



## PLANNING COMMISSION AGENDA

Regular Meeting  
February 9, 2015 at 7:00 p.m.  
City Council Chambers  
701 Laurel Street, Menlo Park, CA 94025

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**CALL TO ORDER** – 7:00 p.m.

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

**INTRODUCTION OF STAFF** – Deanna Chow, Senior Planner; Justin Murphy, Assistant Community Development Director; 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 27, 2015)
- b. Economic Development Goals – City Council (January 27, 2015)
- c. ConnectMenlo (General Plan Update)
  - i. GPAC Meeting #4 (January 28, 2015)
  - ii. GPAC Meeting #5 (February 12, 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 January 12, 2015 Planning Commission meeting ([Attachment](#))

**C2. Sign Review/Bow Wow Meow/654 Santa Cruz Avenue:** Request for sign review for a new awning that would feature greater than 25 percent of the sign area in a bright orange color. In addition, the sign graphics would be located on the angled (non-vertical) portion of the awning. The signage would be located on an existing building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. ([Attachment](#))

**C3. Architectural Control/Pauline Schley/2700 Sand Hill Road:** Request for approval for architectural control for exterior modifications to the main entrance of an existing office building in the C-1-C (Administrative, Professional and Research District, Restrictive) zoning district, including the addition of new building coverage for an entry awning. ([Attachment](#))

**D. PUBLIC HEARING – None**

**E. REGULAR BUSINESS – None**

**F. COMMISSION BUSINESS – None**

**G. INFORMATION ITEMS**

**G1. ConnectMenlo/City of Menlo Park:** ConnectMenlo (GeneralPlan and M-2 Area Zoning Update) Status Update ([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: February 4, 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 designated 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.

Planning Commission meetings are recorded and audio broadcast live. To listen to the live audio broadcast or to past recordings, go to [www.menlopark.org/streaming](http://www.menlopark.org/streaming).



# PLANNING COMMISSION

## Agenda and Meeting Information

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

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

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

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

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

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

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

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

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

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

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



## PLANNING COMMISSION DRAFT MINUTES

Regular Meeting  
January 12, 2015 at 7:00 p.m.  
City Council Chambers  
701 Laurel Street, Menlo Park, CA 94025

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**CALL TO ORDER** – 7:00 p.m.

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

**INTRODUCTION OF STAFF** – Justin Murphy, Assistant Community Development Director; Thomas Rogers, Senior Planner; Corinna Sandmeier, Associate Planner; Tom Smith, Associate Planner

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

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

- a. ConnectMenlo (General Plan Update) - Open House (January 8, 2015)

Senior Planner Rogers relayed that an open house was held at the Belle Haven Neighborhood Services Center, reemphasizing the topics discussed at the December Community Workshop. He stated that the attendance was good, with some active discussion.

- b. 700 Oak Grove Avenue (Fire Station #6) – City Council (January 13, 2015)

Senior Planner Rogers stated that tomorrow night the City Council would be reviewing the Fire Station #6 project that the Planning Commission had recommended approval of previously. If the main approval actions take place that night, there would be a follow-up item later in the month to formally adopt the Zoning amendments.

- c. Economic Development Plan – City Council (January 13, 2015)

Senior Planner Rogers stated that tomorrow night the City Council had been scheduled to consider the Economic Development Plan, which the Planning Commission had already reviewed earlier. However, this item had just been tentatively rescheduled for the January 27, 2015 City Council meeting.

### **B. PUBLIC COMMENTS #1**

There were none.

### **C. CONSENT**

- C1.** Approval of minutes from the December 8, 2014 Planning Commission meeting ([Attachment](#))

Commission Action: M/S Onken/Strehl to approve the minutes as submitted.

Motion carried 7-0.

- C2.** Approval of the excerpt minutes for 700 Oak Grove Avenue from the December 15, 2014 Planning Commission meeting. ([Attachment](#))

Commission Action: M/S Onken/Strehl to approve the minutes as submitted.

Motion carried 7-0.

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

**D1. Use Permit and Architectural Control/John Onken Architects/418 Willow Road:**

Request for a use permit and architectural control to allow medical office at an existing building that is nonconforming with regard to parking and located in the C-2-A (Neighborhood Shopping District, Restrictive) zoning district. The architectural changes include comprehensively repainting the building. ([Attachment](#))

Commissioner Onken recused himself from consideration of this item as he was the project architect, and he left the dais.

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

Public Comment: Ms. Diana Blum, Menlo Park, said she was a neurologist and was opening a concierge practice at the Willow Road location. She noted the maximum number of patients she would have would be 100.

Commissioner Ferrick asked staff whether this use could be continued to another medical use that would have greater parking demand should the applicant discontinue her medical business there. Planner Sandmeier said a future medical use occupant at the location would be held to the same conditions of the subject requested use permit.

Dr. Blum noted that three of the parking spaces were in City right-of-way. She said that at the most there would be four doctors and one patient each at any given time. She said she doubted that all four doctors would be there at the same time. She said there were 10 spaces on the premises to accommodate.

Chair Eiref closed the public hearing.

Commission Comment: Commissioner Bressler said he was supportive of the use permit request. He moved to approve as recommended in the staff report. Commissioner Strehl seconded the motion.

Commissioner Kadvany asked if the signage would be parallel with the street and building. Planner Sandmeier said the sign appeared to be perpendicular to the street traveling north on Willow Road. She said the applicant had the option to make the sign two-sided when they submit their sign application.

Commission Action: M/S Bressler/Strehl 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. 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 use permit and architectural control subject to the following **standard** condition:
  - a. Development of the project shall be substantially in conformance with the plans prepared by John Onken Architects, consisting of two plan sheets, dated received December 19, 2014, and approved by the Planning Commission on January 12, 2015, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
5. Approve the use permit and architectural control subject to the following **project-specific** conditions:
  - a. The hours of operation shall be limited to 8 a.m. to 8 p.m.

Motion carried 6-0 with Commissioner Onken recused.

Commissioner Onken rejoined the Planning Commission at the dais.

- D2. Development Agreement Annual Review/Bohannon Development Company/101-155 Constitution Drive and 100-190 Independence Drive (Menlo Gateway Project):**  
Annual review of the property owner's good faith compliance with the terms of the Development Agreement for the Menlo Gateway (Bohannon Hotel & Office) project.  
([Attachment](#))

Staff Comment: Planner Smith said there were no changes to the written staff report.

Public Comment: Mr. David Bohannon, Bohannon Development Company, said they were working with a hotel developer, those negotiations were going very well and they expected negotiations to conclude in several months. He said they have been working on the office building plan revisions and they have engaged a full time project manager, Mr. Jay Mancini. He noted that Mr. Mancini's resume included AT&T Park, Rincon Center and other larger office project development. He said they now have their full team for the office development plans. He said the hotel being negotiated for development would be a full service and four star luxury hotel.

Responding to questions from Chair Eiref, Mr. Bohannon said that the recovering economy had helped in moving ahead with a hotel developer. He said for several years since 2009 there was no new hotel development nationally, which was beginning to improve. He said the presence of Facebook helped to make their hotel development more viable. He said the type of full service hotel they wanted to develop was uncommon in the market still.

Replying to questions from Commissioner Onken, Mr. Bohannon said that there were no changes to the development agreement. He said the original hotel component had contained a large health club. He said that had been a particular product they had abandoned several years ago as it had not taken hold in the marketplace. He said with the development agreement and the Conditional Development Permit (CDP) there would be a process to change the hotel component to a full service and four star luxury hotel.

In response to questions and comments from Commissioner Kadvany, Mr. Bohannon said they were engaged in developing more robust plans for pedestrian connections in and around their project, as well as east-west connectivity with Bohannon East and the Belle Haven neighborhood. He said under the development agreement they would engage with the Belle Haven community about public benefits they have agreed to provide. He said they were working to bring the complete plan forward, and the only thing in the CDP they were looking to amend was the hotel component.

Replying to questions from Commissioner Combs, Mr. Bohannon said they were working with a hotel developer who has brought various types of hotels which have various flags attached to them as well as third-party managers. He said the current hotel under consideration was a nationally recognized brand and would be identified when they brought the complete plan forward in a month or so. He said they have also identified a third-party manager. He said the hotel developer and his company would contribute to the project financially but they would also need financial backing.

In reply to Commissioner Kadvany's question whether the hotel now under consideration would have more rooms and potentially provide more transient occupancy tax (TOT) revenue to the City, Mr. Bohannon said it would have more rooms than the hotel originally proposed and an assumption could be made that more rooms would equal more TOT revenue.

Responding to Commissioner Bressler, Mr. Bohannon said that they were having conversations with Facebook and the hotel would not be extended stay. He noted that was needed in the area.

Chair Eiref closed the public hearing.

Commission Comment: Several Commissioners expressed satisfaction that the applicant was making progress in their project development.

Commission Action: M/S Eiref/Onken to find and determine upon the basis of substantial evidence that the property owner has, for the period between December 2013 and December 2014, complied in good faith with the terms and conditions of the Development Agreement.

Motion carried 7-0.

## **E. REGULAR BUSINESS**

There was none.

### **E1. Confirmation of Planning Commission Input on the Draft Five-Year Capital Improvement Plan for Fiscal Years 2015-2020 ([Attachment](#))**

Staff Comment: Senior Planner Rogers said that the one page report on this item had accidentally been left out of the mailed agenda packet but had been posted online and was available now for the Commission and members of the public. He said if the Commission preferred they could continue the item to the next January meeting or they could take action on it this evening as it was on the agenda. He said the Commission had been clear that the first two items, "Downtown Parking Structures" and "Single-Family Residential Design Guidelines and/or Residential Development Ordinance Amendment" should be moved from the Non-Funded Project Requests into the Five-Year CIP. He said regarding improvements associated with the El Camino Real/Downtown Specific Plan discussed by the Commission, that is one item that could possibly warrant some additional discussion tonight, or it could be transmitted as written.

Chair Eiref said he recalled passionate Commission discussion about crossing Ravenswood. Senior Planner Rogers said that the "El Camino Real/Downtown Specific Plan Recommended Improvements" included east-west connectivity including the rail undercrossing.

