PLANNING COMMISSION
AGENDA

Regular Meeting
January 26, 2015 at 7:00 p.m.
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:00 p.m.

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

INTRODUCTION OF STAFF – Thomas Rogers, Senior Planner; Kyle Perata, Associate 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. 700 Oak Grove Avenue (Fire Station #6) – City Council (January 13 and 27, 2015)
b. Economic Development Goals – City Council (January 27, 2015)
c. ConnectMenlo (General Plan Update) - GPAC Meeting #4 (January 28, 2015)

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 December 15, 2014 Planning Commission meeting *(Attachment)*

D. PUBLIC HEARING

D1. Use Permit/Trellis Bioscience, LLC/1505 O'Brien Drive, Suite B: Request for a use permit for the storage and use of hazardous materials for the research and development of therapeutic antibodies, located within an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the building. *(Attachment)*

E. REGULAR BUSINESS

E1. General Plan Consistency Review/Sequoia Union High School District/150 Jefferson Drive: Consideration of whether a proposed public high school at 150 Jefferson Drive, in the M-2 (General Industrial) zoning district, would be consistent with the City of Menlo Park General Plan. This consistency review is required by Section 65402(c) of the California Government Code. The Planning Commission's review is restricted to the General Plan consistency topic, and will not involve any project approval actions. *(Attachment)*

F. COMMISSION BUSINESS – None

G. INFORMATION ITEMS

G1. Planning Commission 2014 Attendance Report: Planning Commissioners may review the 2014 attendance report. The report was prepared by the City Clerk, and it (along with similar reports for other Commissions) will be submitted to the City Council as an information item on January 27, 2015. *(Attachment)*

ADJOURNMENT

Future Planning Commission Meeting Schedule

Regular Meeting	February 9, 2015
Regular Meeting	February 23, 2015
Regular Meeting	March 9, 2015
Regular Meeting	March 23, 2015

This Agenda is posted in accordance with Government Code Section §54954.2(a) or Section §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at http://www.menlopark.org/notifyme and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service on the City's homepage. Agendas and staff reports may also be obtained by contacting Vanh Malathong at 650-330-6736. (Posted: January 21, 2015)

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 designed by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the commission by any person in connection with an agenda item is a disclosable public record (subject to any exemption under the Public Records Act) and is available for inspection at The Community Development Department, Menlo Park City Hall, 701 Laurel Street, Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Planning Commission meetings, may contact the City Clerk at (650) 330-6600.

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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, 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.

If you have further questions about the Planning Commission meetings, please contact the Planning Division Office (650-330-6702) located in the Administration Building.

Revised: 4/11/07

PLANNING COMMISSION DRAFT MINUTES

Regular Meeting
December 15, 2014 at 7:00 p.m.
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:03 p.m.

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

INTRODUCTION OF STAFF – Jean Lin, Associate Planner; Thomas Rogers, Senior Planner; Kyle Perata, Associate Planner

A. REPORTS AND ANNOUNCEMENTS

A1. Update on Pending Planning Items
a. ConnectMenlo (General Plan Update)
i. City Council/Planning Commission Study Session (December 9, 2014)
ii. Workshop #2 (December 18, 2014)
iii. Open House (January 8, 2015)

Senior Planner Rogers reported on activities related to the General Plan Update (ConnectMenlo). He noted that the joint session of the City Council and Planning Commission on December 9 provided direction on guiding principles for the project and those would be considered at the Council on December 16. He said that the second public workshop on this project would be December 18 and would be followed by an Open House in January.

b. Economic Development Plan Update – City Council (December 16, 2014)

Senior Planner Rogers said the City Council at its December 16 meeting would receive an update on the Economic Development Plan from the City's Economic Development Manager.

B. PUBLIC COMMENTS #1

Menlo Park Police Chief Robert Jonsen spoke about a recent newspaper article that focused on improved public safety in the Belle Haven neighborhood over the last two years. He said crime in the Belle Haven neighborhood had decreased 43% through November 2014 with 36% of that being a reduction in violent crime. He said those successes were because of partnerships throughout the City, and thanked the Planning Commission for their role in reviewing and approving projects that enabled some of those partnerships.

C. CONSENT

There were no items on consent.

D. PUBLIC HEARING

D1. General Plan Amendment, Rezoning, Zoning Ordinance Text Amendment, Use Permit, Architectural Control, Lot Merger, Sign Review, Heritage Tree Removal Permit, and Environmental Review/Menlo Park Fire Protection District/700 Oak Grove Avenue and 1231 Hoover Street: Request to redevelop Fire Station 6 using

properties located at 700 Oak Grove Avenue and 1231 Hoover Street. The proposed redevelopment would include demolition of the existing fire station and adjacent single-family residence, construction of a new fire station consisting of a two-story firehouse and a vintage vehicle display building, and relocation of an existing carriage house from its present location at 300 Middlefield Road onto the subject site. The application includes the following requests: *(Attachment)*

1) **General Plan Amendment**: To amend the site's General Plan land use designations from El Camino Real/Downtown Specific Plan and Medium Density Residential to Public Facilities;
2) **Rezoning**: To change the site's zoning designation from the SP-ECR/D (El Camino Real/Downtown Specific Plan) and R-3 (Apartment) districts to P-F (Public Facilities) district, to allow the proposed use of the subject site to be more consistent with the appropriate zoning designation;
3) **Zoning Ordinance Text Amendment**: To allow the maximum allowable Floor Area Ratio (FAR) to exceed 30 percent, up to a maximum of 60 percent on sites with a lot area of two acres or less, inclusive of contiguous parcels in the P-F zoning district, subject to obtaining a use permit;
4) **Use Permit**: To allow the fire station use, proposed FAR of approximately 59 percent, and the use and storage of hazardous materials;
5) **Architectural Control**: To review the design of the proposed fire station and site improvements;
6) **Lot Merger**: To merge two parcels into one parcel;
7) **Sign Review**: To review a comprehensive sign program for a fire station, including two signs on each individual street frontage;
8) **Heritage Tree Removal Permit**: To allow the removal of three heritage trees; and,
9) **Environmental Review**: To evaluate the potential environmental impacts pursuant to California Environmental Quality Act (CEQA) in the Mitigated Negative Declaration (MND).

Staff Comment: Planner Lin noted a correction on page 11 of the staff report in the sign review section to be modified as shown here: *The subject property is permitted up to 146 square feet of sign area, and proposed signage would result in a total of approximately* ***~~85~~ 78*** *square feet of sign area that includes all four signs*. She said a second correction was needed in Attachment E, Draft Conditions of Approval, condition number 24, on page E7, 2nd sentence, as follows: *The Hydrology Report shall confirm that the project does not result in increased storm water runoff as measured by the peak flow rate for a 10-year storm~~ and shall also confirm that the on-site depressed garages will not be subject to flooding during a 10-year storm~~.* She said the colors materials board was being circulated and the environmental consultant from GHD and the applicant were present to answer any questions.

Questions of Staff: Commissioner Strehl said the Fire District wanted a zoning change to be a government agency district as opposed to a public facility district, and asked why that was not included as a recommendation.

Planner Lin said the Public Facilities zoning district (P-F district) currently allowed certain uses of federal, county and local governments by right. She said it also stated that other agencies' use would be conditional. She said staff considered the request from the Fire District to change the use designation from conditional to permitted. She said they found that would significantly expand the scope of the proposal as well as require an expansion in scope of the environmental review. She said the impact of changing the zoning district would need to be considered citywide. She said changing the Fire District's current uses from conditional to a permitted use by right in the P-F district would need to be evaluated and might require evaluation of any fire district uses in any P-F district.

Commissioner Bressler asked if this project would impact any of the build out numbers in the Specific Plan area. Planner Lin said the proposed project should not impact any of the build out numbers under the Specific Plan.

Public Comment: Menlo Park Fire District Chief Schapelhouman said the project architect, staff person Jon Hitchcock, and legal counsel Tim Cremin were present. He said the P-F district was an issue for the Fire District but in terms of the proposed project that desired change would have required city review. He said as the project had taken quite some time, they did not want to cause any further delays. He said the existing station had been in its location since the 1950s and was not sufficient for the District's current needs. He said they needed two stories and were maximizing floor space on the first floor. He said it was a drive through and larger facility to accommodate any equipment needed.

Chair Eiref asked if the antique fire truck display facility would be available for public events. Chief Schapelhouman said they would want to be cautious in creating any other uses beyond educational tours for that display area as they would want to first gauge neighbors' comfort level with the new facility before considering such events.

Commissioner Onken asked about the change in the display area design. Chief Schapelhouman said the District had changed architects since the last time they had brought a design before the Commission, and in this proposal they had responded to feedback from the Commission from the previous consideration, which he thought had been in February 2013. He said with their new architect they considered a more traditional design. He said they decided against the large windows for the display building as beyond the need to clean those frequently they would allow more sun damage to the interior. He said they went for a design that would allow a view of the antique equipment but also would serve to preserve the surfaces of the antique equipment.

Chief Schapelhouman said the District might come back in the future to have the P-F district review made to allow for Fire District permitted use in that zone.

Mr. Carter Warr, CJW Architecture, project architect, said the proposal was a response to both the Planning Commission comments and the District's desire to have a handsome and functional facility that would last for the next 50 to 100 years. He said the proposed design though contemporary paid tribute to its historic roots. He said neighbors had weighed in on the design and the applicants had visited with them. He said they made changes in response to the neighbors to the historic display buildings. He said those buildings had been moved significantly away from the property line. He said this was a more sympathetic response to the

residential interface and the buildings themselves. He said they were looking to coordinate landscape design to further meet the neighbors' needs.

Commissioner Strehl noted the arborist report indicated a tree would need to be removed to allow for the trash enclosure and asked if the tree removal could be avoided. Mr. Warr said potentially. He said the project was intended for the next 50 to 100 years and there was a desire to avoid periodic rebuilding as things changed. He said the trash enclosure was outside the secure area of the station and located for servicing so that access to the secure parts of the station was not needed. He said the tree would not allow for that design.

Commissioner Kadvany asked about the location of the bench seat in the plaza. Mr. Warr said it was in the flagpole area and part of it was within the street dedication area. He said should the City decide to widen Oak Grove Avenue, the applicants had agreed this feature could be demolished. Commissioner Kadvany asked about the potential for solar panels. Mr. Warr said they were planning to have solar panels and those were not yet engineered. He said he would expect them to be located on the back roof which would face the sun and not be visible from Oak Grove Avenue.

Mr. Jerry Winges, architect, Burlingame, said he was representing his past clients, Andy and Melody Mabardy. He said his clients owned a four-unit property at 701 Elizabeth Lane which shared the back property line with the District. He said they liked the design of the new fire station. He said over the past few months they have met with the architects and fire station personnel, and said they appreciate the flexibility shown. He said moving the buildings away from the property line further helped immensely. He said they supported the project but were requesting four conditions of approval. He said those were summarized in the letter from CJW Architecture dated December 10, 2014 to them. He said the first was to have some flexibility in the planting arrangement and for the applicants and his clients to come to agreement on the landscape plan. He said the second concern was that the facility for the antique equipment might become an active fire station. Mr. Winges said the applicant's response was the building would be for storage primarily for antique engines but also for reserve engines. He said any reserve engines should be stored in the main building. He said they were looking for a statement that this storage building would not become an active fire station building. He said their third condition was that there be no public assembly or noisy events in the rear of the building. He said they supported the proposed tours of the display building. He said their fourth condition was that interior lights be used only as needed and not for public assemblies.

Chair Eiref closed the public hearing.

Commission Comment: Commissioner Bressler asked if the facility would be exempt from the City's noise ordinance. Planner Lin said certain emergency uses were exempt from the noise ordinances such as alarms and bells for emergency purposes. She said in non-emergency situations the facility was subject to the City noise ordinance. Commissioner Bressler asked if the facility would be subject to the same noise restrictions that would apply to any party being held anywhere else in Menlo Park. Planner Lin said that was generally correct.

Commissioner Ferrick said she appreciated the design changes made in response to Commission and neighbor input. She said she liked the way the new windows worked and the brick. She said she also appreciated the applicants' sensitivity to the neighbors. She said the

only window that might emit light to the neighbors in the evening was for the fitness room. She said blinds would be an easy solution to that potential impact.

Commissioner Kadvany asked for input on the question of engines being stored and moved that the neighbors had raised. Chief Schapelhouman said the antique apparatus that would be stored had no service life. He said a reserve engine was used when one of the primary front engines needed repair. He said in the main station there were living quarters, dayroom and kitchen facilities, and an operating office as well as the fire apparatus and engines. He said normal operations would be completely separate from the other building housing the display engines.

Commissioner Onken asked for clarification that the display building had no facilities for charging engines, draining hoses, or anything associated with a normal apparatus bay. Chief Schapelhouman said they have two field mechanic trucks that would respond if they could not get something running or if have a fuel problem. He said they have a 5,000 square foot maintenance facility at their Station 77 on Chilco and that's where apparatus go for repair. Commissioner Onken noted the display building door was only 15-foot wide which he thought was not wide enough for normal sized fire trucks. Chief Schapelhouman said that apparatus was much larger than they had been previously. He said the display building was designed around the historical and antique equipment size and there would be two antique trucks displayed there.

Commissioner Strehl said that in the future Chief Schapelhouman had indicated they would pursue a government agency zoning designation. She asked if that would have to go through a General Plan review process or would it be specific to future locations and designations. Planner Lin said a request to make fire district uses permitted by right in a P-F district would require a zoning ordinance text amendment, which would need to go through the Planning Commission and the City Council. She said it was something that could be pursued in the future.

Chair Eiref said he thought the design was a great improvement over the previous design and liked that the project would support a historical resource.

Chair Eiref moved to recommend to the City Council as outlined in the staff report. Commissioner Combs seconded the motion.

Commissioner Kadvany said he thought the small outbuildings would buffer noise quite a bit from the parking lot and that there was the potential for it to be a valuable public space. He said he was commenting on that in hopes of assuaging the neighbors' noise concerns.

Commission Action: M/S Eiref/Combs to recommend that the City Council approve the item as recommended in the staff report as outlined in Attachment D.

ATTACHMENT D

DRAFT – December 15, 2014

FINDINGS AND RECOMMENDED ACTIONS FOR APPROVAL

700 Oak Grove Avenue and 1231 Hoover Street
Menlo Park Fire Station 6 Project

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

Environmental Review

1. Make the following findings relative to the environmental review of the proposal and adopt the Mitigated Negative Declaration:

    a. A Mitigated Negative Declaration has been prepared and circulated for public review in accordance with current State CEQA Guidelines;

    b. The City Council has considered the Mitigated Negative Declaration prepared for the proposal and any comments received during the public review period; and

    c. Based on the Initial Study prepared for the Mitigated Negative Declaration and any comments received on the document, there is no substantial evidence that the proposed project will have a significant effect on the environment.

2. Adopt a Resolution Adopting a Mitigated Negative Declaration and Adopting a Mitigation Monitoring and Reporting Program for the Menlo Park Fire Station 6 Project for Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment O)

General Plan Map Amendments

3. Adopt a Resolution Amending the General Plan to Change the Land Use Designation for Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment F)

Rezoning

4. Introduce an Ordinance of the City of Menlo Park, Rezoning Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment G)

Zoning Ordinance Text Amendment

5. Introduce an Ordinance of the City of Menlo Park, Amending Chapter 16.49 [Public Facilities District] of Title 16 [Zoning] of the Menlo Park Municipal Code (Attachment H)

Use Permit

6. 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.

7. Approve the Use Permit for construction of a new fire station with an FAR of up to 59 percent in the P-F zoning district.

Architectural Control

8. 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 structures 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; and,

   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 proposed project is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.

9. Approve the proposed design of the new buildings and site improvements.

Lot Merger

10. Make findings that the proposed lot merger is technically correct and in compliance with all applicable State regulations, City General Plan, Zoning and Subdivision Ordinances, and the State Subdivision Map Act.

Sign Review

11. Make a finding that the sign is appropriate and compatible with uses and signage in the vicinity.

Heritage Tree Removal Permit

12. Adopt a Resolution Approving the Heritage Tree Removal Permits for the properties located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment K).

Motion carried 7-0.

D2. Use Permit Extension/Benjamin T. Himlan, Off the Grid/1090 Merrill Street: Request for an extension of a use permit for a recurring special event (weekly food truck market) on a portion of the Caltrain parking lot, at the corner of Merrill Street and Ravenswood Avenue in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The event would continue to occur on Wednesday evenings between 5:00 p.m. and 9:00 p.m., with setup starting at 3:30 p.m. and cleanup concluding at 10:00 p.m. The event would continue to include amplified live music (typically consisting of one to two musicians playing predominantly acoustic instruments) and generator use, which may exceed Noise Ordinance limits. The use permit term would be extended from its current expiration date of February 19, 2015, to February 19, 2020. *(Attachment)*

Staff Comment: Senior Planner Rogers said Commissioners had received two emails today regarding this use permit extension request. He said Mr. John Beltramo in one email asked whether this was a permitted use or not. Senior Planner Rogers said that Off the Grid was a recurring special event and did not have to be cross referenced with anything in the Specific Plan, as those permitted uses applied to new construction. He said Ms. Adina Levin in the other email expressed support for the Off the Grid event and approval of the extension request.

Public Comment: Mr. Benjamin Himlan, Off the Grid, said no complaints about the event had been received since the last review before the Commission.

Commissioners asked general questions about attendance such as the impact of rain upon attendance and attendance trends.

Commissioner Ferrick noted the five-year extension request and asked what recourses were available should complaints or issues arise during that time. Senior Planner Rogers said a revocation of the use permit was possible if the terms of the use permit were violated. He said if findings were made of negative impacts resulting from the use, the City could begin a revocation process.

Commissioner Combs asked about the use permit term for other cities in which Off the Grid operates. Mr. Himlan said they have events in 21 cities and each city has different ordinances and processes. He said they have two permits with no expiration and based solely on meeting conditions. He said they have some that expire in one year or two years. He said they have a five-year lease agreement with the City of San Francisco. Commissioner Combs asked what advantage a longer use permit term was. Mr. Himlan said it provided the ability to plan further out and have more resources. He said it reduced time spent to go through the use permit renewal process.

Commissioner Strehl asked if the City or just Caltrain received revenue from this recurring event. Mr. Himlan said that they pay Caltrain a monthly amount to lease the space for the

event. He said the City developed a business license for the truck vendors who report their income to the State Board of Equalization which then remits portions to the cities where that income was earned.

