



PLANNING COMMISSION AGENDA

Regular Meeting
February 23, 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 – Deanna Chow, Senior Planner; Stephen O’Connell, Contract Planner; Kyle Perata, Associate Planner; Thomas Rogers, Senior Planner; Tom Smith, 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. ConnectMenlo (General Plan Update)
 - i. GPAC Meeting #5 (February 12, 2015)
 - ii. City Council Status Update (February 24, 2015)
 - b. City Council (February 24, 2015)
 - i. 1300 El Camino Real – Status Update
 - ii. 1400 El Camino Real – Study Session
 - iii. Economic Development Plan – Next Steps

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 26, 2015 Planning Commission meeting** ([Attachment](#))

D. PUBLIC HEARING

- D1. Use Permit/Glen Cahoon/1016 Greenwood Drive:** Request for a use permit to partially demolish, remodel, and add a second story addition to an existing nonconforming single-story, single-family residence on a substandard lot with regard to lot area and lot width in the R-1-U (Single-Family Urban) zoning district. The proposed expansion would exceed 50 percent of the existing replacement value in a 12-month period. ([Attachment](#))

- D2. Use Permit/Sheri Baer/1060 College Avenue:** Request for a use permit to demolish an existing single-story residence and carport and construct a new two-story residence with a basement and attached two-car garage on a substandard lot with regard to lot width in the R-1-U (Single-Family Urban) zoning district. ([Attachment](#))
- D3. Use Permit Revision and Architectural Control/Sharon Heights Golf and Country Club/2900 Sand Hill Road:** Request for a use permit revision and architectural control to allow an expansion of the clubhouse facilities, including an addition to the existing clubhouse building, demolition of an existing pool building, construction of a new pool building with indoor and outdoor dining areas, and construction of a new movement building for fitness classes and wellness activities at an existing golf and country club in the OSC (Open Space and Conservation) zoning district. As part of the proposed expansion, nine regular parking stalls would be eliminated and replaced with 13 new tandem parking spaces. No changes are proposed to site's existing membership cap of 680 members. ***Continued to the Planning Commission meeting of March 9, 2015.***
- D4. Use Permit/United Parcel Service (UPS)/1355 Adams Court:** Request for a use permit to construct an outdoor driver training course, located along the north side (rear façade) of an existing building located in the M-2 (General Industrial) zoning district. As part of the proposed outdoor training course, the applicant would expand into an adjacent suite within the building to construct a classroom and learning lab associated with the company's driver training program. The interior expansion is permitted by the Zoning Ordinance. Since the outdoor training course would be located outside the building, a use permit is required for the course. The proposed site modification would result in a reduction of approximately 16 parking spaces and the applicant is requesting a parking reduction based on the attributes of this specific use. In addition, the project includes a request to remove five heritage size Canary Island pine trees in good condition, located along the rear façade of the existing building, to allow for the exterior training course. ([Attachment](#))
- D5. Use Permit/Sunset Publishing Corporation/80-85 Willow Road:** Request for a one-year use permit extension to allow Sunset Publishing to conduct an open house (commonly known as Sunset Celebration Weekend) for the weekend of June 6-7, 2015. The open house would involve closing Willow Road from Middlefield Road to Paulson Circle, starting at 7:00 p.m. on the Friday (June 5, 2015) before the event until 10:00 p.m. on Sunday (June 7, 2015) after the close of the event. Activities would include, but are not limited to, a cooking stage, gardening demonstrations, wine seminars, activities booths, food and craft vendors, and live amplified music. The event is open to the public generally between 10:00 a.m. to 5:00 p.m. on Saturday and Sunday of the event weekend. Event set-up typically occurs during the week before the event, June 1-5, 2015, between 8 a.m. and 5:00 p.m. with break-down of the event between the same hours until the Wednesday (June 10, 2015) after the event. The proposed event would exceed the daytime noise limits established under Section 8.06.030 of the Menlo Park Municipal Code. All previous conditions of approval are proposed to remain in effect. ([Attachment](#))

E. REGULAR BUSINESS

- E1. Housing Element Annual Report/City of Menlo Park:** 2014 Annual Report on the Status and Progress in Implementing the City's Housing Element of the General Plan and Feedback on Potential Housing Element Related Zoning Ordinance Amendments. ([Attachment](#))

F. COMMISSION BUSINESS – None

G. INFORMATION ITEMS - None

ADJOURNMENT

Future Planning Commission Meeting Schedule

Regular Meeting	March 9, 2015
Regular Meeting	March 23, 2015
Regular Meeting	April 6, 2015
Regular Meeting	April 20, 2015
Regular Meeting	May 4, 2015
Regular Meeting	May 18, 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 19, 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.