Chair Eiref said he thought they wanted to emphasize an east-west undercrossing specifically.

Commissioner Ferrick said how Senior Planner Rogers had stated the project number 3 captured the improvements in the Plan that focus on east-west connectivity.

Commissioner Strehl asked if the list was assembled by priority. She said if it was that number 3 should be before number 2.

Commissioner Combs said he thought number 3 should have a focus on east-west connectivity rather than generally emphasizing the Specific Plan recommended improvements as a priority.

Commissioner Ferrick said she was fine with adding that focus. She said the item was called out by the Commission last time as none of the improvements recommended in the Specific Plan were on a funded list.



Commissioner Kadvany said all three items needed the Commissioner's input to the Council. He said number 2 could raise flags for the Council and it was important to convey that the guidelines were considered to be educational and not necessarily mandatory.

Commissioner Bressler said he agreed with Commissioner Kadvany about Commissioners speaking to the Council and that specific east-west connectivity projects needed to be identified.

Chair Eiref asked if the other Commissioners wanted to add to number 3 "with a focus on east-west connectivity." There was consensus.

Commissioner Kadvany suggested adding "Advisory" after "Single-Family" and before "Residential Guidelines." Through discussion, it was suggested adding "Advisory" before "Design Guidelines." Commissioner Strehl said "Single-Family Residential Development Zoning Ordinance Amendment" spoke to something much stronger than guidelines. The Commission's consensus was to remove Single-Family Residential Development Zoning Ordinance Amendment" and add "Advisory" to read: "Single-Family Residential Advisory Design Guidelines."

Commission Action: The Planning Commission concluded its review with consensus on the following topics:

1. "Downtown Parking Structures – A Feasibility Study" (draft CIP p. 42) should be moved from Non-Funded Project Requests into the Five-Year CIP;
2. "Single-Family Residential Advisory Design Guidelines" (draft CIP p. 48) should be moved from Non-Funded Project Requests into the Five-Year CIP; and
3. "El Camino Real/Downtown Specific Plan Recommended Improvements" (draft CIP p. 54-55), in particular those with a focus on east-west connectivity, should generally be prioritized and expedited.

## **F. COMMISSION BUSINESS**

There was none.

## **ADJOURNMENT**

The meeting adjourned at 8:02 p.m.

Staff Liaison: Thomas Rogers, Senior Planner

Recording Secretary: Brenda Bennett



# PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION  
MEETING OF FEBRUARY 9, 2015  
AGENDA ITEM C2

<b>LOCATION:</b>	<b>654 Santa Cruz Avenue</b>	<b>APPLICANT:</b>	<b>Mitchell Bearg</b>
<b>EXISTING USE:</b>	<b>Retail Pet Store</b>	<b>PROPERTY OWNER:</b>	<b>Arco Building Co.</b>
<b>PROPOSED USE:</b>	<b>Retail Pet Store</b>	<b>APPLICATION:</b>	<b>Sign and Awning Review</b>
<b>ZONING:</b>	<b>SP-ECR/D (El Camino Real/Downtown Specific Plan) - D (Downtown)</b>		

## PROPOSAL

The applicant is requesting sign review for a new awning that would feature greater than 25 percent of the sign area in a bright orange color. In addition, the sign graphics would be located on the angled (non-vertical) portion of the awning. The signage would be located on an existing building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district.

## ANALYSIS

### Site Location

The subject property is located at 654-656 Santa Cruz Avenue, near the intersection of Curtis Street and Santa Cruz Avenue, in downtown Menlo Park. The adjacent parcels are also in the SP-ECR/D zoning district. The existing one-story building currently consists of two tenant spaces:

- Bow Wow Meow (654 Santa Cruz Avenue – “L”-shaped space; access from both Santa Cruz Avenue and Chestnut Lane)
- Yves Delorme (656 Santa Cruz Avenue – rectangular space; access from Santa Cruz Avenue only)

The property is part of the downtown parking assessment district, and its off-street parking space requirement is provided in the City’s parking plazas.

## Project Description

Bow Wow Meow, a retail pet store, opened in Menlo Park in spring 2011. The location in Menlo Park is the company's third location, in addition to its locations in San Carlos and San Francisco. The business currently has a small square awning that covers a portion of the façade of the business. At this time, the applicant is requesting to install a new angled awning and sign for the existing business. The sign and awning design requires Planning Commission review due to the color and location of the signage on the awning. The applicant has submitted a project description letter (Attachment C) that describes the proposal in more detail.

Staff reviews a sign application for conformance with both the Zoning Ordinance regulations and the Design Guidelines for Signs. If the request meets the requirements in both documents, staff can approve the sign request administratively. If, however, the sign request would not adhere to the regulations of the Zoning Ordinance and/or be incompatible with the Design Guidelines for Signs, the review of the application is forwarded to the Planning Commission, either through a variance application (in the case of noncompliance with the Zoning Ordinance) and/or as a general review of the sign for consistency with the Design Guidelines.

For this application, staff determined that the proposed awning and sign would comply with all Zoning Ordinance regulations. However, the proposed sign would not be consistent with the Design Guidelines for Signs. Specifically, the sign would not comply with items B.6 and B.7, sections of the guidelines that recommend that the awning signage be located on vertical surfaces and the use of bright colors in signage, respectively. An excerpt page from the Design Guidelines for Signs has been included as Attachment D.

The applicant is proposing a new awning and updated signage consistent with Bow Wow Meow's corporate colors and logo. The proposed awning would be orange, specifically Pantone Matching System (PMS) color 1655, which is one of the bright colors identified in the Sign Design Guidelines. According to the applicant, the proposed awning would be the same color as the orange used on Bow Wow Meow's bags, business cards, letterhead, website, etc. The applicant states that the proposed awning would be in keeping with the corporate branding and would enhance the image of the store.

The proposed signage includes "Bow Wow Meow" located on the angled portion of the awning and "Pet Specialties & Grooming" located on the vertical base of the awning. In addition, the applicant is proposing a small sign perpendicular to the building along the side of the awning. This sign is less than three square feet in area and therefore, is considered a blade sign, which is not included in the overall square footage of sign area. The "Bow Wow Meow" sign would contain a grey and white background (immediately around the sign copy) to allow the copy to be more visible. The sign copy would contain white and orange to contrast with the immediate background. The orange lettering would match the awning. The "Pet Specialties & Grooming" sign would be comprised of white lettering and would be located directly on the orange awning. The proposed awning and signs are shown on the project plans (Attachment B).

The subject suite is permitted to have a maximum of 34.5 square feet of signage, per the fair sharing provision between tenants, enumerated in the Sign Design Guidelines. The proposed sign area is 18.33 square feet, not including the blade sign, which is exempt from the calculation of sign area. The sign colors and awning would be consistent with the brand identity of the business and the proposed signs. The sign colors are in keeping with the overall color palette of the pet store, which help to provide a uniform theme for the tenant suite. In addition, the applicant states in their project description letter (Attachment C) that an existing street tree blocks the current awning, making it difficult for patrons to locate the business. Therefore, the orange awning would increase visibility for the business, while updating the façade to be consistent with the company's branding. The proposed awning would contain angled sign text on the main part of the new awning; however, the awning is designed to match the existing awning of the neighboring tenant (Yves Delorme), which creates a consistent awning design along the front of the building. Staff believes that the proposed awning and signage is consistent with the business's brand identity and would enhance the storefront, while maintaining a consistent awning design across both tenant suites.

### Correspondence

Staff has not received any correspondence on this project.

### Conclusion

Staff believes that the proposed exterior modifications would result in a more contemporary and attractive storefront, with a more lively color palette. The proposed signage and façade would be compatible elements, creating a unified theme for the suite, and would be consistent with the business's brand identity. Staff recommends approval of the awning and sign requests.

## **ENVIRONMENTAL REVIEW**

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

## **RECOMMENDATION**

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current CEQA Guidelines.
2. Make a finding that the sign is appropriate and compatible with the businesses and signage in the downtown area, and is consistent with the Design Guidelines for Signs.
3. Approve the sign review request subject to the following **standard** conditions of approval:
  - a. Development of the project shall be substantially in conformance with the

plans prepared by Brandon Silkscreen, dated received February 3, 2015, consisting of two plan sheets and approved by the Planning Commission on February 9, 2015, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.

- b. The applicant shall comply with all West Bay 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.

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

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

## **PUBLIC NOTICE & APPEAL PERIOD**

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

## **ATTACHMENTS**

- A. Location Map
- B. Project Plans
- C. Project Description Letter
- D. Sign Design Guidelines (Excerpt)