Commissioner Strehl asked about other special event use permit terms. Senior Planner Rogers noted that the Sunset weekend event has an annual review of operations but the term of the use permit has varied over the years. He said the downtown Block Party has an indefinite use permit. He said he believed the Nativity carnival has also had varying terms for its use permit. He said generally a special event was reviewed the first year of the use permit issuance and if successful, allowed a longer term for the use permit. He said that five years was in the range of typical for this type of application.

Chair Eiref closed the public hearing.

Commission Comment: Commissioner Ferrick moved to approve as recommended in the staff report. She said she appreciated the public comment received and Senior Planner Rogers' explanation of its use being a special event. She said also there was some sales revenue for the City. She said there was proof the event has increased business downtown. She said initially she had been concerned about traffic safety in the area but had found no evidence of change to the traffic situation there. Commissioner Onken seconded the motion. He said with the first application there had been considerable concern expressed by the community. He said with the first year review, those concerns had been reduced considerably and with this application concerns practically had evaporated.

Commissioner Combs said he supported the request but had a reservation with the approval of a five-year permit for business that was temporary.

Commissioner Strehl said she would support the motion but she was uncomfortable with five-years and would prefer two or three years.

Commissioner Kadvany said his concern with the five year term was parking but noted that there could well be parking improvements during the five year period. He said in the principles for the City's draft General Plan, it was noted the City was receptive to innovative businesses and he thought Off the Grid was an example of an innovative business.

Commissioner Ferrick asked if the Caltrain electrification project would affect Off the Grid. Senior Planner Rogers said staff asked the Transportation Division and the Police Department to review this use permit extension request prior to bringing it to the Commission and neither entity had expressed concern with the request. He said regarding a Caltrain electrification project that it would depend upon what changes might occur. He said should the configuration of trucks and similar market elements need to change, the applicant could have to come back for a revision to the use permit. Mr. Himlan said they have a partnership with Caltrain that requires them to work together as needed.

Commissioner Bressler said he thought having the truck vendor contracts reconsidered every six months was innovative and necessary for this type of business.

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

1. Make a finding that the project is categorically exempt under Class 4 (Section 15304, “Minor Alterations of Land”) 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 project plans and project description letter, provided by the applicant, dated January 2, 2014, and approved by the Planning Commission on January 13, 2014 except as modified by the conditions contained herein, subject to review and approval of the Planning Division.

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

    a. The market operations shall be limited to Wednesday between 5:00 P.M. and 9:00 P.M. Setup may start at 3:30 P.M., and cleanup shall be concluded by 10:00 P.M.

    b. Alcohol sales and/or consumption is prohibited.

    c. The applicant and all vendors shall comply with all applicable permitting requirements, including but not limited to: City Business License, Board of Equalization Seller’s Permit, San Mateo County Mobile Food Facility Permit, liability insurance, and vehicle insurance.

    d. The applicant shall regularly monitor trash while the market is operating, and shall fully clean the market and immediately surrounding areas at the conclusion of each event.

    e. Amplified live music is permitted between 6:00 P.M. and 8:00 P.M., and shall typically consist of one to two musicians playing predominantly acoustic instruments.

    f. The applicant shall implement the parking signage plan.

    g. Every week, the portable restroom shall be delivered to the site on the day of the event, and removed the following day.

    h. The use permit shall expire on February 19, 2020, unless the applicant obtains approval of an extension of the use permit.

Motion carried 7-0.

D3. Use Permit and Architectural Control/Facebook, Inc./300 Constitution Drive: Request for a use permit and architectural control for exterior modifications and conversion of an existing approximately 185,000 square foot warehouse and distribution building to general offices, and ancillary employee amenities located in the M-2 (General Industrial) zoning district. The project site is nonconforming with regard to parking and the proposed project would be considered a change of use. As part of the project, the applicant is requesting a use permit for the storage and use of hazardous materials (diesel fuel) associated with an emergency generator. The proposed project would include a requirement that trips generated from the proposed project combined with other trips from the site not exceed the historical vehicular trips from the site during the AM and PM peak periods. In addition, the project would include a BMR Housing Agreement in compliance with the City's BMR Housing Ordinance and BMR Guidelines. *(Attachment)*

Staff Comment: Planner Perata said a colors and materials board was being passed around at the dais for the Commission's review. He said staff received correspondence from the Chamber of Commerce after the publication of the staff report in support of the project. He said copies of that correspondence had been distributed to the Commission this evening and made available at the back table for members of the public.

Commissioner Onken said he needed to recuse himself from the proceedings as business he had with Facebook had occurred less than one year prior. He left the Chambers.

Questions of Staff: Commissioner Kadvany asked about FEMA and the multiple options for the floor elevation being presented. Planner Perata said the applicant could more fully address that question but noted City staff including Engineering Division staff had reviewed the project and confirmed that the multiple options listed would meet the FEMA requirements. Commissioner Kadvany asked if the Commission was being asked to approve to allow a selection of one of those options in the future by the applicant or did the Commission need to select one option to approve. Planner Perata said the applicant would have the choice of which design. He said none of the options would change the exterior of the building in any way.

Public Comment: Mr. Fergus O'Shea, Director of Campus Facilities, Facebook, said this Building 300 project involved the conversion of an existing warehouse into an office use. He said Facebook was growing both in its core business and in acquisitions of Instagram and other such businesses. He said those businesses would bring diversity and new opportunities to the future of Menlo Park. He said they had purchased 60 acres of the TE campus in September directly adjacent to Facebook's West Campus. He said they were in the very early stages of master planning the campus and next year they would begin the master planning for their entire site which they expected to take 18 to 24 months. He said in the interim this empty warehouse was suitable for conversion to office space. He said Building 300 would accommodate approximately 1,500 employees and would add no new parking or net square footage. He said employees would travel between the campuses by foot or bike, or by using a small people mover through the tunnel connecting both the east and west campuses. He said the traffic study confirmed the trip generation would remain within recent historic traffic volumes at the TE campus. He said their TDM program has about 50% participation. He said regarding the Housing Commission's recommendation on the in-lieu Below Market Rate Housing (BMR) fee that that Commission had a split vote on this recommendation. He said the Housing Commission expressed frustration about in-lieu fees rather than actual units built. He said the staff report explained that Facebook in the development project with St. Anton would provide 15

BMR units. He said also they have worked with staff to develop an agreement that would provide units rather than pay an in-lieu fee should the opportunity arise.

Mr. Craig Webb, Gehry Partners, project architect, provided a PowerPoint presentation showing the property and its existing conditions, the extent of work proposed, and access to the property. He said they intended to replace bay doors with glass to maximize natural light. He showed maps of the FEMA floodplain. He said the intent was to raise all of the entry doors above the FEMA floodplain. He said there were 61 trees on the site that had been neglected. He said the completed project would have 95 trees and 31 of the existing trees would be removed. He said the existing clay tile roof would be replaced by a stainless steel standing roof. He said the existing chain link fence on the east side would be replaced. He provided slides of all elevations and the proposed changes.

Commissioner Kadvany said he, like some other Commissioners, had individually met with Facebook staff recently. He asked if what was being proposed for the 300 Building would be the permanent iteration for this project site. Mr. Webb said that was an open question at this time. He said substantial investment would be made for this building and that would be a consideration as Facebook proceeded with its master planning. Commissioner Kadvany asked when this building would be occupied. Mr. Webb indicated in the second quarter of 2016. Commissioner Kadvany asked if the people mover extended to this campus. Mr. O'Shea said the people mover would be continued to Building 300. Commissioner Kadvany asked if it would be human guided. Mr. O'Shea said it would be. Commissioner Kadvany said the draft Economic Development report used the expression of "turning Facebook inside out" in terms of connecting the buildings and corporate entity with the community. He asked if this building reflected that in any way or might it be a feature of that. Mr. O'Shea said there was limited opportunity with this building to do that. He said with the master planning for the campus and the M2 rezoning they would be listening to the community as they moved forward with their future improvements. He said with the investment being put into this building he was 99% sure it would be part of the overall master plan.

Commissioner Strehl said she also met with Facebook staff recently. She asked if the parking for the facility was closer to 305 Constitution Drive and in the back of the building. Mr. O'Shea said east of the building there was parking. He said there were 1,700 spaces. Commissioner Strehl asked about the view driving down Chilco Street with the proposed project. Mr. O'Shea said there were no windows on that side and they were enhancing landscape screening. Mr. Webb noted no windows were added as it was hard to cut windows into this type of building.

Chair Eiref said he also had met with some of the Facebook team. He asked if the 1,695 parking spaces were just for this building or the entire site. Mr. O'Shea said that parking was for the site. He said some was being used currently for construction parking. He said TE and Pentair would be moving in a couple of years and there would be ample parking. Chair Eiref asked about parking for the rest of the campus. Mr. O'Shea said they would have to look at that holistically. Chair Eiref said it sounded like the TDM program was working but he did not understand the 2.43 trips per person which was confusing. Mr. Robert Eckols, Fehr & Peers, said the 2.3 trips were the total daily trips and .4 trips were made per employee daily. He said the daily trip count included visitors and other traffic throughout the day. He said for general office use that a normal trip count was about 3 or 4 trips per employee noting that was without a TDM program.

Commissioner Ferrick asked how much parking there was between 300 and 301 Constitution Drive. Mr. O'Shea said they would have 1,500 employees and would need about 700 parking spaces.

Commissioner Combs said the staff report indicated that in the interim the daily trip count would exceed the 2011 benchmark and asked how long this would last. Mr. Eckols said during the peak periods there were fewer trips but it was expected there would be about a year of overlap having TE and Pentair still on the site and more daily trips during that time.

Commissioner Ferrick asked about monument signage at this property. Mr. O'Shea said there would not be any monument signage at this site.

Ms. Opha Wray, Mt. Olive AO Holy Church of God, and Crime Prevention at 605 Hamilton Avenue, said she was representing Bishop Teman Bostic and the residents at 631 Hamilton Avenue. She said they were grateful for the opportunity to support their friends at Facebook. She said Facebook has demonstrated that they are good neighbors and friends. She said they wanted to encourage the Commission to approve the project request.

Mr. William Nack, San Mateo County Building Trades Council, said he was a resident of Menlo Park and was speaking on behalf of the San Mateo County Building Trades Council. He said the Council fully supported Facebook and this new proposal to expand their campus. He said Facebook has established itself as a good neighbor to the community and has upheld its promise to the Council in generating hundreds of local construction jobs, paying good wages with pension and health plans. He asked the Commission to approve the applicant's project request.

Mr. Clem Molony said he supported the project. He said three notable positives were the inclusion of BMR housing, maintaining traffic volumes, and addressing the FEMA issue of flooding and sea level rise.

Mr. Mark Leach said he was representing the Electrical Workers for San Mateo County. He said that Facebook has been a great friend of the building trades and electrical workers and provided much needed construction jobs as the economy moved out of the recession. He encouraged the Commission to approve the project.

Mr. Victor Torreano, Sheet Metal Workers Local 104, said they have scores of workers at the West Campus, and he wanted to thank Facebook for giving these workers the opportunity to show off their workmanship. He said they supported the use permit request for the 300 Building.

Mr. Spence Leslie, Pentair Technical Solutions and Chamber of Commerce, said he was Director of Real Estate, Facilities, and Compliance for Pentair Technical Solutions. He said he wanted to highlight from the Chamber of Commerce's letter the support for refocusing a vacant building. He said also important was the track record created by Facebook in mitigating traffic. He said his company had been inspired by that example to create a TDM program for employees. He said they supported the project request.

Mr. Ray Mueller, City of Menlo Park Council Member, noted the tremendous improvement in this area due to the Facebook presence. He said he was extremely pleased with the choice of

this project's building for occupation. He said there were five entry points into Belle Haven. He said currently the Facebook brand was associated with two of the entry points and with this would be associated with a third entry point from Chilco Street. He said this was where Belle Haven residents walk to get to Bedwell Bayfront Park. He said long term the City wanted to partner with Facebook to improve pedestrian and bicycle access to Belle Haven. He said importantly this project would support getting high caliber services into the area for the Belle Haven community.

Chair Eiref closed the public hearing.

Commission Comment: Chair Eiref said he thought this project would bring great improvement to this industrial area.

Commissioner Bressler said there were many good things about this project. He noted he was on the General Plan Update Committee. He said having 1,500 employees at this site probably meant ABAG would require another 100 housing units on the next Housing Element update. He said without slowing the project down he would like some type of agreement guaranteeing the City would get that number of housing units. He said it would be beneficial to have that housing need absorbed naturally somewhere around the M2 district.

Commissioner Ferrick asked about the number of units for the St. Anton development and the other more recently approved development. Senior Planner Rogers said the St. Anton development would provide 394 housing units and Gray Star would provide approximately 146 housing units. He said also there was the Greenheart Hamilton project that would provide between 100 and 200 units.

Commissioner Ferrick said she liked that an out of date building was being repurposed for a much more modern use. She said she appreciated Facebook's thoughtfulness in traffic planning and looked forward to pedestrian and bicyclist improvements both through the General Plan Update and Facebook's master plan. She said she supported this project.

Commissioner Kadvany asked if St. Anton's was already included in the City's housing allocation. Senior Planner Rogers said a housing element update process begins with the number of units built since the previous planning period and the number of units being provided for different income levels, which was then weighed against the allocation required for the new period. He said the algorithm used by ABAG to determine regional housing needs was complex and that the regional housing need was not directly related to a jurisdiction's commercial project approval actions. He said whatever the allocation process was for one cycle, it would likely be different for the next cycle.

Commissioner Kadvany said the design for the building was very attractive. He asked about the energy infrastructure noting the high ceiling. Mr. Webb said the building would have seismic upgrades that would require significant structural upgrades particularly to the roof. He said the roof currently was not insulated but would be with this project. He said a new mechanical system would be installed that would be more energy efficient. He said at this time they were not considering rooftop solar. He said they would look at that through the master plan process.

Commissioner Strehl asked what the peak number of employees had been at the site previously. Mr. Eckols said the peak they referred to was from 2011 which was a lot less than

when Raychem had been in business. He said they had a total of 1,000 employees at the site in 2011 and that was with Tyco and Pentair. Commissioner Strehl said she thought the impact in the calculation of ABAG housing needs would not be one (employee) to one (housing unit) She said it was up to the City to zone for new housing.

Mr. O'Shea said at the peak of Raychem and Tyco at this site there were over 6,000 employees.

Commissioner Combs said he supported the project and liked the continuance of repurposing existing buildings by Facebook. He said similar to other Commissioners he also took a tour of Facebook recently.

Commissioner Ferrick said there were three options listed regarding BMR and asked which they would support. Mr. O'Shea said they would actively look for a project and developer to support to get actual BMR units. He said if they could not accomplish that by the time of the project they would need to pay the in-lieu fee.

Commissioner Bressler said although housing needs were not tied specifically to projects the City was still guessing how many units would be added to the next housing element update cycle and what the financial impacts would be. He suggested that a general estimate and consideration of that impact be provided in the staff reports for future projects such as this one. He said it was an important consideration too for the General Plan Update and the sustainability of future projects.

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

1. Make a finding that the project involves a negligible or no expansion of an existing use and therefore, 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. 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.

4. Approve the Below Market Rate Housing Agreement.

5. Approve the use permit and architectural control subject to the following ***standard*** conditions:

   a. Development of the project shall be substantially in conformance with the plans prepared by Gehry Partners, LLP, consisting of 57 plan sheets, dated received December 9, 2014, and approved by the Planning Commission on December 15, 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, Recology, 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 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.

6. Approve the use permit and architectural control subject to the following ***project-specific*** conditions:

   a. Prior to or concurrent with the submittal of a complete building permit application, the applicant shall execute the Below Market Rate (BMR) Housing Agreement. Within two years of building permit issuance, the applicant shall comply with the terms of the BMR Agreement, which include the payment of the in lieu fee of approximately $1,216,071.40 (as of July 1, 2014), provision of four units, or a combination thereof. The BMR fee rate is subject to change annually on July 1 and the final fee will be calculated at the time of fee payment.

b. Concurrent with the submittal of a complete building permit application, the applicant shall submit the applicable heritage tree removal permits, which shall be subject to review and action by the City Arborist and Planning Division. The heritage tree removal permit submittal shall be accompanied by a proposed heritage tree replacement plan.

c. Concurrent with the submittal of a compete building permit application, the applicant shall submit a detailed landscape plan for the project site, detailing the types and sizes of the proposed plantings, subject to review and approval of the Planning and Engineering Divisions, and the City Arborist.

d. The applicant shall retain Fehr & Peers to monitor the trips to and from the project site one year from commencement of operations within the subject building and shall submit a memorandum/report from Fehr & Peers to the City reporting on the results of such monitoring for review by the City for compliance with the maximum Daily, AM and PM peak trips as described in the December 8, 2014 Memorandum from Fehr & Peers (Attachment D). If the subject site is not in compliance with the maximum Daily, AM and PM peak trips, the applicant shall submit a detailed mitigation and monitoring plan identifying steps to be taken to bring the project site into compliance with the maximum Daily, AM and PM trips associated with the typical operations in 2011.

e. Concurrent with the submittal of a complete building permit application, the applicant shall redesign the proposed outdoor deck and trash enclosure to be located outside of a 15 foot buffer centered on the existing 30 inch on-site storm drain. Alternatively, the applicant may elect to enter into an agreement with the City prior to issuance of a permit for the tenant improvements to address issues of access to, maintenance of, and potential future relocation of the storm drain line.

Motion carried 6-0 with Commissioner Onken recused.

D4. Use Permit/Western Allied Mechanical Inc./1180 O'Brien Drive: Request for a use permit for the conversion of approximately 2,570 square feet of warehouse space to office space, associated with an HVAC business within an existing building, located in the M-2 (General Industrial) zoning district. The project site is nonconforming with regard to parking and the increase in office square footage would be a considered a change of use. The applicant is proposing to increase the usable parking spaces on-site as part of the project. No major exterior changes to the existing building are included in the project. In addition, the applicant is requesting approval of a Below Market Rate (BMR) In-Lieu Fee Agreement for the change of use, on a square foot basis. *(Attachment)*

Commissioner Onken rejoined the Commission at the dais.

Staff Comment: Planner Perata said staff had no additions to the written report.

