:

#### **D. PUBLIC HEARING**

**D1. Use Permit/Chris Spaulding/957 Rose Avenue:** Request for a use permit to demolish an existing single-story, single family residence and detached garage, and construct a new two-story, single-family residence on a substandard lot with regard to lot width and lot area in the R-1-U (Single-Family Urban) zoning district. As part of the proposal, the following two heritage trees are proposed for removal: 17-inch raywood ash located in the front-left yard, and a 23-inch saucer magnolia in the left-rear yard. ([Attachment](#))

Staff Comment: Planner O'Connell said staff had no additions to the written report.

Public Comment: Mr. Kpish Goyal, property owner, said he and his wife owned the property and were pleased to bring the project to the Commission for consideration.

Mr. Chris Spaulding, applicant and project architect, said in designing this home their goal was to minimize the bulk of the second story from the one story house on the left and keeping the majority of the windows facing the rear and front with secondary windows on the sides.

Commissioner Onken asked why certain trees were being proposed for removal and not others. Mr. Spaulding said one of the first choices was to put the driveway on the left side to maximize the space between the neighboring one-story home and the project home. He said the tree in that area was in the way of the proposed driveway. He said the magnolia tree in the back could be saved but it did not fit with the intent the property owners have for their rear yard.

Chair Eiref closed the public hearing.

Commission Comment: Commissioner Bressler said he thought the design was thoughtful and he liked its appearance, noting parking was located to the rear. He moved to approve as recommended in the staff report.

Commissioner Ferrick said she had a concern regarding the two-foot sill height for bedroom #3 on both the right and left side elevations. She asked what those windows viewed as typically the Commission liked three-foot window sills on side elevations.

Mr. Spaulding said the window for bedroom #3 on the left was nearly to the front of the neighboring property and an oak tree was situated in the area between the two homes. He said if it was an issue his applicant was willing to bring the sill heights to three-feet. He said on the right side there was a window for bedroom #2 that was also close to the front of the adjacent

residence. He said the garage roofline also helped to block the view from the window back toward the adjacent house. He said there was a stairwell window with a high sill, a closet with a high window, and the master bedroom has two-foot sills which he said they could raise to three feet if desired. Commissioner Ferrick said she was comfortable with the window sill heights with the architect's explanation of how they interacted with other elements.

Commissioner Onken said the plan could be flipped without impacting the neighbors, which could save the raywood ash tree. He said there seemed to be a bias in protecting the scraggly oak tree on the neighbor's property. He said however it was a perfectly fine project.

Chair Eiref seconded the motion noting the project has a nice, simple feel and he thought it was great they were keeping a parking space in the rear.

Commission Action: M/S Bressler/Eiref to approve the item as recommended in the staff report.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by Chris Spaulding Architect, consisting of seven plan sheets, dated received August 12, 2014, and approved by the Planning Commission on August 18, 2014, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
  - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
  - c. Prior to building permit issuance; the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
  - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
  - e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.

- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

Motion carried 6-0 with Commissioner Kadvany absent.

**D2. Public Utility Easements and Emergency Vehicle Access Easement**

**Abandonment/Greenheart Land Co./721-881 Hamilton Avenue:** Consideration of an abandonment of multiple public utility easements (PUE) and an emergency access easement (EAE) to determine whether the proposed abandonments are consistent with the City's General Plan. The request is associated with the development of a new 195-unit multi-family residential complex at the site. ([Attachment](#))

Staff Comment: Senior Planner Chow said this request was part of a multi-step process with the first step having been the resolution of intent to abandon the public utility easements (PUEs) and the emergency access easement (EAE). She said the Commission was now being asked to consider whether the intended removals were compliant with the General Plan. She said the Commission's recommendation would be forwarded to the City Council for the September 23 Council meeting for final action. She said the removal of the easements was to allow for the redevelopment of a multi-family project.

Public Comment: Mr. Steve Pierce, Greenheart Land Co., said originally there were 21 parcels on 6.5 acres. He said there had been three streets that stubbed through the property. He said in about 2000 the City elected to abandon those streets and those became the properties of the adjacent property owners but the PUEs and EAE were retained. He said their purchase of these 21 parcels and the subsequent rezoning from M1 to high density housing made the PUEs and the EAE unnecessary. He said their development would be served by utilities located in Hamilton Avenue. He said West Bay Sanitary District has requested an easement off the half of Windermere Avenue owned by this project with the other half of Windermere owned by Mt. Olive Church. He said they would provide the Church an easement as well. He said the PG&E easement that was not related to the requested PUEs' abandonment held an old gas pipeline that was being required to be abandoned as a condition of the Facebook occupancy permit. He said the PUEs they were discussing have no utilities.

Chair Eiref said he thought there was a comment that Facebook would need an easement through the subject property. Mr. Pierce said that Facebook utilities would be located off the two streets it faced and not through this property. Chair Eiref read the reference in the staff report to the existing 30-foot PG&E easement along Sevier Avenue to serve Facebook West Campus. Mr. Pierce said that easement was recently rewritten to provide a 30-foot PG&E easement along Sevier Avenue that would be maintained until it was abandoned.

Chair Eiref closed the public hearing.

Commission Action: M/S Onken/Strehl to approve the item as recommended in the staff report.

1. Make a finding that the proposed abandonment is categorically exempt under Class 5 (Section 15305, "Minor Alterations in Land Use Limitations") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Adopt Resolution No. 2014-02 determining that abandonment of the public utility easements and emergency access easement on 721-851 Hamilton Avenue is consistent with the General Plan (Attachment C).

Motion carried 6-0 with Commissioner Kadvany absent.

Commissioner Ferrick commented that she did not have expertise in this area and her vote was based on her study of the staff's recommendation and their consultation with the utilities involved.

## **E. REGULAR BUSINESS**

- E1. Architectural Control/612 College, LLC/612 College Avenue:** Request for architectural control to demolish a single-family residence and detached garage/warehouse building, and construct a total of four new residential units within two three-story structures in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. As part of the development, the following four heritage trees are proposed for removal: two cedar trees in poor condition along College Avenue, one multi-trunk elm in poor condition along the Alto Lane frontage, and one coast live oak in good condition at the middle of the parcel. ([Attachment](#))

Staff Comment: Senior Planner Rogers said a colors and materials board was at the dais for the Commission's review. He said correspondence from Jasper and Connie Chan, property owners of 620 College Street, the left side adjacent property to the subject property, had been received that day. He said the letter noted concerns about density and the number of units, the community feel, the aesthetics, and privacy impacts to their property. He said he was able to email briefly with the Chans before the meeting and mentioned to them that the Specific Plan required a greater setback on their property side than the previous R-3 zoning had with an increase from 10 feet to 20 feet as well as a greater limit on façade heights than with the previous zoning. He said he was not sure if the neighbors were looking at the applicants' most current plan and so he noted to the Chans that the applicants have proposed a number of trees in the backyard to provide mutual screening. He noted that this was the first completely new project under the Specific Plan. He said Attachment D showed comparisons to the Specific Plan guidelines and standards and how the project meets those; and Attachment F which is the mitigation and monitoring program with fairly extensive requirements for projects in the Specific Plan area.

Public Comment: Mr. George Eshoo, 612 College, LLC, introduced the project architect, Mr. Mark Donahue.

Mr. Donahue said the project site was located near transit, retail services and the City government center. He said the Specific Plan floor area ratio (FAR) was 1.1 and their proposal was at .92 and the Plan allowable height was 38-feet maximum and theirs was at 31.3 feet.

He showed photographs of the area and surrounding buildings. He said that encroachments into the setbacks were allowed for building modulations to break down the massing and their maximum projection was five feet. He said that open space was part of the formulation of the project, which was for the community itself and to act as a buffer for neighbors. He said they would plant Japanese maple and crepe myrtle to soften the façade along Alto Lane. He showed their proposed materials palette. He made comparisons of similar height buildings in the area. He said the minor modulations break the roof line and they have created a series of vignettes in the building wall.

Commissioner Onken asked about the height of the development at the corner of El Camino Real and College Avenue noting it was gabled roof. Planner Rogers said he believed the previous zoning had a 35-foot height limit but he thought the development as a state density bonus was allowed a greater height.

Commissioner Ferrick asked about the choice of roofline. Mr. Donahue said it acted as a buffer between a very busy zone on El Camino Real and the neighborhood. He said rather than using the typical gable roof they wanted to incorporate something from the arts and crafts tradition that was not just mimicry. He said in addition to the neighborhood feel there was also a transition from the commercial area that was needed. He said in the arts and crafts tradition there were many roofs like this that were exotic and called attention to themselves.

Commissioner Combs asked about the number of living units. Mr. Donahue said they determined that the most balanced approach to the site was to have two buildings with two units each.

Ms. Adina Levin, Menlo Park, Transportation Commission, noted she was speaking as an individual. She said the proposal was a perfectly reasonable and appropriate project for the Specific Plan area in which it was located. She said there was a ballot initiative coming forward that raised questions about smaller projects, parking requirements, and location of balconies and open space. She asked if this project could be built if the initiative established new rules other than the Specific Plan.

Requested to respond by the Chair, Senior Planner Rogers said this project would comply with the pending measure and no changes would be required.

Chair Eiref closed the public hearing.

Commission Comment: Commissioner Strehl asked if this was rental or for sale housing. Mr. Eshoo said it would be rental property.

Commissioner Onken said there were decent sized balconies on the back of the buildings. He noted his support for balconies being counted as open space as it was encouraging more generous balconies on very tight sites like this one. He said there were challenges with this site as the balconies were facing into the neighborhood from which they were receiving messages of concern. He said the project was well designed, exactly what the downtown Specific Plan asked for, and he thought it was readily approvable.

Commissioner Bressler said project had too little interpretation of the modulation required in the Specific Plan and needed some architectural improvements. He said some of the surfaces looked cheap and those could be improved.

Chair Eiref said this was the right place for housing. He said Commissioner Kadvany asked him to question the tiny windows as they were looking onto an alleyway. He said that might not be the best view but it was a semi-urban environment. He said he did not see anything about LEED requirements or vehicle charging stations. He asked why 12-foot wide sidewalks would not be required of the project.

Senior Planner Rogers said the public right-of-way was under the Public Works Department's discretion, and it was their decision to not require the 12-foot sidewalk. He said the thought process behind their decision, as he understood it, was that because this was the last project in this area of the Specific Plan and was buffered by an alley and the yogurt store property (which was not considered likely soon to turnover and thus be required to upgrade its sidewalk), that to require a 12 foot sidewalk would create two totally different size sidewalks between the single-family residential district and this project. He said the Plan requires LEED silver certification or alternate compliance as well as electric car charging for certain developments.

Chair Eiref asked if they only had to meet LEED silver standards or get certification. Planner Rogers said as it stood the applicant would need to get the project fully LEED silver certified. He said the Plan does allow the City to set up an outside auditor program for developers who do not want to go through the full certification process so the City would have assurances that the project met the level of LEED standards being required. He said that program was not set up now but he thought it would be a good program to get in place. Chair Eiref asked about the new state energy standards that were put into place in July and whether they superseded LEED Silver standards. Planner Rogers said he understood that California standards were such that many properties were getting pretty close to LEED requirements because of them.

Commissioner Combs said he understood the concern of the neighbors as this project would be tall. He said he did not get the sense of a Craftsman style which was how the streetscape felt to him. He said this was a break from that but he did not think the modernization of that style actually worked.

Commissioner Ferrick said the plan design seemed optimally placed and she liked the smaller unit sizes. She said she did not get a Craftsman style feel from the design. She said to her it was a modern style with an unusual roof. She suggested that having longer windows for the stairwells might make the design more attractive.

Chair Eiref asked if there could be larger windows with some level of opaqueness. He said he did not think this project would impact the sunlight for the neighbors who expressed concern with the project.

Mr. Donahue said they could make adjustments to the windows and make them more spacious. He said he did not think it was necessary to frost them as the stairs were transiting right next to them.

Commissioner Bressler said he thought this was a too literal interpretation of the modulation required by the Plan and that it lacked imagination.

Commissioner Onken said the rendering showed a brick color and bright orange for the material. Mr. Donahue said the color in the rendering was far too dramatic. He said the system they were intending to use was of high quality. He said regarding modulation that was easy to adjust as well. He said they could go from straight running bond to something that had more variation. He said the red was a wood veneer and there would be a wood grain feel. He said there were myriad examples of this being used quite successfully.

Commissioner Bressler said he would like to see the same quality with this project as they were getting with the Haven Avenue project. He said the modulations were large and square, would stick out, and it just needed to be made better.

Commissioner Onken said the applicant was open to fenestration changes and possible materials changes. He asked if people wanted to approve the project or move to continue.

Commissioner Combs said he was concerned with saying that the applicant had taken the Specific Plan too literally as that seemed unfair.

Commissioner Bressler said this was the first new project under the Plan and he thought the project should provide the City with good architecture. He said high quality materials should be used.

Commissioner Strehl said this was not a style she liked and the applicant could make improvements particularly around the windows. She said however given the location of the development, which was not directly on El Camino Real, and in fact set back considerably, it would not be so predominate.

Commissioner Ferrick said that page G0007 showed a building with a flat roof that was slanted but not v-shaped with longer windows on the Alto Lane side, which she liked much better. She asked if the applicant would also be willing to make roof line changes.

Commissioner Onken moved to continue the item noting the FAR, site massing and plan scale were acceptable but for the project to come back with changes to the fenestration, materials and detailing. Chair Eiref seconded the motion.

Mr. Donahue said the two buildings were different because staff had given them direction that they had to distinguish between the two buildings. He said they were almost identical previously and the variations in color, roofline and materials were in response to direction from Planning staff. He asked if the Commission wanted the buildings to be consistent with each other or different.

Commissioner Strehl asked Senior Planner Rogers about the architect's comment. Senior Planner Rogers said that staff had given that direction as that was how the Plan was written. He said the standard was found under building breaks in the Plan. He said it states that building breaks shall be accompanied with major changes in fenestration pattern, material and color to have a distinct treatment for each volume. The project has a required building break at the middle and each has to meet the requirement found on page D2 of the standards and compliance worksheet. He said on either side of the break, buildings must have distinct fenestration pattern, material and color.



Commissioner Ferrick said the color change was notable and she thought would achieve that Plan goal. She said the fenestration was also different noting the bay windows were different and the windows on main part of home were different. She said with their request for longer fenestration and less unique roofline that they still would be different enough but not so different.

Commissioner Bressler said he thought the applicant should be required to do more than what was being asked and he did not think budget should be the reason why they would not do a better project.

Commissioner Onken said that his motion was to continue the item noting that the FAR, massing, site plan, height and scale were generally acceptable but there were concerns with the architecture including the fenestration, materials and detailing. Chair Eiref confirmed his seconding of the motion.

Commission Action: M/S Onken/Eiref to continue the item with the following direction:

- The proposed FAR (Floor Area Ratio), massing, site plan, height, and scale are generally acceptable, but the Planning Commission requests revisions to the project, focusing on fenestration, materials, and detailing.

Motion carried 4-2 with Commissioners Combs and Strehl opposing and Commissioner Kadvany absent.

## **F. STUDY SESSION ITEMS**

- F1. R-4-S Compliance Review/Greystar GP II, LLC/3645-3665 Haven Avenue:** Study session to review a 146-unit, multi-family residential development on a 4.89-acre site relative to the development regulations and design standards of the R-4-S (High Density Residential, Special) zoning district. The Planning Commission's review is advisory only and will be taken into consideration as part of the Community Development Director's determination of whether the proposal is in compliance with the R-4-S development regulations and design standards. ([Attachment](#))

Staff Comment: Planner Mammarella said staff had no additional comments but the applicant had a presentation.

Public Comment: Mr. Randy Ackerman, Greystar GP II, Senior Development Director for the project, said Greystar was a national, privately held development investment and property management company focused specifically on multi-family communities. He said the 145-unit, market rate, multi-family community in the burgeoning Haven neighborhood was completely compliant with the R-4-S guidelines. He said there would be six separate yet fully integrated buildings that would respect neighbors, engage Haven Avenue and provide a central common area. He said the average unit size was 183 square feet although there were some larger two-bedroom and several three-bedroom family-oriented units. He said they expected to start construction in late 2014 or early 2015 with expected leasing in 2016. He said rents would be established after the project passed through construction. He said the site would be raised to meet the grade established by FEMA due to the flood plane.

Ms. Jessica Music, KTG Group, the project architects, said the project would be five residential buildings and one leasing building with an amenity center. She said the street frontage was relatively small for the size of the project and they were able to situate parking and garages away from pedestrian circulation. She said there were 72 garage parking opportunities, 74 parking space opportunities, and 104 open surface parking spaces. She said they worked with staff to build an attractive entryway. She showed images of the proposed project buildings and the landscape materials and palette.

Mr. Ackerman said the staff report indicated that the units in the buildings were accessed from interior hallways but each unit has individual entries from a common area. He said the staff report indicated that most of the units have balconies and there were only four units that would not have balconies. He said the comment was also made that the balconies seemed too small or too shallow. He said they thought the balconies were very well sized and would serve the residents and units very appropriately. He said the too small comment came from the way they were dealing with the common open space as in some instances the balconies were slightly less in depth than required, but in some cases only six-inches, to meet the private open space requirements as open space was covered elsewhere in the common area open space. He said rather than the metal trim proposed for the recessed windows they would use a different material.

Chair Eiref said some of the windows were described as metal and others as vinyl. Mr. Ackerman said they were all vinyl windows. Ms. Music said the amenity building would have more of a storefront window and those windows would be metal. She said all the residential windows would be a tan vinyl window.

Commissioner Combs asked the applicant to review the site and point out where access was restricted. Mr. Ackerman showed where the gates would be located on the project. He said they were proposing a gate where the street was shared with the St. Anton project.

Commissioner Ferrick asked about flooding and drainage. Mr. Ackerman said most of the buildings would be raised to an elevation of 12.0 and one at 11.7 which was above the FEMA flood elevation. He said they would have a series of catch basins, containment structures and piping that would bring water flows to the front of the project and a treatment area, then to the City's storm water system which then goes to the channel in the back. Commissioner Ferrick asked if there would be any permeable pavers in the surface parking. Mr. Ackerman said there would not be as and that they were accomplishing the permeability through the landscaping and storm water treatment areas.

Commissioner Onken said the neighboring property has a covenant against residential, day care and educational use because of some hazard. He asked about mitigation measures on their site. Mr. Ackerman said the adjacent St. Anton project was a 394-unit residential multi-family project. He said zoning adopted by the Council for this area included a number of mitigation measures and there had been a deed restriction on this property in one area against residential development. He said that deed restriction had been lifted by the County because they and the property owner had done cleanup. He said he did not know about the adjacent property.

Commissioner Onken asked about truck and traffic to the project, removal of on-street parking for a bicycle lane, and overnight parking. He said with the St. Anton project there was much

discussion about how to get people on and off the site in an area poorly served by transit. He asked about TDM, added bus routes and bicycle lanes. Senior Planner Chow said as part of this zoning district an environmental assessment looked at potential traffic impacts by the increased density of this project, the St. Anton project and a parcel at 3641 Haven Avenue. She said the St. Anton project was the first project in this zone to come forward and they were initiating the traffic mitigation with an additional right-turn lane at the intersection of Haven Avenue and Marsh Road. She said there would be improved sidewalks and a bicycle lane along Haven Avenue, a portion of which would be funded through these developments and with a grant awarded to the City of Menlo Park to carry out the extension of a bicycle lane through Haven Avenue to Redwood City. She said there were also improvements because of the Facebook project including a crosswalk at the Bedwell Park. She said if the Commonwealth project was approved there could be some potential sidewalk and crosswalk improvements at the Bayfront Expressway and Haven Avenue approach. She said Greystar would contribute to the improvements but the St. Anton project was initiating those improvements. She said there was an intent to remove on-street parking along Haven Avenue to accommodate a bicycle lane. She said currently overnight parking was allowed in this part of Menlo Park and that was something that could be reviewed as part of the residential use in this area.