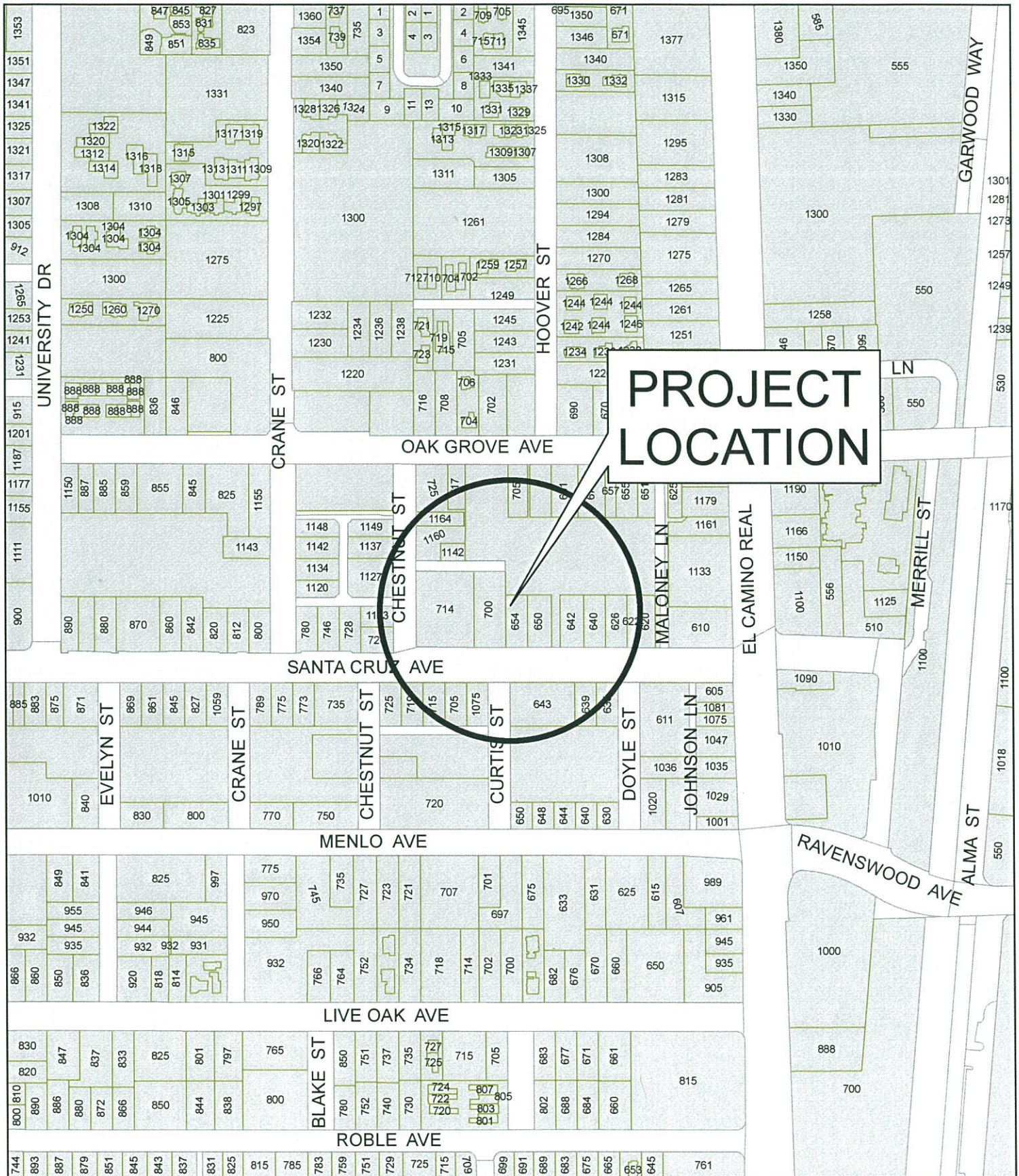
## **EXHIBITS TO BE PROVIDED AT MEETING**

Awning Color Sample

**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\020915 - 654 Santa Cruz Avenue (Bow Wow Meow).doc





# CITY OF MENLO PARK

## LOCATION MAP

### 654 SANTA CRUZ AVE

DRAWN: TAS CHECKED: KTP DATE: 02/09/15 SCALE: 1" = 300' SHEET: 1





RECEIVED

FEB 3 - 2015

Design Concept-Signage for BOW WOW Meow

CITY OF MENLO PARK  
BUILDING

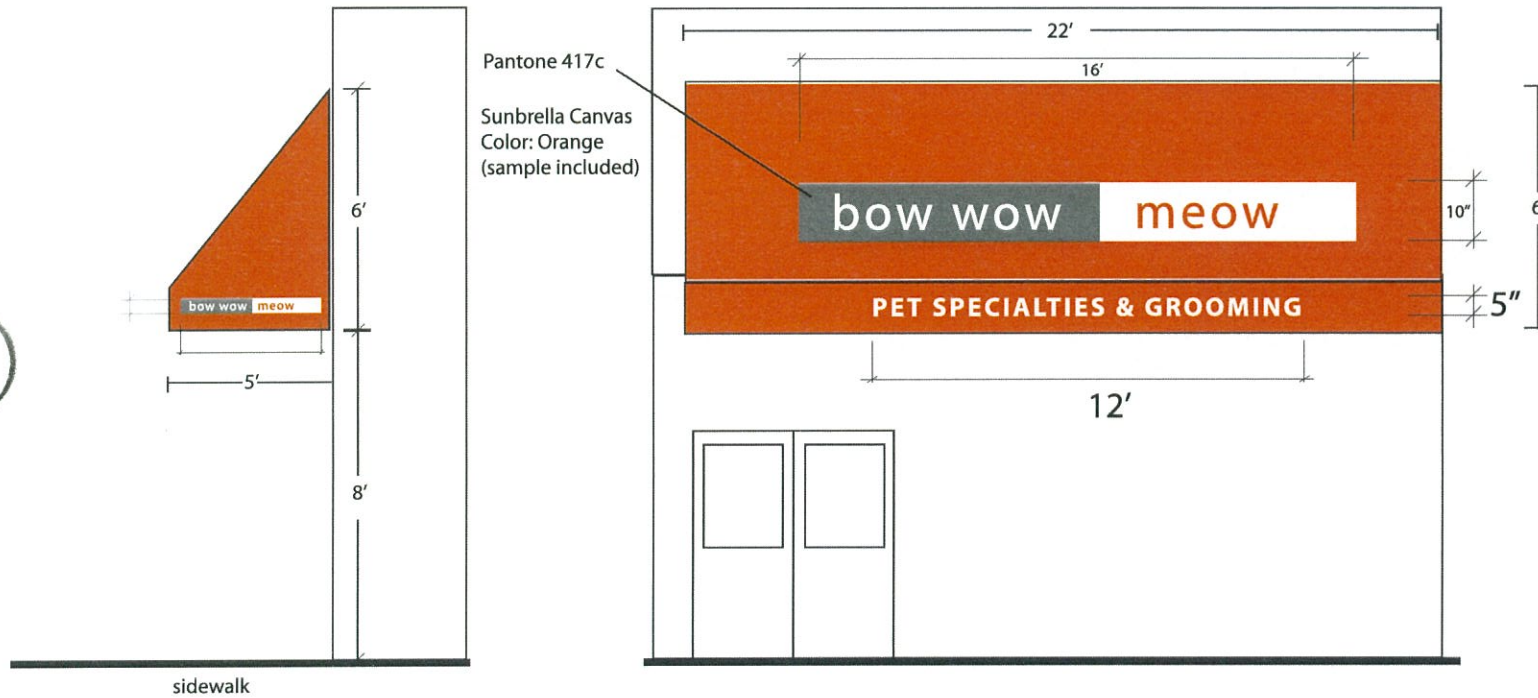
**Brandon Silkscreen**  
1218 Campbell Street  
Oakland, CA 94607  
415.706.2051

PROJECT: Bow Wow Meow  
654 Santa Cruz Ave  
Menlo Park, CA

Drawing: David Brandon

Date: 9.3.14

151



Total Length of Building: 50 ft  
Maximum allowable 34.5 sq ft

1 ELEVATION -  
SCALE: NTS

Design Concept-Signage for BOW WOW Meow

Existing



**Brandon Silkscreen**  
1218 Campbell Street  
Oakland, CA 94607  
415.706.2051

SIGNAGE SUMMARY	
MAIN STOREFRONT SIGN	
FRONT AWNING SIGN X 1	18.33 SF
SIDE AWNING SIGN X 1	
TOTAL SF OF SIGNAGE	18.33 SF
STOREFRONT WIDTH	23'-6"
ALLOWABLE SIGNAGE AREA	34.5 SF

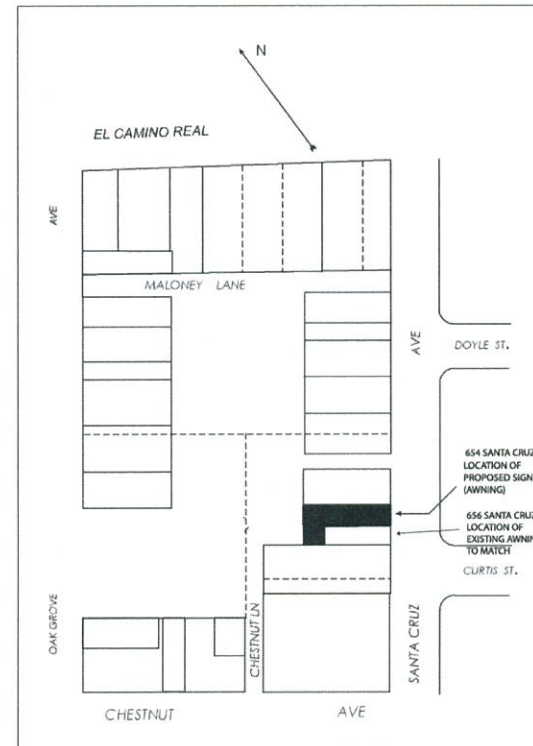
PROJECT: Bow Wow Meow  
654 Santa Cruz Ave  
Menlo Park, CA

Drawing: David Brandon

Date: 9.3.14

NEW AWNING  
WILL MATCH  
EXISTING  
AT 656 SANTA CRUZ  
IN SIZE, SHAPE AND  
ANGLE.

Proposed



SITE PLAN/Photo Key  
N.T.S.

654 SANTA CRUZ AVE  
MENLO PARK, CA  
BLOCK #102  
LOT #23

1

ELEVATION -  
SCALE: N.T.S.





Pet Specialties and Grooming

To: Community Development Department  
Planning Division

12/15/14

From: Mitchell Bearg  
Bow Wow Meow  
654 Santa Cruz Ave.  
Menlo Pk, Ca. 94025

I am requesting approval for a new awning for Bow Wow Meow at 654 Santa Cruz Ave.

The new design is consistent with our corporate branding and will be a vast improvement to the store front façade. The orange color is part of our identity: it is on our bags, business cards, letterhead, website. etc. We strive to present a store front that is tasteful and reflective of the interior of the store. The store is extremely upscale and the awning is designed to match and enhance that image. The awning is of modest proportions for a store of over 4000 square feet.

With a tree blocking the storefront it is extremely challenging for people to locate us. The lettering has been put on the slanted part of the awning due to the presence of the tree which blocks a majority of the storefront. Being a destination store for people from many different cities on the peninsula a new awning will give us more visibility and make the street safer as people will more easily be able to locate us.