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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.



PLANNING COMMISSION DRAFT MINUTES

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 (arrived 7:02 p.m.)

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

A. REPORTS AND ANNOUNCEMENTS

A1. Update on Pending Planning Items

- a. 700 Oak Grove Avenue (Fire Station #6) – City Council (January 13 and 27, 2015)

Senior Planner Rogers relayed that the Fire Station #6 project, which the Planning Commission had previously reviewed, was approved by the City Council on January 13, with a required follow-up ordinance adoption scheduled to occur on January 27.

- b. Economic Development Goals – City Council (January 27, 2015)

Senior Planner Rogers stated that the City Council's review of the Economic Development goals, which had also been reviewed by the Planning Commission previously, were originally scheduled for January 13, but had been deferred to January 27.

- c. ConnectMenlo (General Plan Update) - GPAC Meeting #4 (January 28, 2015)

Senior Planner Rogers encouraged interested Commissioners and members of the public to attend the fourth General Plan Advisory Committee (GPAC) meeting, occurring this Wednesday, prior to the Housing Commission meeting.

B. PUBLIC COMMENTS #1

Mr. Don Tyler said he was representing the Homeowners Association for 970, 975, and 977 Santa Cruz Avenue. He said their residences were the only ones in Menlo Park directly impacted by the Connoisseur's Marketplace. He said the use permit for the activity was granted in 2000 and had not been reviewed since. He said their request was for an amendment to the western boundary of the Connoisseur's Marketplace to the boundary of Fremont Park so the event would not intrude into the residential area. He said discussion with the Chamber of Commerce had not provided a desirable solution. He said the event should stay within the boundaries of the commercial district.

C. CONSENT

- C1. Approval of minutes from the December 25, 2014 Planning Commission meeting (*Attachment*)

Commissioner Kadvany said on page 14, the 3rd paragraph, that it was Commissioner Bressler rather than he who asked about the housing allocation and St. Anton's. Senior Planner Rogers said his notes indicated that Commissioner Bressler's comments were summarized in the 3rd paragraph from the top of page 14 and that following those comments, he had written the initials JK and a note about the Housing Element. He said that staff was happy to review for accuracy. Commissioner Kadvany said that was not necessary.

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

Motion carried 7-0.

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)*

Staff Comment: Planner Perata said there were no updates to the written report.

Public Comment: Mr. David Johnson, representing Menlo Business Park, said that Mr. Stephen Reiser, CEO of Trellis Bioscience and environmental consultant, Ellen Ackerman, Green Environment, were also present. He said the company was relocating from San Francisco and establishing their headquarters in Menlo Park. He said they would be occupying less than 10,000 square feet of the first floor of 1505 O'Brien Drive, Suite B.

Mr. Reiser said Trellis Bioscience was in its third year. He said they isolate antibodies from human blood including those for cancer from healthy donors. He said they were also a biology company and they cultivated blood cells. He said they used alcohol to make everything sterile as well as formaldehyde. He said their business was a good combination of a biology company and an IT firm. He said their staff was very well trained on handling hazardous materials.

Chair Eiref closed the public hearing.

Commission Comment: Commissioner Ferrick said everything seemed in order and approved by the appropriate authorities. She moved to approved as recommended in the staff report. Commissioner Strehl seconded the motion.

Commission Action: M/S Ferrick/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. 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.

Motion carried 7-0.

D2. 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)

Staff Comment: Senior Planner Rogers said there was an additional correspondence received that had been forwarded to the Commission last Thursday and copies were available for the

public this evening. He said the letter was from Robert Battagin representing Exponent, 180 Constitution Drive, expressing opposition to the finding of consistency for the proposed use.