Commissioner Onken asked about the determination to have six three-bedroom units and whether it was a way to use end locations. Mr. Ackerman said this did fit within some of the locations. He said they introduced them as there might be some use but they did not want to go too high on that unit size based on the market.

Commissioner Combs asked about affordable housing for this project. Senior Planner Chow said St. Anton chose to use the state density bonus law and there were some affordable units in that project. She said this project was in conformance with the zoning district and was not opting to use either the affordable housing overlay or the state density bonus law so there was no requirement for affordable housing.

Ms. Adina Levin said she was on the Transportation Commission but was representing herself. She said housing near the Facebook project would optimally be used by Facebook employees lessening demands on transit infrastructure. She said she supported the creation of bicycle paths and pedestrian crosswalks and the extension of a bicycle lane into Redwood City. She said her major concern for the population that would be attracted to these sites was that the closest supermarket was just under a mile away but the route over the freeway owned by Caltrans was not hospitable for bicyclists and pedestrians. She said CEQA did not help with that situation and if there was not a legal requirement there was a moral requirement to work as a City with Caltrans for a safer way to get over this freeway area. She suggested that parking might be unbundled if some couples were car light. She said that palm trees did not provide shade and suggested looking at native species that would provide shade.

Commissioner Onken asked what was needed to make the route safe. Ms. Levin said the starting place was with the Caltrans bicycle and pedestrian professional who was the interface with Caltrans to make bicycle and pedestrian improvements. She said staff could contact this person for a process to review a bicycle and pedestrian path and what potential improvements could be made to see what was possible and what it would cost. Commissioner Onken said obviously signalized bicycle and pedestrian crosswalks were needed at the on and off ramps. Ms. Levine said at Facebook there would be an underpass to help people get to amenities two miles away. She said there might be a long term plan for an overpass on the Redwood City

side that was not funded and a potential for the City of Menlo Park to work with the City of Redwood City on that. She said more than signals were needed at the on and off ramps due to the circular construction as drivers' view of bicyclists or pedestrians were blocked within the turns.

Senior Planner Chow said in response to a question from Chair Eiref that the environmental review for this project had been completed and this was a study session to look at compliance with the R-4-S zoning district. She said the circulation over the freeway for bicyclists and pedestrians was not a mitigation that could be added on but was a broader discussion that could continue with the General Plan update which was focusing on the M2 area. She said they were looking at mobility as part of that. She said in response to another question from Chair Eiref that no other Commissions would be involved with the proposed project and the Community Development Director would take the public and Commission's comments under consideration in making a determination on whether the proposal was in compliance with the R-4-S development regulations and design standards.

Chair Eiref closed the public comment period.

Commission Comment: Commissioner Strehl said she appreciated Ms. Levin's comments. She asked if this project would have a convenience store like the St. Anton project. Mr. Ackerman said it would not. She asked if they would consider it. Mr. Ackerman said they would not. Commissioner Onken said the St. Anton shop was only for residents and not for the public.

Commissioner Bressler said there was a tremendous opportunity for retail in this area with all of the housing and he suggested that whoever was leading the General Plan update should be made well aware of this possibility and make it happen.

Chair Eiref said he liked the overall look of the design. He asked about the stucco as it was bubbly and rough and asked if it would be hard to clean. He said the wood looked very fake. Ms. Music said the plaster throughout the site was mostly 20/30 finish and the material flanking the entries was smooth stucco with a 30/30 finish. She said the engineering wood was a premium material that would be used at the project entry corners, between the windows that turn the corner, and project entry points on Haven Avenue.

Commissioner Strehl said she agreed about the look of the materials and asked about the life span of those. Ms. Music said she did not know the exact life span and the manufacturer warranty but pointed out that the material has metal backing which would be very durable.

Commissioner Onken said the front façade created a very attractive entry. He said there was a wide range of fake wood and veneers some of which looked great and some which did not. He said he hoped there might be mixed-use allowed in the future in this zoning district. He suggested that rather than creating three-bedroom units that the applicant create units that could combine one and two-bedroom units as needed for larger units. He said there were a number of reasons why three-bedroom units were not wanted.

Commissioner Ferrick said overall she thought it was a good looking project. She said she liked the site plan, the setbacks, the amenities in the center, and the smaller units. She said she shared concerns with Ms. Levin regarding the need for residents to drive pretty far for basic things. She said it was a disappointment that the project did not have even one below market

rate housing unit. She said she was concerned with the amount of asphalt as water would be moved off this site and become others' problem. She suggested using more permeable materials.

Senior Planner Chow said the project could not cross property lines with water sheeting and all runoff would need to be contained onsite onsite for treatment before discharging to the City system. She said with the engineering for the project that it would actually reduce runoff.

Commissioner Combs said it was a nice project. He said for the record that there was a problem with these insular larger housing complexes and massive office complexes as it seemed to be creating an "Irvine on the Bay." He said the palm trees did not help stop that thinking.

Commissioner Bressler said the project was attractive and it complied with the regulations. He said they would have to find ways through the General Plan update process to make this area more of a community. He said it was better if people did not have to cross the freeway.

Chair Eiref said he thought it was an attractive project. He said he had some concern with the materials but thought the materials board helped alleviate that concern. He agreed with the concerns about transit and safety, and saw that those matters needed to be addressed through the General Plan update. Commissioner Strehl added they need to be addressed through the Transportation Commission as well.

Commissioner Ferrick said she would agree that the project complied with the R-4-S development regulations and design standards. Chair Eiref asked if an informal vote was needed on that. Senior Planner Chow said she heard general consensus that the project complied with the zoning but heard some comments and interest in changes to the trees and landscape, changes in materials for permeability and less asphalt, and the wood material. Chair Eiref commented on the palm trees which he thought had a more Hollywood look. Planner Mammarella pointed out that the rendering did not show the street and other trees.

Mr. Ackerman said with the street trees and all the landscape trees they were adding that the palm trees were added at the end as an accent for the gateway to the project. He said regarding the paving permeability that all storm water would be contained onsite and then treated before being released into the City's system. He said the parking was de-bundled separate from the residential units. He said they have 146 bicycle parking spaces and 22 more visitor bicycle parking spaces. He said they were working with St. Anton on the bicycle pathways.

Commissioner Ferrick said she would like her concern about water runoff disregarded as it had been addressed by Senior Planner Chow and Mr. Ackerman.

The Planning Commission's review was advisory only and will be taken into consideration as part of the Community Development Director's determination on whether the proposal is in compliance with the R-4-S development regulations and design standards.

## **G. COMMISSION BUSINESS**

There was none.

## **ADJOURNMENT**

The meeting adjourned at 9:17 p.m.

Commission Liaison: Thomas Rogers, Senior Planner

Recording Secretary: Brenda Bennett



# PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION  
MEETING OF SEPTEMBER 22, 2014  
AGENDA ITEM C2

<b>LOCATION:</b>	<b>2275 Sharon Road</b>	<b>APPLICANT AND OWNER:</b>	<b>R. Tod Spieker</b>
<b>EXISTING USE:</b>	<b>Apartments</b>		
<b>PROPOSED USE:</b>	<b>Apartments</b>	<b>APPLICATION:</b>	<b>Architectural Control Revision</b>
<b>ZONING:</b>	<b>R-3-A(X) (Garden Apartment, Conditional Development)</b>		

## PROPOSAL

The applicant is requesting an architectural control revision to allow exterior modifications to an existing apartment complex in the R-3-A(X) (Garden Apartment, Conditional Development) zoning district.

## BACKGROUND

The subject property is part of a larger conditional development permit area, which includes properties along Sharon Road and extends out to Sand Hill Road, that permitted the development of multi-family residences. In August 1961, the subject property received architectural control approval to construct two apartment buildings consisting of 44 units. In July 2014, a building permit was issued to allow the replacement of railing for the staircases and second story walkways. The new metal railing, which would be minimally visible from the street, would improve safety by meeting current railing height requirements in conformance with the building code. The buildings and overall site design have otherwise remained substantially intact since its original construction.

## ANALYSIS

### Site Location

The subject property is located at 2275 Sharon Road, on the northeast side of Sharon Road at the intersection of Eastridge Avenue. Adjacent uses include single-family



residences to the north and multi-family residences to the east, south, and west. The La Entrada Middle School is located to the west of the subject property.

The subject site consists of two apartment buildings, including one single-story building on the western half of the site, and a two-story building on the eastern half of the site. All parking is provided at the rear of the property through two carport structures and uncovered parking spaces. An easement from Sharon Road near the intersection of Altschul Avenue provides access to the rear parking area. The site features mature landscaping along the public frontage, which limits visibility of the buildings.

### Project Description

The applicant is requesting an architectural control revision to allow exterior modifications at the subject property. The proposed exterior modifications would include replacing balcony railings, siding, fencing, and patio screens, and modifying the exterior color scheme. The proposed modifications require Planning Commission approval for architectural control review. The applicant has submitted a project description letter (Attachment C) that describes the project in more detail.

### Design and Materials

The applicant is requesting the exterior modifications in order to update the overall design and materials of the existing structures with a more contemporary design. The proposed exterior modifications include the following:

- Reface the existing wood picket balcony railings with new horizontal hardie plank lap siding with new steel tube top rail;
- Replace the wood patio screen fences at the ground floor units with horizontal hardie plank lap siding with steel tube top rail;
- Replace the existing wood fencing around the swimming pool with masonry pillars and steel fencing;
- Replace the existing wood board and batten siding on the second floor of the south elevation (facing Sharon Road) with new horizontal hardie plank lap siding with belly band;
- Reface the existing lava rock entry feature wall with stucco;
- Remove the wood railing around the perimeter of the carport roofs and remove two bridges and gates accessing the carport roofs; and,
- Modify the buildings' color scheme per the proposed earth-tone color scheme.

The proposed use of horizontal lap siding would provide more variation in the texture of the building, helping to reduce the perception of building massing. The proposed fence design for the swimming pool would be more open as compared with the existing solid wood fence. The proposed color scheme would result in a slightly brighter color palette as compared to the existing. Overall, the proposed exterior changes would result in a consistent architectural design throughout the site. Staff believes that the proposed design, materials, and colors are compatible with those of the surrounding neighborhood.

## Trees and Landscaping

The applicant has submitted an arborist report (Attachment D) detailing the species, size, and conditions of the existing trees on the site. The report determines the present condition, discusses the impacts of replacing the existing wood fence around the swimming pool with new masonry pillars and steel fencing, replacing siding along the front of the building, and provides recommendations for tree preservation. The applicant is not proposing to remove any trees as part of the proposal. All tree protection recommendations identified in the arborist report would be ensured through condition 3f. The existing mature landscaping would continue to screen views of the buildings from the front and portions of the side elevations.

## Correspondence

Staff has not received any correspondence regarding the proposed project.

## Conclusion

Staff believes that the project would result in a consistent architectural design for the development as a whole. In addition, the proposed design, materials, and colors are compatible with those in the surrounding area. Potential impacts to trees have been evaluated, and recommendations for tree protection measures have been provided in the arborist report. Staff recommends that the Planning Commission approve the proposed project.

## **ENVIRONMENTAL REVIEW**

The project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.

## **RECOMMENDATION**

1. Adopt a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
  - a. The general appearance of the structure is in keeping with the character of the neighborhood.
  - b. The development will not be detrimental to the harmonious and orderly growth of the City.
  - c. The development will not impair the desirability of investment or occupation in the neighborhood.

- d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
  - e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
3. Approve the architectural control revision request subject to the following **standard** conditions of approval:
- a. Development of the project shall be substantially in conformance with the plans prepared by Edwin Bruce Associates, consisting of seven plan sheets, dated received by the Planning Division on August 28, 2014, and approved by the Planning Commission on September 22, 2014, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
  - b. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, San Mateo County Health Department, and utility company's regulations that are directly applicable to the project.
  - c. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
  - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval of the Planning, Engineering and Building Divisions. Landscaping shall properly screen all utility equipment that is installed outside of a building and cannot be placed underground. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
  - e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
  - f. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

Report prepared by:  
*Jean Lin*  
*Associate Planner*

Report reviewed by:  
*Thomas Rogers*  
*Senior Planner*

## **PUBLIC NOTICE & APPEAL PERIOD**

Public notification consisted of publishing a legal notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property. Planning Commission action will be effective after 15 days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council.

## **ATTACHMENTS**

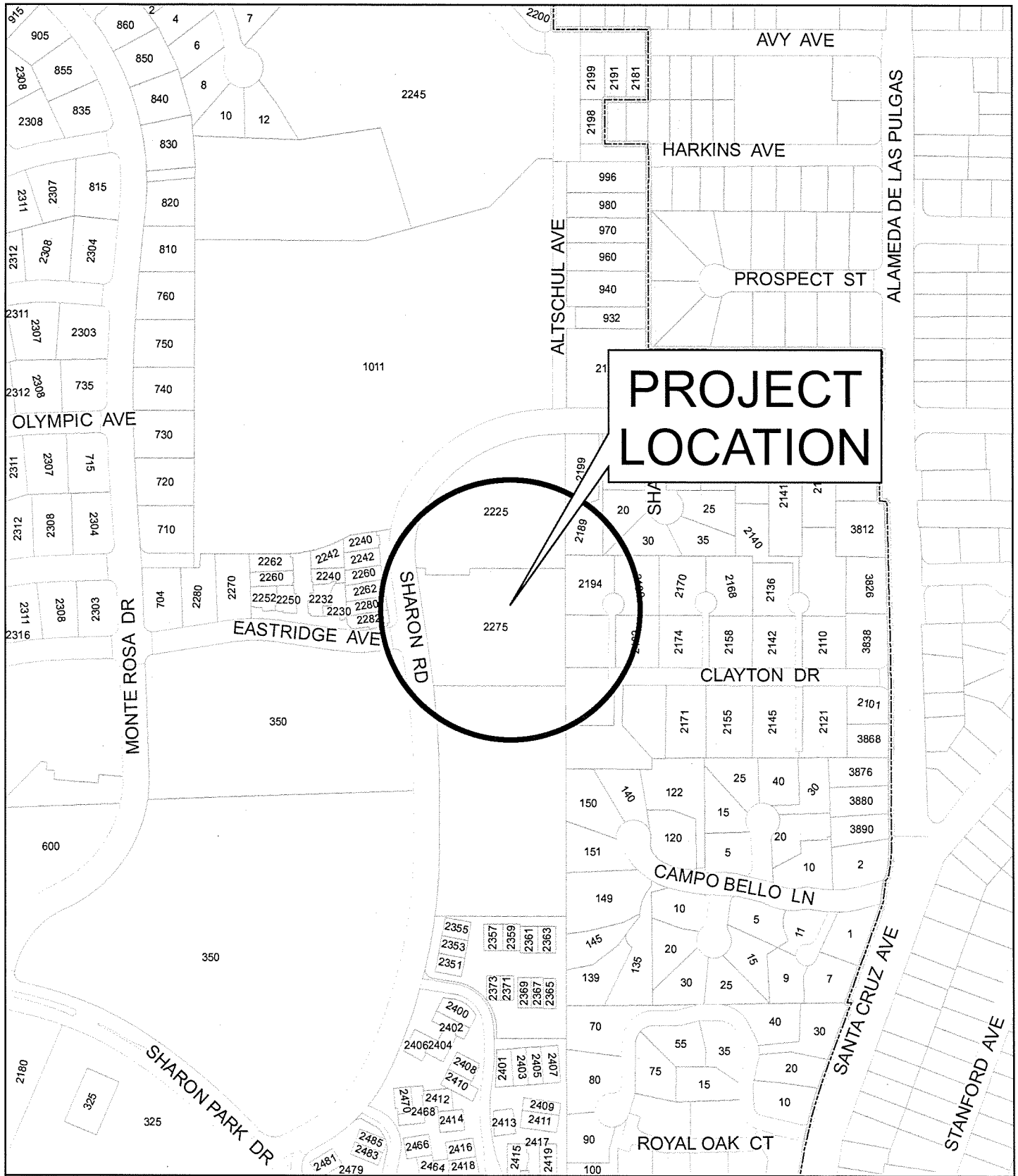
- A. Location Map
- B. Project Plans
- C. Project Description Letter
- D. Arborist Report, prepared by Donald W. Cox, dated July 31, 2014

**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

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# CITY OF MENLO PARK

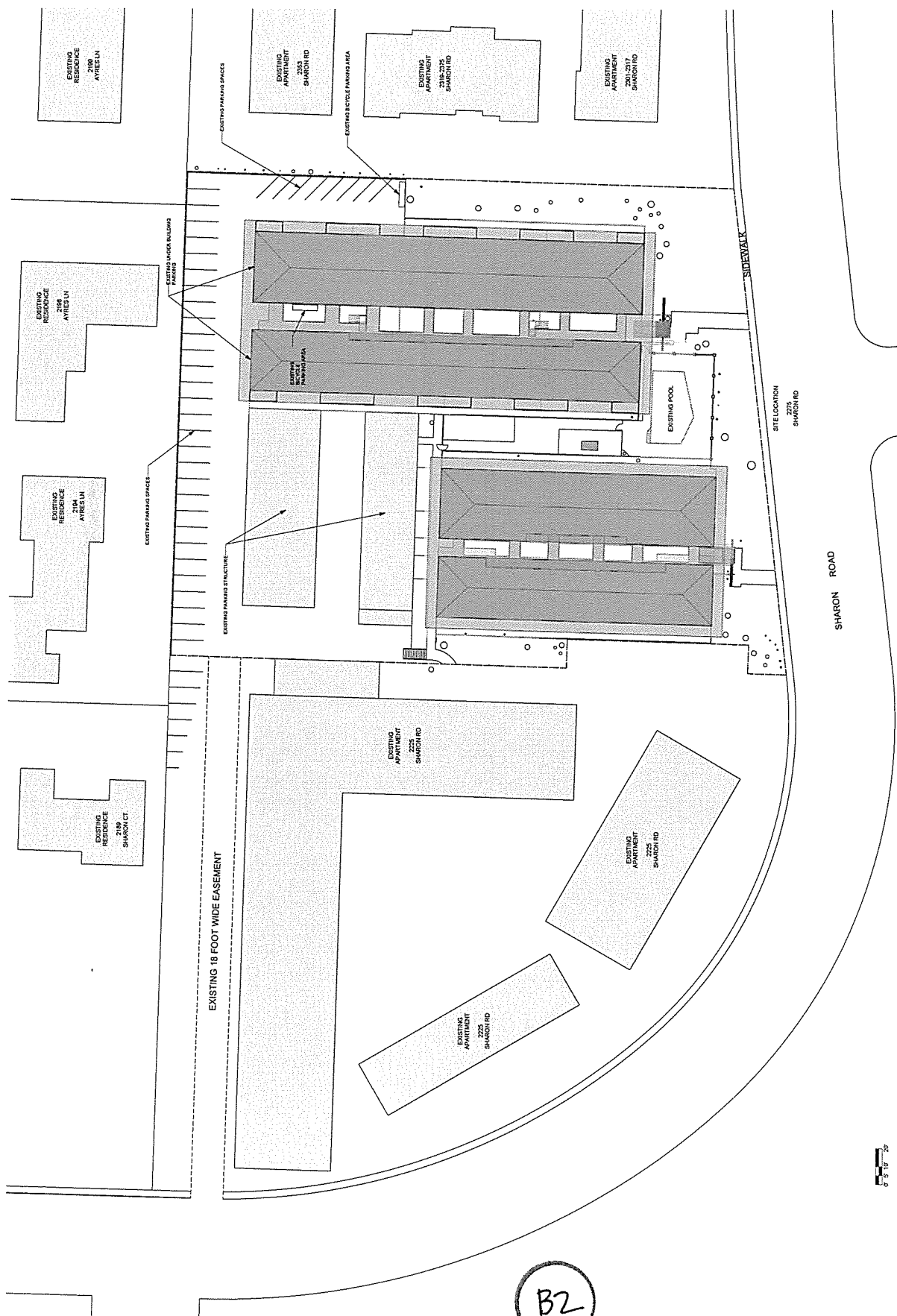
## LOCATION MAP

### 2275 SHARON ROAD

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B2



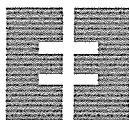


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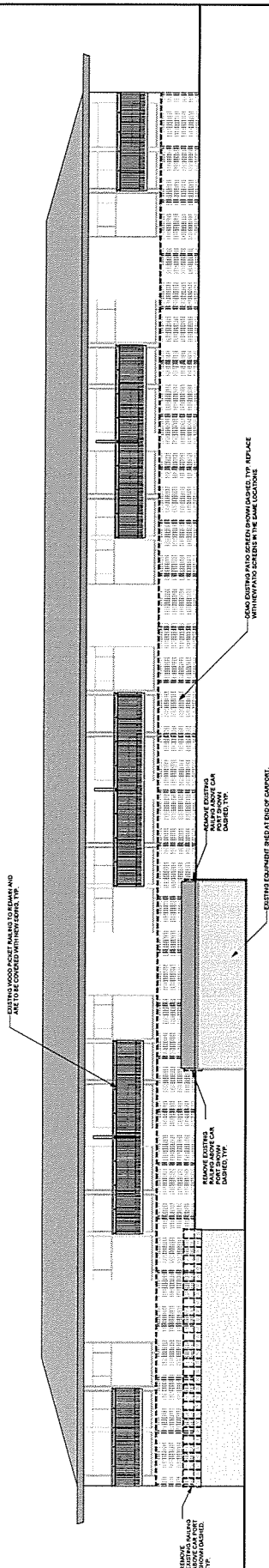
**Edwin Bruce Associates**  
ARCHITECTS AIA