Public Comment: Mr. Peter Kelly, a principal with Western Allied Mechanical, Inc., said this was an interior remodel project to allow for more office space. He said their business occupies two

other buildings and this site was their headquarters building. He said they are a construction engineering firm.

Responding to a question from Chair Eiref, Mr. Kelly said that there was parking onsite for all of their employees. He noted they had converted the back of 1170 O'Brien Drive to all parking and would do so on this site by removing the storage space currently there.

Commissioner Ferrick asked how many office employees were there daily. Mr. Kelly said there were about 70 office employees and about 30 of those were project managers and were offsite often. He said the only parking at the O'Brien Drive sites were office workers although other employees might park temporarily when they need to visit the office.

Chair Eiref closed the public hearing.

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

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 Below Market Rate Housing In Lieu Fee Agreement.

4. 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 Lewis Architecture, consisting of five plan sheets, dated received December 8, 2014, and approved by the Planning Commission on December 15, 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, Recology, 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.

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

    a. Prior to or concurrent with the submittal of a complete building permit application, the applicant shall execute the Below Market Rate (BMR) Housing Agreement. Prior to building permit issuance, the applicant shall pay the in lieu fee of approximately $11,604.65 in accordance with the BMR Housing Agreement (as of July 1, 2014). The BMR fee rate is subject to change annually on July 1 and the final fee will be calculated at the time of fee payment.

b. Prior to building permit issuance, the applicant shall pay a Traffic Impact Fee (TIF) at the current dollar rate per square foot, subject to the Municipal Code Section 13.26. The fee is estimated at $6,323.95. The fee rate is subject to change annually on July 1 and the final calculation will be based upon the applicable rate and square footage at the time of fee payment. The TIF rate is adjusted each year based on the ENR Construction Cost Index percentage change for San Francisco.

Motion carried 7-0.

D. REGULAR BUSINESS

E1. Review of the Draft Five-Year Capital Improvement Plan for Fiscal Years 2015-2020 *(Attachment)*

Staff Comment: Senior Planner Rogers said the Planning Commission sees the CIP two times each year with one of those times being a statutory requirement to make a finding of conformance with the General Plan. He said this evening the Commission was asked, as were all other City commissions, to provide input to the City Council on the proposed CIP answering the following questions:

1) Are there projects missing that meet the CIP project evaluation criteria?

2) Is the prioritization of the projects (within the Commission's area of interest) appropriate? If not, what would the Commission suggest as prioritization?

3) Are the projects, as shown, consistent with community needs based on Commission outreach to community members? If not, why not?

He said the City Manager's Office was requesting the Commission formulate one set of comments representing the Commission's input as a group rather than individual Commissioner ideas. He said the staff report also noted that the draft CIP currently described a number of comprehensive planning projects that would follow from the in-progress General Plan Update. He said those follow-up projects were currently shown in the Non-Funded Project Requests section, but Planning staff expected revisions to list some of those in the later years of the five-year project list, based on the progress of the General Plan Update so far. He said the City Council needed Commission input by February so the item discussion could be continued to a meeting in January if needed.

Chair Eiref said one project that was missing was removing or attenuating the hazardous waste permit approval process. He said Menlo Park Fire District wanted a fire sprinkler ordinance and he thought that discussion should involve the City, water companies and the District.

Commissioner Strehl said a project for east-west connectivity and a bridge or something that would facilitate pedestrians getting over El Camino Real was missing. She questioned why money was allocated for the High Speed Rail for the next three years as it was not going to happen in the next three years. She said at one point there was discussion about an online process for overnight parking permits and asked if this had been implemented.

Commissioner Bressler said there should be at least two places where pedestrians and bicyclists could cross El Camino Real safely and elegantly, and there should be a planning project for that. He said also they had been discussing for a long time having a parking garage downtown and it was not on this list.

Senior Planner Rogers said Downtown Parking Structures - A Feasibility Study was found on page 42 in the unfunded projects list. He said if the majority of the Commission felt that project should move out of the future unfunded projects list to the five-year funded CIP that was a motion the Commission could entertain.

Commissioner Kadvany said regarding the suggestion to move the fire sprinkler ordinance project to the funded list that he would like a driveway width study made part of that, noting that a 25-foot wide driveway was a poor use of land. He said water supply management and groundwater needed to be addressed. He said he completely agreed on the priority of the downtown parking structure feasibility study. He said he would move the Bike-Pedestrian Master Plan sooner than 2016 as that related to east-west connectivity.

Commissioner Ferrick said transportation and traffic projects were the most important items missing from the funded list. She said the Bay Trail Extension was also important. She said she agreed with other Commissioners about the parking structure feasibility study that that information on the in-lieu fee structure was needed when large projects were brought to the City for consideration.

Commissioner Onken said he also supported moving the Downtown Parking Structures Feasibility Study to the funded projects. He said City growth was being dominated with large showcase projects. He said the Downtown Specific Plan would like growth to occur in smaller increments. He said the lack of parking was what was stopping developers from doing projects in the downtown. He asked about the Dumbarton train link. Commissioner Strehl said she thought it was a pipe dream, although an important pipe dream, noting there was no funding for the rail extension. Commissioner Onken suggested moving the Residential Design Guidelines or the Single-Family Residential Zoning Ordinance Amendment to streamline zoning to a higher priority.

Commissioner Combs said he would like greater priority for the Pedestrian-Bicycle Master Plan. He asked in indicating higher priority for a project whether the Commission had to indicate a project to lower in priority to compensate.

Senior Planner Rogers said in the past Commissioners have tried to identify less priority projects to support giving other projects priority but that was not very productive as there were not staff present with details as to why those other projects were needed. He said he thought it was better to say why the Commission thought a project should have higher priority. He said page A.1 listed the criteria for how projects were prioritized and the Commission could append any recommendation with a note to those.

Chair Eiref asked about the Santa Cruz sidewalk project. He referred to page 9 which he thought indicated it was on hold. Senior Planner Rogers said he would have to get Public Works input on that. Chair Eiref asked if $50,000 was enough for levee improvements. Commissioner Strehl said she thought that was the City's contribution to a regional pool for levee repair.

Commissioner Kadvany said he agreed with Commissioner Onken that they should give Residential Design Guidelines and Single-Family Residential Development Zoning higher priority. He said he thought there had been a disconnect with how the Commission considered guidelines and how the Council and community viewed them. He said the Commission saw them as educational advice with if/then statements. He said he thought they could be done fairly quickly and should be planned for as something simple and educational. He said that could be bumped up to single-family residential zoning ordinance amendment.

Commissioner Onken said the idea of neighborhood character studies as suggested by Commissioner Kadvany would serve the Council well. He said more discussion on what makes Menlo Park, Menlo Park, from a planning perspective would help better define guidelines or a planning process.

Commissioner Strehl said she thought the General Plan Update was focusing on what Menlo Park is and that there were many different Menlo Parks. She said she would vote to move up the residential zoning ordinance to streamline approvals particularly for two-story homes on substandard lots. She said she was very supportive of putting $200,000 in for the Downtown Parking Structures Feasibility Study rather than $200,000 for administrative conference room furniture. She said she also supported east-west connectivity.

Commissioner Onken noted items mentioned of interest for the Commission including a bicycle-pedestrian connectivity study, downtown parking structure, residential development zoning, residential guidelines, and east-west connectivity.

Commissioner Ferrick said she had mentioned the Bay Trail extension because it would help reduce commuter traffic. Commissioner Kadvany said he thought the issue was the many jurisdictions involved in that extension. He said there was also the fire district ordinance. Chair Eiref said also getting rid of the hazardous materials permit process before the Commission. Commissioner Kadvany said he thought that fell under the General Plan update.

Senior Planner Rogers said he understood the hazardous materials use would be addressed under the General Plan update and the actual mechanism of how those would be processed would be part of the comprehensive zoning ordinance amendment that would follow the update.

Commissioner Ferrick said she wanted to prioritize transportation/circulation improvements noting solutions to pinch points at Ravenswood and Middlefield, Ravenswood and Alma, and Ravenswood and the train tracks intersection were critical to allow systematic and orderly development of the City and those were not on either the funded or non-funded list.

Senior Planner Rogers said the El Camino Corridor Study was ongoing and that would fold in the Ravenswood and El Camino Real intersection.

Commissioner Ferrick noted recommended improvements on page 54 and 55 under the El Camino Real/Downtown Specific Plan. She asked how to move those to higher priority in the five-year CIP. She said in general she supported the transportation and circulation improvements associated with the El Camino Real/Downtown Specific Plan.

The Commission agreed that the following projects/topics should receive greater prioritization in the CIP. Staff will bring back wording for the Commission to confirm at their January meeting.

- Downtown Parking Structures – A Feasibility Study
- Single-Family Residential Zoning Ordinance Amendment / streamlining and/or Design Guidelines-neighborhood character assessment
- Transportation/Circulation Improvements Associated with the El Camino Real/Downtown Specific Plan

E. COMMISSION BUSINESS

There was none.

F. STUDY SESSION

There was none.

ADJOURNMENT

Chair Eiref adjourned the meeting at 10:55 p.m.

Staff Liaison: Senior Planner Thomas Rogers

Recording Secretary: Brenda Bennett

PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION
MEETING OF JANUARY 26, 2015
AGENDA ITEM D1

LOCATION:	**1505 O'Brien Drive**	**APPLICANT:**	**Trellis Bioscience, LLC**
EXISTING USE:	**Research & Development**	**PROPERTY OWNER:**	**O'Brien Drive Portfolio, LLC**
PROPOSED USE:	**Research & Development**	**APPLICATION:**	**Use Permit**
ZONING:	**M-2 (General Industrial District)**		

PROPOSAL

The applicant is requesting a use permit for the storage and use of hazardous materials for the research and development (R&D) of therapeutic antibodies, located within an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the building.

ANALYSIS

Site Location

The project site is an office and R&D building located at 1505 O'Brien Drive, which is Building 14 of the Menlo Business Park. The applicant, Trellis Bioscience, currently is located in South San Francisco and is in the process of moving to the project site. Trellis Bioscience is proposing to occupy a portion of the ground floor. The other building tenant, Circuit Therapeutics, occupies the majority of the first floor and a portion of the second level. Circuit Therapeutics received use permit approval from the Planning Commission in March 2013 for the use and storage of hazardous materials. The immediately adjacent parcels are also part of the M-2 zoning district, and are occupied by a variety of warehouse, light manufacturing, R&D, and office uses. The parcels to the south of the site, along O'Brien Drive are also located in the M-2 zoning district and are occupied by R&D, office, and manufacturing uses. The closest residential uses are located along Kavanaugh Drive in the City of East Palo Alto, approximately 415 feet away from the subject building. The subject building is located approximately 800 feet from Costano Elementary School and approximately 775 feet from Cesar Chavez Elementary School, both of which are located within the City of East

Palo Alto. In addition, a preschool is located at 1215 O'Brien Drive, which is approximately 1,000 feet from the subject site.

Project Description

Trellis Bioscience is involved in the discovery of therapeutic antibodies from blood. The company is in the process of relocating from South San Francisco to Menlo Park. The company currently employs approximately 14 employees, and expects to grow to 20 employees over the next two years. 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 corrosives. 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, emergency eyewash stations and showers, spill 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. The Planning Commission should note that this application preceded a change to the Planning Division's hazardous materials submittal requirements, which the Commission was recently informed about via email.

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 a business to relocate to 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 eight plan sheets, dated received January 15, 2015, and approved by the Planning Commission on January 26, 2015 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

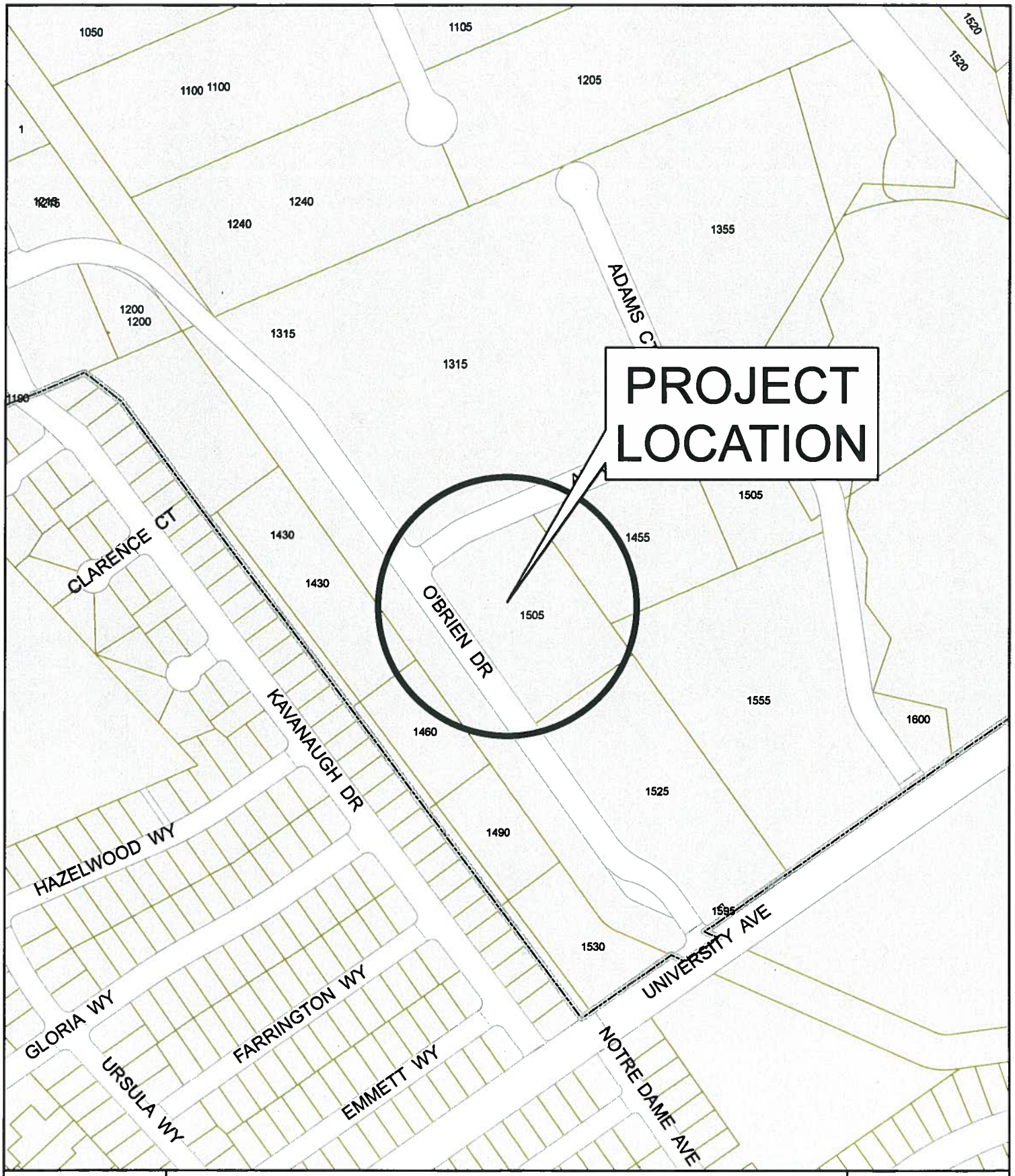
D. Hazardous Materials Business Plan
E. Supplemental Spill Prevention, Emergency Response, Training, and Closure Plan
F. Chemical Inventory
G. Hazardous Materials Agency Referral Forms:
   - Menlo Park Fire Protection District
   - San Mateo County Environmental Health Department
   - West Bay Sanitary 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.

V:\STAFFRPT\PC\2015\012615 - 1505 O'Brien Drive.doc



CITY OF MENLO PARK

CITY OF MENLO PARK

LOCATION MAP

1505 O'BRIEN DRIVE

DRAWN: TAS CHECKED: KTP DATE: 01/26/15 SCALE: 1" = 300' SHEET: 1

TRELLIS BIOSCIENCE

1505 O'BRIEN DRIVE MENLO PARK, CA 94025

RECEIVED

JAN 15 2015

By PLANNING

SYMBOL LEGEND

ROOM SYMBOL
ROOM NAME & NO.