Our goal is maintain an attractive store, both inside and out, and continue to be an integral part of the community of Menlo Park in a positive and caring way.

Sincerely,

Mitchell Bearg

A handwritten signature in blue ink, appearing to read "Mitchell Bearg", is written over the printed name.

RECEIVED

DEC 17 2015

CITY OF MENLO PARK  
PLANNING

737 Laurel St. San Carlos, CA 94070 • 650-802-2845  
2150 Polk St. San Francisco, CA 94109 • 415-440-2845  
654 Santa Cruz Ave. Menlo Park, CA 94025 • 650-323-2845

[www.bowwowmeow.net](http://www.bowwowmeow.net)

Handwritten initials "cl" in blue ink, enclosed within a hand-drawn circle.

## **B. GENERAL CRITERIA (cont'd.)**

3. Sign dimensions as specified in the Zoning Ordinance are maximum dimensions. In reviewing sign applications for consistency with these guidelines, the outcome may result in signs that are smaller than the maximum permitted by the Zoning Ordinance.
4. Use of individual letters and symbols are encouraged rather than cabinet or box signs (existing cabinet signs may be refaced but not enlarged). In general, lettering between 8 inches and 18 inches is considered acceptable. Lettering larger than 24 inches may be considered for buildings with large setbacks from the street.
5. Signs lit with an external source are recommended over internally lit signs. External light sources should not be visible and should be concealed in shrubbery or in decorative structures. Another acceptable method of illumination is a "halo" type sign, which uses solid letters with a light source behind them, illuminating the wall around the letters. If internally illuminated signs must be used, illumination of letters and graphics is preferred over the illumination of the background. In all cases, lighting should not cause glare on surrounding streets or property nor distract from the surrounding environment.
6. Awning signs are allowed. Graphics on awnings should be confined to vertical surfaces.
7. Colors, materials, and design of the sign should be compatible and harmonious with the colors, materials, and design of the building and the surrounding area. Signs using the bright colors listed below shall require Planning Commission review and approval, unless such colors comprise 25 percent or less of the sign area, in which case the signs can be approved at an administrative level. The use of techniques such as creating borders around signs containing bright colors can be useful in making the color more compatible and harmonious with the surrounding neighborhood. The following colors are considered bright colors for purposes of determining the level of review required (using the Pantone Matching System [PMS]):
  - Yellow: Process Yellow, 102, 108, 109, 116, 123, 395, 396, 3955, 3965, 803
  - Orange: Process Orange, 136, 137, 1375, 151, 1575, 1585, 165, 1655, 804
  - Red: Process Red, 171, 172, 178, Warm Red, 179, 1788, 1795, 185, 186, 192, 199, 200, 206, 213, Rubine Red, 226, 485, 805, 806
8. Existing businesses with corporate logos containing bright red, orange, or yellow colors exceeding the intensities and percentages outlined in B.7, above, may be replaced and upgraded subject to an administrative review, provided that the total square footage of such signs does not increase, and provided the signs maintain approximately the same percentage and shade of bright colors.
9. Building signs should be mounted flush against a building, and may not project above the eave of the roof or the top of a parapet.





# PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION  
MEETING OF FEBRUARY 9, 2015  
AGENDA ITEM C3

<b>LOCATION:</b>	<b>2700 Sand Hill Road</b>	<b>APPLICANT:</b>	<b>Pauline Schley</b>
<b>EXISTING USE:</b>	<b>Office Building</b>	<b>OWNER:</b>	<b>Monte Rosa Land Company, LLC</b>
<b>PROPOSED USE:</b>	<b>Office Building</b>	<b>APPLICATION:</b>	<b>Architectural Control</b>
<b>ZONING:</b>	<b>C-1-C (Administrative, Professional and Research District, Restrictive)</b>		

## PROPOSAL

The applicant is requesting approval for architectural control for exterior modifications to the main entrance of an existing office building in the C-1-C (Administrative, Professional and Research District, Restrictive) zoning district, including a new entry awning and associated landscaping.

## ANALYSIS

### Site Location

The subject site is located at 2700 Sand Hill Road and the campus is addressed 2700-2770 Sand Hill Road, between Monte Rosa Drive and Interstate 280. The subject property contains seven multi-story office buildings along with ancillary employee amenity buildings, and is adjacent to other office buildings and complexes along the left and right sides, which are also located in the C-1-C (Administrative, Professional and Research District, Restrictive) zoning district. The subject site abuts several single-family residential parcels at the rear, which are zoned R-1-S (Single Family, Suburban). Across Sand Hill Road, to the south, is the Rosewood Sand Hill hotel and office complex, which is zoned C-4(X) (General Commercial, Conditional Development) and an office complex located at 2725-2775 Sand Hill Road. The office complex at 2725-2775 Sand Hill Road is also zoned C-1-C (Administrative, Professional and Research District, Restrictive).



## Project Description

The applicant is proposing to modify the main entrance along the east (right side) elevation of the existing two story office building addressed 2700 Sand Hill Road by removing and replacing the main entry door and window system on the ground level. On the second level, the existing windows and stucco would be removed and replaced with a floor-to-ceiling frameless glass window system to match the main level. As part of the proposed façade changes, the applicant would replace the existing wood trellis with a more contemporary aluminum and glass awning above the main entrance. The proposed project would not result in any changes to the gross floor area (GFA), building coverage, or on-site parking. The applicant states in the project description letter (Attachment C) that the modifications are intended to match and blend with the existing building, while improving the appearance of the entry for an anticipated new tenant. In addition to the façade modifications, the proposed project would contain minor landscaping changes to allow for a new seat wall.

## Design and Materials

The proposed window system and entry doors on both the first and second levels would be frameless tempered glass. The proposed changes would be confined to the main entry and would not extend beyond the brick columns on either side of the main entrance. The awning between the first and second levels would be removed and replaced with a new dark bronze anodized aluminum and glass canopy. The proposed changes to the main entry would be contemporary in design. On each side of the main entrance, a low seat wall composed of colored concrete and plaster would be installed. The concrete is anticipated to be a sandstone color and the new walkway would be an earth toned color identified as "moka." The ends of the seat wall would contain a precast concrete planter.

## Trees and Landscaping

The applicant is not proposing to remove any trees as part of the proposed project. A limited amount of ground cover would be removed to allow for the installation of the new seat wall; however, the non-heritage trees on each side of the main entry would remain as part of the proposed project.

## Correspondence

Staff has not received any items of correspondence on the proposed project.

## Conclusion

Staff believes the proposed exterior modifications would result in a modern refresh of the main entry and would make the tenant space more attractive to possible future tenants. The modifications are contemporary in nature, but would generally

complement the existing building. Staff recommends approval of the architectural control request.

## **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 California Environmental Quality Act (CEQA) Guidelines.
2. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
  - a. The general appearance of the structure is in keeping with the character of the neighborhood.
  - b. The development will not be detrimental to the harmonious and orderly growth of the City.
  - c. The development will not impair the desirability of investment or occupation in the neighborhood.
  - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
  - e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
3. Approve the architectural control request subject to the following **standard** conditions of approval:
  - a. Development of the project shall be substantially in conformance with the plans prepared by AP+I Design, dated received January 22, 2015, consisting of six plan sheets and approved by the Planning Commission on February 9, 2015 except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
  - b. The applicant shall comply with all West Bay 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. 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 that 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. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

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

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

## **PUBLIC NOTICE & APPEAL PERIOD**

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

## **ATTACHMENTS**

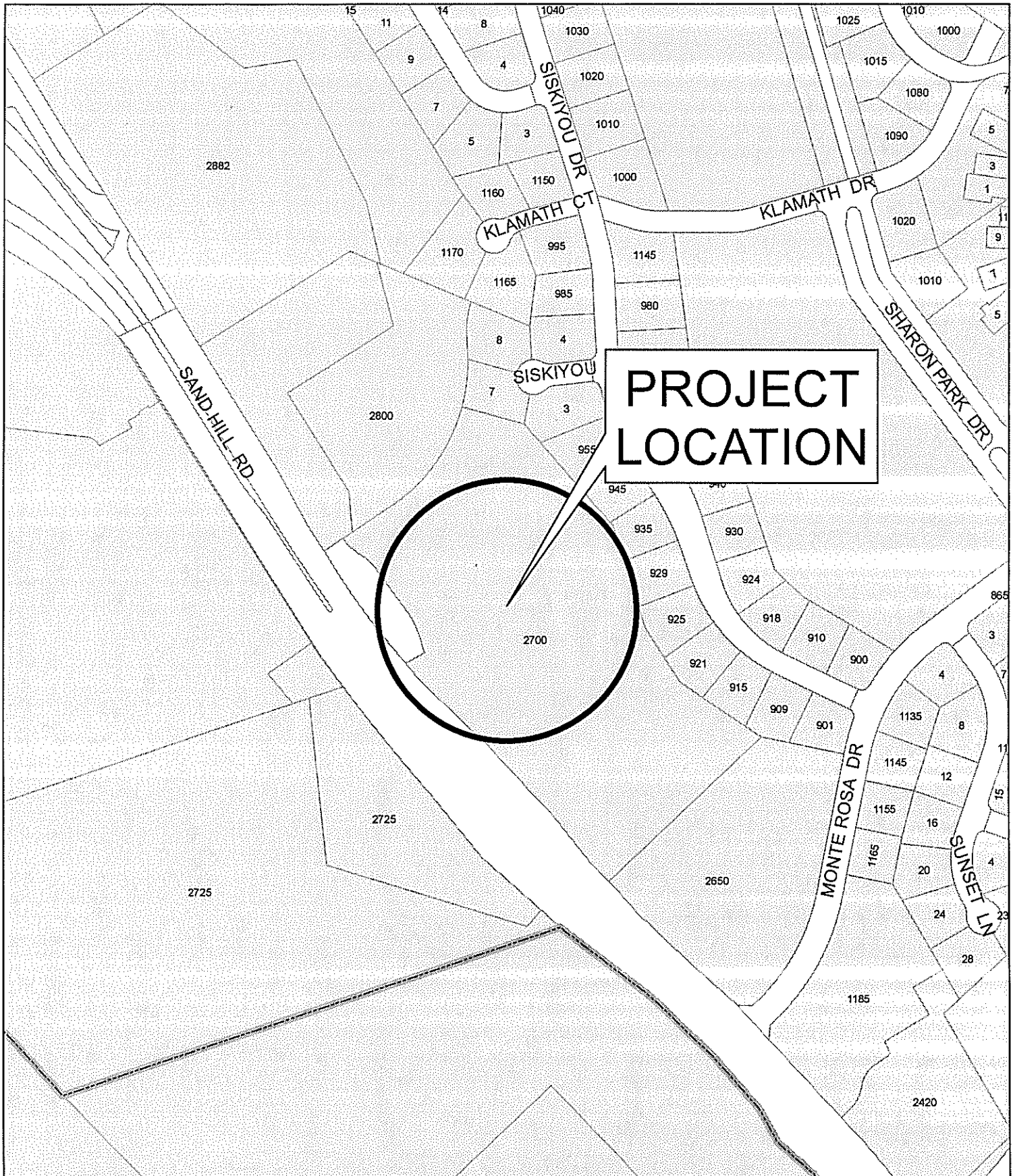
- A. Location Map
- B. Project Plans
- C. Project Description Letter