**SHARON VIEW  
APARTMENTS**  
2275 SHARON ROAD  
MENLO PARK, CA 94025

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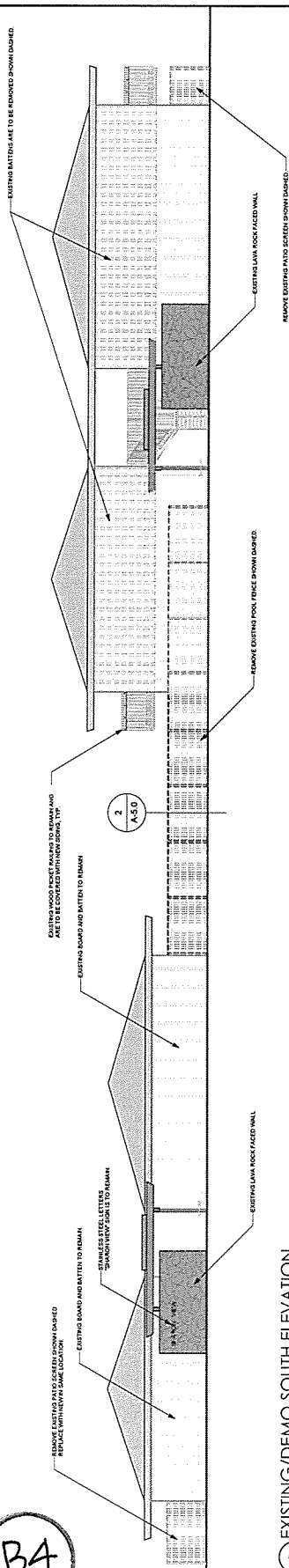
## A-3.0



1 EXISTING/DEMO CARPORT RAILINGS WEST ELEVATION  
SCALE = 1/8" = 1'-0"  
NOTE: EAST ELEVATION IS SIMILAR.

**NOTE: EAST ELEVATION IS SIMILAR.**

B4



2 EXISTING/DEMO SOUTH ELEVATION  
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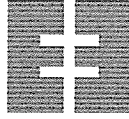
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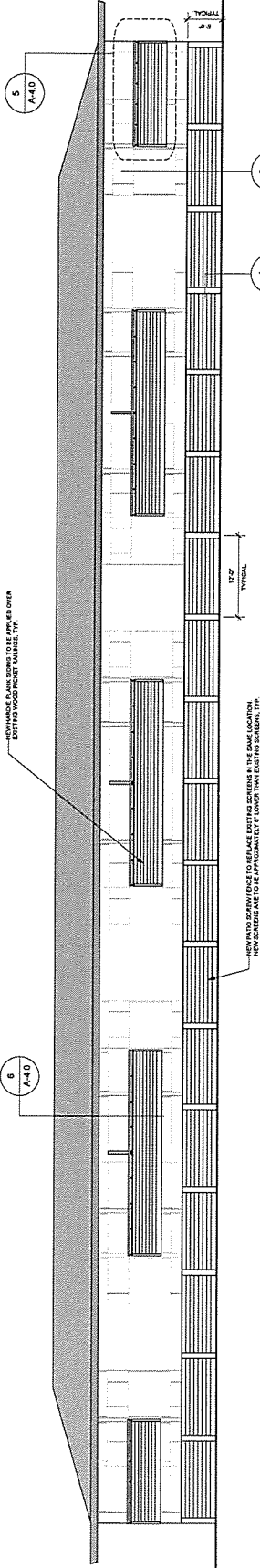
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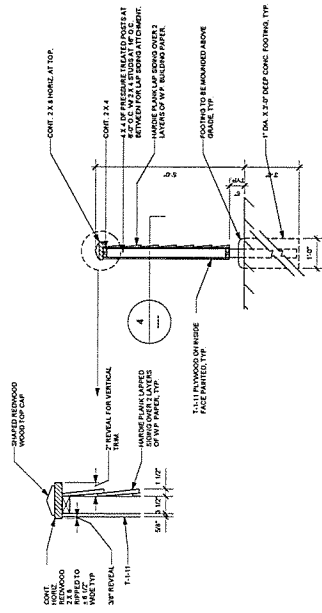
SHARON VIEW  
APARTMENTS  
2275 SHARON ROAD  
MENLO PARK, CA 94025

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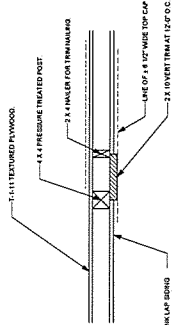


1 PROPOSED NEW WEST ELEVATION  
SCALE = 1/8" = 1'-0"  
NOTE: EAST ELEVATION IS SIMILAR.

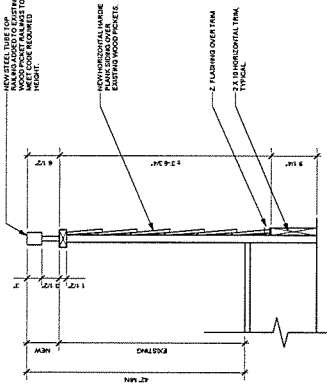


3 PATIO SCREEN DETAIL  
SCALE = 1/2" = 1'-0"

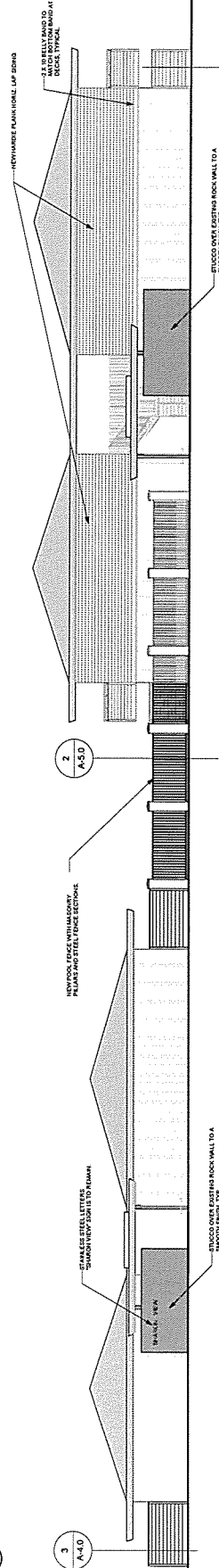
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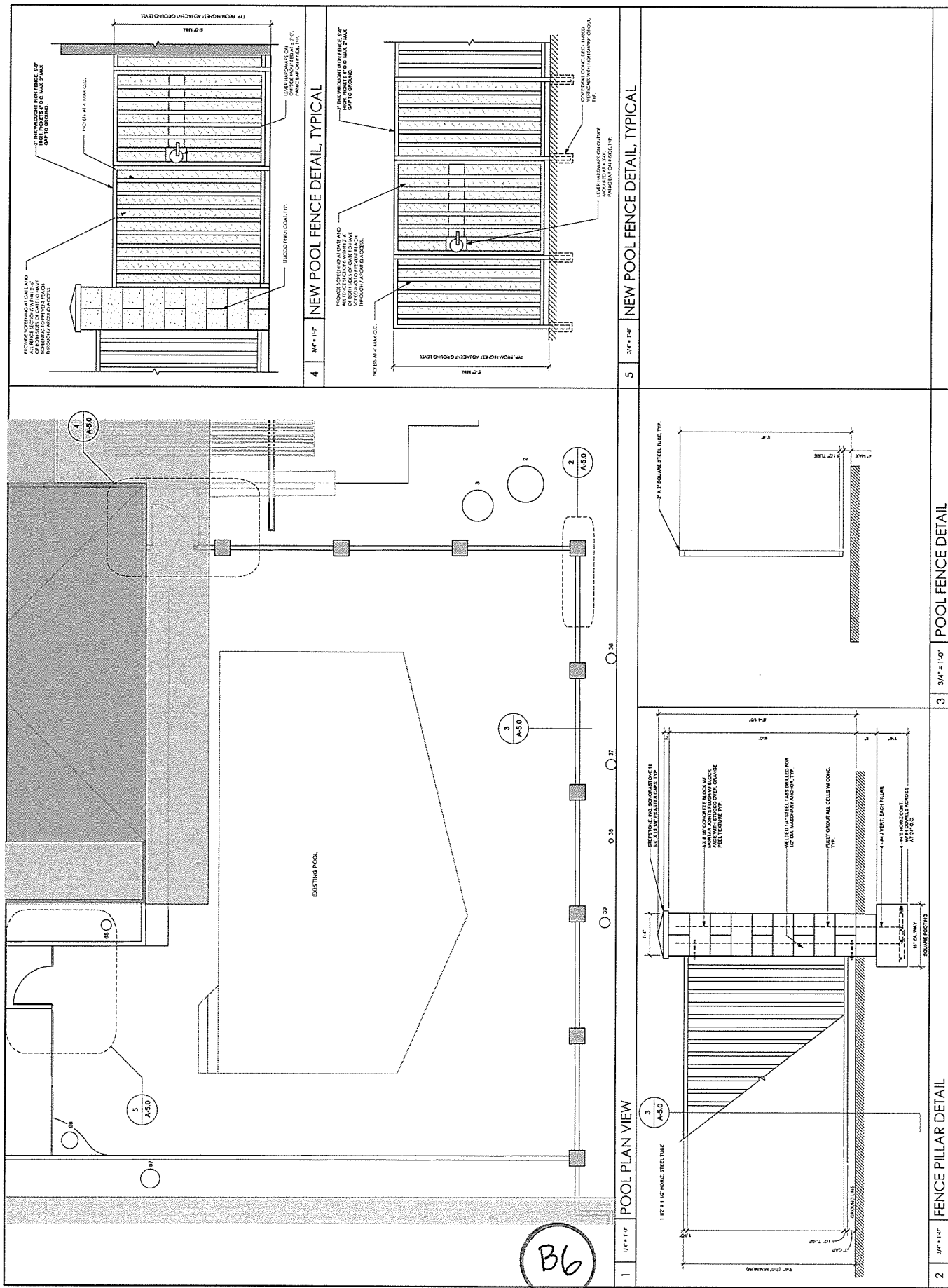
4 TRIM DETAIL  
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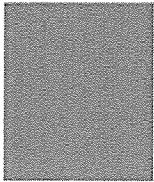


6 DECK DETAIL  
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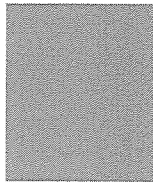


2 PROPOSED NEW SOUTH ELEVATION  
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1 CHAMOIS SHIRT KM4063-3  
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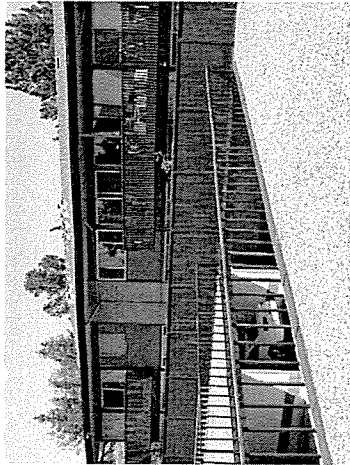


2 CHARRO 228  
SCALE = N.T.S.



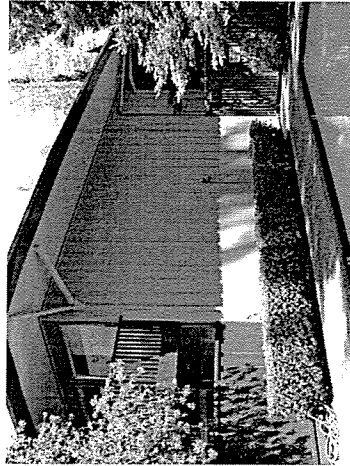
6 EXISTING LAVA ROCK WALL, TYPICAL  
TO BE STUCCOED OVER.  
SIGNAGE IS TO REMAIN.  
SCALE = N.T.S.

NOTE: ANY VIEW SIGN INSTALLATIONS INCLUDING CHANGING OUT AN EXISTING SIGN WILL REQUIRE A SIGN PERMIT.



7 EXISTING WEST ELEVATION  
SCALE = N.T.S.

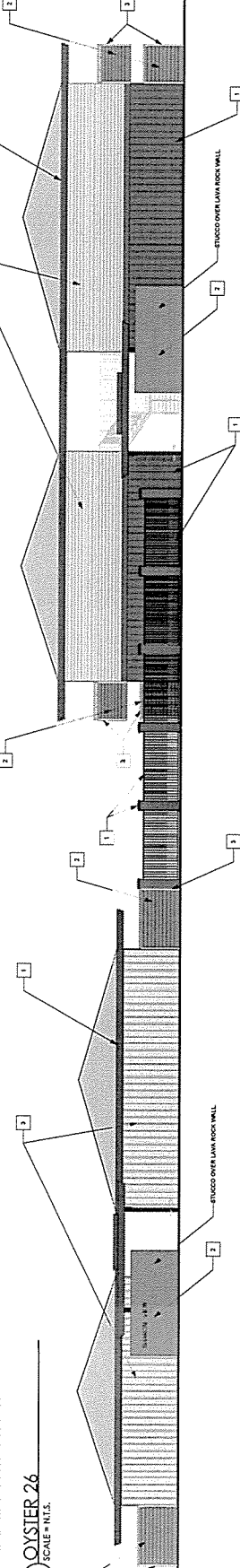
NOTE: EXISTING WOOD RAILINGS AND/OR PERIMETER OF GARAGE RESPONSE ARE TO BE REMOVED.



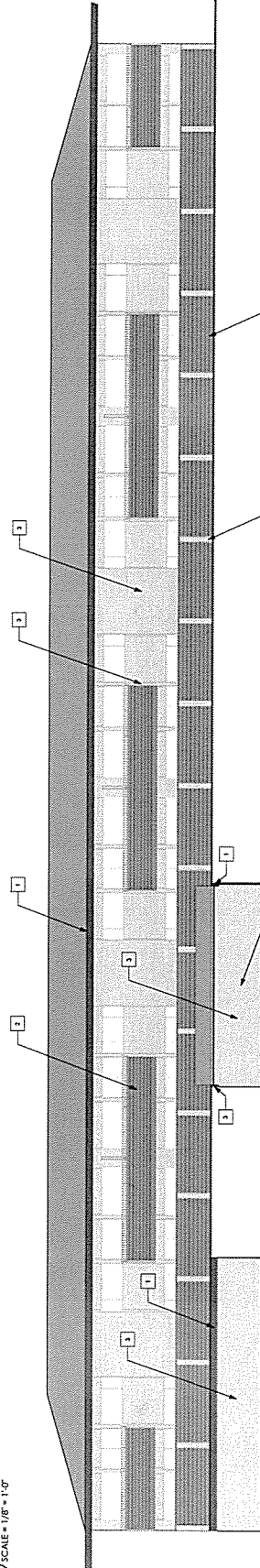
8 EXISTING SOUTH ELEVATION  
SCALE = N.T.S.



3 OYSTER 26  
SCALE = N.T.S.



4 PROPOSED NEW SOUTH ELEVATION  
SCALE = 1/8" = 1'-0"



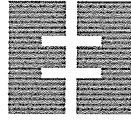
5 PROPOSED NEW WEST ELEVATION, TYPICAL  
NOTE: EAST ELEVATION IS SIMILAR.  
SCALE = 1/8" = 1'-0"

EXISTING EQUIPMENT CABINETS AT THE  
END OF THE BUILDING ARE TO BE PAINTED THE SAME.

A-6.0

DATE	7/11/14
DRAWN	JD
CHECKED	14/10

SHARON VIEW  
APARTMENTS  
2225 SHARON ROAD  
MENLO PARK, CA 94025



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Edwin Bruce Associates

A R C H I T E C T S A I A

August 28, 2014

Planning Staff  
Architectural Control Application for the  
City of Menlo Park, CA

RE: Sharon View Apartments - 2275 Sharon Road, Menlo Park, CA – Exterior Improvements

PROJECT DESCRIPTION:

A part of the Architectural Control application for this project the following is a letter describing the project in detail, including the purpose of the proposal, the scope of the work, the materials, colors and construction for the work.

The project is an effort to update a few exterior components of the existing apartment buildings. The purpose is to refresh and update the buildings and make it a more attractive and desirable place for the community, and the residents, and includes the following scope of work:

Replacing the existing patio fence screens with new fence screens with horizontal lapped siding with vertical trim, and top cap detail. The existing screens average approximately 6 feet high, the new screens would average 5'-6" high in an effort to balance access to sunlight with privacy.

Covering the vertical faces of the existing second floor balcony deck railings with horizontal lapped siding with corner trim, and bottom band trim. The existing vertical wood balcony railing pickets would receive a new covering of Hardie Plank lapped siding.

Replacing the top half, or the upper story portion of the board and batten on the front of the second story building with lapped siding to visually break the mass of the front wall:

Replacing the wooden fence around the pool with ornamental steel railings between stucco pillars.

Remove the existing ornamental wood railing around the perimeter of the carport roofs, both for safety and for a cleaner aesthetic. In the same process, remove two bridges and gates, which would give access to the carport rooftops.

Painting the building with a multi-color paint scheme is proposed, which is called out in detail on drawing sheet A-6.0.

No changes to the trees or the landscaping is being proposed.

The materials are predominantly Hardie Plank lapped siding for the facing of the decks and the patio screens, with 2 x 10 detail banding at the bottom edge of the deck and across the front of the second story building.

The existing use is to remain as originally permitted and there is no change to the area, size, parking, or volume of the building.