DOOR SYMBOL
DOOR NUMBER

WINDOW SYMBOL
WINDOW NUMBER

FINISH SYMBOL
FINISH NUMBER

NOTE SYMBOL
KEYNOTE NUMBER

SECTION CUT SYMBOL
SECTION ID
SHEET NUMBER

DETAIL SYMBOL
DETAIL ID
SHEET NUMBER

REVISION SYMBOL
ADDENDUM LETTER
S1 NUMBER
REVISION CLOUD

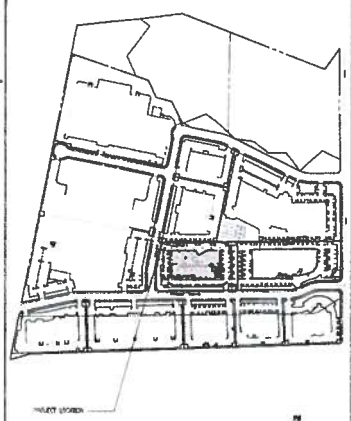
INT. ELEV. SYMBOL
ELEVATION ID
SHEET NUMBER

N

MATCH LINE

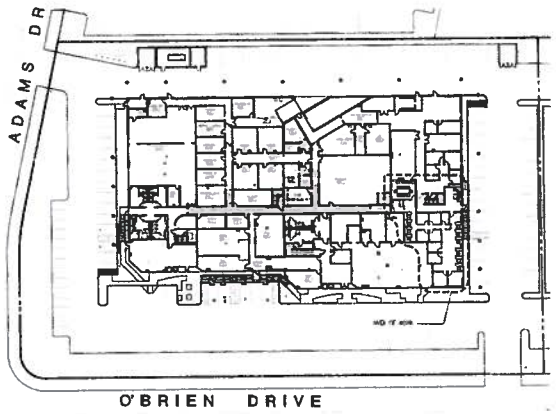
WALL SYMBOL
WALLTYPE

MENLO BUSINESS PARK SITE PLAN



1 AREA PLAN

BUILDING 14 AREA OF WORK



2 SITE PLAN

SHEET INDEX

GENERAL

G0.01 TITLE SHEET
G0.03 PROJECT NOTES AND ABBREVIATIONS
C1.01 DOOR AND FIXTURE ACCESSIBILITY DETAILS
C2.01 BUILDING 14 EXITING PLANS AND CODE ANALYSIS

ARCHITECTURAL

A1.01 SITE PLAN
D2.01 FIRST LEVEL FLOOR & REFLECTED CEILING DEMOLITION PLANS
A2.01 FIRST LEVEL FLOOR AND REFLECTED CEILING PLANS
A6.01 ENLARGED PLANS, INTERIOR ELEVATIONS, FINISH SCHEDULE
A9.01 PARTITION SCHEDULE AND TYPICAL DETAILS
A9.02 ENLARGED STAIR PLANS AND DETAILS
A9.03 LAY-IN CEILING – WOOD FRAMING DETAILS
A9.04 CASEWORK DETAILS

PROJECT TEAM

OWNER: TARLTON PROPERTIES
955 ALMA STREET
PALO ALTO, CA 94301
PHONE 650.330.5500
FAX 650.948.6966

TENANT: CIRCUIT THERAPEUTICS
1430 O'BRIEN DRIVE, SUITE F
MENLO PARK, CA 94025
PHONE 650.324.9400
CONTACT TAMMY MENT

ARCHITECT: DES ARCHITECTS + ENGINEERS
399 BRADFORD STREET
REDWOOD CITY, CA 94063
PHONE 650.364.6453
FAX 650.364.2618
CONTACT ELKE MACGREGOR

HMBP CONSULTANT: CARVILL CONSULTING
371 WALLER STREET #1
SAN FRANCISCO, CA 94117
PHONE 650.444.2110
CONTACT LAURIE CARVILL

PROJECT DATA

BUILDING CODES

2013 CA ADMINISTRATIVE CODE PART TITLE 24

2013 CA BUILDING CODE (CBC) CCR TITLE 24, PART 2, VOL 1 & 2,(2012 IBC WITH CALIFORNIA AMENDMENTS)

2013 CA GREEN BUILDING STANDARDS (CGBS) CCR TITLE 24, PART 11

2013 CA ELECTRICAL CODE (CEC) CCR TITLE 24, PART 3 (2011 NEC WITH CALIFORNIA AMENDMENTS)

2013 CA MECHANICAL CODE (CVC) CCR TITLE 24, PART 4 (2012 UMC WITH CALIFORNIA AMENDMENTS)

2013 CA PLUMBING CODE (CPC) CCR TITLE 24, PART 5 (2012 UPC WITH CALIFORNIA AMENDMENTS)

2013 CA FIRE CODE (CFC) CCR TITLE 24, PART 9 (2012 IFC WITH CALIFORNIA AMENDMENTS)

2010 CA ENERGY CODE (CEC) CCR TITLE 24, PART 6

LEGAL JURISDICTION: MENLO PARK, CA

ZONING DESIGNATION: M-2

CONSTRUCTION TYPE: IIB

OCCUPANCY: B

FIRE PROTECTION: BUILDING IS PROVIDED WITH AUTOMATIC FIRE SPRINKLER SYSTEM THROUGHOUT. ADJUSTMENTS TO SYSTEM TO BE PROVIDED IN SEPARATE PACKAGE BY DESIGN-BUILD SUBCONTRACTOR. FIRE SPRINKLER SYSTEM SHALL HAVE A CURRENT TITLE 19 5 YEAR CERTIFICATION.

TOTAL SITE AREA: 116,302 SF (2.67 ACRES)

BUILDING COVERAGE: 41,431 SF

BUILDING AREA:

FIRST LEVEL	= 41,431 SF
SECOND LEVEL	= 17,788 SF
TOTAL	= 59,219 SF

NO NEW SQUARE FOOTAGE HAS BEEN ADDED

PARKING PROVIDED:

STANDARD	= 137 SPACES
H.C. ACCESSIBLE	= 5 SPACES
VAN ACCESSIBLE	= 1 SPACE
TOTAL	= 143 SPACES

ORIGINAL PARKING BASIS: 143 SPACES PER APPROVED MASTER PLAN (143 LESS 6 PARKING FOR ADA STRIPING AND 9 FOR TRASH AND EQUIPMENT ENCLOSURES)

PARKING BASIS: CURRENT CITY 2008 ZONING ORDINANCE (1 SPACE PER 300 SF)

AREA OF WORK: 20,991 SF

NOTE: EXISTING TOILET ROOMS #107, 108, 121 & 123 ARE IN COMPLIANCE WITH CURRENT CBC ACCESSIBILITY REQUIREMENTS

DES ARCHITECTS ENGINEERS
399 Bradford Street Redwood City, Ca. 94063
Tel: (650) 364-6453
Fax: (650) 364-2618
www.des-ae.com

TARLTON PROPERTIES
COMMERCIAL DEVELOPMENT & PROPERTY SERVICES
1530 O'Brien Drive, Suite C
Menlo Park CA 94025

TRELLIS BIOSCIENCE TENANT IMPROVEMENTS

MENLO BUSINESS PARK
1505 O'BRIEN DRIVE
Menlo Park, CA 94025

TITLE SHEET

ISSUE:	DATE	DESCRIPTION:

DRAWN BY:
REVIEWED BY:
APPROVED BY:
DES PROJECT NO.

11/24/14

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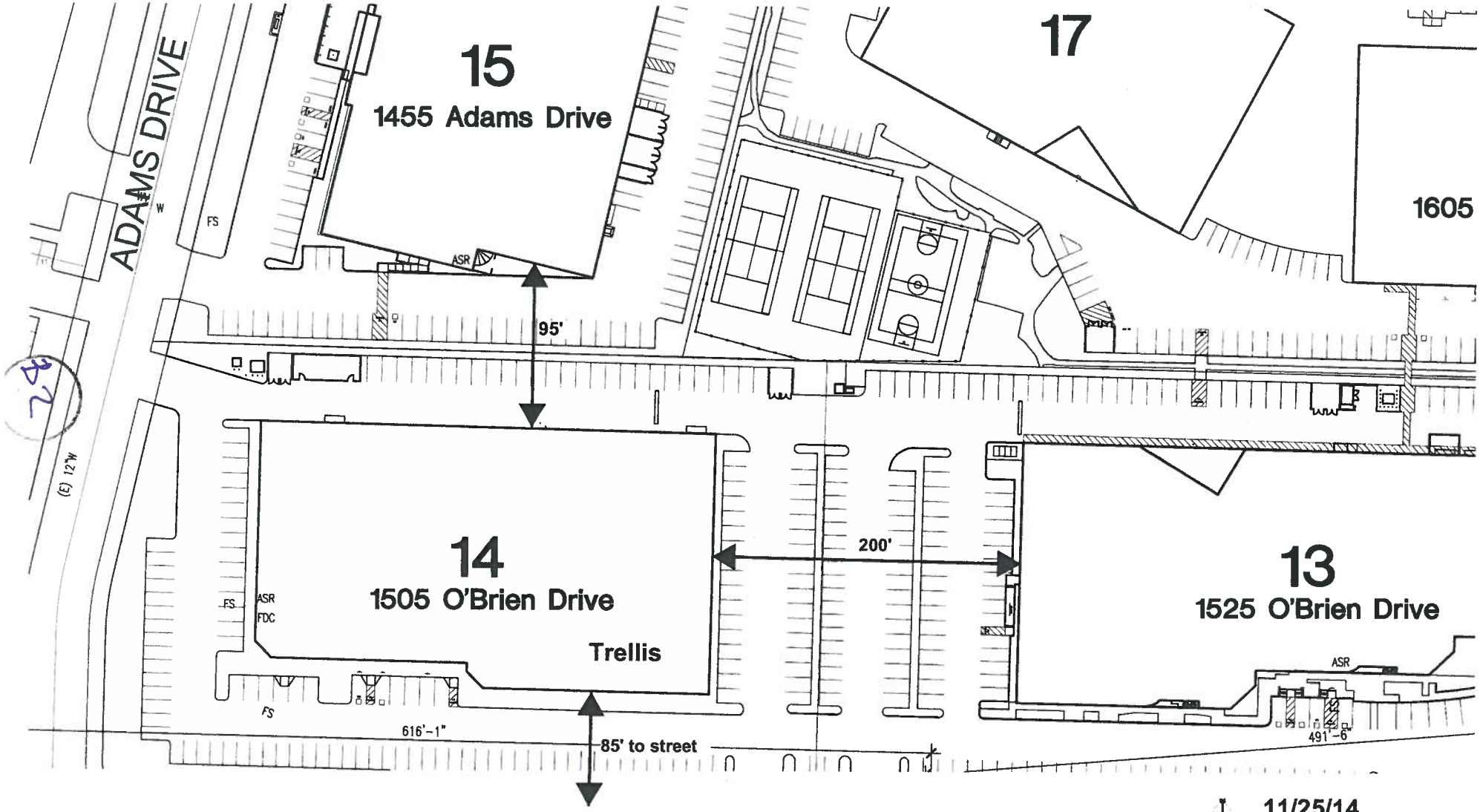
BLDG.

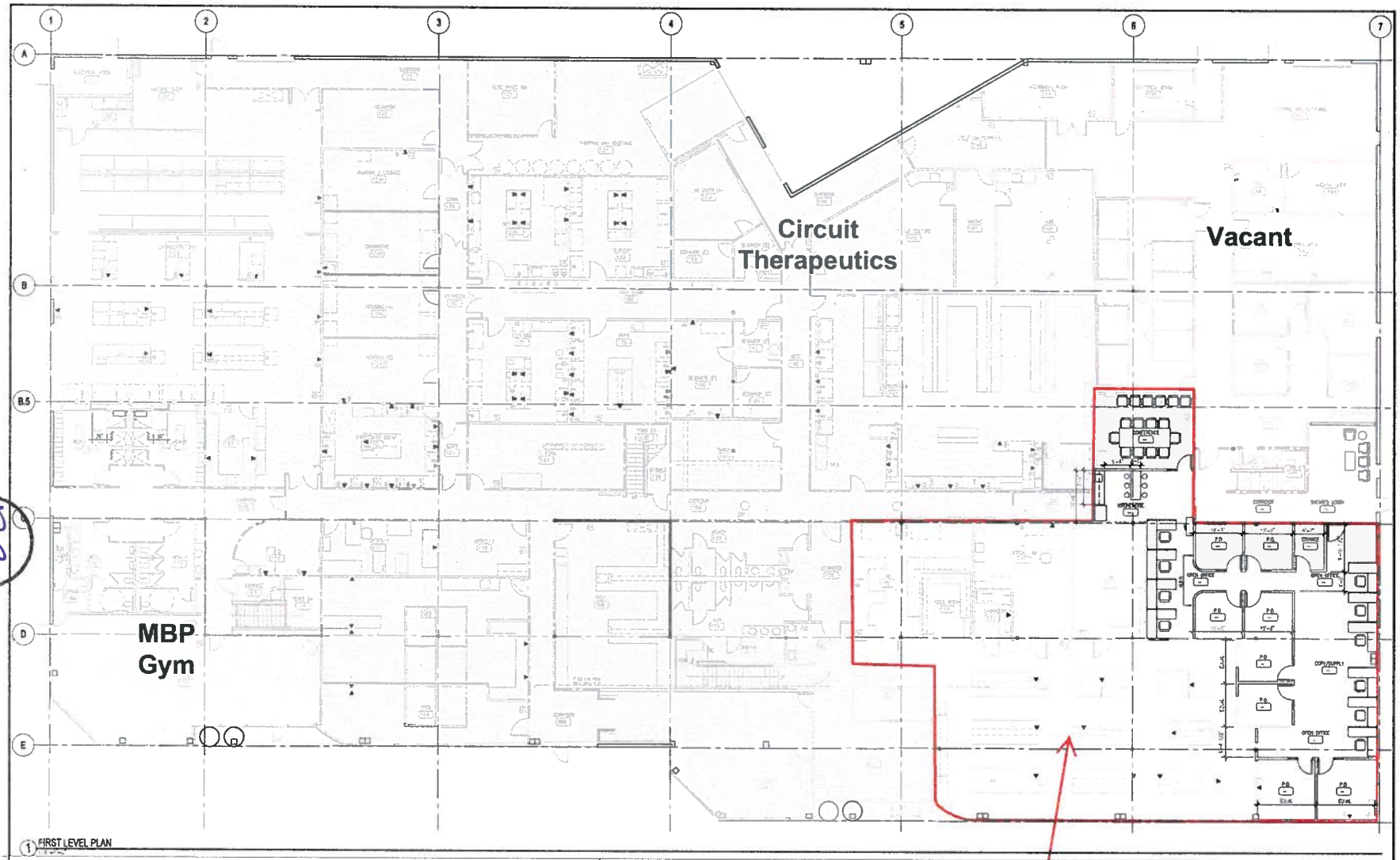
G0.01

SHEET NO.

Trellis Bioscience
1505 OBrien Drive



11/25/14
Site Plan



FLOOR PLAN LEGEND

DES ARCHITECTS ENGINEERS
399 Bradford Street Redwood City, Ca. 94063
Tel: (650) 364-6453
Fax: (650) 364-2618
www.des-ae.com

TARLTON PROPERTIES
COMMERCIAL DEVELOPMENT & PROPERTY SERVICES
1530 O'Brien Drive, Suite C
Menlo Park CA 94025

TRELLIS BIOSCIENCE TENANT IMPROVEMENTS

MENLO BUSINESS PARK
1505 O'BRIEN DRIVE
Menlo Park, CA 94025

FIRST LEVEL FLOOR PLAN

ISSUE	DATE	DESCRIPTION

DRAWN BY:	A.CHA
REVIEWED BY:	D.LEONG
APPROVED BY:	D.LEONG
DES PROJECT NO.	9247.19

11/24/14

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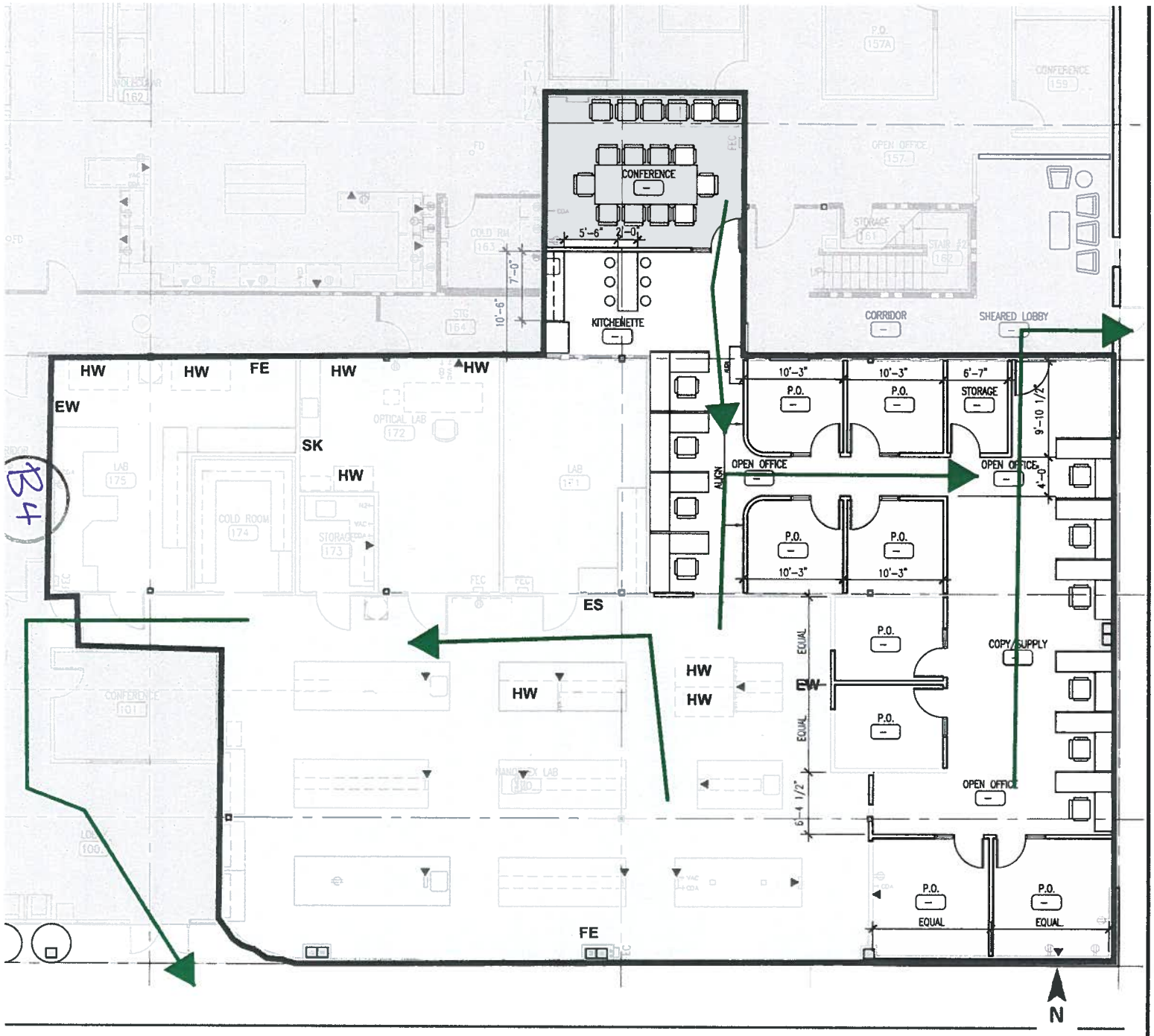
A2.01

SHEET NO.