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

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

Color and Materials Sheet

V:\STAFFRPT\PC\2014\020915 - 2700 Sand Hill Road.doc



# CITY OF MENLO PARK

## LOCATION MAP 2700 SAND HILL ROAD

DRAWN: TAS CHECKED: KTP DATE: 02/09/15 SCALE: 1" = 300' SHEET: 1



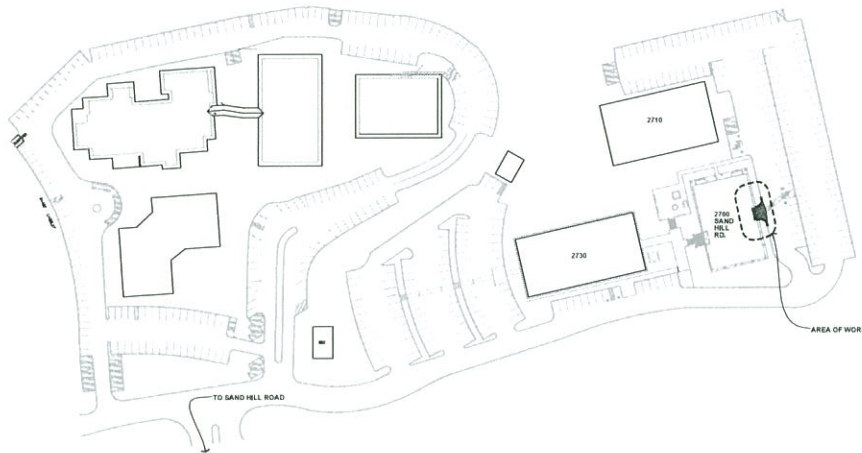


# REFERENCE SITE PLAN

RECEIVED

JAN 22 2015

By PLANNING



# REFERENCE SITE PLAN

1"=80'-0"



## GENERAL NOTES

1. PRIOR TO SUBMITTING COST PROPOSAL, THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS ON SITE AND REVIEW MODIFICATIONS REQUIRED TO EXISTING CONDITIONS, INCLUDING EXISTING BUILDING SHELL CONDITIONS AND EQUIPMENT WHICH MAY AFFECT THE WORK.
2. CONTRACT DOCUMENTS ARE COMPLEMENTARY. WHAT IS CALLED FOR ON ANY DOCUMENT WILL BE SHOWN AS IF CALLED FOR ON ALL DOCUMENTS. ALL WORK SHOWN OR REFERENCED ON ANY CONSTRUCTION DOCUMENT SHALL BE PROVIDED AS THOUGH SHOWN ON ALL RELATED DOCUMENTS.
3. THE CONTRACTOR SHALL EXAMINE, READ AND BE THOROUGHLY FAMILIAR WITH ALL OF THE CONTRACT DOCUMENTS. SHOULD THE CONTRACTOR FIND DISCREPANCIES IN OR OMISSIONS FROM THE DRAWINGS AND SPECIFICATIONS, HE SHOULD BE IN CONTACT AS TO THEIR INTENT OR MEANING. HE SHALL NOTIFY THE ARCHITECT IMMEDIATELY FOR CLARIFICATION OR INTERPRETATION.
4. CONTRACTOR SHALL CONFIRM DURING THE PRELIMINARY PERIOD ON-SITE DELIVERY DATES OF ALL MATERIALS SPECIFIED IN THE CONTRACT DOCUMENTS AND IMMEDIATELY NOTIFY THE ARCHITECT IN WRITING OF POTENTIAL DELAYS TO THE COMPLETION OF THE PROJECT IF THE CONTRACTOR FAILS TO ORDER MATERIALS IN SUFFICIENT TIME FOR ORDERLY INSTALLATION. THE ARCHITECT WILL NOT ENTERTAIN ANY REQUESTS FOR MATERIAL SUBSTITUTION.
5. THE CONTRACTOR SHALL REMOVE ALL RUBBISH AND WASTE MATERIALS ON A REGULAR BASIS, AND SHALL EXERCISE STRICT CONTROL OVER JOB CLEANING TO PREVENT ANY DIRT, DEBRIS OR GUST FROM AFFECTING FINISHED AREAS OR OUTSIDE OF THE JOB SITE. THE BUILDING REFUSE FACILITY SHALL NOT BE USED FOR THIS PURPOSE WITHOUT PERMISSION FROM BUILDING DEPT.
6. CONTRACTOR SHALL LEAVE THE PREMISES AND ALL AFFECTED AREAS CLEAN AND IN AN ORDERLY MANNER READY FOR WORK AT THE END OF THE PROJECT. THIS SHALL INCLUDE CLEANING OF ALL INTERIOR AND EXTERIOR GLASS AND FRAMES, BOTH NEW AND EXISTING.
7. PRESERVE AND MAINTAIN EXISTING TREES DURING DEMOLITION AND CONSTRUCTION PHASES.
8. ALL WORK SHALL MEET FEDERAL, STATE AND LOCAL BUILDING CODES AND ORDINANCES IN EFFECT AT THE TIME OF CONSTRUCTION IN ADDITION TO ADA REQUIREMENTS.
9. THE CONTRACTOR OR SUBCONTRACTORS SHALL SECURE AND PAY FOR ALL PERMITS, GOVERNMENTAL FEES AND LICENSES REQUIRED FOR PROPER COMPLETION OF THE WORK. THE CONTRACTOR SHALL REQUEST ALL INSPECTIONS REQUIRED BY LOCAL GOVERNMENTAL AGENCIES AND COORDINATE THE WORK ACCORDINGLY.
10. THE CONTRACTOR SHALL SUBMIT TO THE OWNER AND TENANT FOR APPROVAL, A DETAILED CONSTRUCTION SCHEDULE SHOWING PHASING OF WORK AND MECHANICAL OR ELECTRICAL DISRUPTIONS TO BUILDING SERVICES.

## DRAWING INDEX

### ARCHITECTURAL

- A0 TITLE & COVER SHEET
- A1.0 REFERENCE SITE PLAN AERIAL PHOTO
- A1.1 PROPOSED SITE PLAN
- A1.2 ENLARGED SITE PLANS
- A7.1 EXTERIOR ELEVATION, EXTERIOR RENDERING AND SECTION

### LANDSCAPE

- L1.0 PLANTING PLAN

### PROJECT DESCRIPTION

THIS PROJECT CONSISTS OF EXTERIOR IMPROVEMENTS TO AN EXISTING 14,000 SQUARE FOOT (APPROXIMATE) TWO STORY BUILDING. THE BUILDING OWNER PROPOSES TO REPLACE A PORTION OF THE EXTERIOR WITH NEW STONEPOINT SHOWN SYSTEM AND ENTRY DOORS AND INSTALL A NEW CANOPY ALONG WITH NEW LANDSCAPING AT THE BUILDING ENTRY. NO HAZARDOUS MATERIALS WILL BE USED OR STORED AT THE SITE. REFER TO THE EXISTING PLANS, ON THIS SHEET, FOR EXISTING REQUIREMENTS.

ALL NEW WORK WILL COMPLY WITH THE DISABLED ACCESSIBILITY REQUIREMENTS OF CALIFORNIA BUILDING CODE CHAPTER 11B, THE EXISTING PARKING AND PATH OF TRAVEL SERVING THE SITE MEET THE REQUIREMENTS OF CALIFORNIA BUILDING CODE SECTION 11B-202.4. REFER TO SHEET A1.1 FOR SITE PLAN DOCUMENTATION.