Sincerely,

Edwin G. Bruce, AIA, LEED AP  
Architect



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AUG 28 2014

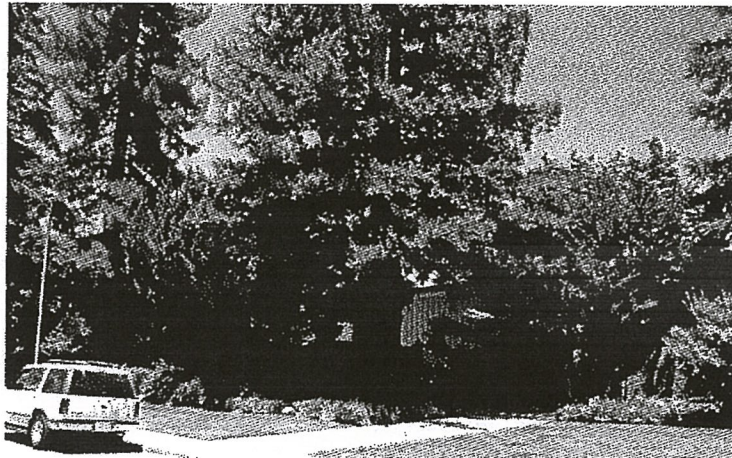
By PLANNING

## ARBORIST REPORT

### ***Assessment of Redwood Trees and Fence Replacement Project***

Sharon View Apartments  
2275 Sharon Rd., Menlo Park, CA

July 31, 2014



*Prepared for:*

Wayne Adair, Vice President  
**Spieker Companies, Inc.**  
1020 Corporation Way, Suite 100  
Palo Alto, CA 94303  
(650) 968-2660 x122

*Prepared by:*

**Donald W. Cox**  
ISA Board Certified Master Arborist WE-3023BUM  
Municipal Specialist, Utility Specialist, Tree Risk Assessor

PO Box 6835  
San Pablo, CA 94806  
(650) 995-0777  
drtreelove@gmail.com





## **RECOMMENDATIONS**

---

Fence replacement can proceed with the following considerations:

- **Avoid damage to significant structural roots as the primary consideration.** This can be achieved by installing the new fence and fence posts in the approximate location of the old fence, or further away from the trees.
- **Use pier/post bases requiring no more than 18" square excavation.** The pier/post footings with rod iron fencing (as described for intended construction design), is less intrusive and damaging than would be a design that uses trenching and solid linear footing.
- **Placement of posts shall be carefully considered in relation to existing roots.** Probing and careful hand digging is important, to discover exact location of large lateral roots. Place posts at or near location of existing posts, after determining root locations and making adjustments accordingly to avoid root damage.
- **Do not cut large (4" in diameter or more) structural roots from the redwood trees.** If cutting of smaller roots (1" to 4" diameter) is necessary, make the cut clean with handsaw or chisel.
- **Avoid chemical, paint or fuel spills in root zone of trees.** Painting of fence components should take place prior to installation, or if done in place after installation, provide tarping to prevent soil and root contamination with paints, thinners, or other chemical substance.



*Flares from existing root collar can indicate location of large buttress roots.*

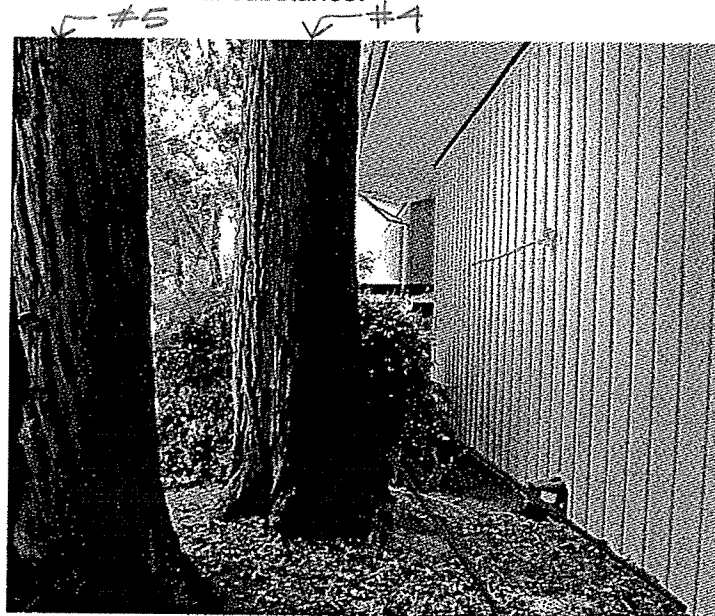
**TREE PROTECTION FOR SIDING REPLACEMENT**

Independent of the fence replacement project, the eastern side of the building front requires replacement of siding material. There are two coast redwoods (36" and 32" trunk diameter) in close proximity to proposed work area, *Trees 4 and 5.*

No excavation, soil or root disturbance is required to proceed with this project, therefore little or no impact on tree health and structure is expected.

**Recommendations:**

- Consider the entire planting bed, especially the soil surface area between the wall and the trees as a tree protection zone. No trenching, root cutting, soil or root disturbance is to take place within this zone.
- Avoid chemical, paint or fuel spills in root zone of trees. Painting of siding components should take place prior to installation, or if done in place after installation, provide tarping to prevent soil and root contamination with paints, thinners, or other chemical substance.



*Tree protection zone (between red lines).*

*DW Cox*

Donald W. Cox,  
ISA Board Certified Master Arborist WE-3023BUM  
Municipal Arborist, Utility Arborist, Tree Risk Assessor



# PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION  
MEETING OF SEPTEMBER 22, 2014  
AGENDA ITEM C3

<b>LOCATION:</b>	<b>3565 Haven Avenue</b>	<b>APPLICANT:</b>	<b>Tom Donahue</b>
<b>EXISTING USE:</b>	<b>Research and Development and Office</b>	<b>PROPERTY OWNER:</b>	<b>MP Haven Avenue, LLC</b>
<b>PROPOSED USE:</b>	<b>Research and Development and Office, and Monument Sign</b>	<b>APPLICATION:</b>	<b>Sign Review</b>
<b>ZONING:</b>	<b>M-2 (General Industrial District)</b>		

## PROPOSAL

The applicant is requesting sign review to construct a new freestanding monument sign with up to five individual tenants. The proposed tenants could occupy less than 25 percent of the gross leasable square footage of the property.

## ANALYSIS

### Site Location

The subject site is located at 3565 Haven Avenue. The site is accessed from a private cul-de-sac that provides access to the buildings addressed 3565 through 3603 Haven Avenue (a total of five buildings). The subject building contains a total of five units within the building. The building is currently vacant, but was recently renovated. The building has historically been used by office and research and development (R&D) uses. At its meeting of September 8, 2014, the Planning Commission approved a use permit for the storage and use of hazardous materials for Transcriptic, which will locate in Suites 3 and 5.

The immediately adjacent parcels along Haven Avenue are also part of the M-2 zoning district, and are occupied by a variety of warehouse, light manufacturing, R&D, and office uses. Using Haven Avenue in a north to south orientation, parcels across Haven Avenue to the west are located in the City of Redwood City and are occupied by light manufacturing, open storage, and warehouse uses. To the south of the subject site are

two multi-acre sites planned for redevelopment as two multi-building apartment complexes.

### Project Description

The existing building contains up to five tenant suites. The applicant is requesting Planning Commission review to construct a new monument sign for the recently renovated building, with space for up to five tenants.

Staff reviews a sign application for conformance with both the Zoning Ordinance regulations and the Design Guidelines for Signs. If the request meets the requirements in both documents, staff can approve the sign request administratively. If, however, the sign request would potentially be incompatible with the Design Guidelines for Signs, the review of the application is forwarded to the Planning Commission, as a general review of the sign for consistency with the Design Guidelines. In this case, the proposal would comply with the Zoning Ordinance, but would not be strictly consistent with the Design Guidelines for Signs. The Design Guidelines for Signs state that:

“Freestanding signs should include the name and address of the project as the primary component of the sign face. Only tenants that occupy a minimum of 25% of the total gross leasable area of the property qualify for space on a freestanding sign. No more than one freestanding sign should be placed on each street frontage of a development parcel.”

The proposed monument sign, with the exception of the number of tenant spaces, would be in compliance with the City’s Sign Design Guidelines and Zoning Ordinance. In addition, the proposed location meets the Transportation Division’s requirements for site distance. However, the proposed possible maximum number of tenants would not be consistent with the Design Guidelines for Signs, which limits signage on the monument sign to only tenants that occupy at least 25 percent of the building. This requirement effectively limits monument signs to a maximum of four tenants. Since Suites 3 and 5 have been combined for a single tenant, in the near term all tenants could have signs, even if they occupy less 25 percent of the gross leasable square footage. In the long term, the proposal would provide flexibility for all five tenant spaces to have signs on the monument.

The applicant is proposing to incorporate up to five tenants on the monument sign instead of locating a fifth tenant’s sign on the building, which could be reviewed and permitted by Planning Staff. The inclusion of a fifth tenant on the monument sign would create a consistent signage program for the building. The applicant has submitted a project description letter (Attachment C) that explains the request in more detail.

While the proposal does not meet the strict language in the Design Guidelines for Signs, and as such cannot be administratively approved, staff believes the proposed design would not create a cluttered appearance, and would be consistent with other businesses and signage in the area. Locating all signage on the monument would generally be more appropriate than adding a fifth tenant to the building, which would not create a consistent signage program for the site. Locating all tenants on the monument

sign is consistent with other monument signs in the area, as most parcels in the area contain monument signs in-lieu of building mounted signage. Individual tenant signage would be reviewed by staff for consistency with the Design Guidelines for Signs and Zoning Ordinance.

### Correspondence

Staff has not received any correspondence on the application.

### Conclusion

Staff believes that the proposed monument sign would be consistent with signage for the area, and would not negatively impact adjacent parcels. The inclusion of a fifth tenant on the monument sign is more appropriate than adding additional signage to the building, as it would maintain a consistent sign program for the site. The proposed monument sign would adhere to all other standards of the Design Guidelines for Signs and Zoning Ordinance, as well as the Transportation Division's requirements for site distance. Staff recommends that the Planning Commission approve the request to include up to five tenants, regardless of how much gross leasable square footage they occupy, on the proposed monument sign.

## **ENVIRONMENTAL REVIEW**

The project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.

## **RECOMMENDATION**

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current CEQA Guidelines.
2. Make a finding that the sign is appropriate and compatible with the businesses and signage in the general area, and is consistent with the Design Guidelines for Signs.
3. Approve the sign subject to the following **standard** conditions:
  - a. Development of the project shall be substantially in conformance with the plans provided by the applicant, consisting of five plan sheets, dated received August 28, 2014, and approved by the Planning Commission on September 22, 2014 except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
  - b. Prior to building permit issuance, the applicant shall comply with all sanitary district, Menlo Park Fire Protection District, and utility companies regulations that are directly applicable to the project.

Report prepared by:  
*Kyle Perata*  
*Associate Planner*

Report reviewed by:  
*Thomas Rogers*  
*Senior Planner*

## **PUBLIC NOTICE & APPEAL PERIOD**

Public notification consisted of publishing a legal notice in the local newspaper and notification by mail of owners and occupants within a 300 foot radius of the subject property. Planning Commission action will be effective after 15 days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council.

## **ATTACHMENTS**

- A. Location Map
- B. Project Plans
- C. Project Description Letter

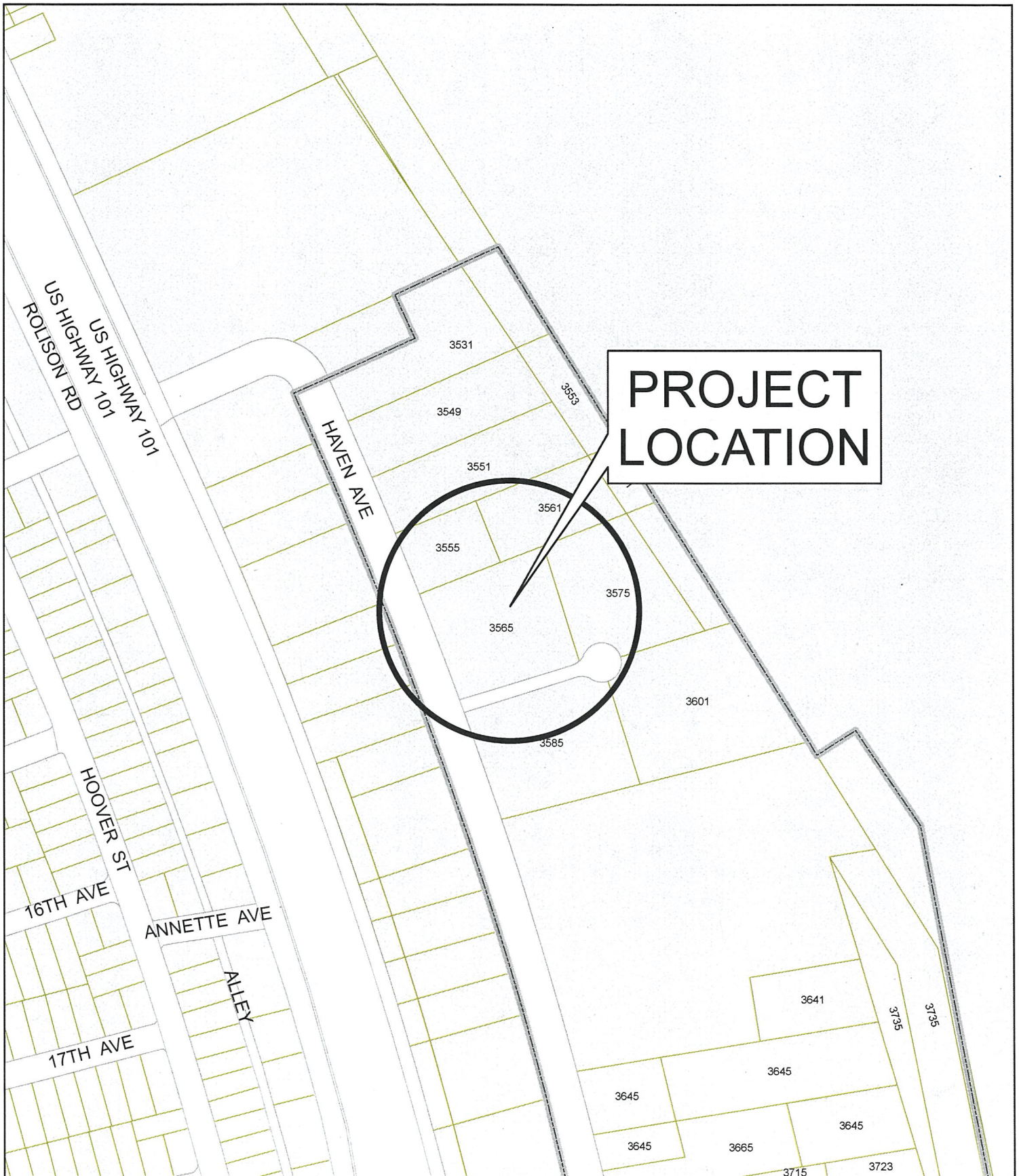
## **EXHIBITS TO BE PROVIDED AT MEETING**

None

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

V:\STAFFRPT\PC\2014\092214 - 3565 Haven Avenue (Monument Sign).doc



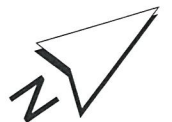


# CITY OF MENLO PARK

## LOCATION MAP

### 3565 HAVEN AVE

DRAWN: KTP CHECKED: KTP DATE: 09/22/14 SCALE: 1" = 300' SHEET: 1



# MENLO PARK TECH CENTER

3565 Haven Avenue, Menlo Park, CA

## Exterior Sign Program



Drawings prepared by Golden Gate Sign Co. Inc. ©2013

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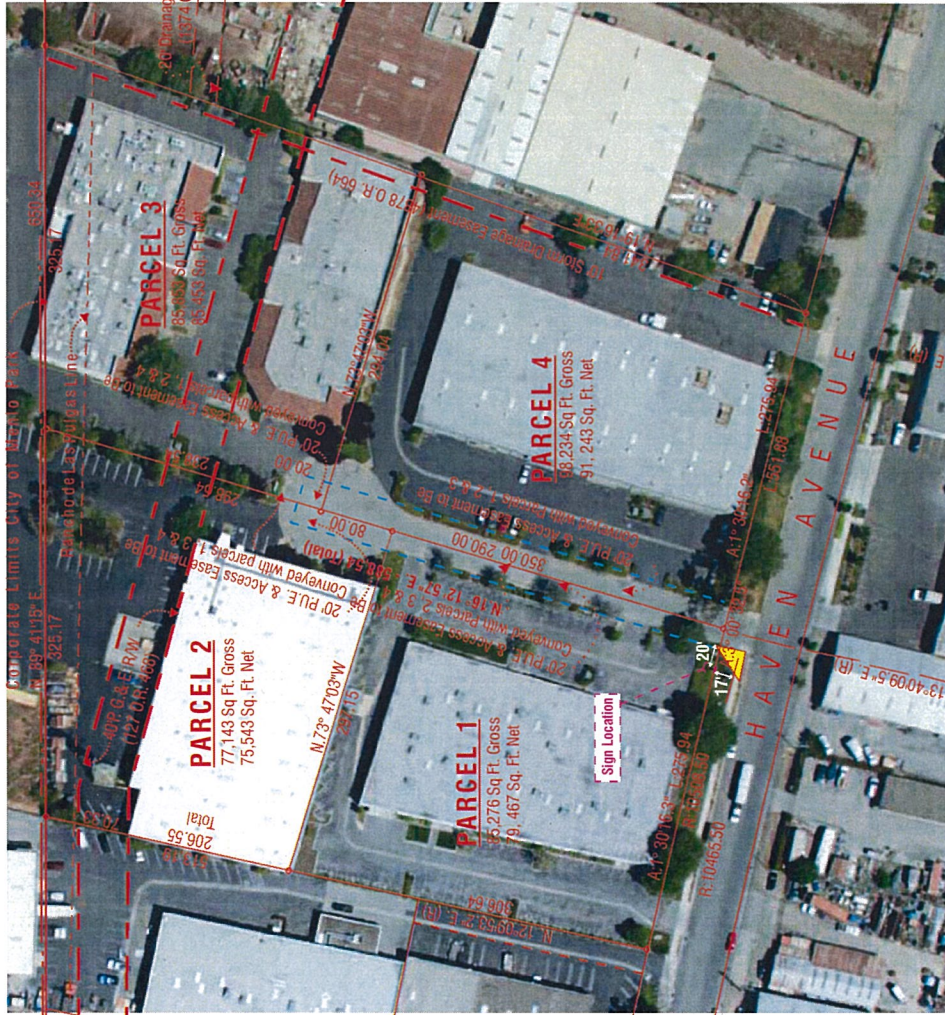
**AUG 28 2014**

**CITY OF MENLO PARK  
PLANNING**

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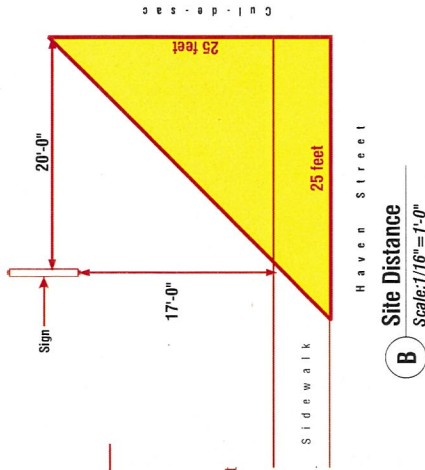


Lands of City & Co. of San Francisco

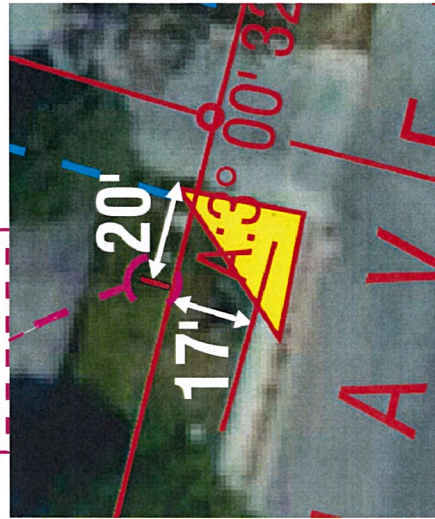


**A** Site Plan

Scale: 1" = 100'-0"



**Sign Location**



**Blow up View**

**GOLDEN GATE SIGN**

*Company, Inc.*

711 Independent Road  
Oakland, CA 94621  
510.336.3838 Phone  
510.336.3830 Fax  
CA License #665363

**World Associates**

G. Graves  
5/20/2014

**Menlo Park Tech Center**  
3565 Haven Avenue, Menlo Park, CA

12/16/13 - G  
12/23/13 - G  
12/27/13 - G  
01/02/14 - G  
03/21/14 - G

**Permit Set**

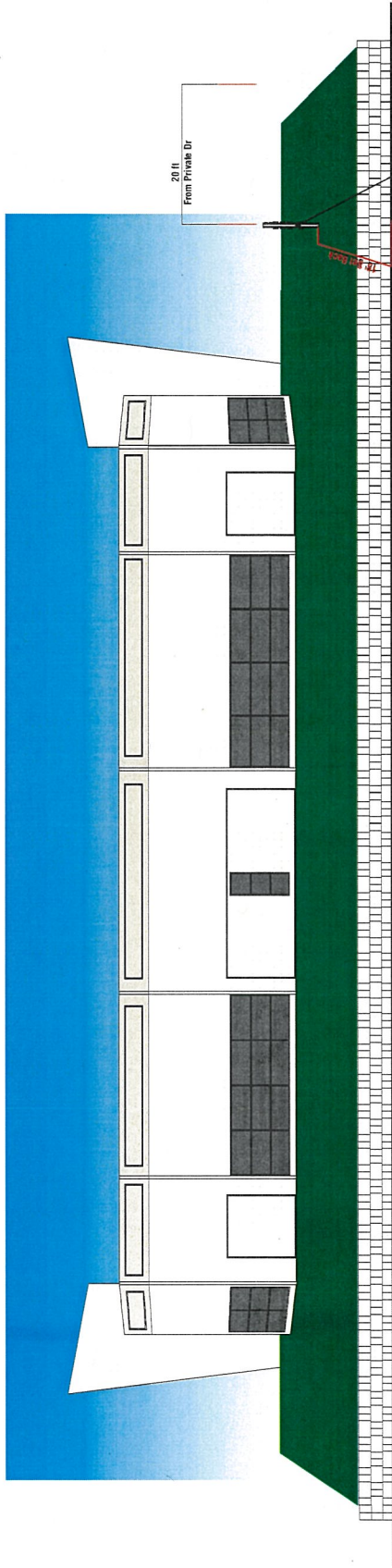
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\*This Sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

This is an original unpublished drawing submitted in connection with a project we are planning for you. It is not to be copied, reproduced, exhibited or shown to anyone outside of your organization without written permission of Golden Gate Sign Company.