33



FLOOR PLAN LEGEND

COMMERCIAL DEVELOPMENT
& PROPERTY SERVICES

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

TRELLIS BIOSCIENCE

MENLO BUSINESS PARK
1505 O'BRIEN DRIVE
Menlo Park, CA 94025

FIRST LEVEL FLOOR PLAN

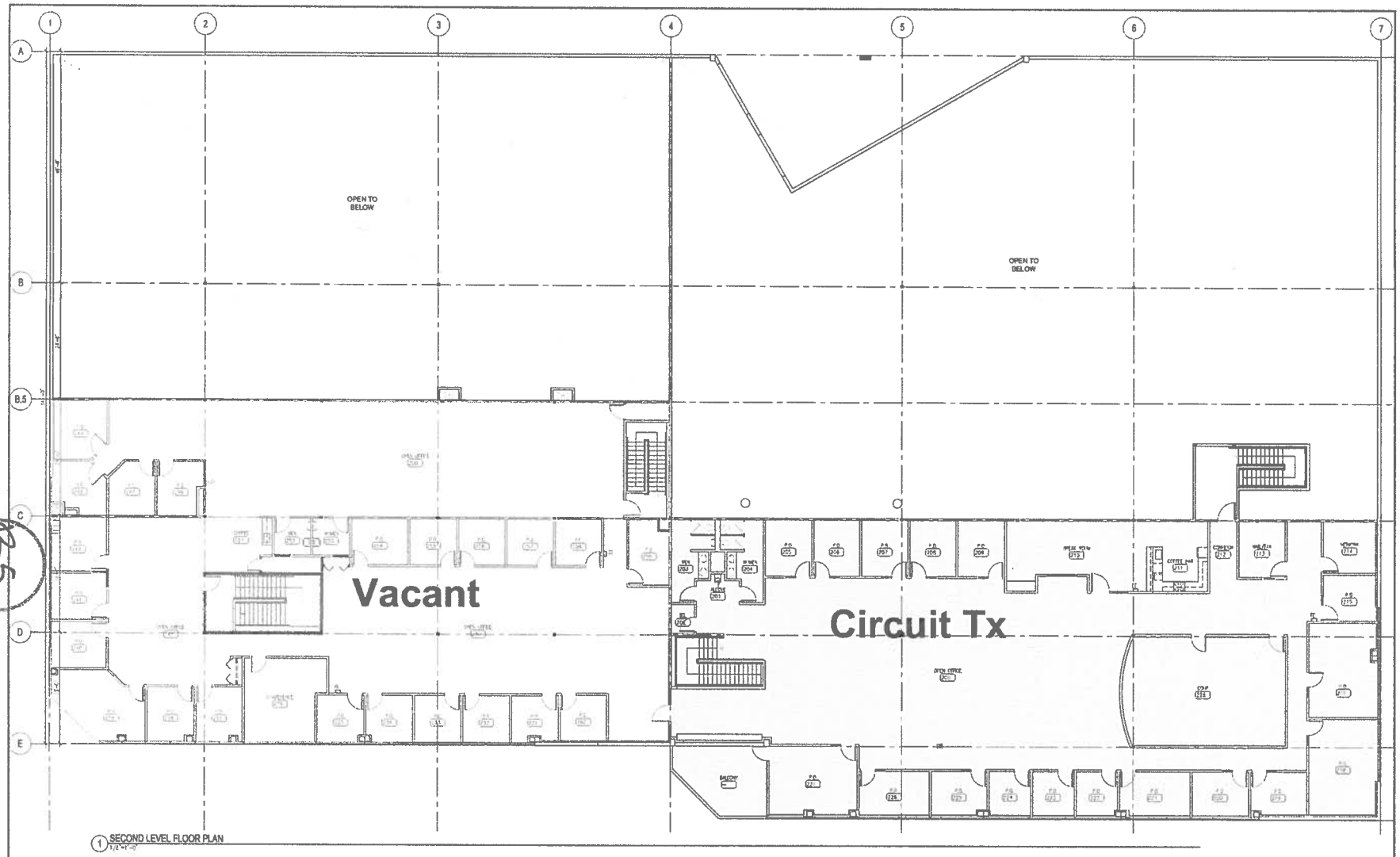
HazMat use/storage areas

HW HazWaste storage
FE Fire Extinguisher
EW Emergency Eyewash Station
SK Spill Kit
ES Emergency Shower
Exit Paths

GEI noted 11/26/14

DRAWN BY: A.CHUA

REVIEWED BY: D.LEONG



1 SECOND LEVEL FLOOR PLAN

For Reference Only

FLOOR PLAN LEGEND

(E) DOOR AND FRAMEWALL TO REMAIN
(E) DOOR AND FRAMEWALL TO BE REMOVED
(N) DOOR, MOULDING AND FRAMEWALL
(N) LIGHT TUBE

DES ARCHITECTS ENGINEERS
399 Bradford Street, Redwood City, CA 94063
Tel: (650) 364-6453
Fax: (650) 364-2618
www.des-ae.com

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

MENLO BUSINESS PARK LLC C/O TARLTON PROPERTIES, INC.

BUILDING 14
1505 O'Brien Drive
Menlo Park, CA 94025

SECOND LEVEL FLOOR PLAN

ISSUE	DATE:	DESCRIPTION
	01.12.15	CUP SUBMITTAL

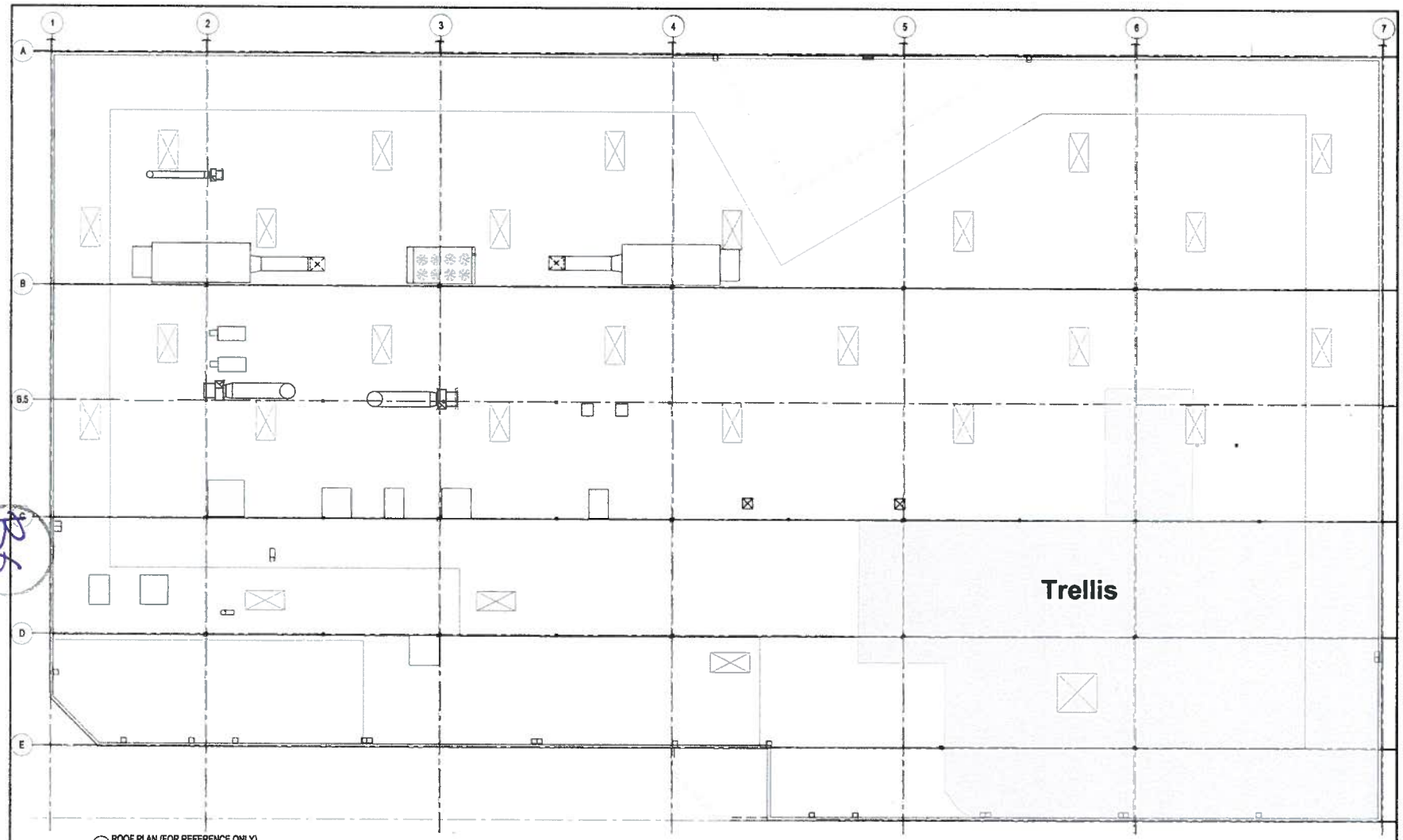
DRAWN BY:	J. POWERS
REVIEWED BY:	C.AGUDELO
APPROVED BY:	E. MACDEBOR
DES PROJECT NO.:	9247.18

01/12/15

(C) 2013

14 BLDG.

A2.02 SHEET NO.



1 ROOF PLAN (FOR REFERENCE ONLY)

For Reference Only

FLOOR PLAN LEGEND

DES ARCHITECTS ENGINEERS
399 Bradford Street, Redwood City, CA 94063
Tel: (650) 364-6453
Fax: (650) 364-2618
www.des-ae.com

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

MENLO BUSINESS PARK LLC C/O TARLTON PROPERTIES, INC.

BUILDING 14
1505 O'Brien Drive
Menlo Park, CA 94025

ROOF PLAN
(FOR REFERENCE ONLY)

ISSUE:	DATE:	DESCRIPTION:
	07.18.17	C.U.P. SUBMITTAL

DRAWN BY:	A POWERS
REVIEWED BY:	C.AGUDELO
APPROVED BY:	F. MAGORE GOR
DES PROJECT NO.	9247.18

11/24/14

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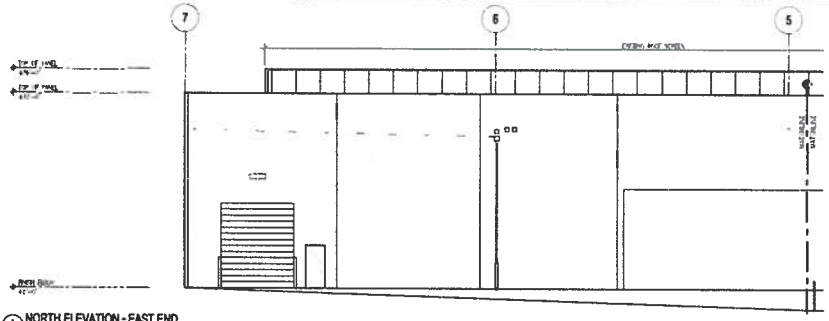
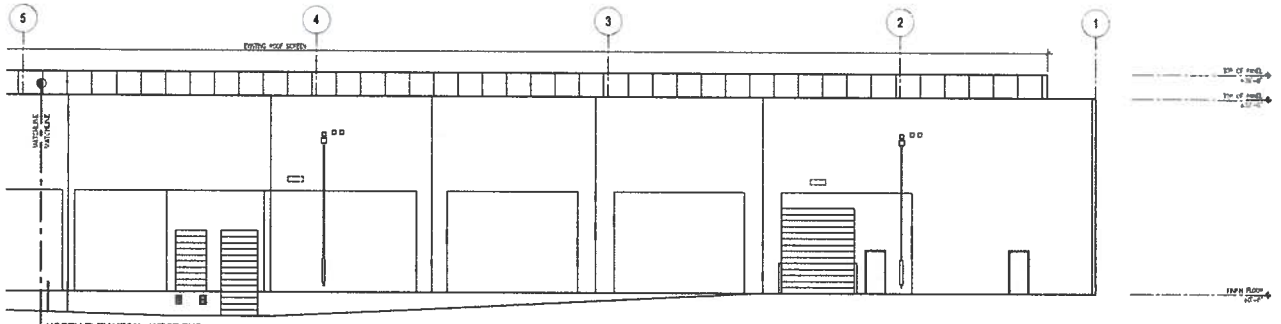
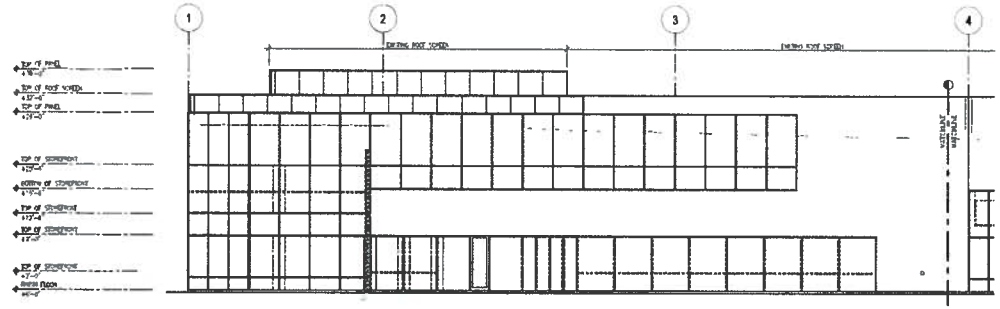
A2.03
SHEET NO.



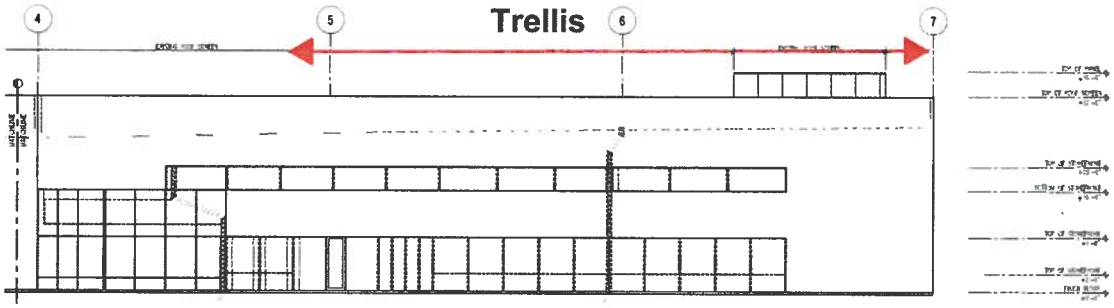
1 NORTH ELEVATION - EAST END



2 NORTH ELEVATION - WEST END



3 SOUTH ELEVATION - WEST END



4 SOUTH ELEVATION - EAST END

DES ARCHITECTS ENGINEERS

399 Bradford Street, Redwood City, CA 94063
Tel: (650) 364-6453
Fax: (650) 364-2618
www.des-ae.com

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

MENLO BUSINESS PARK LLC C/O TARLTON PROPERTIES, INC.

BUILDING 14
1505 O'Brien Drive
Menlo Park, CA 94025

EXTERIOR ELEVATIONS NORTH AND SOUTH (FOR REFERENCE ONLY)

ISSUE	DATE	DESCRIPTION
	01.16.11	CUP SUBMITTAL

DRAWN BY:	J. MONERO
REVIEWED BY:	C. AGUDELO
APPROVED BY:	E. MADRIDEJOS
DES PROJECT NO.	9247.18

11/24/14

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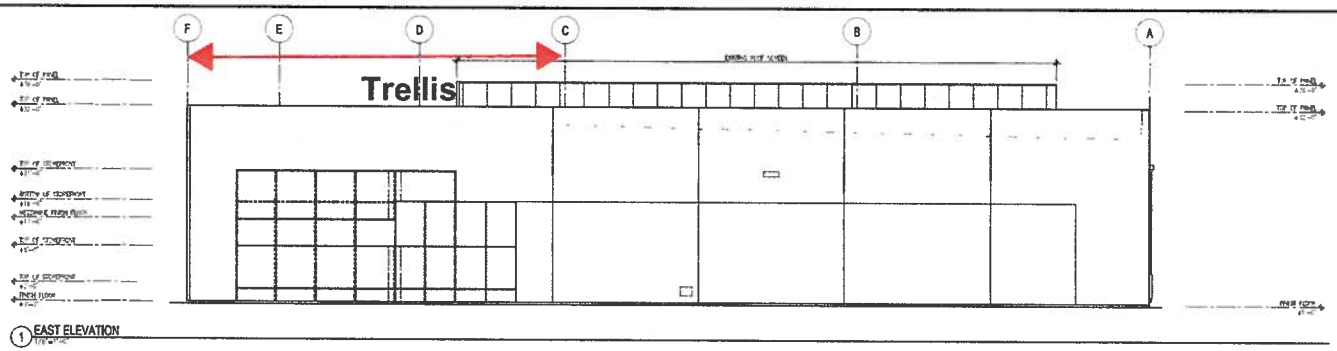
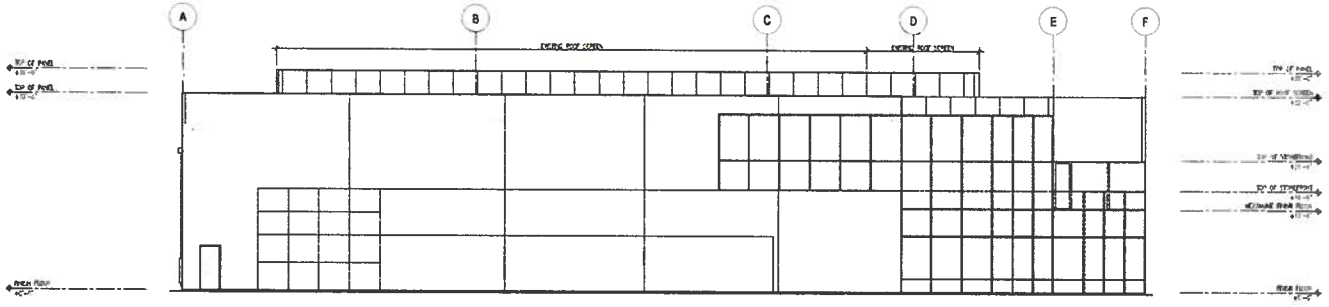
A5.01 SHEET NO.

87



1 EAST ELEVATION



2 WEST ELEVATION

DES ARCHITECTS ENGINEERS
399 Bradford Street, Redwood City, CA 94063
Tel: (650) 364-6453
Fax: (650) 364-2618
www.des-ae.com

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

MENLO BUSINESS PARK LLC C/O TARLTON PROPERTIES, INC.

BUILDING 14
1505 O'Brien Drive
Menlo Park, CA 94025

EXTERIOR ELEVATIONS
EAST AND WEST
(FOR REFERENCE ONLY)

ISSUE	DATE	DESCRIPTION
	01.16.17	CUP SUBMITTAL

DRAWN BY	A.POHERS
REVIEWED BY	C.AGUDELO
APPROVED BY	B. MACPHERSON
DES PROJECT NO.	9247.18

11/24/14

(C) 2013

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BLDG.

A5.02
SHEET NO.

Trellis Bioscience LLC Project Description
December 2014

Trellis Bioscience LLC is a venture funded biotechnology company that uses a proprietary technology (CellSpot™) to discover therapeutic antibodies directly from blood.