Questions of Staff: Commissioner Strehl asked if the Commission found the project was not consistent with the General Plan whether the project could still move forward and come before the Planning Commission. Senior Planner Rogers said the current review was something that had to be done, but that the City had no veto power of the project with this review.

Public Comment: Mr. Matthew Zito, Facility Officer, Sequoia Union High School District, said like other school districts, there had been significant student growth and they were expecting 1,500 more students by 2020. He said when enrollment was low the District closed schools and sold the land. He said now the challenge was to find a location for a school and a way to keep Menlo Atherton from growing 2,800 students. He said they would keep each existing school at a cap of 2,500 students. He said this fifth school would be a themed magnet school with a cap of about 435 students. He said the subject property was ideal as they would be able to draw students from the Fair Oaks, Friendly Acres, and Belle Haven neighborhoods and was also close to central East Palo Alto and Menlo Park. He said the first class in 2018 would be about 110 students. He said each subsequent year a grade level would be added until it was 9th through 12th grade.

Chair Eiref asked if they wanted the school to have a greater student population. Mr. Zito said the intent was to keep the grade size small or about 25 to 28 students per class. Chair Eiref asked keeping the student count at 2,500 for Menlo Atherton. Mr. Zito said that was because it was not really possible to build out further what he described as 1950s buildings. He said this school was proposed to be standalone noting with the small student population that sports teams would be challenging. He said there had been some discussion of having some level of exchange between this new school and Menlo Atherton such as use of their performing arts center.

Commissioner Bressler asked how the students would be selected. Mr. Zito said basically a blind lottery.

Commissioner Strehl asked about public transportation. Mr. Zito said there was not currently public transportation to the site, but SamTrans serves the Onetta Harris Center so they would work with SamTrans on extending public transportation and provide traffic safety options. Commissioner Strehl said he had indicated they hoped to work with local employers such as Facebook to provide real life linkage for students. Mr. Zito said they had started conversation with Facebook and would bring a proposal to that organization in April. He referred to a model with a local middle school in San Francisco that they would explore. Commissioner Strehl asked about using a school site near Menlo Oaks instead. Mr. Zito said that was part of Ravenswood School District and that District was doing a complete inventory of its schools to reconfigure the District considerably to include creating a middle school similar to Hillview. Commissioner Strehl noted the ongoing planning process for the M2 district and asked if they had met with neighbors in the area about this proposal. Mr. Zito said they would do three outreach meetings in March and early April.

Commissioner Kadvany said the Gateway project might start at the same time as this proposed project and Gateway would probably still be under construction when this school opened. Mr. Zito said they wanted to phase things appropriately and having a small first class would make

things more manageable even with surrounding construction. He said they did have buses that could be used as well. Commissioner Kadvany asked if Mr. Zito had looked at some of the suggested proposals under the General Plan. Mr. Zito said the move from the light industrial to knowledge industry and addition of housing was exciting.

Commissioner Combs asked about the amount of staff needed for 435 students when that was accomplished. Mr. Zito said about 35 employees including administration, teachers, maintenance and other services. Commissioner Combs asked about concern with locating the school in light industrial warehouse area. Mr. Zito said there was quite a bit until the Phase II environmental report. He said the property was a very clean property and ideally suited to draw a diverse mix from different areas. Commissioner Combs asked what the metric of success for themed magnet schools was. Mr. Zito said that the theme or focus was one that would draw interest and would serve some students who needed more personalization. He said he expected the graduation level would be higher than that of existing high schools and the hope was a higher college eligibility rate for four year universities.

Commissioner Strehl asked about facilities on the campus. Mr. Zito said there would be a cafeteria that would also be used for homework club after school. Commissioner Strehl asked about concerns with chemicals used in area. Mr. Zito said there had not been anything identified to cause any concern.