B2





**A Front Elevation**  
Scale: 1/16" = 1'-0"



**GOLDEN GATE SIGN**  
*Company, Inc.*

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Oakland, CA 94621  
510.336.3838 Phone  
510.336.3830 Fax  
CA License #665363



G. Graves  
5/20/2014

**Menlo Park Tech Center**  
3565 Haven Avenue, Menlo Park, CA

12/16/13 - G  
12/23/13 - G  
12/27/13 - G  
01/02/14 - G  
03/21/14 - G

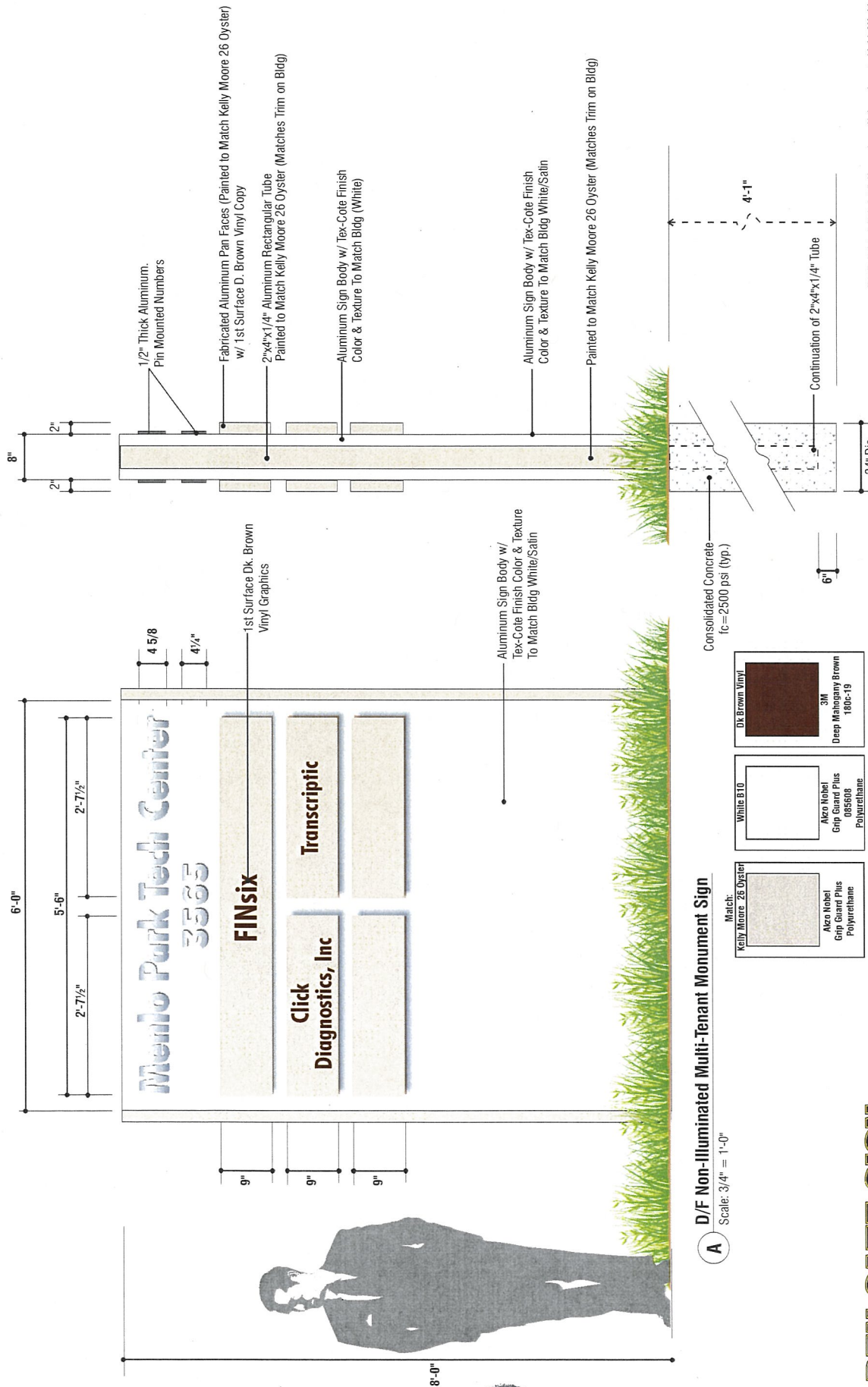
**Permit Set**

Sheet No.  
**2.0**

"This Sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. The includes proper grounding and bonding of the sign"

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B3



**A** D/F Non-Illuminated Multi-Tenant Monument Sign

Scale: 3/4" = 1'-0"

**GOLDEN GATE SIGN**

*Company, Inc.*

711 Independent Road  
Oakland, CA 94621  
510.336.3838 Phone  
510.336.3830 Fax  
CA License #665363



G. Graves  
5/20/2014

**Menlo Park Tech Center**

3565 Haven Avenue, Menlo Park, CA

12/16/13 - G  
12/23/13 - G  
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03/21/14 - G

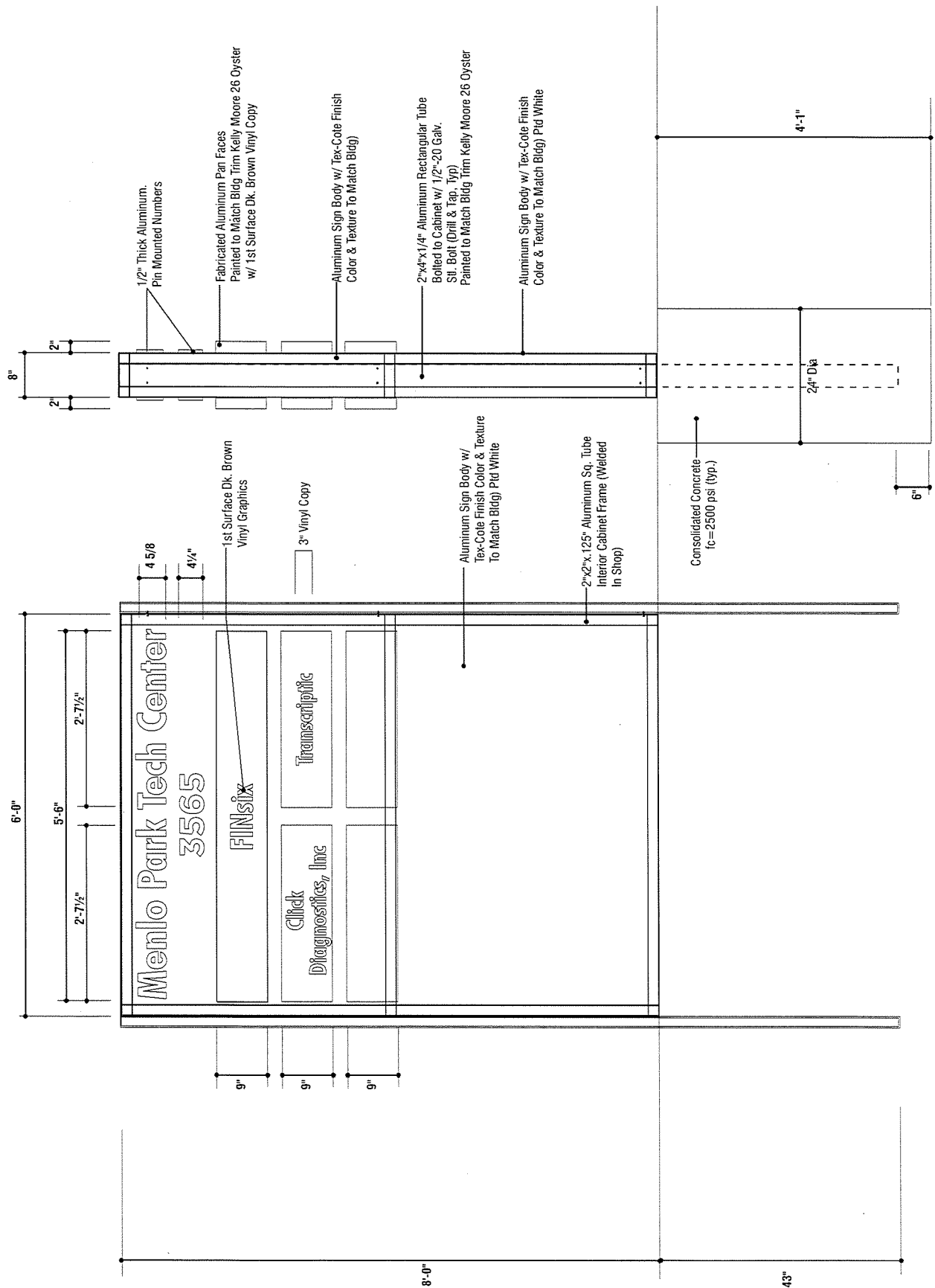
**Permit Set**

Sheet No.  
**3.0**

\*This Sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and / or other applicable local codes. \*This indicates proper grounding and bonding of the sign.

This is an original unpublished drawing submitted in connection with a project we are planning for you. It is not to be copied, reproduced, exhibited or shown to anyone outside of your organization without written permission of Golden Gate Sign Company.

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## Project Description:

The plan is to Remove (2) existing non-illuminated concrete monument signs and install (1) non-illuminated/ double faced monument sign perpendicular to Haven Avenue. The sign would be a 6' wide x 8' tall sign, with (5) tenant panels. The name of the center, "Menlo Park Tech Center" is placed prominently at top of sign in 4 5/8" tall and 2" thick polished aluminum letters. The address "3565" (also in polished aluminum) is centered beneath the name. The tenant panels themselves are 2" deep, removable pan faces w/ dark brown vinyl tenant names. The panels themselves are placed with one main tenant centered at top and (4) secondary tenants below. The tenant panels are all 9" high w/ approximately 4" high letters. The main tenant panel is 66" long and the secondary tenants are 31½" in length.

The sign is fabricated aluminum and painted to match the building colors. The sign is anchored in place by (2) 2"x4" rectangular tubes on either end of the sign. The aluminum tubes are held in place with concrete footings.

The sign is placed towards the Eastern end of the lawn area 17ft back from the sidewalk and 20ft to the left (West) of the driveway.

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# PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION  
MEETING OF SEPTEMBER 22, 2014  
AGENDA ITEM D2

<b>LOCATION:</b>	<b>1105 O'Brien Drive</b>	<b>APPLICANT:</b>	<b>Kateeva, Inc.</b>
<b>EXISTING USE:</b>	<b>Manufacturing</b>	<b>PROPERTY OWNER:</b>	<b>O'Brien Drive Portfolio, LLC</b>
<b>PROPOSED USE:</b>	<b>Manufacturing</b>	<b>APPLICATION:</b>	<b>Use Permit</b>
<b>ZONING:</b>	<b>M-2 (General Industrial District)</b>		

## PROPOSAL

The applicant is requesting a use permit for the indoor storage and use of hazardous materials associated with the manufacturing of organic light emitting diode (OLED) displays in an existing building in the M-2 (General Industrial) zoning district.

## ANALYSIS

### Site Location

The subject parcel is located at 1105 O'Brien Drive. The building is currently vacant, but was most recently utilized for manufacturing and warehousing uses, and Kateeva would occupy the entire building. For the purposes of this staff report, O'Brien Drive will be considered to be in a north to south orientation. The immediately adjacent parcels are also part of the M-2 zoning district, and are occupied by a variety of warehouse and light manufacturing uses. Parcels along the west side of O'Brien Drive border properties within the City of East Palo Alto, which contain single family residences. The Girls Club of the Mid-Peninsula, which is located within the City of Menlo Park but accessed from Ralmar Avenue in East Palo Alto, is located approximately 500 feet to the southwest of the subject site. Green Oaks Academy, a K-4th grade public school in the Ravenswood School District, is located at the end of Ralmar Avenue in East Palo Alto, approximately 600 feet from the subject site. In addition, a preschool (Casa Dei Bambini) is located 1215 O'Brien Drive, approximately 300 feet from the project site, and a private high school (Mid-Peninsula High School) is located approximately 425 feet to the northeast of the subject site, along Willow Road.

## Project Description

Kateeva, Inc. develops equipment for the manufacture of OLED displays. Kateeva has occupied multiple suites within the building at 1430 O'Brien Drive since 2009. The building at 1430 O'Brien Drive is used as the company's headquarters and primary research and development facility. The company currently employs approximately 60 people at its 1430 O'Brien Drive facility, and expects to grow to as many as 80 employees over the next six months. Due to a recent customer order, the company is expanding manufacturing operations to the facility at 1105 O'Brien Drive. The applicant has submitted a project description letter (Attachment C) that describes the proposal in more detail.

## Proposed Hazardous Materials

Proposed hazardous materials include combustible liquids, flammable liquids, nonflammable gases, and cryogenics. A complete list of the types of chemicals is included in Attachment F. The project plans, included as Attachment B, provide the locations of chemical use and storage, and hazardous waste storage. In addition, the plans identify the location of safety equipment, such as fire extinguishers, first aid kits, and exit pathways. All hazardous materials would be used and stored inside of the building.

All personnel handling the hazardous materials would be properly trained. Except for amounts in daily use, all flammable liquids would be stored in fire resistant safety cabinets. Solid and/or liquid hazardous waste would be generated and stored in appropriate containers in an area separated from general employee traffic. Liquid wastes would be secondarily contained. The largest hazardous waste container would be five gallons. Licensed contractors are intended to be used to haul off and dispose of the hazardous waste.

The Hazardous Materials Business Plan (HMBP), included as Attachment D, provides the types and quantities of chemicals that would be used and stored, and includes a spill prevention plan, an emergency response plan, an employee-training plan, and a closure plan. The applicant submitted a Supplemental Spill Prevention, Emergency Response, Training, and Closure Plan, which is based on the narrative style of the previous San Mateo County HMBP (Attachment E). The applicant has submitted a comprehensive chemical inventory (Attachment F) that identifies the projected storage quantities for the proposed chemicals.

Staff has included recommended conditions of approval that would limit changes in the use of hazardous materials, require a new business to submit a HMBP to seek compliance if the existing use is discontinued, and address violations of other agencies in order to protect the health and safety of the public.

## Agency Review

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 G. Each entity found the proposal to be in compliance with all applicable standards. Although the subject parcel is located in proximity to 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.

### Correspondence

Staff has not received any correspondence on this project.

### Conclusion

Staff believes that the proposed use and quantities of hazardous materials would be compatible and consistent with other uses in this area. The Hazardous Materials Business Plan has been approved by the relevant agencies, and includes a training plan and protection measures in the event of an emergency. The proposed use permit would allow an existing business to continue to expand its operations within Menlo Park. Staff recommends that the Planning Commission approve the proposed project.

## **ENVIRONMENTAL REVIEW**

The project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.

## **RECOMMENDATION**

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
  - a. Development of the project shall be substantially in conformance with the plans provided by DES Architects/Engineers, consisting of five plan sheets, dated received September 17, 2014, and approved by the Planning Commission on September 22, 2014 except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
  - b. Prior to building permit issuance, the applicant shall comply with all sanitary district, Menlo Park Fire Protection District, and utility companies regulations that are directly applicable to the project.



- c. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
- d. If there is an increase in the quantity of hazardous materials on the project site, a change in the location of the storage of the hazardous materials, or the use of additional hazardous materials after this use permit is granted, the applicant shall apply for a revision to the use permit.
- e. Any citation or notification of violation by the Menlo Park Fire Protection District, San Mateo County Environmental Health Department, West Bay Sanitary District, Menlo Park Building Division or other agency having responsibility to assure public health and safety for the use of hazardous materials will be grounds for considering revocation of the use permit.
- f. If the business discontinues operations at the premises, the use permit for hazardous materials shall expire unless a new business submits a new hazardous materials business plan to the Planning Division for review by the applicable agencies to determine whether the new hazardous materials business plan is in substantial compliance with the use permit.

Report prepared by:  
*Kyle Perata*  
*Associate Planner*

Report reviewed by:  
*Thomas Rogers*  
*Senior Planner*

## **PUBLIC NOTICE & APPEAL PERIOD**

Public notification consisted of publishing a legal notice in the local newspaper and notification by mail of owners and occupants within a 1,320-foot radius of the subject property. Planning Commission action will be effective after 15 days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council.