Trellis Bioscience is moving operations from 2B Corporate Drive in South San Francisco to 1505 O'Brien Drive in Menlo Park. The facility will be the company's headquarters and its research and development facility. Trellis Bioscience currently has fourteen (14) employees and expects to grow to as many as 20 employees over the next two (2) years. Except for administrative and business personnel, most of these employees will be doing R&D and will work with chemicals in some way.

As part of the R&D efforts, small quantities of some hazardous materials will be used by R&D personnel, in properly equipped biochemistry labs, to make a variety of materials useful for the testing and development of their antibody products. Most materials used in the processing of the company's antibody products are processed on the lab benches in the main lab, the tissue culture room, and the molecular biology lab. Several steps in the company's discovery technology are executed in one of the fume hoods in the main lab. Cryogens such as liquid nitrogen are used to keep samples frozen, and various chemicals, including ethyl alcohol, isopropyl alcohol, and formaldehyde solution, are used in the CellSpot process. Additionally, compressed carbon dioxide is used for cell culture. Container sizes for most hazardous substances are one gallon or less.

Trellis Bioscience occupies only space on the first floor. As such, Trellis' hazardous materials are not used or stored on the 2nd floor.

No volume or commercial manufacturing will be done at this site.

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 research, and deliveries may occur daily. Hazardous chemical waste is removed from site by a licensed hauler; removal is generally on an as-needed basis, at least twice per year.

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DEC 04 2014
CITY OF MENLO PARK
PLANNING

C1

UNIFIED PROGRAM CONSOLIDATED FORM
FACILITY INFORMATION

BUSINESS ACTIVITIES

I. FACILITY IDENTIFICATION

FACILITY ID # (Agency Use Only)	FA0056953	1	EPA ID # (Hazardous Waste Only) TBD 2
BUSINESS NAME (Same as Facility Name of DBA-Doing Business As)	TRELLIS BIOSCIENCE LLC		3
BUSINESS SITE ADDRESS	1505-B 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.

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CITY OF MENLO PARK
PLANNING

Does your facility…	If Yes, please complete these pages of the UPCF….	
A. HAZARDOUS MATERIALS Have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?	☒ YES	HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION
B. REGULATED SUBSTANCES Have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release prevention Program (CalARP)?	☐ YES	Coordinate with your local agency responsible for CalARP.
C. UNDERGROUND STORAGE TANKS (USTs) Own or operate underground storage tanks?	☐ YES	UST FACILITY (Formerly SWRCB Form A) UST TANK (one page per tank) (Formerly Form B)
D. ABOVE GROUND PETROLEUM STORAGE Own or operate ASTs above these thresholds: Store greater than 1,320 gallons of petroleum products (new or used) in aboveground tanks or containers.	☐ YES	You may need to submit an ABOVEGROUND PETROLEUM STORAGE TANK FACILITY STATEMENT. Click for details
E. HAZARDOUS WASTE		
Generate hazardous waste?	☒ YES	EPA ID NUMBER – provide at the top of this page
Recycle more than 100 kg/month of excluded or exempted recyclable materials (per HSC 25143.2)?	☐ YES	RECYCLABLE MATERIALS REPORT (one per recycler)
Treat hazardous waste on-site?	☐ YES	ON-SITE HAZARDOUS WASTE TREATMENT – FACILITY ON-SITE HAZARDOUS WASTE TREATMENT – UNIT (one page per unit)
Treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?	☐ YES	CERTIFICATION OF FINANCIAL ASSURANCE
Consolidate hazardous waste generated at a remote site?	☐ YES	REMOTE WASTE / CONSOLIDATION SITE ANNUAL NOTIFICATION
Need to report the closure/removal of a tank that was classified as hazardous waste and cleaned on-site?	☐ YES	HAZARDOUS WASTE TANK CLOSURE CERTIFICATION
Generate in any single calendar month 1,000 kilograms (kg) (2,200 pounds) or more of federal RCRA hazardous waste, or generate in any single calendar month, or accumulate at any time, 1 kg (2.2 pounds) of RCRA acute hazardous waste; or generate or accumulate at any time more than 100 kg (220 pounds) of spill cleanup materials contaminated with RCRA acute hazardous waste.	☐ YES	Obtain federal EPA ID Number, file Biennial Report (EPA Form 8700-13A/B), and satisfy requirements for RCRA Large Quantity Generator.
Household Hazardous Waste (HHW) Collection site?	☐ YES	See CUPA for required forms.

F. LOCAL REQUIREMENTS 15

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

D1

UNIFIED PROGRAM CONSOLIDATED FORM

FACILITY INFORMATION

BUSINESS OWNER/OPERATOR IDENTIFICATION

Page ___ of ___

I. IDENTIFICATION

FACILITY ID# FA0056953 1	BEGINNING DATE 100	ENDING DATE 101	
BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As) 3 TRELLIS BIOSCIENCE LLC		BUSINESS PHONE 102 4089812833	
BUSINESS SITE ADDRESS 103 1505-B OBRIEN DR		BUSINESS FAX 102a	
BUSINESS SITE CITY 104 MENLO PARK	CA	ZIP CODE 105 94025	COUNTY 108
DUN & BRADSTREET 106		PRIMARY SIC 107 8731	PRIMARY NAICS 107a 541711
BUSINESS MAILING ADDRESS 108a 1505-B OBRIEN DR			
BUSINESS MAILING CITY 108b MENLO PARK		STATE 108c CA	ZIP CODE 108d 94025
BUSINESS OPERATOR NAME 109 Trellis Bioscience LLC		BUSINESS OPERATOR PHONE 110 6506161100	

II. BUSINESS OWNER

OWNER NAME 111 TRELLIS BIOSCIENCE LLC	OWNER PHONE 112 6506161100	
OWNER MAILING ADDRESS 113 1505-B OBRIEN		
OWNER MAILING CITY 114 MENLO PARK	STATE 115 CA	ZIP CODE 116 94025

III. ENVIRONMENTAL CONTACT

CONTACT NAME 117 Robert Stephenson	CONTACT PHONE 118 6506161102	
CONTACT MAILING ADDRESS 119 1505 OBrien Drive	CONTACT EMAIL 119a rstephenson@trellisbio.com	
CONTACT MAILING CITY 120 Menlo Park	STATE 121 CA	ZIP CODE 122 94025

IV. EMERGENCY CONTACTS

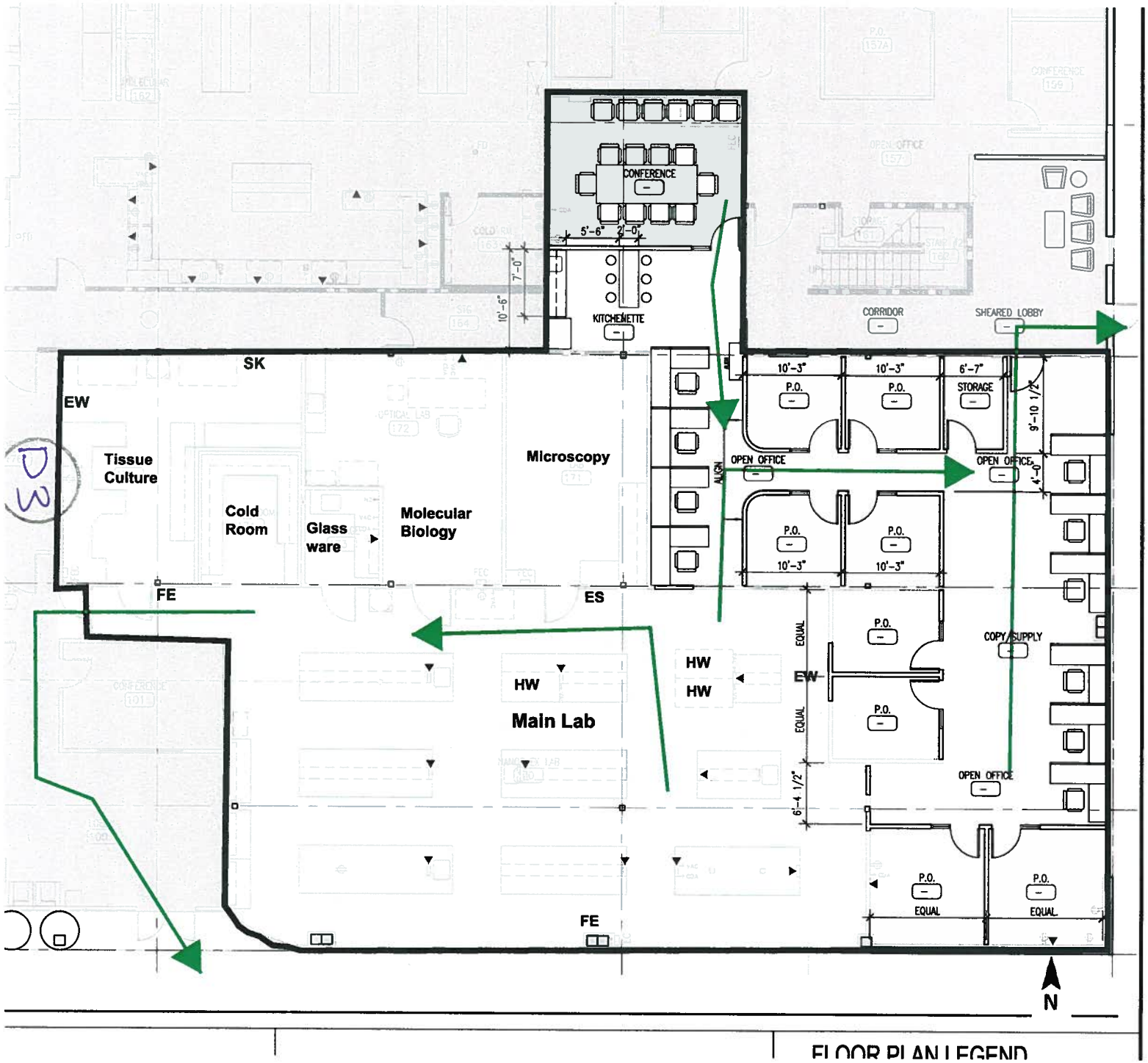
-PRIMARY-	-SECONDARY-
NAME 123 Stefan Ryser	NAME 128 Robert Stephenson
TITLE 124 CEO	TITLE 129 Sr. Scientist
BUSINESS PHONE 125 6506161100	BUSINESS PHONE 130 6506161102
24-HOUR PHONE 126 2017470111	24-HOUR PHONE 131 6503913702
CELL / PAGER # 127	CELL / PAGER # 132
EMAIL	EMAIL

ADDITIONAL LOCALLY COLLECTED INFORMATION: 133

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

SIGNATURE OF OWNER/OPERATOR OR DESIGNATED REPRESENTATIVE	DATE 134	NAME OF DOCUMENT PREPARER 135 Ellen L Ackerman
NAME OF SIGNER (print) 136 Reyna Simon	TITLE OF SIGNER 137 Sr. Director Project & Alliance Management	

D2



FLOOR PLAN LEGEND

COMMERCIAL DEVELOPMENT & PROPERTY SERVICES

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

TRELLIS BIOSCIENCE TENANT IMPROVEMENTS

MENLO BUSINESS PARK
1505 O'BRIEN DRIVE
Menlo Park, CA 94025

FIRST LEVEL FLOOR PLAN

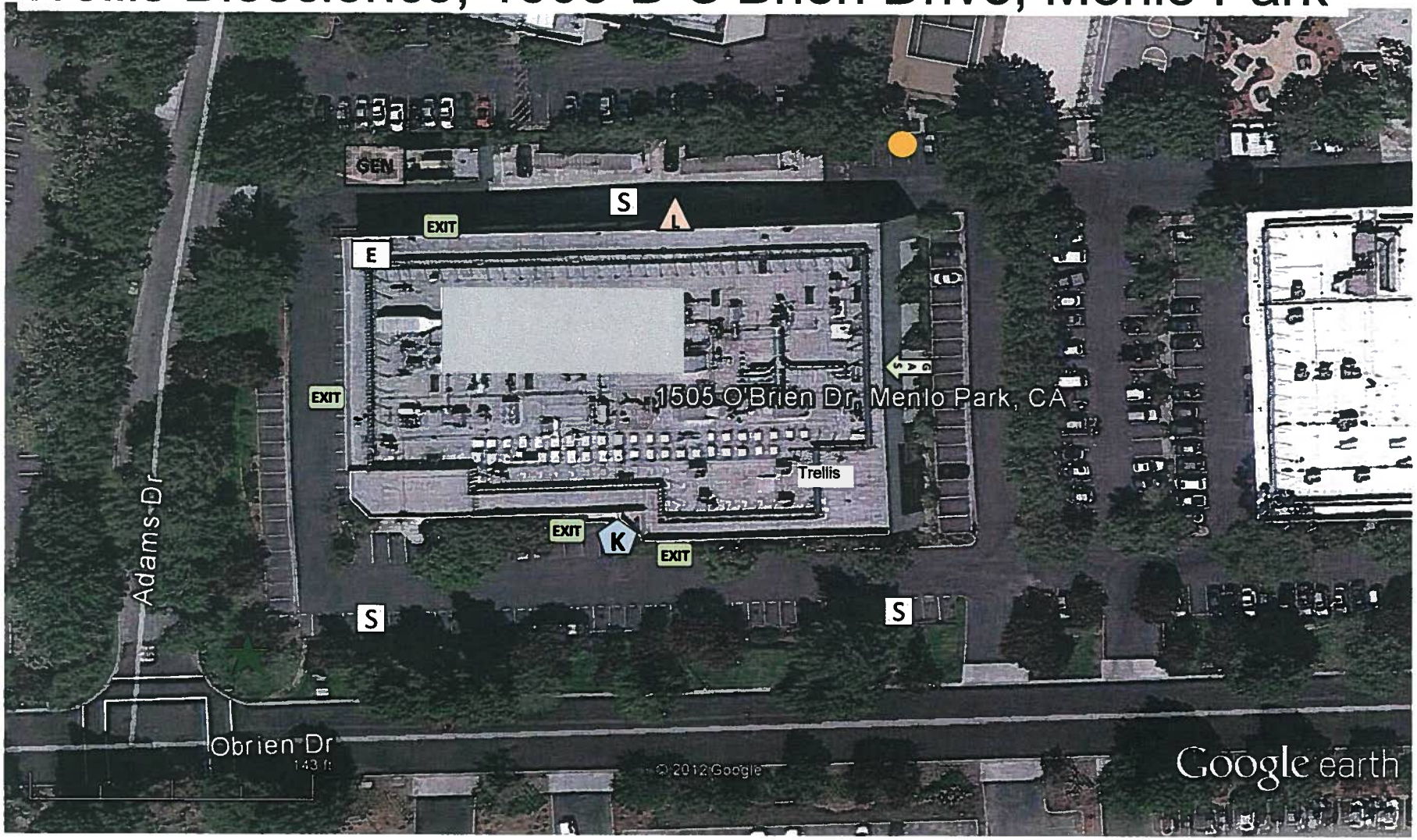
- HazMat use/storage areas
- HW HazWaste storage
- FE Fire Extinguisher
- EW Emergency Eyewash Station
- SK Spill Kit
- ES Emergency Shower
- Exit Paths

GEI noted 12/02/14

DRAWN BY: A.CHUA

REVIEWED BY: D.LEONG

Trellis Bioscience, 1505-B O'Brien Drive, Menlo Park



Google earth

feet 300
meters 100

N

Muster Point

EXIT = Building Exit

E = Electrical Room

K = Knox Box

S = Storm Drain

L = Loading Dock

GAS = Gas Shut Off

GEN = Emergency Generator

12/2/14

Df

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 # 1.	CERS ID A1.	DATE OF PLAN PREPARATION/REVISION A2.
FA0056953		12/02/2014

BUSINESS NAME *(Same as Facility Name or DBA - Doing Business As)* 3.
TRELLIS BIOSCIENCE LLC

BUSINESS SITE ADDRESS 103.
1505 OBRIEN DR

BUSINESS SITE CITY 104.		ZIP CODE 105.
MENLO PARK	CA	94025

TYPE OF BUSINESS (e.g., Painting Contractor) A3.	INCIDENTAL OPERATIONS (e.g., Fleet Maintenance) A4.
Biotech R&D	NA

THIS PLAN COVERS CHEMICAL SPILLS, FIRES, AND EARTHQUAKES INVOLVING: (Check all that apply) A5.

☒ 1. HAZARDOUS MATERIALS; ☒ 2. HAZARDOUS WASTES

B. INTERNAL RESPONSE

INTERNAL FACILITY EMERGENCY RESPONSE WILL OCCUR VIA: (Check all that apply) B1.

☒ 1. CALLING PUBLIC EMERGENCY RESPONDERS (i.e., 9-1-1)
☒ 2. CALLING HAZARDOUS WASTE CONTRACTOR
☐ 3. ACTIVATING IN-HOUSE EMERGENCY RESPONSE TEAM

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) C1.

☒ 1. VERBAL WARNINGS; ☐ 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; ☐ 3. TELEPHONE;
☐ 4. PAGERS; ☒ 5. ALARM SYSTEM; ☐ 6. PORTABLE RADIO

NOTIFICATIONS TO NEIGHBORING FACILITIES THAT MAY BE AFFECTED BY AN OFF-SITE RELEASE WILL OCCUR BY: (Check all that apply) C2.

☒ 1. VERBAL WARNINGS; ☐ 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; ☐ 3. TELEPHONE;
☐ 4. PAGERS; ☒ 5. ALARM SYSTEM; ☐ 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 C3.
OTHER (Specify): C4.	C5.

NEAREST MEDICAL FACILITY / HOSPITAL NAME: Stanford C6. 6507234000 C7.

AGENCY NOTIFICATION PHONE NUMBERS:

CALIFORNIA DEPT. OF TOXIC SUBSTANCES CONTROL (DTSC)	(916) 255-3545
REGIONAL WATER QUALITY CONTROL BOARD	5106222300 C8.
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 C10.
OTHER (Specify): Cal OSHA Foster City C11.	6505733812 C12.

DS

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.)

D1.

- ☒ 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): 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.

Rear parking lot

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.