Mr. Rich Linkert, Executive Vice President, CFO and Corporate Secretary for Exponent, inc. said they were the adjacent neighbors as their business locations shared boundaries with most of this property. He said they were an engineering scientific consulting firm and had Class A offices but with labs in the back that would face this property. He said they had been there for over 20 years and in their labs were hazardous materials and waste, radiation activities and medical or bio-waste. He said the firm covers 90 some disciplines from medical issues to pipeline explosions. He said they were running tests and operations every day and serve 2, 000 clients, doing 6,000 to 7,000 projects per year. He said they did not see this project as a suitable use and that it was not consistent with the General Plan. He said there was no public transportation and this project would bring 400 students, their parents, and staff into the business park. He said there were no sidewalks in the area and if those were built that the streets would become so narrow as to create safety risks. He said there was no room for recreational facilities and students would be spilling out of the school and into the streets. He asked if the Public Resource Code Section 21151.2 study had been completed and provided to the District. He said his firm has concerns about pupil and community safety. He said as a leading firm in the investigation of accidents and failures they were storing equipment, machinery and vehicles that were not safe to operate. He said they were concerned with potential trespassing and injury to those trespassing. He said they were storing large pieces of pipeline. He said in addition to 435 students, 35 staff and visitors, there was also a proposal for a community college use in evenings which concerned them. He said they were also concerned with security as this use would draw more people to the area.

Mr. David Bohannon said he had made an appointment with the Sequoia Union High School District Superintendent. He said there were some reservations and concern was the proposal and mainly that all use should be kept on the site entirely including parking. He said there were CC&Rs attached to this property that require that. He said they had some long range plans and were collaborating with the City of Menlo Park on street and parking standards in response to the transition occurring within Bohannon Park from industrial park to high tech business park

and services location. He said that plan would include sidewalks and narrower streets as well. He said there should be no onsite street parking allowed. He said he did not see how they would accommodate 400 some students unless they demolished the entire existing structure and built structure parking. He said they would want the needs of the community balanced with those of the proposed school.

Chair Eiref asked Mr. Zito to address parking. Mr. Zito said they would use the CEQA process to address parking. He said Summit High School has 385 students on a one-acre parcel with parking underneath the building. He said not having on street parking would help by pushing students to use public and other alternative transportation.

Chair Eiref closed the public hearing.

Commission Comment: Chair Eiref asked about the reference to the Public Resource Code. Senior Planner Rogers said he was uncertain but that it might be something associated with the approval through the state.

Mr. Zito said they had done the pipeline and water safety assessment. He said they did not have to do the aeronautical assessment. He said the soils report had been done. He said most of the reports necessary for state approval had been done. He said he was unaware of what the referral was to the Public Resource Code.

Chair Eiref said the idea of having a small focused school located near Facebook and businesses was interesting and innovative. He said he had been concerned about parking but that would be addressed. He said regarding other companies in the area that have non-functioning equipment and vehicles stored and are concerned about security that they should take care of those things. He said regarding General Plan consistency about public and quasi-public use he found it encouraging that there were other schools in the area.

Commissioner Kadvany asked the role of CEQA in regard to traffic. Mr. Zito said a traffic engineer would be hired to do a traffic study and the District's governing board would be the lead agency for the CEQA process.

Commissioner Ferrick said she saw the use was compatible as a public or quasi-public use and consistent with the General Plan. She said applicants that come to the Commission for hazardous waste and materials use permits went to a lot of effort to confirm and assure the safety of their operation within the community, and she was concerned with what the speaker from Exponent had said about it being a dangerous place. She suggested they review their security. She said in an ideal world there would be playing fields and lots of space for schools.

Commissioner Onken asked about the entitlement process for the high school. He asked if the project was found to be nonconforming with the General Plan use designation whether they would need a variance or conditional use permit. Senior Planner Rogers said his understanding was the City would not have a direct role with the project and that would be under the District's purview. He said pre-emption for public schools was in state law. He said generally the question was whether a school use was consistent with the General Plan. He said staff found it was. He said the Commission could find it not consistent and cite with what it was inconsistent.

Commissioner Onken said he supported smaller-size high schools. He said that he did not think this was a public and quasi-public use for the light industrial use area and a public high school was not an appropriate use for this zone. He said he could not support the recommendation.