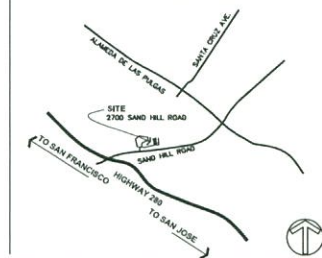
### PROJECT DATA

TOTAL AREA OF WORK:	382 SQ. FT.
OCCUPANCY:	B
CONSTRUCTION TYPE:	V-B
NUMBER OF STORIES:	TWO
BUILDING CODE:	2013 CBC, CEC, OMC, DPC & OFC 2013 CA ENERGY CODE
SPRINKLERED:	YES
APN:	074-280-750
ZONING:	C1C

### PROJECT TEAM

ARCHITECT:	AP+H DESIGN, INC. 303 BRYANT STREET, FIRST FLOOR MOUNTAIN VIEW, CA 94041 800.254.1444 TEL 800.254.1411 FAX CONTACT: ALFONSO SODAS
OWNER:	FORD LAND COMPANY 3000 SAND HILL ROAD, BLDG. 1, STE. 120 MENLO PARK, CA 800.854.3000 TEL 800.854.3033 FAX CONTACT: PAULINE SCHLEY

### LOCATION MAP



## EXTERIOR IMPROVEMENTS FOR:

# 2700 SAND HILL ROAD MENLO PARK, CA

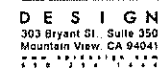


LARRY GRONDAHL

NO.	DESCRIPTION	DATE
1	ISSUED FOR PLANNING REVIEW	12.23.14
2	PLANNING REVIEW COMMENTS	01.21.15

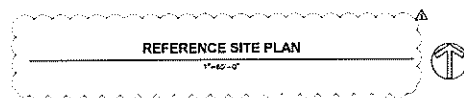
PROJECT	EXTERIOR IMPROVEMENTS SPECULATIVE SUITE
CLIENT	FORD LAND COMPANY 3000 SAND HILL ROAD, BLDG. 1, STE. 120 MENLO PARK, CA
SHEET TITLE	TITLE & COVER SHEET

JOB NO.	14400	SHEET NO.	A0
DATE	12.23.14		
SCALE	AS SHOWN		



LARRY GRODINS

NO	DESCRIPTION	DATE
1	ISSUED FOR PLANNING REVIEW	12/23/18
2	PLANNING REVIEW COMMENTS	01/21/19



### EXISTING PROPERTY MAP

FOR  
REFERENCE  
ONLY

PROJECT  
EXTERIOR IMPROVEMENTS  
SPECULATIVE SUITE

CLIENT

FORD LAND COMPANY  
3000 SAND HILL ROAD BRDG 1 STE 120  
MENLO PARK, CA

SHEET TITLE

REFERENCE SITE PLAN  
AERIAL PHOTO

JOB NO 14400 SHEET NO  
DATE 12.23.14 **A1.0**  
SCALE AS SHOWN

© Springer AB & Design Inc. 2011

2710 SAND  
HILL ROAD  
(N.J.C.)

2700 SAND  
HILL ROAD

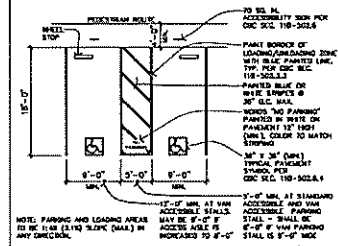
TO SAND HILL ROAD

PROPOSED SITE PLAN  
1/8"=1'-0"



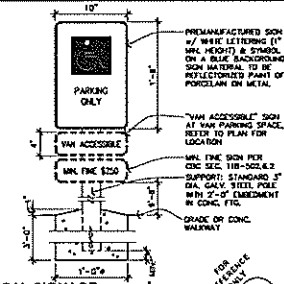
# SITE & PARKING DATA

THE EXISTING PARKING AND PATH OF TRAVEL TO THE AREA OF WORK ARE IN COMPLIANCE WITH CALIFORNIA ACCESSIBILITY REQUIREMENTS AS REQUIRED BY CALIFORNIA BUILDING CODE CHAPTER 11B. DETAILS 1.1.2 & 1.1.3 ARE SHOWN FOR REFERENCE ONLY.



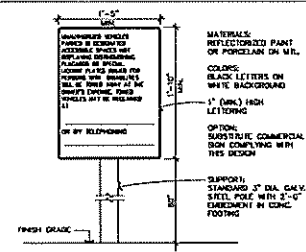
## TYPICAL ACCESSIBLE PARKING STALL

1/8"=1'-0" 1



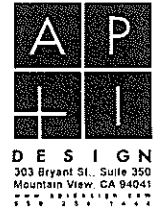
## TYPICAL SIGNAGE & FOOTING

1/8"=1'-0" 2



## TOWING SIGN

1/8"=1'-0" 3

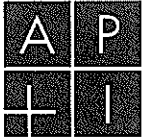


LARRY GRONDAK		
NO.	DESCRIPTION	DATE
1	REVISED FOR PLANNING REVIEW 12.23.14	
2	PLANNING REVIEW COMMENTS 01.21.15	

PROJECT  
EXTERIOR IMPROVEMENTS  
SPECULATIVE SUITE  
2700 SAND HILL ROAD  
MENLO PARK, CA  
CLIENT  
FORD LAND COMPANY  
3000 SAND HILL ROAD BLDG 1 STE 120  
MENLO PARK, CA

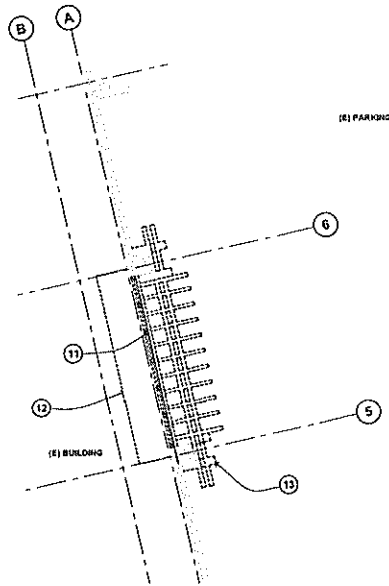
SHEET TITLE  
PROPOSED SITE PLAN

JOB NO. 14400 SHEET NO.  
DATE 12.23.14 A1.1  
SCALE AS SHOWN



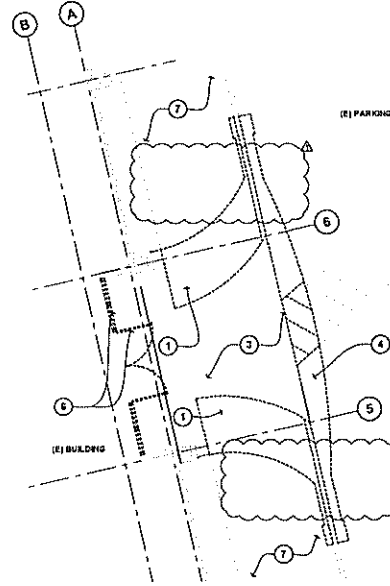
**DESIGN**  
303 Bryant St., Suite 250  
Mountain View, CA 94041  
www.apli.com  
510.214.1444

LARRY GORDON		
NO.	DESCRIPTION	DATE
1	ISSUED FOR PLANNING REVIEW 12.23.14	
2	PLANNING DEPT. COMMENTS 01.21.15	



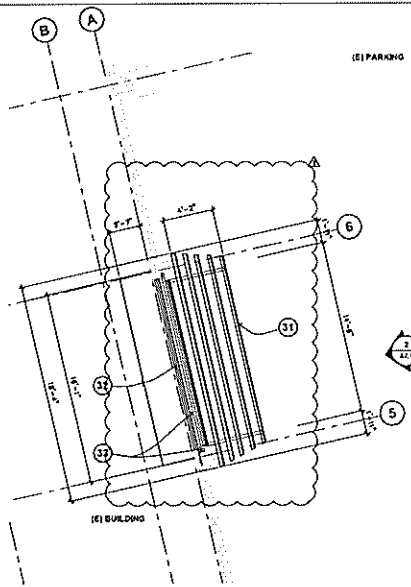
ENLARGED SECOND FLOOR DEMOLITION PLAN

1/4" = 1'-0" 14



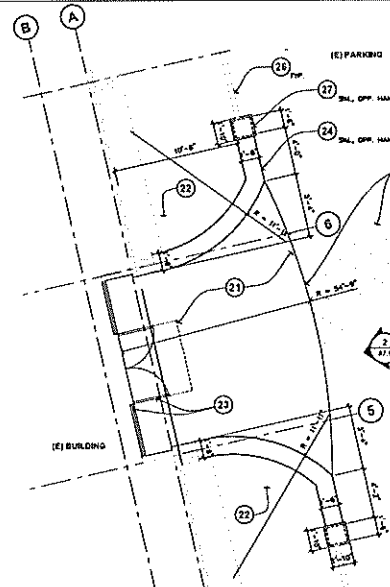
ENLARGED FIRST FLOOR DEMOLITION SITE PLAN

1/4" = 1'-0" 6



ENLARGED SECOND FLOOR PLAN

1/4" = 1'-0" 14



ENLARGED SITE PLAN

1/4" = 1'-0" 8

#### DEMOLITION PLAN NOTES

1. VERIFICATION OF EXISTING FIELD CONDITIONS IS REQUIRED PRIOR TO PROCEEDING. PRIOR TO DEMOLITION, CONTRACTOR IS TO COORDINATE WITH BUILDING OWNER TO IDENTIFY ITEMS OF INTEREST AND DETERMINE TO BE SAVED AND REUSED. NOTIFY LANDSCAPE ARCHITECT IMMEDIATELY IF FIELD CONDITIONS REVEAL ITEMS NOT SHOWN ON PLAN.
2. DURING DEMOLITION, THE CONTRACTOR IS TO MAINTAIN OPERATION OF ALL COMPONENTS OF THE FIRE SAFETY SYSTEM. PROVIDE TEMPORARY SUPPLY, IF NECESSARY.
3. PATCH AND REPAIR ALL BALUSTRADES, LANDSCAPING, STORM WATER DRAINAGE SYSTEM AND LANDSCAPE IRRIGATION SYSTEM, AS REQUIRED, WHEN AFFECTED BY DEMOLITION.

#### DEMOLITION SITE PLAN KEY NOTES

1. REMOVE PORTION OF EXISTING LANDSCAPING AS SHOWN. RE-WORK IRRIGATION AS REQUIRED. SEE LANDSCAPE DRAWINGS.
2. NOT USED.
3. EXISTING CONCRETE DRIVEWAY TO BE DEMOLISHED. PROTECT AS REQUIRED.
4. PORTION OF EXISTING ASPHALT TO BE DEMOLISHED. SEE SITE PLAN FOR NEW WORK.
5. EXISTING ACCESSIBLE SHIMMED PAVEMENT TO REMAIN. SEE SITE PLAN BELOW FOR MORE INFORMATION.
6. EXISTING STONEWORK TO BE REMOVED.
7. EXISTING PLANTER TO REMAIN. PROTECT AS REQUIRED.