## **ATTACHMENTS**

- A. Location Map
- B. Project Plans
- C. Project Description Letter
- D. Hazardous Materials Business Plan
- E. Supplemental Spill Prevention, Emergency Response, Training, and Closure Plan
- F. Chemical Inventory

G. Hazardous Materials Agency Referral Forms:

- Menlo Park Fire Protection District
- San Mateo County Environmental Health Department
- West Bay Sanitary District
- Menlo Park Building Division

**EXHIBITS TO BE PROVIDED AT MEETING**


None

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

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LOCATION MAP  
1105 O'BRIEN DRIVE



CITY OF MENLO PARK  
BUILDING

399 Bradford Street Railroad City, Ca. 94063  
Tel: (650) 364-6453  
Fax: (650) 364-2618  
[www.dcs-ne.com](http://www.dcs-ne.com)

**TARLTON**  
**PROPERTIES**  
COMMERCIAL DEVELOPMENT  
& PROPERTY SERVICES

1530 O'Brien Drive, Suite C  
Menlo Park CA 94025

## TENANT IMPROVEMENTS

**O'BRIEN DRIVE PORTFOLIO  
1105 O'BRIEN DRIVE  
Menlo Park, CA 94025**

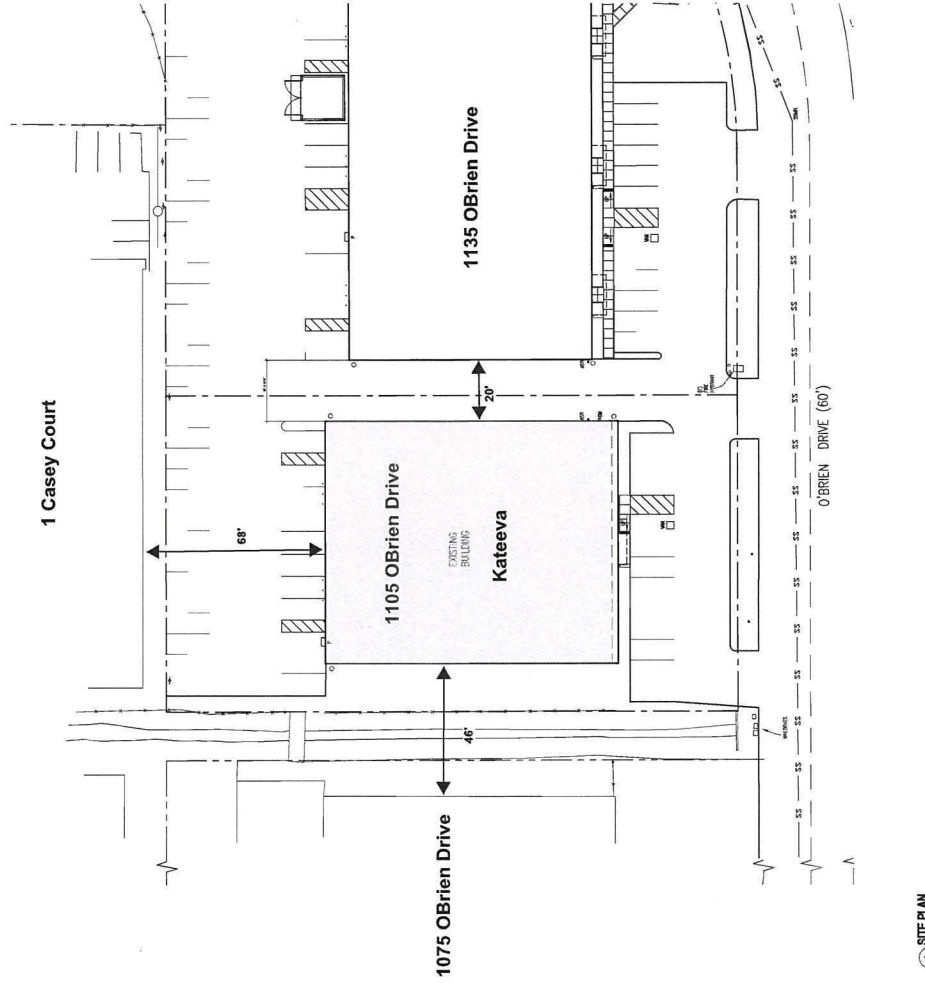
**EXISTING SITE PLAN**

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**SHEET NO.**



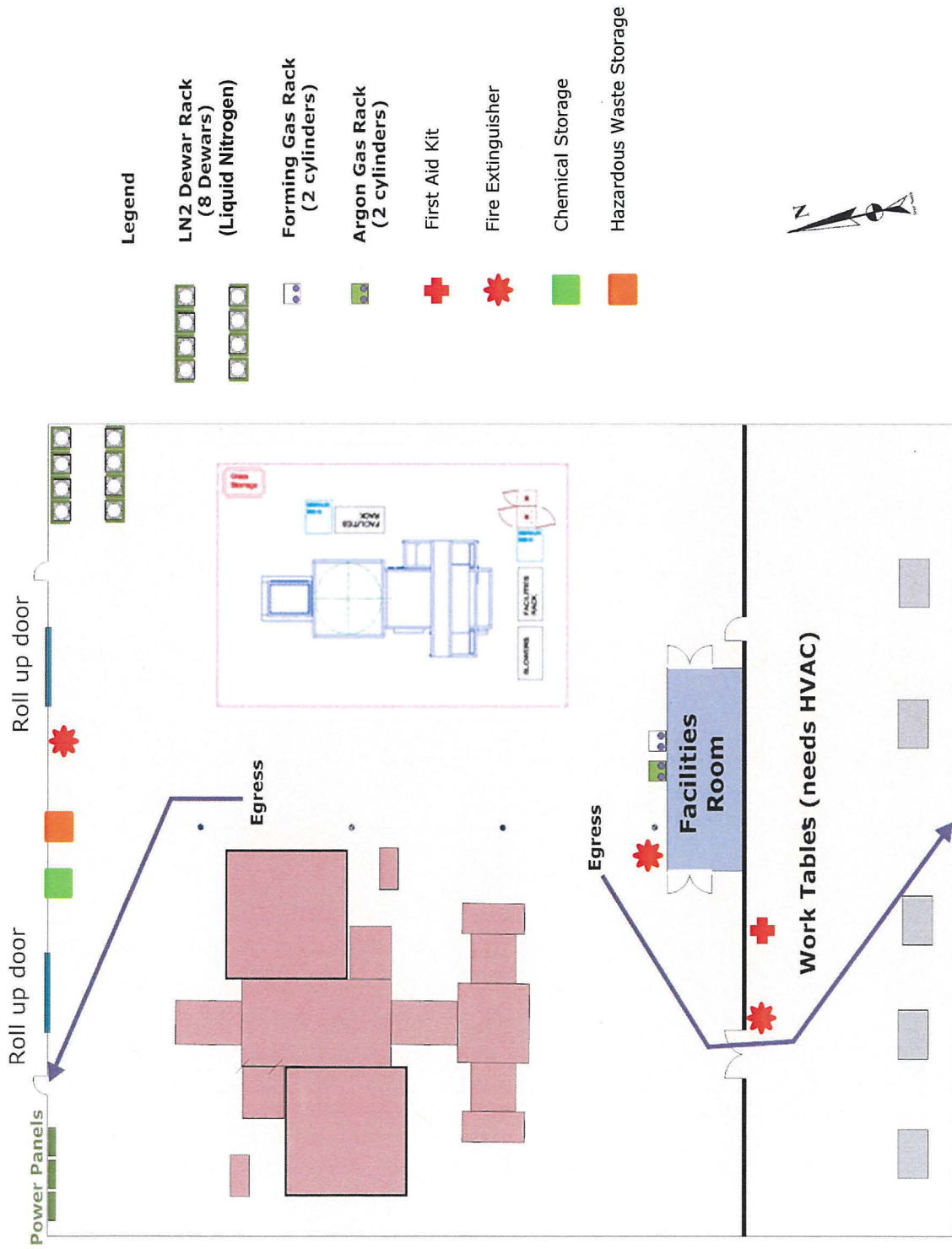
1 SITE PLAN



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Page 1 of 1

# Kateeva-1105 Obrien Ave – HMBP Floor Plan



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DRAWN BY:	F. J. JAY
CHECKED BY:	F. J. JAY
APPROVED BY:	F. J. JAY
DESIGN PROJECT NO.:	9716.005



Kateeva, Inc. Project Description  
July 2014

Kateeva, Inc. develops equipment, including a chemical ink, for the manufacture of organic light emitting diode (OLED) displays. The primary activities to date have been Research & Development related. A recent customer order has now required Kateeva to ramp up its efforts in its manufacturing capabilities.

Kateeva, Inc. currently has sixty (60) employees at their 1430 O'Brien Drive site, which functions as the company headquarters and primary research and development facility, and expects to grow to as many as eighty (80) employees over the next six (6) months. It is expected that no more than 10 – 15 people would occupy the building at any particular time. Due to a recent key customer order, Kateeva plans on expanding its operations, and will use the building at 1105 O'Brien Drive to support low volume manufacturing (i.e. build/assembly and final testing) and shipment of two OLED-based printing systems.

As part of this manufacturing effort, small quantities of some hazardous materials will be stored and used by both the R&D and manufacturing personnel. These materials are mostly used within the enclosed process equipment filled with an inert gas like nitrogen or other appropriately exhausted space. Chemicals such as liquid nitrogen are used to run equipment, and various solvents, including isopropyl alcohol, are used to clean and prepare the equipment. Other chemicals are needed to develop the OLED printing process. Container sizes for most hazardous substances are one gallon or less.

These quantities are accounted for in the proposed inventory attached to this application, in the solvent category. Previously permitted quantities of materials for the other suites will not be exceeded.

Neither an air emissions permit nor a wastewater discharge permit is anticipated to be required for the facility.

Chemicals will be delivered by common carrier. Delivery frequency will vary with the pace of manufacturing, but is not expected to exceed a weekly basis. Hazardous waste is removed from site by a licensed hauler; removal is generally on a quarterly basis.

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**UNIFIED PROGRAM CONSOLIDATED FORM  
FACILITY INFORMATION  
BUSINESS ACTIVITIES**

Page 1 of

**I. FACILITY IDENTIFICATION**

FACILITY ID # (Agency Use Only)	F A 0 0 5 5 9 4 3	1	EPA ID # (Hazardous Waste Only) TBD	2
BUSINESS NAME (Same as Facility Name of DBA-Doing Business As) KATEEVA INC 3				
BUSINESS SITE ADDRESS 1105 OBRIEN DR 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....	
<b>A. HAZARDOUS MATERIALS</b> 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?	<input checked="" type="checkbox"/> YES	HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION
<b>B. REGULATED SUBSTANCES</b> Have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release prevention Program (CalARP)?	<input type="checkbox"/> YES	Coordinate with your local agency responsible for CalARP.
<b>C. UNDERGROUND STORAGE TANKS (USTs)</b> Own or operate underground storage tanks?	<input type="checkbox"/> YES	UST FACILITY (Formerly SWRCB Form A) UST TANK (one page per tank) (Formerly Form B)
<b>D. ABOVE GROUND PETROLEUM STORAGE</b> Own or operate ASTs above these thresholds: Store greater than 1,320 gallons of petroleum products (new or used) in aboveground tanks or containers.	<input type="checkbox"/> YES	You may need to submit an ABOVEGROUND PETROLEUM STORAGE TANK FACILITY STATEMENT. <a href="#">Click for details</a>
<b>E. HAZARDOUS WASTE</b> Generate hazardous waste?  Recycle more than 100 kg/month of excluded or exempted recyclable materials (per HSC 25143.2)?  Treat hazardous waste on-site?  Treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?  Consolidate hazardous waste generated at a remote site?  Need to report the closure/removal of a tank that was classified as hazardous waste and cleaned on-site?  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 than 100 kg (220 pounds) of spill cleanup materials contaminated with RCRA acute hazardous waste.  Household Hazardous Waste (HHW) Collection site?	<input checked="" type="checkbox"/> YES  <input type="checkbox"/> YES  <input type="checkbox"/> YES  <input type="checkbox"/> YES  <input type="checkbox"/> YES  <input type="checkbox"/> YES  <input type="checkbox"/> YES	EPA ID NUMBER – provide at the top of this page  RECYCLABLE MATERIALS REPORT (one per recycler)  ON-SITE HAZARDOUS WASTE TREATMENT – FACILITY ON-SITE HAZARDOUS WASTE TREATMENT – UNIT (one page per unit)  CERTIFICATION OF FINANCIAL ASSURANCE  REMOTE WASTE / CONSOLIDATION SITE ANNUAL NOTIFICATION  HAZARDOUS WASTE TANK CLOSURE CERTIFICATION  Obtain federal EPA ID Number, file Biennial Report (EPA Form 8700-13A/B), and satisfy requirements for RCRA Large Quantity Generator.  See CUPA for required forms.

**F. LOCAL REQUIREMENTS**

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

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## UNIFIED PROGRAM CONSOLIDATED FORM

## FACILITY INFORMATION

## BUSINESS OWNER/OPERATOR IDENTIFICATION

Page \_\_\_\_ of \_\_\_\_

## I. IDENTIFICATION

FACILITY ID#	FA0055943	BEGINNING DATE	ENDING DATE
BUSINESS NAME (Same as FACILITY NAME or DBA - Doing Business As)	KATEEVA INC	BUSINESS PHONE	6503272903
BUSINESS SITE ADDRESS	1105 OBRIEN DR	BUSINESS FAX	6504335412
BUSINESS SITE CITY	MENLO PARK	ZIP CODE	COUNTY
DUN & BRADSTREET	CA	94025	
BUSINESS MAILING ADDRESS	1430 OBRIEN DR A	PRIMARY SIC	PRIMARY NAICS
BUSINESS MAILING CITY	MENLO PARK	3674	334413
BUSINESS OPERATOR NAME	Kateeva	BUSINESS OPERATOR PHONE	
		6503272903	

## II. BUSINESS OWNER

OWNER NAME	KATEEVA INC	OWNER PHONE	6503272903
OWNER MAILING ADDRESS	1430 OBRIEN		
OWNER MAILING CITY	MENLO PARK	STATE	ZIP CODE
		CA	94025

## III. ENVIRONMENTAL CONTACT

CONTACT NAME	Mike Harburn	CONTACT PHONE	6503276500
CONTACT MAILING ADDRESS	1430 OBrien, Ste A	CONTACT EMAIL	MHarburn@kateeva.com
CONTACT MAILING CITY	Menlo Park	STATE	ZIP CODE
		CA	94025

-PRIMARY-

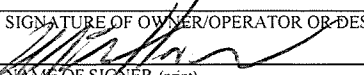
## IV. EMERGENCY CONTACTS

-SECONDARY-

NAME	Ian Millard	NAME	Mike Harburn
TITLE	Sr Director Process Engineering	TITLE	Sr Director Operations
BUSINESS PHONE	8003857802	BUSINESS PHONE	8003857802
24-HOUR PHONE	6503875555	24-HOUR PHONE	9259808557
CELL / PAGER #		CELL / PAGER #	
EMAIL		EMAIL	

ADDITIONAL LOCALLY COLLECTED INFORMATION:

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	NAME OF DOCUMENT PREPARER
	7/29/2014	Ellen L Ackerman
NAME OF SIGNER (print)	TITLE OF SIGNER	
Mike Harburn	Sr Director Operations	

D2

**UNIFIED PROGRAM CONSOLIDATED FORM**  
**HAZARDOUS MATERIALS**  
**HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION**

(one page per material per building or area)

☐ ADD

☐ DELETE

☐ REVISE

200

Page \_\_\_\_ of \_\_\_\_

**I. FACILITY INFORMATION**

BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As)

3

KATEEVA INC

CHEMICAL LOCATION

201

Manufacturing

CHEMICAL LOCATION CONFIDENTIAL EPCRA

202

☐ YES

FACILITY ID #

F A 0 0 5 5 9 4 3

MAP# (optional)

203

GRID# (optional)

204

**II. CHEMICAL INFORMATION**

CHEMICAL NAME

205

NITROGEN, LIQUID

TRADE SECRET

☐ Yes

206

If Subject to EPCRA, refer to instructions

COMMON NAME

207

Liquid Nitrogen

EHS\*

☐ Yes

208

CAS#

209

7727-37-9

\*If EHS is "Yes", all amounts below must be in lbs.

FIRE CODE HAZARD CLASSES (Complete if required by CUPA)

210

Cryogenic, Flammable or Oxidizing (1.3)

HAZARDOUS MATERIAL  
TYPE (Check one item only)

211

☒ a. PURE ☐ b. MIXTURE ☐ c. WASTE

RADIOACTIVE ☐ Yes

212

CURIES

213

PHYSICAL STATE  
(Check one item only)

214

☐ a. SOLID ☒ b. LIQUID ☐ c. GAS

LARGEST CONTAINER

70.0

215

FED HAZARD CATEGORIES  
(Check all that apply)

216

☐ a. FIRE ☐ b. REACTIVE ☒ c. PRESSURE RELEASE ☒ d. ACUTE HEALTH ☐ e. CHRONIC HEALTH

AVERAGE DAILY AMOUNT

217

400.0

MAXIMUM DAILY AMOUNT

218

560.0

ANNUAL WASTE AMOUNT

219

STATE WASTE CODE

220

UNITS\*

(Check one item only)

☒ a. GALLONS ☐ b. CUBIC FEET ☐ c. POUNDS ☐ d. TONS

221

DAYS ON SITE:

365.0

222

STORAGE  
CONTAINER

☐ a. ABOVE GROUND TANK ☐ e. PLASTIC/NONMETALLIC DRUM ☐ i. FIBER DRUM ☐ m. GLASS BOTTLE ☐ q. RAIL CAR  
☐ b. UNDERGROUND TANK ☐ f. CAN ☐ j. BAG ☐ n. PLASTIC BOTTLE ☐ r. OTHER  
☐ c. TANK INSIDE BUILDING ☐ g. CARBOY ☐ k. BOX ☐ o. TOTE BIN  
☐ d. STEEL DRUM ☐ h. SILO ☒ l. CYLINDER ☐ p. TANK WAGON

223

STORAGE PRESSURE

☐ a. AMBIENT ☒ b. ABOVE AMBIENT ☐ c. BELOW AMBIENT

224

STORAGE TEMPERATURE

☐ a. AMBIENT ☐ b. ABOVE AMBIENT ☐ c. BELOW AMBIENT ☒ d. CRYOGENIC

225

%WT

HAZARDOUS COMPONENT (For mixture or waste only)

EHS

CAS #

1

226

227

☐ Yes

228

229

2

230

231

☐ Yes

232

233

3

234

235

☐ Yes

236

237

4

238

239

☐ Yes

240

241

5

242

243

☐ Yes

244

245

If more hazardous components are present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, attach additional sheets of paper capturing the required information.

ADDITIONAL LOCALLY COLLECTED INFORMATION

246

If EPCRA, Please Sign Here

173

**UNIFIED PROGRAM CONSOLIDATED FORM**  
**HAZARDOUS MATERIALS**  
**HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION**

(one page per material per building or area)

☐ ADD

☐ DELETE

☐ REVISE

200

Page \_\_\_\_ of \_\_\_\_

**I. FACILITY INFORMATION**

BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As)

3

KATEEVA INC

CHEMICAL LOCATION

201

Manufacturing

CHEMICAL LOCATION CONFIDENTIAL EPCRA

202

☐ YES

FACILITY ID #

F A 0 0 5 5 9 4 3

MAP# (optional)

203

GRID# (optional)

204

**II. CHEMICAL INFORMATION**

CHEMICAL NAME

205

waste solvents

TRADE SECRET

☐ Yes

206

If Subject to EPCRA, refer to instructions

COMMON NAME

207

Waste flammable liquids

EHS\*

☐ Yes

208

CAS#

209

\*If EHS is "Yes", all amounts below must be in lbs.

FIRE CODE HAZARD CLASSES (Complete if required by CUPA)

210

Flammable Liquid, Class I-B (3.3 I-B)

HAZARDOUS MATERIAL  
TYPE (Check one item only)

☐ a. PURE

☐ b. MIXTURE

☒ c. WASTE

211

RADIOACTIVE

☐ Yes

CURIES

213

PHYSICAL STATE  
(Check one item only)

☐ a. SOLID

☒ b. LIQUID

☐ c. GAS

214

LARGEST CONTAINER

5.0

215

FED HAZARD CATEGORIES  
(Check all that apply)

☒ a. FIRE

☐ b. REACTIVE

☐ c. PRESSURE RELEASE

☒ d. ACUTE HEALTH

☐ e. CHRONIC HEALTH

216

AVERAGE DAILY AMOUNT

217

2.0

MAXIMUM DAILY AMOUNT

218

5.0

ANNUAL WASTE AMOUNT

219

10.0

STATE WASTE CODE

220

214

UNITS\*

(Check one item only)

☒ a. GALLONS

☐ b. CUBIC FEET

☐ c. POUNDS

☐ d. TONS

221

DAYS ON SITE:

365.0

222

\* If EHS, amount must be in pounds.