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 G1.	LOCATION	CAPABILITY *(If applicable)*
Safety and First Aid	1. ☒ CHEMICAL PROTECTIVE SUITS, APRONS, OR VESTS	G2. Lab	G3. Lab coats
	2. ☒ CHEMICAL PROTECTIVE GLOVES	G4. Lab	G5.
	3. ☐ CHEMICAL PROTECTIVE BOOTS	G6.	G7.
	4. ☒ SAFETY GLASSES / GOGGLES / SHIELDS	G8. Lab	G9.
	5. ☐ HARD HATS	G10.	G11.
	6. ☐ CARTRIDGE RESPIRATORS	G12.	G13.
	7. ☐ SELF-CONTAINED BREATHING APPARATUS (SCBA)	G14.	G15.
	8. ☒ FIRST AID KITS / STATIONS	G16. Break area	G17.
	9. ☒ PLUMBED EYEWASH FOUNTAIN / SHOWER	G18. Lab	G19.
	10. ☐ PORTABLE EYEWASH KITS	G20.	G21.
	11. ☐ OTHER	G22.	G23.
	12. ☐ OTHER	G24.	G25.
Fire Fighting	13. ☒ PORTABLE FIRE EXTINGUISHERS	G26. As required by Code	G27. ABC
	14. ☒ FIXED FIRE SYSTEMS / SPRINKLERS / FIRE HOSES	G28. Throughout	G29.
	15. ☒ FIRE ALARM BOXES OR STATIONS	G30. As required by Code	G31.
	16. ☐ OTHER	G32.	G33.
Spill Control and Clean-Up	17. ☒ ALL-IN-ONE SPILL KIT	G34. Lab	G35. 5 gal capacity
	18. ☐ ABSORBENT MATERIAL	G36.	G37.
	19. ☐ CONTAINER FOR USED ABSORBENT	G38.	G39.
	20. ☐ BERMING / DIKING EQUIPMENT	G40.	G41.
	21. ☐ BROOM	G42.	G43.
	22. ☐ SHOVEL	G44.	G45.
	23. ☐ SHOP VAC	G46.	G47.
	24. ☐ EXHAUST HOOD	G48.	G49.
	25. ☐ EMERGENCY SUMP / HOLDING TANK	G50.	G51.
	26. ☐ CHEMICAL NEUTRALIZERS	G52.	G53.
	27. ☐ GAS CYLINDER LEAK REPAIR KIT	G54.	G55.
	28. ☐ SPILL OVERPACK DRUMS	G56.	G57.
	29. ☐ OTHER	G58.	G59.
Communi-cations and Alarm Systems	30. ☒ TELEPHONES (Includes cellular)	G60. throughout	G61.
	31. ☐ INTERCOM / PA SYSTEM	G62.	G63.
	32. ☐ PORTABLE RADIOS	G64.	G65.
	33. ☐ AUTOMATIC ALARM CHEMICAL MONITORING EQUIPMENT	G66.	G67.
Other	34. ☐ OTHER	G68.	G69.
	35. ☐ OTHER	G70.	G71.

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.

VULNERABLE AREAS: (Check all that apply) H1.	LOCATIONS (e.g., shop, outdoor shed, forensic lab)
☒ 1. HAZARDOUS MATERIALS / WASTE STORAGE AREA	Lab H2.
☐ 2. PROCESS LINES / PIPING	H3.
☒ 3. LABORATORY	H4.
☐ 4. WASTE TREATMENT AREA	H5.

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

VULNERABLE SYSTEMS: (Check all that apply) H6.	LOCATIONS
☒ 1. SHELVES, CABINETS AND RACKS	Lab H7.
☐ 2. TANKS (EMERGENCY SHUTOFF)	H8.
☒ 3. PORTABLE GAS CYLINDERS	Lab H9.
☒ 4. EMERGENCY SHUTOFF AND/OR UTILITY VALVES	Exterior-see drawing H10.
☒ 5. SPRINKLER SYSTEMS	throughout H11.
☐ 6. STATIONARY PRESSURIZED CONTAINERS (e.g., Propane dispensing tank)	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:

- Material Safety Data Sheets;
- Hazard communication related to health and safety;
- Methods for safe handling of hazardous substances;
- Fire hazards of materials / processes;
- Conditions likely to worsen emergencies;
- Coordination of emergency response;
- Notification procedures;
- Applicable laws and regulations;
- Communication and alarm systems;
- Personal protective equipment;
- Use of emergency response equipment (e.g. Fire extinguishers, respirators, etc.);
- Decontamination procedures;
- Evacuation procedures;
- Control and containment procedures;
- UST monitoring system equipment and procedures (if applicable).

INDICATE HOW EMPLOYEE TRAINING PROGRAM IS ADMINISTERED (Check all that apply) I1.

☒ 1. FORMAL CLASSROOM; ☐ 2. VIDEOS; ☒ 3. SAFETY / TAILGATE MEETINGS;

☐ 4. STUDY GUIDES / MANUALS (Specify): _____ I2.

☐ 5. OTHER (Specify): _____ I3.

☐ 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) J1.

☐ 1. NO ATTACHMENTS ARE REQUIRED; *or*

☐ 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	DATE SIGNED K1.
	12/02/2014
NAME OF SIGNER (print) K2.	TITLE OF SIGNER K3.
Reyna Simon	Sr. Director, Project and Alliance Management

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
TRELLIS BIOSCIENCE LLC

CHEMICAL LOCATION 201
Lab

CHEMICAL LOCATION CONFIDENTIAL EPCRA 202
☐ YES

FACILITY ID # F A 0 0 5 6 9 5 3 1

MAP# (optional) 203

GRID# (optional) 204

II. CHEMICAL INFORMATION

CHEMICAL NAME 205
CARBON DIOXIDE

TRADE SECRET ☐ Yes 206
If Subject to EPCRA, refer to instructions

COMMON NAME 207
CO2

EHS* ☐ Yes 208

CAS# 209
124-38-9

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

FIRE CODE HAZARD CLASSES (Complete if required by CUPA) 210
Compressed Gas (CGas), Toxic (Tox)

HAZARDOUS MATERIAL TYPE (Check one item only) ☒a. PURE ☐b. MIXTURE ☐c. WASTE 211

RADIOACTIVE ☐Yes 212

CURIES 213

PHYSICAL STATE (Check one item only) ☐ a. SOLID ☐b. LIQUID ☒ c. GAS 214

LARGEST CONTAINER 486.0 215

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
1944.0

MAXIMUM DAILY AMOUNT 218
2916.0

ANNUAL WASTE AMOUNT 219

STATE WASTE CODE 220

UNITS* (Check one item only) ☐a. GALLONS ☒b. CUBIC FEET ☐ c. POUNDS ☐d. TONS 221
* If EHS, amount must be in pounds.

DAYS ON SITE: 222
365.0

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

UPCF (Rev. 12/2007)

D9

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
TRELLIS BIOSCIENCE LLC

CHEMICAL LOCATION 201
Lab

CHEMICAL LOCATION CONFIDENTIAL EPCRA 202
☐ YES

FACILITY ID # F A 0 0 5 6 9 5 3 1

MAP# (optional) 203

GRID# (optional) 204

II. CHEMICAL INFORMATION

CHEMICAL NAME 205
AIR

TRADE SECRET ☐ Yes 206
If Subject to EPCRA, refer to instructions

COMMON NAME 207
Compressed air

EHS* ☐ Yes 208

CAS# 209
132259-10-0

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

FIRE CODE HAZARD CLASSES (Complete if required by CUPA) 210
Compressed Gas (CGas)

HAZARDOUS MATERIAL TYPE (Check one item only) ☒a. PURE ☐b. MIXTURE ☐c. WASTE 211

RADIOACTIVE ☐Yes 212

CURIES 213

PHYSICAL STATE (Check one item only) ☐ a. SOLID ☐b. LIQUID ☒ c. GAS 214

LARGEST CONTAINER 265.0 215

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	MAXIMUM DAILY AMOUNT 218	ANNUAL WASTE AMOUNT 219	STATE WASTE CODE 220
1060.0	2120.0		

UNITS* (Check one item only) ☐a. GALLONS ☒b. CUBIC FEET ☐ c. POUNDS ☐d. TONS 221
* If EHS, amount must be in pounds.

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

UPCF (Rev. 12/2007)

DLO

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
TRELLIS BIOSCIENCE LLC

CHEMICAL LOCATION 201
Lab

CHEMICAL LOCATION CONFIDENTIAL EPCRA 202
☐ YES

FACILITY ID # F A 0 0 5 6 9 5 3 1

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

HAZARDOUS MATERIAL TYPE (Check one item only) ☒a. PURE ☐b. MIXTURE ☐c. WASTE 211

RADIOACTIVE ☐Yes 212

CURIES 213

PHYSICAL STATE (Check one item only) ☐ a. SOLID ☒b. LIQUID ☐ c. GAS 214

LARGEST CONTAINER 43.0 215

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
140.0

MAXIMUM DAILY AMOUNT 218
300.0

ANNUAL WASTE AMOUNT 219

STATE WASTE CODE 220

UNITS* (Check one item only) ☒a. GALLONS ☐b. CUBIC FEET ☐ c. POUNDS ☐d. TONS 221
* If EHS, amount must be in pounds.

DAYS ON SITE: 365.0 222

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

UPCF (Rev. 12/2007)

D11

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
TRELLIS BIOSCIENCE LLC

CHEMICAL LOCATION 201
Lab

CHEMICAL LOCATION CONFIDENTIAL EPCRA 202
☐ YES

FACILITY ID # F A 0 0 5 6 9 5 3 1

MAP# (optional) 203

GRID# (optional) 204

II. CHEMICAL INFORMATION

CHEMICAL NAME 205
Waste corrosive liquids

TRADE SECRET ☐ Yes 206
If Subject to EPCRA, refer to instructions

COMMON NAME 207
Waste corrosive 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
Corrosive (CORR)

HAZARDOUS MATERIAL TYPE (Check one item only) ☐a. PURE ☐b. MIXTURE ☒c. WASTE 211

RADIOACTIVE ☐Yes 212

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	MAXIMUM DAILY AMOUNT 218	ANNUAL WASTE AMOUNT 219	STATE WASTE CODE 220
3.0	20.0	20.0	343

UNITS* (Check one item only) ☒a. GALLONS ☐b. CUBIC FEET ☐ c. POUNDS ☐d. TONS 221
* If EHS, amount must be in pounds.

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 #
1 100.0 226	Waste corrosive liquids 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

UPCF (Rev. 12/2007)

D12

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
TRELLIS BIOSCIENCE LLC

CHEMICAL LOCATION 201
Lab

CHEMICAL LOCATION CONFIDENTIAL EPCRA 202
☐ YES

FACILITY ID # F A 0 0 5 6 9 5 3 1

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 212

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	MAXIMUM DAILY AMOUNT 218	ANNUAL WASTE AMOUNT 219	STATE WASTE CODE 220
5.0	55.0	55.0	214

UNITS* (Check one item only) ☒a. GALLONS ☐b. CUBIC FEET ☐c. POUNDS ☐d. TONS 221
* If EHS, amount must be in pounds.

DAYS ON SITE: 365.0 222

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

UPCF (Rev. 12/2007)

D13

Supplemental

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

BUSINESS NAME: Trellis Bioscience, LLC
BUSINESS ADDRESS: 1505-B O'Brien Drive, Menlo Park, CA 94025

In addition to the general business, chemical inventory and site map information, the San Mateo County Environmental Health Division (Division) requires completion of the following sections pertaining to spill prevention, emergency response, employee training and site closure. These sections contain specific elements pertaining to the Hazardous Materials Business Plan, the hazardous waste contingency plan, stormwater pollution prevention and underground storage tank (UST) monitoring.

I. SPILL PREVENTION PLAN

1. Describe how hazardous materials are handled, stored and monitored to prevent or minimize a spill or release from occurring (e.g., secondary containment, segregation of incompatibles, daily visual monitoring).
   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 in the laboratories.

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).

EQUIPMENT TYPE	LOCATION	CAPABILITY
Fire extinguishers	throughout facility	A,B,C type
Spill kit	Lab	Up to 10 gallons
Emergency eyewash/shower	Lab	
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)	650-723-5111
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. Trellis 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
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   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.

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E1

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TRELLIS HAZARDOUS MATERIALS

(Chemical Inventory List)

Material	Primary Hazard	Secondary Hazard	S, L, or G?	Initial Storage Quantity	Projected Storage Quantity	Largest Container Size
				in mL or g	*in mL or g*	*in mL or g*
chloroform	Carcinogen		L	2500	4000	1000
					1 gal	
formaldehyde solution	CL II	corrosive	L	6000	12000	500
dimethyl formamide	CL II		L	250	1000	250
				Total Combustible Liquids Class II	***3.4 gal***	
dimethyl sulfoxide	Cl IIIB	Sensitizer	L	1000	2000	500
glycerin	Cl IIIB		L	25	50	25
glycerol	Cl IIIB		L	1300	2600	500
silicone oil	Cl IIIB		L	750	1500	500
triton x-100	Cl IIIB		L	1000	2000	1000
				Total Combustible Liquids Class IIIB	***2.2 gal***	
10N sodium hydroxide	corrosive		L	1000	2000	1000
1N sodium hydroxide	corrosive		L	100	500	500
acetic acid	corrosive		L	2500	5000	1000
hydrochloric acid conc	corrosive		L	2500	5000	2500
ponceau S 0.1 % (w/v) in 5% acetic acid	corrosive		L	1000	2000	1000
potassium hydroxide	corrosive		S	250	500	500
sodium hydroxide	corrosive		S	500	1000	500
sulfuric acid conc	corrosive		L	2500	5000	2500
waste acids/bases	corrosive		L	5 gal	20 gal	5 gal
				Total Corrosives (incl sec hazards)	***28.5 gal + 3.3 lb***	
2-propanol	Flam IB		L	7000	16000	4000
acetone	Flam IB		L	5000	16000	4000
acetonitrile	Flam IB		L	500	1000	1000
dehydration alcohol	Flam IB		L	32000	32000	4000
ethanol	Flam IB		L	10000	20000	4000
methanol	Flam IB		L	24000	32000	4000
Misc. organic solvents	Flam IB		L	4000	12000	
waste solvents	Flam IB		L	5 gal	55 gal	5 gal
				Total Flammable Liquids Class IB	***89 gal***	
mercaptoethanol	toxic	corrosive	L	25	25	25
				Total Toxics	***0.007 gal***	
liquid nitrogen	inert cryogen		L	123	300	32
					300 gal	
carbon dioxide	asphyxiant		G	1944	2916	486
compressed air	NFG		G	1060	2120	265
				Total Non-flammable gases	***5036 cf***	
Non-hazardous materials such as buffers and salts not regulated by Fire Code are not listed						

RECEIVED

DEC 04 2014

CITY OF MENLO PARK
PLANNING

F1

11/26/2014

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: Monday, December 22, 2014

DATE: December 9, 2014

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

Applicant	Trellis (Reyna Simon)
Applicant's Address	1505 O'Brien Drive, Suite B, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-508-8018 (Consultant)
Contact Person	Ellen Ackerman (EHS Consultant)
Business Name	Trellis Bioscience, LLC
Type of Business	Research and development to discover therapeutic antibodies directly from blood
Project Address	1505 O'Brien Drive, Suite B, 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:

Signature/Date	Name/Title (printed)
12/10/2014	Jon Johnston - Fire Marshal

Comments:

G1

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: Monday, December 22, 2014

DATE: December 9, 2014

TO: **SAN MATEO COUNTY ENVIRONMENTAL HEALTH SERVICES DIVISION**
Darrell Cullen, Hazardous Materials Specialist
San Mateo County Environmental Health
2000 Alameda de las Pulgas, Ste 100
San Mateo, CA 94403
(650) 372-6235

Applicant	Trellis (Reyna Simon)
Applicant's Address	1505 O'Brien Drive, Suite B, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-508-8018 (Consultant)
Contact Person	Ellen Ackerman (EHS Consultant)
Business Name	Trellis Bioscience, LLC
Type of Business	Research and development to discover therapeutic antibodies directly from blood
Project Address	1505 O'Brien Drive, Suite B, Menlo Park, CA 94025

FOR OFFICE USE ONLY

☐ The hazardous materials listed are not of sufficient quantity to require approval by this agency.

☐ The Health Department has reviewed the applicant's plans and use of listed hazardous materials/chemicals and has found the proposal to be in compliance with all applicable Codes.

☒ The Health Department has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures). The Health Department will inspect the facility once it is in operation to assure compliance with applicable laws and regulations.

The applicant's proposal has been reviewed by the San Mateo County Environmental Health Services Division by:

Signature/Date	Name/Title (printed)
1/14/15	Darrell Cullen HMS III

Comments: Contact County inspector once you occupy BUILDING

G2

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

AGENCY REFERRAL FORM

DATE: **January 5th, 2015**

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

Applicant	Trellis (Reyna Simon)
Applicant's Address	1505 O'Brien Drive, Suite B, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-508-8018 (Consultant)
Contact Person	Ellen Ackerman of Green Environment (650- 508-8018)
Business Name	Trellis Bioscience, LLC
Type of Business	Research and development to discover therapeutic antibodies directly from blood
Project Address	1505 O'Brien Drive, Suite B, 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	Name/Title (printed)
1-6-15	Phil Scott / District Manager

Comments:

G3

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: Monday, December 22, 2014

DATE: December 9, 2014

TO: **CITY OF MENLO PARK BUILDING DIVISION**
701 Laurel Street
Menlo Park, CA 94025
(650) 330-6704

Applicant	Trellis (Reyna Simon)
Applicant's Address	1505 O'Brien Drive, Suite B, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-508-8018 (Consultant)
Contact Person	Ellen Ackerman (EHS Consultant)
Business Name	Trellis Bioscience, LLC
Type of Business	Research and development to discover therapeutic antibodies directly from blood
Project Address	1505 O'Brien Drive, Suite B, Menlo Park, CA 94025

FOR OFFICE USE ONLY

☐ The hazardous materials listed are not of sufficient quantity to require approval by this Division.

☑ The Building Division has reviewed the applicant's plans and listed hazardous materials/chemicals and has found that the proposal meets all applicable California Building Code requirements.

☐ The Building Division has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).