#### SECOND FLOOR DEMOLITION PLAN KEY NOTES

11. REMOVE PORTION OF EXISTING EXTERIOR WALL AND WINDOWS AS SHOWN.
12. REMOVE EXISTING PORTION OF EXISTING SECOND FLOOR FRAMING AND EXISTING OVER ENTRY BELOW.
13. REMOVE EXISTING WOOD MILLER SHOWN. PATCH EXISTING BEARING TO MATCH EXISTING.

#### SITE PLAN NOTES

1. CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION.
2. DIMENSIONS NOTED "TYPICAL" OR "CL" ARE FOR REQUIRED CLEARANCE AND MUST BE MAINTAINED.
3. ALL DIMENSIONS ARE GIVEN TO FACE OF FINISH, U.S.A.
4. ALL DIMENSIONS NOTED "VERIFY" OR "FIELD" SHALL BE CHECKED BY CONTRACTOR PRIOR TO CONSTRUCTION. ANY VARIANCES SHALL BE REPORTED TO APH1 BEFORE PROCEEDING.
5. CONTRACTOR SHALL NOT SCALE DRAWINGS. ALL DIMENSIONS ON DRAWINGS TAKE PRECEDENCE OVER SCALE.
6. ALL HEIGHTS ARE DIMENSIONED FROM TOP OF EXISTING SLAB UNLESS NOTED "A.F.F." (AS FINE FINISHED FLOOR) AND ARE APPROXIMATE.
7. ALL WORK SHALL BE EXECTED AND INSTALLED PLUMB, LEVEL, SQUARE AND TRUE AND IN PROPER ALIGNMENT.

#### ENLARGED SITE PLAN KEY NOTES

21. PROVIDE NEW CONCRETE DRIVEWAY; LANDING AT ENTRY TO THE WALL. SLOPE IN ANY DIRECTION (SHOWN DASHED). DRIVEWAY SEE SLOPE MARK IN DIRECTION OF TRAVEL.
22. PROVIDE NEW LANDSCAPE PLANTING. SEE LANDSCAPE DRAWINGS.
23. NEW FRAMELESS GLASS STOREFRONT DOORS AND WINDOW SYSTEM.
24. NEW CONCRETE SEAT WALL. SEE SHEET A7.1.
25. PATCH AND REPAIR EXISTING ASPHALT PAVING AS REQUIRED AND RE-STRIPE ACCESSIBLE PART OF TRAVEL.
26. EXISTING CLAM TO REMAIN.
27. NEW CONCRETE PLASTER WITH COLORED CONCRETE CAP.

#### ENLARGED SECOND FLOOR PLAN KEY NOTES

31. NEW ALUMINUM AND GLASS CANOPY.
32. NEW FRAMELESS GLASS WINDOW SYSTEM OVER NEW HATCH BELOW CHANDLER STRUCTURE. SHOWN DASHED. SEE SHEET A7.1 FOR MORE INFORMATION.
33. NEW METAL GUTTER CONNECTED TO DOWNSPOUT CONCEALED INSIDE COLUMN FRAMING. SEE SHEET A7.1. GUTTER FINISH TO MATCH ALUMINUM CANOPY.

PROJECT  
EXTERIOR IMPROVEMENTS  
SPECULATIVE SUITE

2700 SAND HILL ROAD  
MENLO PARK, CA

CLIENT

FORD LAND COMPANY  
2000 SAND HILL ROAD, BLDG 1 SITE 123  
MENLO PARK, CA

SHEET TITLE

ENLARGED SITE PLANS

JSG:MEZ 14402 SHEET NO.  
DATE 12.23.14 A1.2  
SCALE AS SHOWN

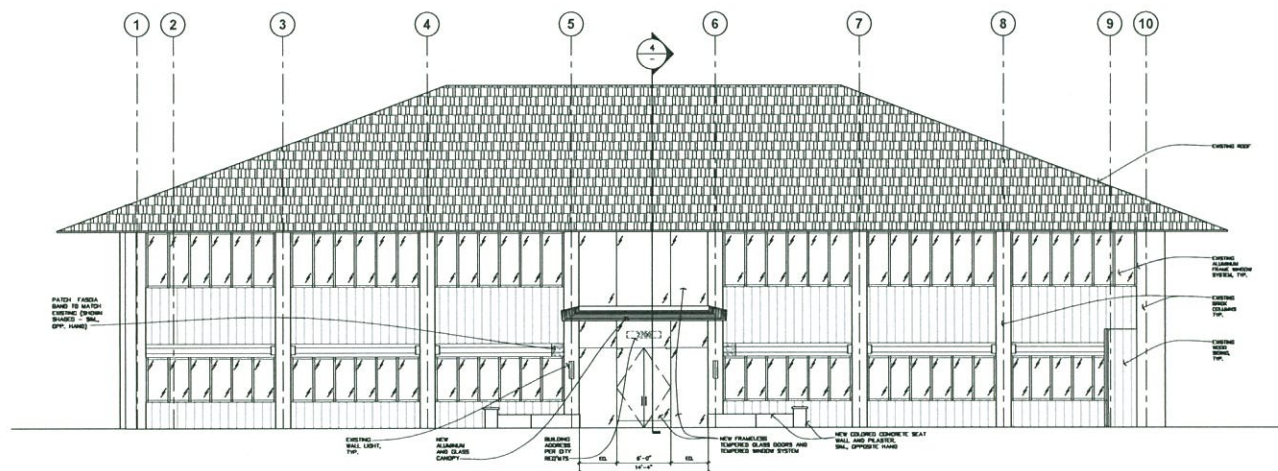




DESIGN  
303 Bryant St., Suite 350  
Mountain View, CA 94041  
www.ap+i-design.com  
650.254.1444

LARRY GRONDAHL

NO.	DESCRIPTION	DATE
1	ISSUED FOR PLANNING REVIEW 12.23.14	
2	PLANNING REVIEW COMMENTS 01.21.15	



EAST EXTERIOR ELEVATION

3/16"=1'-0" 2



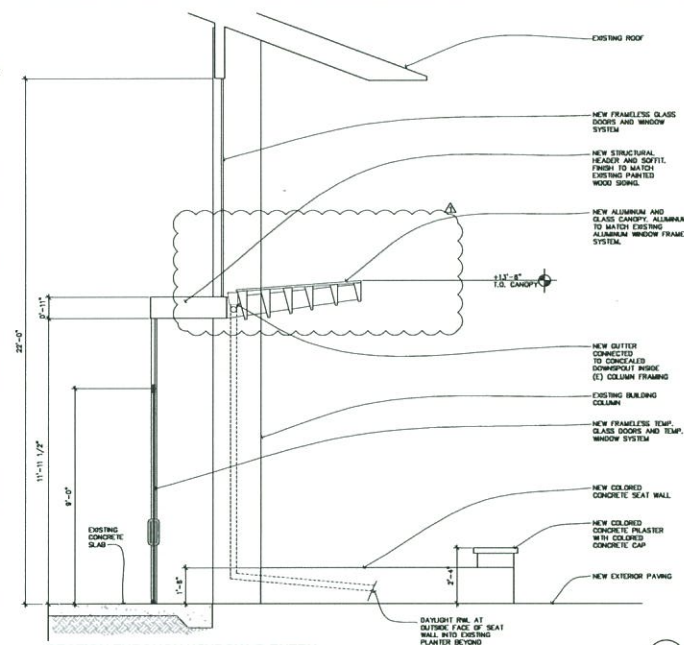
EXTERIOR FROM NORTHEAST



EAST EXTERIOR @ ENTRY

EXISTING CONDITIONS PHOTOGRAPHS

N.T.S. 16



SECTION THROUGH WINDOW @ ENTRY

1/2"=1'-0" 4

PROJECT  
EXTERIOR IMPROVEMENTS  
SPECULATIVE SUITE  
2700 SAND HILL ROAD  
MENLO PARK, CA

CLIENT

FORD LAND COMPANY  
3000 SAND HILL ROAD, BLDG 1, STE 120  
MENLO PARK, CA

SHEET TITLE  
EXTERIOR ELEVATION,  
EXTERIOR RENDERING  
AND SECTION

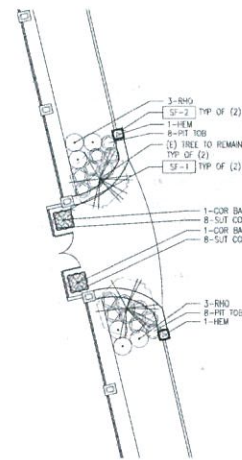
JOB NO. 14400  
DATE 12.23.14  
SCALE AS SHOWN

SHEET NO.  
A7.1



DESIGN  
303 Bryant St., Suite 350  
Mountain View, CA 94041  
www.apdesign.com  
650.254.1444

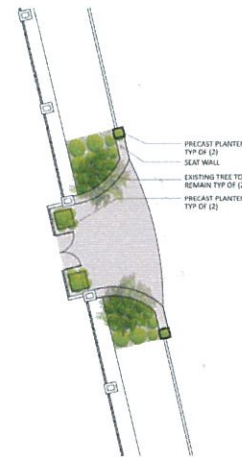
LARRY GRONDAHL		
NO.	DESCRIPTION	DATE
1	ISSUED FOR PLANNING REVIEW	12.23.14
2	PLANNING REVIEW COMMENTS	01.21.15



MATERIALS SCHEDULE					
DESCRIPTION	QTY	COLOR	MATERIAL	SUPPLIER	PRODUCT
SITE FURNISHINGS					
SF-1 PRECAST PLANTER	2	TBD	CONCRETE	QUICKCRETE	QS-CAL3630P
SF-2 PRECAST PLANTER	2	TBD	CONCRETE	QUICKCRETE	QR-L33010P

PRELIMINARY PLANT LIST				
SHRUBS	BOTANICAL NAME	COMMON NAME	SIZE	QTY
SUT	SUTERA CORDATA	BACOPA	1 GAL	16
COR	CORDYLINE BANKSI	CORDYLINE	5 GAL	2
BAN	ELECTRIC PINK			
HEM	HEMEROCALLIS EVERGREEN		1 GAL	2
LUL	LULLABY BABY	DAYLILY		
TOB	PITISPORUM TOMBA 'SHAM'	MOCK ORANGE	1 GAL	16
RHO	RHOXODENDRON (PURPLE)	RHOXODENDRON	5 GAL	6