STORAGE  
CONTAINER

☐ a. ABOVE GROUND TANK

☐ e. PLASTIC/NONMETALLIC DRUM

☐ i. FIBER DRUM

☒ m. GLASS BOTTLE

☐ q. RAIL CAR

☐ b. UNDERGROUND TANK

☒ f. CAN

☐ j. BAG

☐ n. PLASTIC BOTTLE

☐ r. OTHER

☐ c. TANK INSIDE BUILDING

☐ g. CARBOY

☐ k. BOX

☐ o. TOTE BIN

☐ d. STEEL DRUM

☐ h. SILO

☐ l. CYLINDER

☐ p. TANK WAGON

223

STORAGE PRESSURE

☒ a. AMBIENT

☐ b. ABOVE AMBIENT

☐ c. BELOW AMBIENT

224

STORAGE TEMPERATURE

☒ a. AMBIENT

☐ b. ABOVE AMBIENT

☐ c. BELOW AMBIENT

☐ d. CRYOGENIC

225

%WT

HAZARDOUS COMPONENT (For mixture or waste only)

EHS

CAS #

1 100.0

226

waste solvents

227

☐ Yes

228

229

2

230

231

☐ Yes

232

233

3

234

235

☐ Yes

236

237

4

238

239

☐ Yes

240

241

5

242

243

☐ Yes

244

245

If more hazardous components are present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, attach additional sheets of paper capturing the required information.

ADDITIONAL LOCALLY COLLECTED INFORMATION

246

If EPCRA, Please Sign Here

D4

**CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS)**  
**CONSOLIDATED EMERGENCY RESPONSE / CONTINGENCY PLAN**  
*Prior to completing this Plan, please refer to the INSTRUCTIONS FOR COMPLETING A CONSOLIDATED CONTINGENCY PLAN*

**A. FACILITY IDENTIFICATION AND OPERATIONS OVERVIEW**

FACILITY ID # FA0055943	I. CERS ID A1.	DATE OF PLAN PREPARATION/REVISION A2. 07/29/2014
BUSINESS NAME (Same as Facility Name or DBA - Doing Business As) KATEEVA INC		
BUSINESS SITE ADDRESS 1105 OBRIEN DR		
BUSINESS SITE CITY MENLO PARK	104. CA	ZIP CODE 105. 94025
TYPE OF BUSINESS (e.g., Painting Contractor) A3. manufacture of OLED display equipment	INCIDENTAL OPERATIONS (e.g., Fleet Maintenance) A4.	
THIS PLAN COVERS CHEMICAL SPILLS, FIRES, AND EARTHQUAKES INVOLVING: (Check all that apply) A5. <input checked="" type="checkbox"/> 1. HAZARDOUS MATERIALS; <input checked="" type="checkbox"/> 2. HAZARDOUS WASTES		

**B. INTERNAL RESPONSE**

INTERNAL FACILITY EMERGENCY RESPONSE WILL OCCUR VIA: (Check all that apply) <input checked="" type="checkbox"/> 1. CALLING PUBLIC EMERGENCY RESPONDERS (i.e., 9-1-1) <input checked="" type="checkbox"/> 2. CALLING HAZARDOUS WASTE CONTRACTOR <input type="checkbox"/> 3. ACTIVATING IN-HOUSE EMERGENCY RESPONSE TEAM	B1.
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----

**C. EMERGENCY COMMUNICATIONS, PHONE NUMBERS AND NOTIFICATIONS**

Whenever there is an imminent or actual emergency situation such as an explosion, fire, or release, the Emergency Coordinator (or his/her designee when the Emergency Coordinator is on call) shall:

1. Activate internal facility alarms or communications systems, where applicable, to notify all facility personnel.
2. Notify appropriate local authorities (i.e., call 9-1-1).
3. Notify the California Emergency Management Agency at (800) 852-7550.

Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall notify the California Department of Toxic Substances Control (DTSC), the local Unified Program Agency (UPA), and the local fire department's hazardous materials program that the facility is in compliance with requirements to:

1. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility; and
2. 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.

INTERNAL FACILITY EMERGENCY COMMUNICATIONS OR ALARM NOTIFICATION WILL OCCUR VIA: (Check all that apply) <input checked="" type="checkbox"/> 1. VERBAL WARNINGS; <input type="checkbox"/> 4. PAGERS;	<input type="checkbox"/> 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; <input type="checkbox"/> 5. ALARM SYSTEM;	<input type="checkbox"/> 3. TELEPHONE; <input type="checkbox"/> 6. PORTABLE RADIO	C1.
NOTIFICATIONS TO NEIGHBORING FACILITIES THAT MAY BE AFFECTED BY AN OFF-SITE RELEASE WILL OCCUR BY: (Check all that apply) C2. <input checked="" type="checkbox"/> 1. VERBAL WARNINGS; <input type="checkbox"/> 4. PAGERS;			
<input type="checkbox"/> 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; <input type="checkbox"/> 5. ALARM SYSTEM;			
<input type="checkbox"/> 3. TELEPHONE; <input type="checkbox"/> 6. PORTABLE RADIO			
EMERGENCY RESPONSE PHONE NUMBERS:	AMBULANCE, FIRE, POLICE AND CHP ..... 9-1-1 CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CAL/EMA) ..... (800) 852-7550 NATIONAL RESPONSE CENTER (NRC) ..... (800) 424-8802 POISON CONTROL CENTER ..... (800) 222-1222 LOCAL UNIFIED PROGRAM AGENCY (UPA/CUPA) ..... (650) 372-6200 OTHER (Specify): ..... C4. C5.		
NEAREST MEDICAL FACILITY / HOSPITAL NAME: Stanford	C6.	6507235111	C7.
AGENCY NOTIFICATION PHONE NUMBERS:	CALIFORNIA DEPT. OF TOXIC SUBSTANCES CONTROL (DTSC) .... (916) 255-3545 REGIONAL WATER QUALITY CONTROL BOARD ..... 5106222300 U.S. ENVIRONMENTAL PROTECTION AGENCY (US EPA) ..... (800) 300-2193 CALIFORNIA DEPT OF FISH AND WILDLIFE (CDFW) ..... (916) 358-2900 U.S. COAST GUARD ..... (202) 267-2180 CAL/OSHA ..... (916) 263-2800 STATE FIRE MARSHAL ..... (916) 445-8200 OTHER (Specify): SFPUC Millbrae Dispatch ..... C9. 6508725900 OTHER (Specify): Cal OSHA Foster City ..... C11. 6505733812		





**D. EMERGENCY CONTAINMENT AND CLEANUP PROCEDURES**

SPILL PREVENTION, CONTAINMENT, AND CLEANUP PROCEDURES: (Check all boxes that apply to indicate your procedures for containing spills, releases, fires or explosions; and, preventing and mitigating associated harm to persons, property, and the environment.)

- ☒ 1. MONITOR FOR LEAKS, RUPTURES, PRESSURE BUILD-UP, ETC.;
- ☐ 2. PROVIDE STRUCTURAL PHYSICAL BARRIERS (e.g., Portable spill containment walls);
- ☒ 3. PROVIDE ABSORBENT PHYSICAL BARRIERS (e.g., Pads, pigs, pillows);
- ☒ 4. COVER OR BLOCK FLOOR AND/ OR STORM DRAINS;
- ☐ 5. BUILT-IN BERM IN WORK / STORAGE AREA;
- ☒ 6. AUTOMATIC FIRE SUPPRESSION SYSTEM;
- ☒ 7. ELIMINATE SOURCES OF IGNITION FOR FLAMMABLE HAZARDS (e.g. Flammable liquids, Propane);
- ☒ 8. STOP PROCESSES AND/OR OPERATIONS;
- ☐ 9. AUTOMATIC / ELECTRONIC EQUIPMENT SHUT-OFF SYSTEM;
- ☒ 10. SHUT-OFF WATER, GAS, ELECTRICAL UTILITIES AS APPROPRIATE;
- ☒ 11. CALL 9-1-1 FOR PUBLIC EMERGENCY RESPONDER ASSISTANCE / MEDICAL AID;
- ☒ 12. NOTIFY AND EVACUATE PERSONS IN ALL THREATENED AREAS;
- ☒ 13. ACCOUNT FOR EVACUATED PERSONS IMMEDIATELY AFTER EVACUATION CALL;
- ☐ 14. PROVIDE PROTECTIVE EQUIPMENT FOR ON-SITE RESPONSE TEAM;
- ☐ 15. REMOVE OR ISOLATE CONTAINERS / AREA AS APPROPRIATE;
- ☒ 16. HIRE LICENSED HAZARDOUS WASTE CONTRACTOR;
- ☒ 17. USE ABSORBENT MATERIAL FOR SPILLS WITH SUBSEQUENT PROPER LABELING, STORAGE, AND HAZARDOUS WASTE DISPOSAL AS APPROPRIATE;
- ☐ 18. SUCTION USING SHOP VACUUM WITH SUBSEQUENT PROPER LABELING, STORAGE, AND HAZARDOUS WASTE DISPOSAL AS APPROPRIATE;
- ☐ 19. WASH / DECONTAMINATE EQUIPMENT W/ CONTAINMENT and DISPOSAL OF EFFLUENT / RINSATE AS HAZARDOUS WASTE;
- ☐ 20. PROVIDE SAFE TEMPORARY STORAGE OF EMERGENCY-GENERATED WASTES;
- ☐ 21. OTHER (Specify):

D1

D2.

**E. FACILITY EVACUATION**

THE FOLLOWING ALARM SIGNAL(S) WILL BE USED TO BEGIN EVACUATION OF THE FACILITY (CHECK ALL THAT APPLY):

E1.

- ☐ 1. BELLS;
- ☒ 2. HORNS/SIRENS;
- ☒ 3. VERBAL (i.e., SHOUTING);
- ☐ 4. OTHER (Specify):

E2.

THE FOLLOWING LOCATION(S) IS/ARE EVACUEE EMERGENCY ASSEMBLY AREA(S) (i.e., Front parking lot, specific street corner, etc.)

E3.

Front landscape strip

Note: The Emergency Coordinator must account for all on site employees and/or site visitors after evacuation.

- ☒ EVACUATION ROUTE MAP(S) POSTED AS REQUIRED

E4.

Note: The map(s) must show primary and alternate evacuation routes, emergency exits, and primary and alternate staging areas, and must be prominently posted throughout the facility in locations where it will be visible to employees and visitors.

**F. ARRANGEMENTS FOR EMERGENCY SERVICES**

**Explanation of Requirement:** Advance arrangements with local fire and police departments, hospitals, and/or emergency services contractors should be made as appropriate for your facility. You may determine that such arrangements are not necessary.

ADVANCE ARRANGEMENTS FOR LOCAL EMERGENCY SERVICES (Check one of the following)

F1.

- ☒ 1. HAVE BEEN DETERMINED NOT NECESSARY; or
- ☐ 2. THE FOLLOWING ARRANGEMENTS HAVE BEEN MADE (Specify):

F2.

176



**G. EMERGENCY EQUIPMENT**

Check all boxes that apply to list emergency response equipment available at the facility and identify the location(s) where the equipment is kept and the equipment's capability, if applicable. [e.g., ☒ CHEMICAL PROTECTIVE GLOVES | Spill response kit | One time use, Oil & solvent resistant only.]

TYPE	EQUIPMENT AVAILABLE	LOCATION	CAPABILITY (If applicable)
<b>Safety and First Aid</b>	1. <input type="checkbox"/> CHEMICAL PROTECTIVE SUITS, APRONS, OR VESTS		
	2. <input checked="" type="checkbox"/> CHEMICAL PROTECTIVE GLOVES	Manufacturing	for handling LN2 dewars
	3. <input type="checkbox"/> CHEMICAL PROTECTIVE BOOTS		
	4. <input checked="" type="checkbox"/> SAFETY GLASSES / GOGGLES / SHIELDS	Manufacturing	
	5. <input type="checkbox"/> HARD HATS		
	6. <input type="checkbox"/> CARTRIDGE RESPIRATORS		
	7. <input type="checkbox"/> SELF-CONTAINED BREATHING APPARATUS (SCBA)		
	8. <input checked="" type="checkbox"/> FIRST AID KITS / STATIONS	Break area	
	9. <input type="checkbox"/> PLUMBED EYEWASH FOUNTAIN / SHOWER		
	10. <input type="checkbox"/> PORTABLE EYEWASH KITS		
	11. <input type="checkbox"/> OTHER		
	12. <input type="checkbox"/> OTHER		
<b>Fire Fighting</b>	13. <input checked="" type="checkbox"/> PORTABLE FIRE EXTINGUISHERS	as required by Code	
	14. <input checked="" type="checkbox"/> FIXED FIRE SYSTEMS / SPRINKLERS / FIRE HOSES	as required by Code	
	15. <input type="checkbox"/> FIRE ALARM BOXES OR STATIONS	as required by Code	
	16. <input type="checkbox"/> OTHER		
<b>Spill Control and Clean-Up</b>	17. <input checked="" type="checkbox"/> ALL-IN-ONE SPILL KIT	Manufacturing	5-gal capacity
	18. <input type="checkbox"/> ABSORBENT MATERIAL		
	19. <input type="checkbox"/> CONTAINER FOR USED ABSORBENT		
	20. <input type="checkbox"/> BERMING / DIKING EQUIPMENT		
	21. <input type="checkbox"/> BROOM		
	22. <input type="checkbox"/> SHOVEL		
	23. <input type="checkbox"/> SHOP VAC		
	24. <input type="checkbox"/> EXHAUST HOOD		
	25. <input type="checkbox"/> EMERGENCY SUMP / HOLDING TANK		
	26. <input type="checkbox"/> CHEMICAL NEUTRALIZERS		
	27. <input type="checkbox"/> GAS CYLINDER LEAK REPAIR KIT		
	28. <input type="checkbox"/> SPILL OVERPACK DRUMS		
	29. <input type="checkbox"/> OTHER		
<b>Communications and Alarm Systems</b>	30. <input checked="" type="checkbox"/> TELEPHONES (Includes cellular)		
	31. <input type="checkbox"/> INTERCOM / PA SYSTEM		
	32. <input type="checkbox"/> PORTABLE RADIOS		
	33. <input type="checkbox"/> AUTOMATIC ALARM CHEMICAL MONITORING EQUIPMENT		
<b>Other</b>	34. <input type="checkbox"/> OTHER		
	35. <input type="checkbox"/> OTHER		

(D7)

## H. EARTHQUAKE VULNERABILITY

Identify areas of the facility that are vulnerable to hazardous materials releases / spills due to earthquake-related motion. These areas require immediate isolation and inspection.

<b>VULNERABLE AREAS:</b> (Check all that apply) <input checked="" type="checkbox"/> 1. HAZARDOUS MATERIALS / WASTE STORAGE AREA <input type="checkbox"/> 2. PROCESS LINES / PIPING <input type="checkbox"/> 3. LABORATORY <input type="checkbox"/> 4. WASTE TREATMENT AREA	H1.	<b>LOCATIONS</b> (e.g., shop, outdoor shed, forensic lab) Manufacturing	H2
			H3.
			H4.
			H5.

Identify mechanical systems vulnerable to releases / spills due to earthquake-related motion. These systems require immediate isolation and inspection.

<b>VULNERABLE SYSTEMS:</b> (Check all that apply) <input type="checkbox"/> 1. SHELVES, CABINETS AND RACKS <input type="checkbox"/> 2. TANKS (EMERGENCY SHUTOFF) <input checked="" type="checkbox"/> 3. PORTABLE GAS CYLINDERS <input checked="" type="checkbox"/> 4. EMERGENCY SHUTOFF AND/OR UTILITY VALVES <input checked="" type="checkbox"/> 5. SPRINKLER SYSTEMS <input type="checkbox"/> 6. STATIONARY PRESSURIZED CONTAINERS (e.g., Propane dispensing tank)	H6.	<b>LOCATIONS</b>  dewars in Manufacturing see site utility plan throughout	H7. H8. H9. H10. H11. H12.
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	----------------------------------------------------------------------------------------	-------------------------------------------

## I. EMPLOYEE TRAINING

**Explanation of Requirement:** Employee training is required for all employees handling hazardous materials and hazardous wastes in day-to-day or clean-up operations including volunteers and/or contractors. Training must be:

- Provided within 6 months for new hires;
- Amended as necessary prior to change in process or work assignment;
- Given upon modification to the Emergency Response / Contingency Plan, and updated/refreshed annually for all employees.

Required content includes all of the following:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Material Safety Data Sheets;</li> <li>Hazard communication related to health and safety;</li> <li>Methods for safe handling of hazardous substances;</li> <li>Fire hazards of materials / processes;</li> <li>Conditions likely to worsen emergencies;</li> <li>Coordination of emergency response;</li> <li>Notification procedures;</li> <li>Applicable laws and regulations;</li> </ul> | <ul style="list-style-type: none"> <li>Communication and alarm systems;</li> <li>Personal protective equipment;</li> <li>Use of emergency response equipment (e.g. Fire extinguishers, respirators, etc.);</li> <li>Decontamination procedures;</li> <li>Evacuation procedures;</li> <li>Control and containment procedures;</li> <li>UST monitoring system equipment and procedures (if applicable).</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

INDICATE HOW EMPLOYEE TRAINING PROGRAM IS ADMINISTERED (Check all that apply)

<input checked="" type="checkbox"/> 1. FORMAL CLASSROOM; <input type="checkbox"/> 2. VIDEOS; <input checked="" type="checkbox"/> 3. SAFETY / TAILGATE MEETINGS;	I1.
<input checked="" type="checkbox"/> 4. STUDY GUIDES / MANUALS (Specify): <u>SOPs on internal server</u>	I2.
<input type="checkbox"/> 5. OTHER (Specify): _____	I3.
<input type="checkbox"/> 6. NOT APPLICABLE BECAUSE FACILITY HAS NO EMPLOYEES	

**Large Quantity Generator (LQG) Training Records:** Large quantity hazardous waste generators (i.e., who generate more than 270 gallons/1,000 kilograms of hazardous waste per month) must retain written documentation of employee hazardous waste management training sessions which includes:

- A written outline/agenda of the type and amount of both introductory and continuing training that will be given to persons filling each job position having responsibility for the management of hazardous waste (e.g., labeling, manifesting, compliance with accumulation time limits, etc.).
- The name, job title, and date of training for each hazardous waste management training session given to an employee filling such a job position; and
- A written job description for each of the above job positions that describes job duties and the skills, education, or other qualifications required of personnel assigned to the position.
- Current employee training records must be retained until closure of the facility.
- Former employee training records must be retained at least three years after termination of employment.

## J. LIST OF ATTACHMENTS

(Check one of the following)

<input type="checkbox"/> 1. NO ATTACHMENTS ARE REQUIRED: <i>or</i>	J1.
<input type="checkbox"/> 2. THE FOLLOWING DOCUMENTS ARE ATTACHED:	J2.

## K. SIGNATURE / CERTIFICATION

**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, and that a copy is available on site.

SIGNATURE OF OWNER/OPERATOR 	K1.	DATE SIGNED 07/29/2014
NAME OF SIGNER (print) Mike Harburn	K2.	TITLE OF SIGNER Sr Director Operations

DS

Asterisks (\*) indicate required fields

**Training** 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 training plan summary is provided below for you to complete. If you have an additional written description of your training program be prepared to provide it during your facility inspection.

☐ Not applicable because facility has no employees

A copy of your facility's training plan can be uploaded here. Please only upload those portions which demonstrate compliance with hazardous materials/waste handling training requirements.

**Upload**

null

**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 (e.g., "Quarterly", etc.)

Specify: Annually

**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.)

**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 (e.g., "Quarterly", etc.)

Specify: \_\_\_\_\_

### Record Keeping

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 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.

The following records are maintained at the facility (Check all that apply).