The applicant's proposal has been reviewed by the City of Menlo Park's Building Division by:

Signature/Date	Name/Title (printed)
Ron LaFrance 11/6/15	Ron LaFrance, Building Official

Comments:

G4

PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION
MEETING OF JANUARY 26, 2015
AGENDA ITEM E1

LOCATION:	**150 Jefferson Drive**	**APPLICANT:**	**Sequoia Union High School District**
EXISTING USE:	**Light Industrial**	**OWNER:**	**Jefferson Fields LLC**
PROPOSED USE:	**Public High School**	**APPLICATION:**	**General Plan Consistency Review**
ZONING:	**M-2 (General Industrial)**		

PROPOSAL

Sequoia Union High School District is requesting that the Planning Commission determine whether a proposed public high school at 150 Jefferson Drive, in the M-2 (General Industrial) zoning district, would be consistent with the City of Menlo Park General Plan. This consistency review is required by Section 65402(c) of the California Government Code. The Planning Commission's review is restricted to the General Plan consistency topic, and will not involve any project approval actions.

ANALYSIS

Site Location

The subject site is located at 150 Jefferson Drive, close to the intersection of Chrysler Drive. All of the immediately adjacent parcels are also part of the M-2 district, which is correlated with the "Limited Industry" General Plan land use designation. In addition, other parcels in the vicinity are within the M-3-X (Commercial Business Park, Conditional Development) zoning district, which is correlated with the "Commercial Business Park" General Plan land use designation.

The subject parcel is approximately 2.1 acres in size, and is currently occupied by a light industrial building that is predominantly one-story, with some mezzanine areas.

The nearby parcels are occupied by similar light industrial buildings, as well as offices in a variety of scales. A location map is included as Attachment A.

Project Description

The applicant, Sequoia Union High School District ("Sequoia Union"), serves students from eight feeder school districts, covering areas including Atherton, Belmont, East Palo Alto, Menlo Park, Portola Valley, Redwood City, San Carlos, and Woodside. In late 2014, Sequoia Union disclosed that, in order to address projected enrollment increases, the district was exploring the purchase of two properties that could serve as new high school sites. The two parcels are located at 535 Old County Road (San Carlos) and 150 Jefferson Drive (Menlo Park). On December 10, 2014, the Sequoia Union Board of Trustees adopted resolutions regarding the purchase of both properties and held public hearings on the feasibility and suitability of school uses at both sites. Sequoia Union has reported that the closing date for the purchase of the 150 Jefferson Drive property is scheduled for January 29, 2015, with an option to extend to March 2, 2015.

The applicant has submitted a project description letter (Attachment B), which provides more information about the proposed school at 150 Jefferson Drive. The applicant states that the school is anticipated to serve up to 400 students. However, the applicant notes that the planning is otherwise at a preliminary stage, and that conceptual site plans and similar details are not available at this point. Some media reports have noted that the school could have a technology-type focus, although this is not confirmed. Sequoia Union has stated that community meetings will soon be held to discuss the project and its review process. The earliest the school would open is August 2017.

The development and use of the property for a public high school is exempt from the City's zoning code. However, California Government Code Section 65402(c) requires that a school district apply to the appropriate land use agency for a determination of whether the proposed property acquisition/proposed use complies with the general plan adopted by the jurisdiction in which the property is located. A finding of inconsistency by the City will not prevent Sequoia Union from proceeding with the purchase of the property and/or use for a high school campus.

General Plan Consistency

Staff has reviewed the proposal in relation to the existing General Plan goals, policies, and implementation programs. As noted by the applicant, the following description of the "Limited Industry" land use designation allows for this type of school use:

> ***Limited Industry***
> *This designation provides for light manufacturing and assembly, distribution of manufactured products, research and development facilities, industrial supply, incidental warehousing, offices, limited retail sales (such as sales to serve businesses in the area),* ***public and quasi-public uses****, and similar and compatible uses. The maximum FAR shall be in the range of 45 percent to 55 percent.*
> [**emphasis** added]

This land use designation correlates to the M-2 zoning district, which conditionally allows for private schools as a Special Use. Two such facilities have been permitted in the M-2 district under this provision: Mid-Peninsula High School (1340 Willow Road) and Casa dei Bambini Preschool (1215 O'Brien Drive). Although the new Sequoia Union school would be a public school (and as such would not require City use permit review), the two private schools listed above do not appear to have negatively impacted the M-2 district or other nearby parcels.

The General Plan does contain another land use designation, Public Facilities, which may be considered more directly applicable to a new school use, in that its description explicitly notes "schools" as a type of public/quasi-public use. The Public Facilities land use designation does cover a number of Menlo Park schools. However, a number of other Menlo Park schools are also located within a variety of additional land use designations, including Limited Industry (as noted above) and several Residential designations.

None of the other elements of the General Plan appear directly relevant to the proposed new public school. As a result, staff believes the proposal is consistent with the General Plan. Staff has prepared a Planning Commission resolution to this effect, included as Attachment C. However, the Commission may direct that alternate findings be made, including a determination that the proposed school would not be consistent with the General Plan. As noted earlier, approval of the school by Sequoia Union is not dependent on a finding of consistency with the Menlo Park General Plan.

Correspondence

Staff has not received any correspondence regarding the General Plan conformance review.

Conclusion

The proposed high school would be located in the Limited Industry land use designation, which allows for "public and quasi-public uses." Two schools are already in operation in this designation. Staff recommends that the Planning Commission find that the proposed new public high school is consistent with the General Plan. However, as noted earlier, the Planning Commission can direct alternate findings, including a determination that the school would not be consistent with the General Plan.

ENVIRONMENTAL REVIEW

A determination of General Plan conformance is not a "project" as defined by the California Environmental Quality Act (CEQA), in that such a determination itself would not have a potential for resulting in a physical change to the environment. Sequoia Union will be required to address applicable CEQA requirements relating to the development of a school at this site. County Counsel has indicated that when Sequoia Union determines their programmatic needs/plans for the site, they will conduct their CEQA process, which will include notice to Menlo Park before taking final action/proceeding with their project.

RECOMMENDATION

1. Make a finding that the General Plan conformance determination is not a “project” as defined by the California Environmental Quality Act (CEQA).

2. Adopt Resolution No. 2015-01 determining that a proposed high school at 150 Jefferson Drive is consistent with the General Plan (Attachment C).

Report prepared by:
Thomas Rogers
Senior Planner

Report reviewed by:
Arlinda Heineck
Community Development Director

PUBLIC NOTICE

Public notification consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within 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.

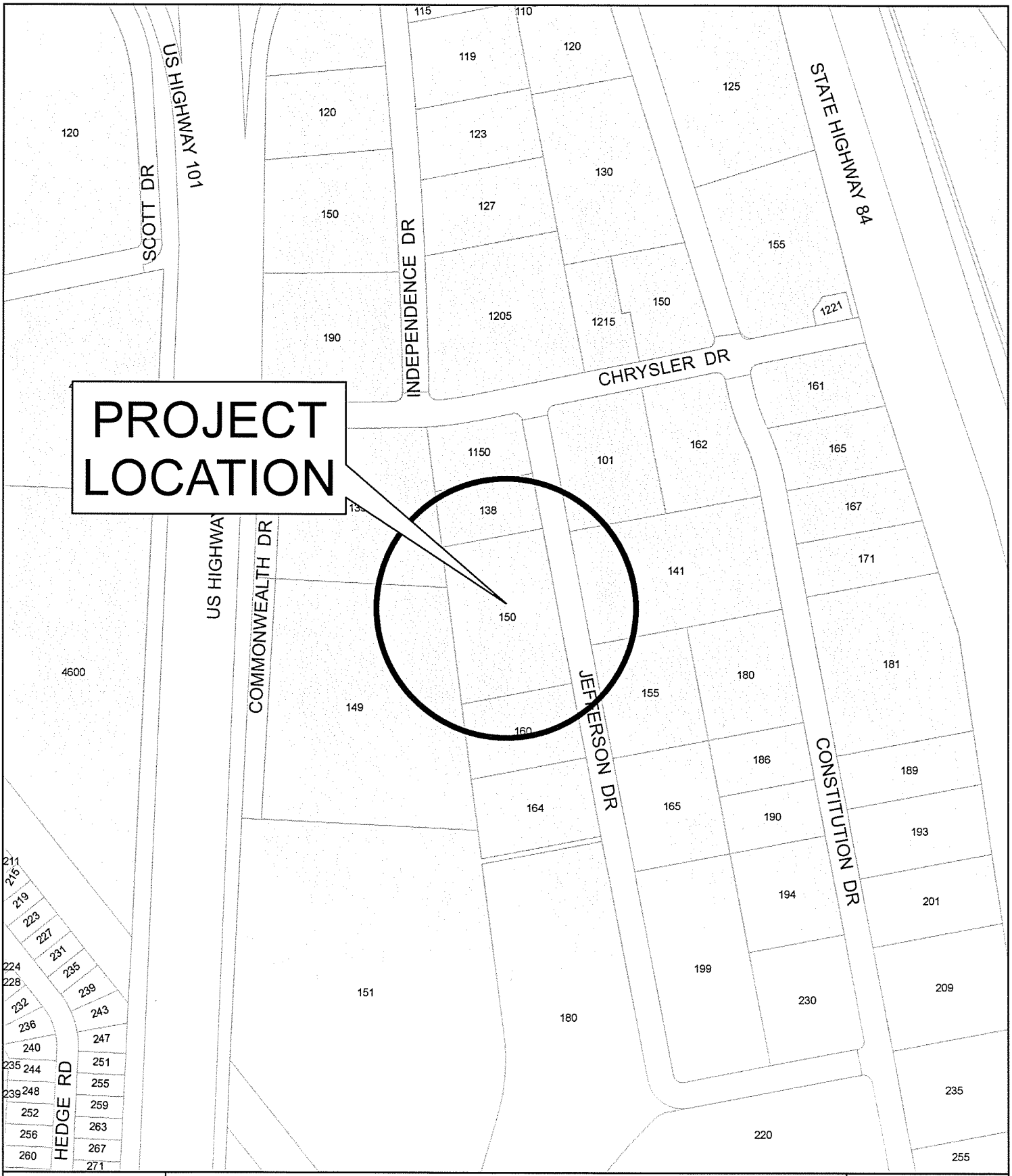
ATTACHMENTS

A. Location Map
B. Project Description Letter
C. Draft Resolution Determining That a Proposed High School at 150 Jefferson Drive is Consistent with the General Plan

EXHIBITS TO BE PROVIDED AT MEETING

None

V:\STAFFRPT\PC\2015\012615 - 150 Jefferson Dr - Sequoia Union General Plan Consistency.doc



CITY OF MENLO PARK

CITY OF MENLO PARK

LOCATION MAP

150 JEFFERSON DRIVE

DRAWN: THR CHECKED: THR DATE: 01/26/15 SCALE: 1" = 300' SHEET: 1

COUNTY COUNSEL
JOHN C. BEIERS

CHIEF DEPUTIES
KATHRYN E. MEOLA
JOHN D. NIBBELIN
PAUL A. OKADA

LEAD DEPUTIES
CLAIRE A. CUNNINGHAM
JUDITH A. HOLIBER
DAVID A. SILBERMAN

COUNTY COUNSEL

COUNTY OF SAN MATEO
HALL OF JUSTICE AND RECORDS · 6TH FLOOR
400 COUNTY CENTER · REDWOOD CITY, CA 94063-1662
TELEPHONE: (650) 363-4250 · FACSIMILE: (650) 363-4034

DEPUTIES
ARTHUR LANCE ALARCON
MELISSA D. ANDRIKOPOULOS
REBECCA M. ARCHER
AIMEE B. ARMSBY
JAN E. ELLARD
NIRIT S. ERIKSSON
ADAM W. ELY
PETER K. FINCK
TIMOTHY J. FOX
BRIAN E. KULICH
DAVID A. LEVY
GLENN M. LEVY
KIMBERLY A. MARLOW
JUSTIN W. MATES
KRISTINA M. PASZEK
MONALI S. SHETH
TIM SHIMIZU
JENNIFER A. STALZER
DANIEL J. VALIM
BRIAN J. WONG

Please respond to: (650) 363-4757

January 7, 2015

Via United States Mail and E-Mail (throgers@menlopark.org)

Mr. Thomas Rogers
Senior Planner
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

PAID
JAN 08 2015
CITY OF MENLO PARK

Re: Application for General Plan Conformity Determination Hearing Before Menlo Park Planning Commission – Sequoia Union High School District's Possible Acquisition of Property at 150 Jefferson Drive, Menlo Park, CA

Dear Mr. Rogers:

Thank you for your email of January 2, 2015, wherein you set forth the process for bringing the above-referenced matter to a hearing before the Menlo Park Planning Commission. is office represents the Sequoia Union High School District (the "District"). Pursuant to your email, I enclose with this letter a Development Permit Application and Agreement to Pay Fees, along with a check payable to the City of Menlo Park, in the amount of $1,000 to cover the fees in this matter.

In terms of the basis for this request, as you know, the District is considering the purchase of property at 150 Jefferson Drive, in Menlo Park, California for possible use as a District school site serving up to 400 students. In connection with this possible property acquisition, section 65402(c) of the California Government Code requires that the District apply to the appropriate land use agency for a determination of whether the property acquisition/proposed use complies with the general plan adopted by the jurisdiction in which the property is located.

The District believes that its acquisition of the property located at 150 Jefferson Drive for use as a school complies with the Menlo Park General Plan. The General Plan land use designation for the 50 Jefferson Drive property is "Limited Industry." The General Plan states that this designation "provides for light manufacturing and assembly, distribution of

manufactured products, research and development facilities, industrial supply, incidental warehousing, offices, limited retail space . . . ***public and quasi-public uses***, and similar or comparable uses." Menlo Park General Plan, at II-3 (emphasis added).

The District submits that a school, such as is under consideration for the property at 150 Jefferson Drive, is inarguably a public use/public facility, and that acquisition of this property for school use would conform to the General Plan. In this regard, the District notes that the General Plan specifically identifies *schools* as *public facilities*. *See* Menlo Park General Plan, at II-4 (describing the "Public Facilities" designation as providing "for public and quasi-public uses such as . . . schools").

Given the preliminary nature of the District's planning at this point, it does not have available conceptual site plans, architectural renderings, or loading/access information. The District does note, however, that it does not anticipate needing 400 parking spaces for the proposed school use. Relatively few students would be expected to drive themselves to school and therefore require parking. In any event, District staff will be available to consult with you as you prepare this matter for the Planning Commission.

Thank you for your attention in this matter.

Very truly yours,

JOHN C. BEIERS, COUNTY COUNSEL

By: _____
John D. Nibbelin, Chief Deputy

JCB:JDN/jdn

cc: Jim Lianides, Enrique Navas, and Matthew Zito, Sequoia Union High School District

DRAFT PLANNING COMMISSION RESOLUTION NO. 2015-01

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK DETERMINING THAT A PROPOSED PUBLIC HIGH SCHOOL AT 150 JEFFERSON DRIVE IS CONSISTENT WITH THE GENERAL PLAN

WHEREAS, California Government Code Section 65402(c) requires that a school district apply to the appropriate land use agency for a determination of whether the proposed property acquisition/proposed use complies with the general plan adopted by the jurisdiction in which the property is located; and

WHEREAS, the Sequoia Union High School District is considering the development of a new public high school at 150 Jefferson Drive; and

WHEREAS, 150 Jefferson Drive is part of the Menlo Park General Plan's "Limited Industry" land use designation, which allows for public and quasi-public land uses; and

WHEREAS, two other schools are already in operation within the General Plan "Limited Industry" land use designation; and

WHEREAS, the Planning Commission has held a public meeting on this subject on January 26, 2015, providing an opportunity for public input; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Menlo Park hereby determines that the Sequoia Union High School District's proposal to develop a new public high school at 150 Jefferson Drive is consistent with the General Plan.

I, Arlinda Heineck, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted by a majority of the total voting members of the Planning Commission of the City of Menlo Park at a meeting held by said Commission on the 26th day of January, 2015, by the following vote:

AYES:	Commissioners:
NOES:	Commissioners:
ABSTAIN:	Commissioners:
ABSENT:	Commissioners:

I further certify that the foregoing copy is a true and correct copy of the original of said resolution on file in the office of the Community Development Department, City Hall, Menlo Park, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City this 26th day of January, 2015.

_____
Arlinda Heineck
Community Development Director
City of Menlo Park

2014 COMMISSION ATTENDANCE REPORT

PLANNING Name	January 1/13/2014	January 1/27/2014	February 2/10/2014	February 2/24/2014	March 3/10/2014	March 3/24/2014	April 4/7/2014	April 4/21/2014	May 5/5/2014	May 5/19/2014	June 6/9/2014	June 6/23/2014
Vincent Bressler	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Andrew Combs	NA	NA	NA	NA	NA	NA	NA	NA	Present	Present	Present	Present
Ben Eiref	Present	Present	Present	Present	Present	Present	Present	ABSENT	Present	ABSENT	Present	Present
Katie Ferrick	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
John Kadvany	Present	Present	Present	Present	Present	ABSENT	Present	Present	Present	Present	Present	Present
John Onken	Present	Present	Present	Present	Present	ABSENT	ABSENT	Present	Present	Present	Present	Present
Henry Riggs	Present	Present	ABSENT	ABSENT	Present	Present	Present	Present	NA	NA	NA	NA
Katherine Strehl	Present	Present	Present	Present	Present	Present	Present	Present	ABSENT	Present	Present	Present

PLANNING Name	July 7/7/2014	July 7/21/2014	August 8/4/2014	August 8/18/2014	September 9/8/2014	September 9/22/2014	October 10/6/2014	October 10/27/2014	November 11/3/2014	November 11/17/2014	December 12/8/2014	December 12/15/2014
Vincent Bressler	CANCELLED	ABSENT	Present	Present	Present	Present	Present	CANCELLED	Present	CANCELLED	Present	Present
Andrew Combs		Present	Present	Present	Present	Present	Present		Present		Present	Present
Ben Eiref		Present	Present	Present	Present	Present	Present		Present		Present	Present
Katie Ferrick		Present	Present	Present	Present	Present	Present		ABSENT		Present	Present
John Kadvany		Present	Present	Present	Present	Present	Present		Present		Present	Present
John Onken		Present	Present	Present	Present	Present	Present		Present		Present	Present
Henry Riggs		NA	NA	NA	NA	NA	NA		NA		NA	NA
Katherine Strehl		Present	Present	Present	Present	Present	Present		Present		Present	Present

last updated 1/7/2015