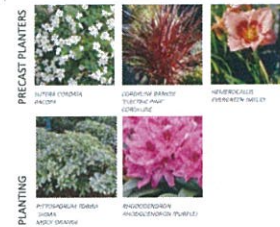
PLANTING PLAN  
1/8"=1'-0"



PRECAST PLANTERS



PROPOSED PLANTING



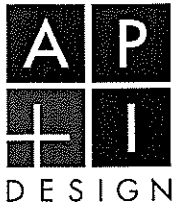
ILLUSTRATED PLANTING PLAN  
1/8"=1'-0"

PROJECT  
EXTERIOR IMPROVEMENTS  
SPECULATIVE SUITE  
2700 SAND HILL ROAD  
MENLO PARK, CA

CLIENT  
FORD LAND COMPANY  
3000 SAND HILL ROAD, BLDG 1, STE 120  
MENLO PARK, CA

SHEET TITLE  
PLANTING PLANS

JOB NO. 14400 SHEET NO.  
DATE 12.23.14  
SCALE AS SHOWN L1.0



December 23, 2014  
Project No.14400

Mr. Kyle Perata  
City of Menlo Park Planning Department  
701 Laurel Street  
Menlo Park, CA 94025

Subject: **Planning Submittal – 2700 Sand Hill Road**

Dear Kyle:

Included with this letter is our planning submittal for the exterior façade and landscaping upgrades to the front entrance at 2700 Sand Hill Road. The work will include a frameless glass window system, entry doors, canopy, seat wall, paver tile and updated landscaping, all shown in the submitted drawing package. The existing brick columns and paint scheme of the building will remain as is. There will be no alterations to the roof system. The materials and finishes used for the proposal work are intended to match or blend with the existing building.

The purpose of this change is to improve the appearance of the 2700 entry for a new tenant.

The square footage of the building, use of the building and the parking count are not affected by this work.

If you have any questions regarding our request, please do not hesitate to call me directly at 650.623.1822.

Very truly yours,

Jennifer Morse  
Principal





## MEMORANDUM

**DATE:** February 9, 2015

**TO:** Planning Commission

**FROM:** Deanna Chow, Senior Planner  
Community Development Department

**RE:** **Agenda Item G1: ConnectMenlo (General Plan and M-2 Area Zoning Update) Status Update**

This item is an information item only. No action or discussion is required by the Planning Commission.

### BACKGROUND

On January 13, 2015, the City Council received an informational item on the upcoming meetings and events related to ConnectMenlo. Since then, the General Plan Advisory Committee (GPAC) conducted its fourth meeting and the land use survey deadline has passed. Between now and April 2015, the schedule includes several GPAC meetings, two community workshops, and a joint City Council/Planning Commission study session, which will lead to a City Council meeting on the acceptance of a "Preferred Alternative." The Preferred Alternative will be used in conducting the environmental impact report (EIR) and fiscal impact analysis (FIA), and for developing General Plan and zoning policies and standards. This report serves as an update of recent past events and upcoming milestones.

### ANALYSIS

In January 2015, a number of meetings and events occurred to solicit feedback on the various land use alternatives and other materials. The meetings and events are summarized below. Additional information related to these items, including presentations, meeting summaries, and handouts, is available for review on the ConnectMenlo webpage at [www.menlopark.org/connectmenlo](http://www.menlopark.org/connectmenlo).

- Open House – On January 8, the City hosted an Open House at the Belle Haven Neighborhood Service Center to build from the December workshop on



land use alternatives and to encourage participation in the land use survey. Approximately 30 members of the public attended the meeting, which was the first ConnectMenlo event for several attendees. The main focus of questions that evening centered around the potential new development, how the land use alternatives were developed, and how traffic would be addressed in the plan.

- *M-2 Area Land Use Survey* – At the end of December 2014, the City launched an online survey to garner input on three different land use alternatives. Participants in the survey were asked to rank the alternatives in order of preference and to provide comments to explain what was liked, disliked, and what, if any, changes should be made to the alternatives. A preliminary summary of the comments and results are included in the Preliminary Survey Results section below, and the complete survey data and comments are all available for review on the project webpage. The ranking results and ideas regarding the three alternatives will be used to help create a Preferred Alternative, which the Council is scheduled to review in March and April.
- *Release of Existing Conditions Report* – On January 21, 2015, the Draft [Existing Conditions Report](#) for ConnectMenlo was released for public review and comment. The Draft Existing Conditions Reports includes information addressing Land Use, Circulation, and Economics, and are complemented by a Community Character Report that documents unique features of the city's many neighborhoods. In combination with the Guiding Principles established for the General Plan and M-2 Area Zoning Update, the information in these reports is intended to help the community create sound policies and programs to achieve the goals of the updated General Plan Land Use and Circulation Elements. All public comments on the Draft Existing Conditions Reports need to be received by Thursday, February 19, 2015 at 5:00 p.m.
- *GPAC Meeting* – The GPAC conducted its fourth meeting on January 28, 2015. The meeting provided a brief review of the December land use workshop, open house, and survey results. Using this information, members of the GPAC were able to provide guidance and state his/her preference on the alternatives. Staff and the consultant team are using the information to develop a Preliminary Draft of the Preferred Alternative, which will be presented at the next GPAC meeting on February 12 for review.

### Preliminary Land Use Survey Results

From the 172 surveys received, Alternative 3, which was the land use compilation from the workshop, ranked first with 85 votes, Alternative 2 was second with 57 votes, and Alternative 1 was the least preferred with 29 votes. In addition, an average ranking was calculated for each alternative. For each survey received, each alternative received a number based upon the ranking in the priority list. For example, Alternative 1 received a '3' if it was the third item in the list, and Alternative

1 received a '1' if it was the first item in the list. The assignments were done for each priority list received. Using an average of the rankings, Alternatives 2 and 3 were tied with a score of 1.7 and Alternative 1 had a score of 2.5. This demonstrates that participants ranked Alternatives 2 and 3 higher than Alternative 1. Of the respondents, 88 provided comments in addition to the rankings. A number of comments shared common themes, with the following being the four most discussed topics:

- Desire for a walkable, mixed-use, "live/work/play" environment;
- Utilize Dumbarton Rail and increase public transit;
- Increase housing; and
- Address gridlock and improve traffic flow.

The comments also included requests for additional analysis, including information on how new development will impact water, traffic, and emergency response, how sea-level rise will affect existing and proposed developments, what are projected housing and population figures, what will be the regional impact from new development, and how to ensure accountability that the promised amenities are built when new developments are built. These questions will be addressed as part of future documents such as the environmental impact report and fiscal impact analysis.

#### GPAC Meeting – February 12, 2015

Members of the GPAC will review the Preliminary Draft of the Preferred Alternative, which is based on the feedback received from the land use surveys and at the GPAC meeting on January 28. The guidance from the GPAC meeting is intended to be used to refine the Preliminary Draft Preferred Alternative, which will be highlighted at the next community workshops scheduled for March 12 and 19. In addition, the GPAC will have an opportunity to review and discuss more of the details in the Draft Existing Conditions Reports.

#### Upcoming Milestones

Following the GPAC meeting, the focus will be on the preparation for workshop #3 in mid-March. The GPAC is scheduled to convene in late March with the City Council and Planning Commission targeting March 31 for a joint study session on the preferred land use alternative. Input that is provided at the joint meeting will be evaluated, with changes brought forward to the City Council for acceptance of the Preferred Alternative at its meeting on April 14, 2015. A summary of the upcoming schedule through April 2015 is included as Attachment. A.

### **ENVIRONMENTAL REVIEW**

The General Plan and M-2 Zoning update is subject to the California Environmental Quality Act (CEQA) and an Environmental Impact Report (EIR) will be prepared as part of the process.

## **PUBLIC NOTICE**

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting. In addition, the City sent an email update to subscribers of the ConnectMenlo project page, which is available at the following location: [www.menlopark.org/connectmenlo](http://www.menlopark.org/connectmenlo). This page provides up-to-date information about the project, allowing interested parties to stay informed of its progress and allow users to sign up for automatic email bulletins, notifying them when content is updated or meetings are scheduled.

## **ATTACHMENTS**

- A. ConnectMenlo Schedule through April 2014



## ConnectMenlo Upcoming Activities and Events\*

Event	Date	Time	Location
Comment Deadline for Public Review Draft Existing Conditions Reports	February 19, 2015	na	email comments: connectmenlo@menlopark.org
Planning Commission Status Report (no consultant in attendance)	Monday, February 9, 2015	7:00 p.m.	City Council Chambers
GPAC Meeting #5 – Discuss Preferred Alternative	Thursday, February 12, 2015	6-8:00 p.m.	Oak Room, Arrillaga Family Recreation Center (700 Alma Street)
Workshop #3 – Review Preferred Land Use Alternative	Thursday, March 12, 2015	7-9:00 p.m.	TBD
Workshop #3 – Review Preferred Land Use Alternative	Thursday, March 19, 2015	7-9:00 p.m.	TBD
GPAC Meeting #6 – Review Findings from Workshop #3	Wednesday, March 25, 2015	6-8:00 p.m.	Oak Room, Arrillaga Family Recreation Center (700 Alma Street)
Joint City Council/Planning Commission Meeting on Preferred Land Use Alternative	Tuesday, March 31, 2015 <b><i>(Potential Special Meeting)</i></b>	7:00 p.m.	City Council Chambers
City Council Meeting on Acceptance of Preferred Land Use Alternative	Tuesday, April 14, 2015	7:00 p.m.	City Council Chambers
<b><i>Estimated Completion of Overall Project</i></b>	<b><i>Late June 2016</i></b>		

\*Note: For more information about the ConnectMenlo process, please visit the project webpage at [www.menlopark.org/connectmenlo](http://www.menlopark.org/connectmenlo). Actual meeting dates, times, and locations are subject to change.