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

- ☒ 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
- ☐ Description and documentation of facility emergency response drills

## TENANT IMPROVEMENTS

O'BRIEN DRIVE PORTFOLIO  
1105 O'BRIEN DRIVE  
Menlo Park, CA 94025

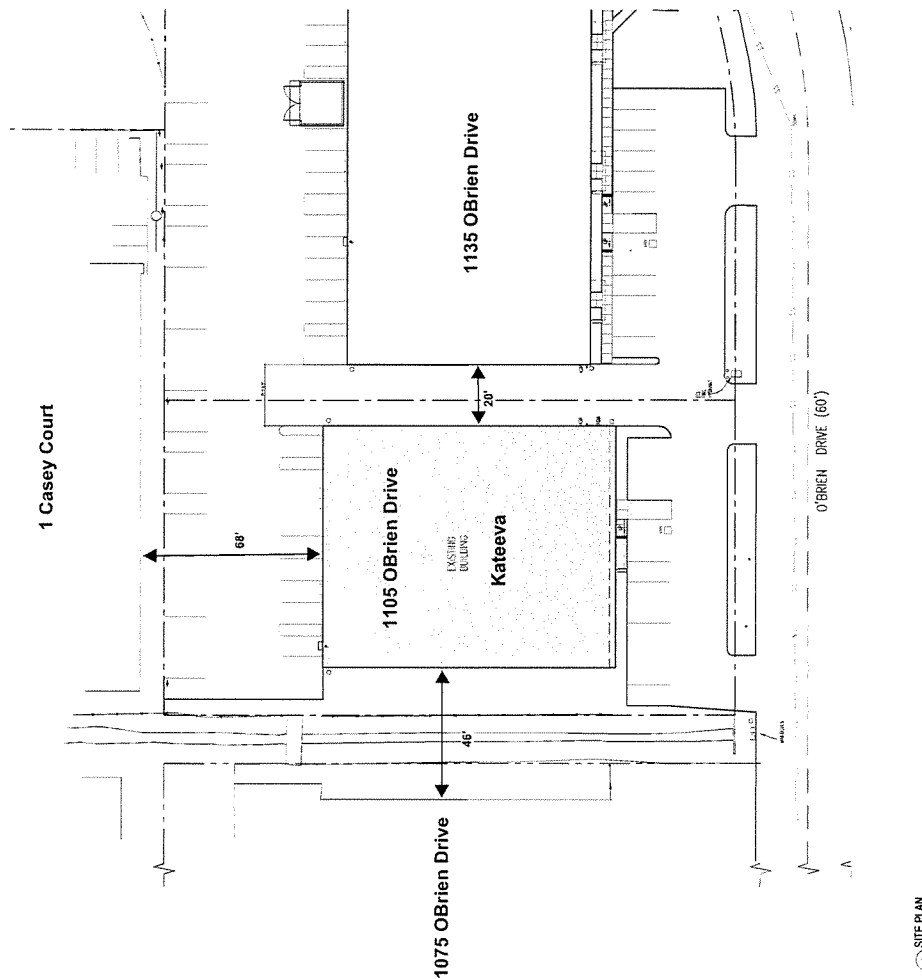
## EXISTING SITE PLAN

[illegible]

© 2014

A1.01

SHEET NO.

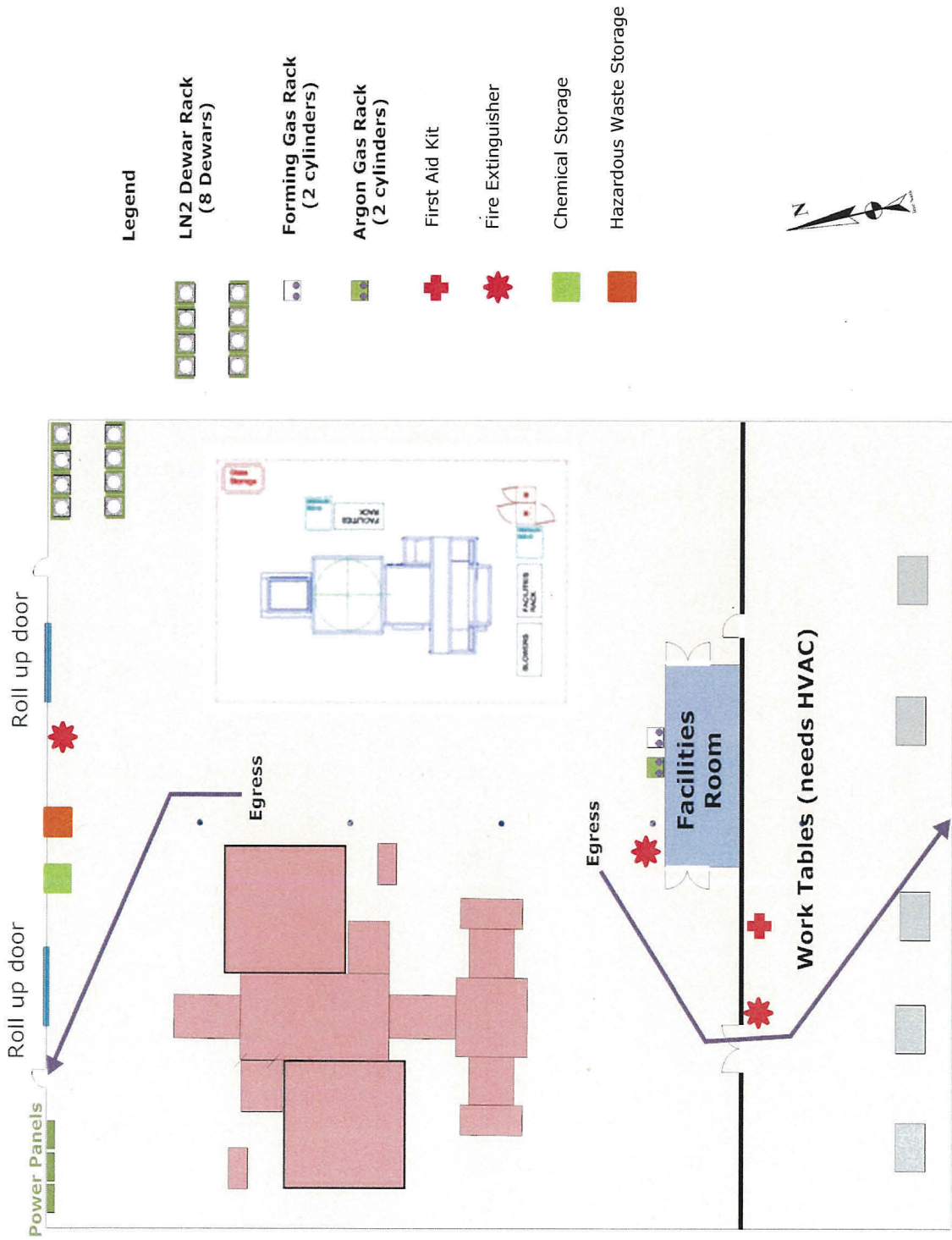


1 SITE PLAN



DI1

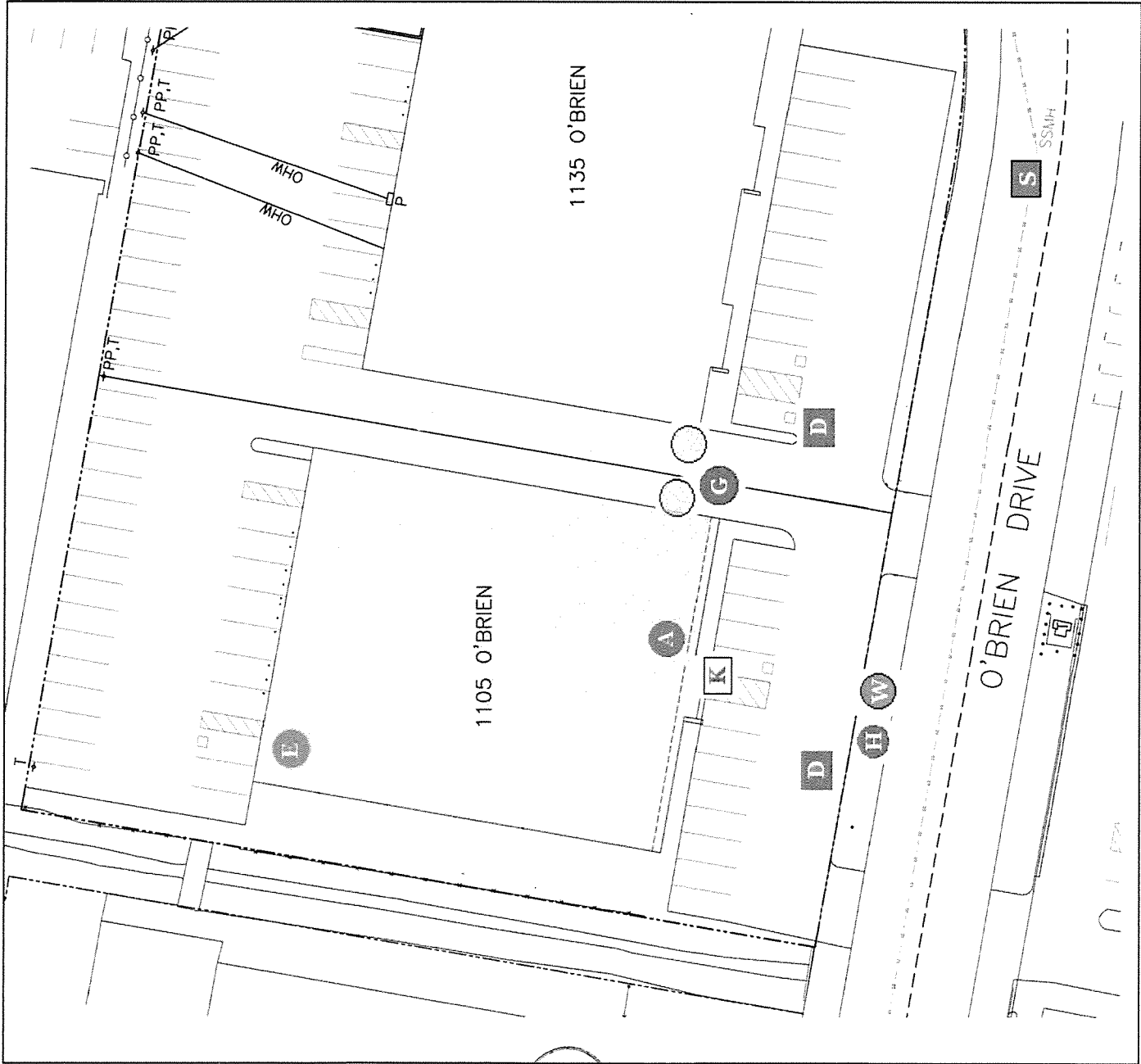
# Kateeva-1105 Obrien Ave – HMBP Floor Plan





# Kateeva Site Utility Plan

Legend	
	Transformer
	Knox Box
	Fire Alarm
	Fire Truck Access
	Hydrant
	Fire Sprinkler Risers
	Gas Valve
	Water Meter/Valve
	Storm Drain
	Sewer



D13

<p><b>TARLTON PROPERTIES</b> EXCLUSIVE AGENTS TEL. 650.330.3600 FAX. 650.330.3636</p>	<p>1105 O'Brien Drive, Menlo Park, CA., 94025</p>	
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# Supplemental

## HAZARDOUS MATERIALS BUSINESS PLAN SPILL PREVENTION, EMERGENCY RESPONSE, TRAINING and CLOSURE PLAN

**BUSINESS NAME:** Kateeva

**BUSINESS ADDRESS:** 1105 O'Brien Drive, Menlo Park, CA 94025

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).  
All flammable liquids are stored in an approved flammables cabinet, except for small amounts in daily use. All caustics and corrosives are stored so incompatibles are not adjacent. All aqueous waste is stored in glass bottles (or compatible containers) with secondary containment. All contents are labeled. Wastes are stored in segregated areas away from general traffic and labeled appropriately.
  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.
  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 appropriate waste containers and removed from facility for off-site disposal by licensed waste handlers. No wastes or raw materials are stored outside.
  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.
-

## 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).

<u>EQUIPMENT TYPE</u>	<u>LOCATION</u>	<u>CAPABILITY</u>
Fire extinguishers	throughout facility	A,B,C type
Spill kit	waste storage area	Up to 20 gallons
Emergency eyewash/shower	NA	
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.

Due to the moderate quantities of hazardous materials used at the facility, prior arrangements are not necessary.

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
- b. County Environmental Health
- c. State Office of Emergency Services

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)	650-723-4000
County Environmental Health	(650) 372-6200
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 Team Member. Safety Team Member contacts 911. Emergency contact list (above) is posted in common areas so that any personnel may contact outside agencies for help in event a Safety Team Member is not on site.

- 
5. Describe any security system or equipment that could impede site access by emergency responders.  
Exterior doors are normally locked. In event of an emergency personnel will unlock door for emergency responder access.
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 Safety Team Member. 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 Team Member 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 Team Member deems it necessary. Kateeva does not have an ERT. The Safety Team Member 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.  
Safety Team Member isolates 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. The County and Menlo Park Fire Protection District (MPFPD) are notified in the event of full or partial closure. A Safety Team Member 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 company will notify the County and MPFPD in the event of a change of ownership.

**Kateeva HAZARDOUS MATERIALS INVENTORY**

Chemical	Primary Hazard	Secondary Hazard	S, L or G?	Current Storage Quantity	Projected Storage Quantity	Units
anisole	Comb II		L	0	10	gal
Proprietary monomer	Comb IIIB		L	0	10	gal
<b>Total Combustible liquids</b>					<b>20 gal</b>	
Acetone	FL IB		L	0	5	gal
Isopropanol	FL IB		L	0	5	gal
waste solvents	FL IB		L	0	5	gal
<b>Total Flam 1B</b>					<b>15 gal</b>	
Argon	NFG		G	0	600	cf
Forming gas (4% H2/96% N2)	NFG		G	0	674	cf
<b>Total non-flammable gas</b>					<b>1274 cf</b>	
Liquid Nitrogen	cryogen		L		560	gal
<b>Total inert cryogens</b>					<b>560 gal</b>	
Irritants and misc materials not restricted by Fire Code not listed						

**RECEIVED**

**AUG 07 2014**

**By PLANNING**

F1





**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: Thursday, August 21, 2014**

DATE: August 7, 2014

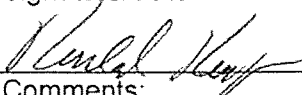
**TO: MENLO PARK FIRE PROTECTION DISTRICT**  
Ron Keefer  
170 Middlefield Road  
Menlo Park, CA 94025  
(650) 323-2407

<b>Applicant</b>	Kateeva, Inc. (Mike Harburn)
<b>Applicant's Address</b>	1430 O'Brien Drive, Suite A, Menlo Park, CA 94025
<b>Telephone/FAX</b>	Tel: 650-508-8018 (Consultant)
<b>Contact Person</b>	Ellen Ackerman (EHS Consultant)
<b>Business Name</b>	Kateeva
<b>Type of Business</b>	Research and development and manufacturing of equipment, including chemical ink, for the manufacture of organic light emitting diode displays. (Please note: The company currently has hazardous materials use permits in Suite A and Suite G of the building located at 1430 O'Brien Drive. The applicant is expanding to 1105 O'Brien Drive, which will be used for low volume manufacturing of the company's product.)
<b>Project Address</b>	1105 O'Brien Drive, Menlo Park, CA 94025

**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:

<b>Signature/Date</b>  8/7/14	<b>Name/Title (printed)</b> RONALD KEEFER, ASST FM
<b>Comments:</b>	





## DEVELOPMENT SERVICES PLANNING DIVISION

701 Laurel Street  
Menlo Park, CA 94025  
PHONE (650) 858-3400  
FAX (650) 327-5497

### AGENCY REFERRAL FORM

**DATE:** August 14<sup>th</sup>, 2014

**TO:** WEST BAY SANITARY DISTRICT  
500 Laurel Street  
Menlo Park, CA 94025  
(650) 321-0384

<b>Applicant</b>	Kateeva, Inc. (Mike Harburn)
<b>Applicant's Address</b>	1430 O'Brien Drive, Suite A, Menlo Park, CA 94025
<b>Telephone/FAX</b>	Tel: 650-508-8018 (Consultant)
<b>Contact Person</b>	Ellen Ackerman (EHS Consultant)
<b>Business Name</b>	Kateeva
<b>Type of Business</b>	Research and development and manufacturing of equipment, including chemical ink, for the manufacture of organic light emitting diode displays. (Please note: The company currently has hazardous materials use permits in Suite A and Suite G of the building located at 1430 O'Brien Drive. The applicant is expanding to 1105 O'Brien Drive, which will be used for low volume manufacturing of the company's product.)
<b>Project Address</b>	1105 O'Brien Drive, Menlo Park, CA 94025

#### 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

*Phil Scott* 8-14-14

Name/Title (printed)

Phil Scott / District Manager

Comments:

Please add West Bay Sanitary District (and phone number – see above) to the EMERGENCY COMMUNICATIONS, PHONE NUMBERS AND NOTIFICATIONS section.

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**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: Thursday, August 21, 2014**

DATE: August 7, 2014

**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

<b>Applicant</b>	Kateeva, Inc. (Mike Harburn)
<b>Applicant's Address</b>	1430 O'Brien Drive, Suite A, Menlo Park, CA 94025
<b>Telephone/FAX</b>	Tel: 650-508-8018 (Consultant)
<b>Contact Person</b>	Ellen Ackerman (EHS Consultant)
<b>Business Name</b>	Kateeva
<b>Type of Business</b>	Research and development and manufacturing of equipment, including chemical ink, for the manufacture of organic light emitting diode displays. (Please note: The company currently has hazardous materials use permits in Suite A and Suite G of the building located at 1430 O'Brien Drive. The applicant is expanding to 1105 O'Brien Drive, which will be used for low volume manufacturing of the company's product.)
<b>Project Address</b>	1105 O'Brien Drive, Menlo Park, CA 94025
<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> The hazardous materials listed are not of sufficient quantity to require approval by this agency.	
<input checked="" type="checkbox"/> 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.	
<input type="checkbox"/> 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	Name/Title (printed) Digitally signed by Darrell A. Cullen DN: cn=Darrell A. Cullen, o=Environmental Health Services Division, ou, email=dacullen@smcgov.org, c=US Date: 2014.08.19 09:02:09 -07'00'
Comments:	

63



**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: Thursday, August 21, 2014**

DATE: August 7, 2014

**TO: CITY OF MENLO PARK BUILDING DIVISION**

701 Laurel Street  
Menlo Park, CA 94025  
(650) 330-6704

<b>Applicant</b>	Kateeva, Inc. (Mike Harburn)
<b>Applicant's Address</b>	1430 O'Brien Drive, Suite A, Menlo Park, CA 94025
<b>Telephone/FAX</b>	Tel: 650-508-8018 (Consultant)
<b>Contact Person</b>	Ellen Ackerman (EHS Consultant)
<b>Business Name</b>	Kateeva
<b>Type of Business</b>	Research and development and manufacturing of equipment, including chemical ink, for the manufacture of organic light emitting diode displays. (Please note: The company currently has hazardous materials use permits in Suite A and Suite G of the building located at 1430 O'Brien Drive. The applicant is expanding to 1105 O'Brien Drive, which will be used for low volume manufacturing of the company's product.)
<b>Project Address</b>	1105 O'Brien Drive, Menlo Park, CA 94025
<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> The hazardous materials listed are not of sufficient quantity to require approval by this Division.	
<input checked="" type="checkbox"/> 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.	
<input type="checkbox"/> 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:	
<b>Signature/Date</b>	<b>Name/Title (printed)</b>
Ron LaFrance 8/18/14	Ron LaFrance, Building Official
<b>Comments:</b>	

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