Commissioner Strehl said she had some sympathy for Exponent's position. She said from past experience there was concern with having a public school near an area with hazardous waste or materials and their storage. She asked if the City recommended there be no on street parking in this zone would the school be forced to put in below ground parking or would the City have any review. She asked if the City would review a permit application. Senior Planner Rogers said the City would not and this would go entirely through the District's governing body. He said the building permit, unless they chose to go through the City, would go through the state architect. Commissioner Strehl asked about changes to on street parking. Senior Planner Rogers said they would need to address parking on-site. Commissioner Strehl asked if all the structures on the subject property would be removed. Mr. Zito said they would be. He said regarding parking that it would be provided for full staff and visitor parking, and limited student parking. Commissioner Strehl said she was concerned that there were no sidewalks. Mr. Zito said students walk from Belle Haven and large parts of East Palo Alto along routes without sidewalks to campuses. He said ideally there would be sidewalks on the property and there would be an analysis of safe routes to school. Commissioner Strehl said even if the Commission found this use inconsistent with the City's General Plan and subsequently the City Council, this project could move forward anyway. She said she did not know what outreach had been done by the District with the M2 area. She said she was uncomfortable finding this use consistent with the General Plan.

Commissioner Combs said that the District would be wasting taxpayers' money if they went through hoops they did not have to go through. He said the concerns expressed in public comment and by letter were valid that this was not an area appropriate for a high school. He said this community however was in transition. He said he would defer to the staff's recommendation but he also understood his fellow commissioners' positions.

Commissioner Bressler said this was a public amenity that was needed and with increased business and residential development was important. He said there was nothing unusual with the proposition. He said he approved the language in the staff report. He said many of the public schools had been redone in the City and the City had no control over these.

Commissioner Kadvany said he agreed in the broad sense that this was public use but he also thought it was hard to be inconsistent with the General Plan. He said this area would be changing and was concerned with how they would get students in and out of the area. He said there was a need for more schools and there was better access to Belle Haven and East Palo Alto to this location than to Menlo Atherton and it was worth supporting.

Chair Onken said he went to the Belle Haven open house and noted the community expressed a desire for more than office buildings noting grocery stores, things to do in the evening, and training centers. He said he liked the diversity intent and this was the right thing to do.

Commissioner Ferrick moved to make a finding that the Sequoia Union High School District use for this area was consistent with the City's General Plan. Chair Eiref seconded the motion.

Commission Action: M/S Ferrick/Onken to approve the recommendation in the staff report.

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).

Motion carried 5-2 with Commissioners Onken and Strehl in opposition.

F. COMMISSION BUSINESS

There was 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*)

Commissioner Ferrick said that in previous years there had been a synopsis indicating reasons for absences. Commissioner Bressler said it was impressive that Commissioner Combs had had no absences although running a City Council campaign. Commissioner Ferrick said in the past the Planning Commission had the highest attendance record. Senior Planner Rogers said the Planning Commission had more meetings than any other City commission, and also that Planning Commissioner had not recently been formally warned regarding absences.

ADJOURNMENT

The meeting adjourned at 8:37 p.m.

Staff Liaison: Thomas Rogers, Senior Planner

Recording Secretary: Brenda Bennett



PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION
MEETING OF FEBRUARY 23, 2015
AGENDA ITEM D1

LOCATION: 1016 Greenwood Drive

APPLICANT: Glenn Cahoon

EXISTING USE: Single-Family Residence

OWNER: Jason and Tracy Gray

PROPOSED USE: Single-Family Residence

APPLICATION: Use Permit

ZONING: R-1-U (Single Family Urban Residential)

	PROPOSED PROJECT	EXISTING DEVELOPMENT	ZONING ORDINANCE
Lot area	5,984 sf	5,984 sf	7,000.0 sf min.
Lot width	51.1 ft.	51.1 ft.	65.0 ft. min.
Lot depth	109.9 ft.	109.9 ft.	100.0 ft. min.
Setbacks			
Front	24.0 ft.	24.0 ft.	20.0 ft. min.
Rear	22.5 ft.	22.5 ft.	20.0 ft. min.
Side (left)	8.0 ft.	8.0 ft.	5.1 ft. min.
Side (right)	5.0 ft.	5.0 ft.	5.1 ft. min.
Building coverage	1,781.5 sf	2,077.5 sf	2,094.4 sf max.
	29.8 %	34.7 %	35.0 % max.
FAL (Floor Area Limit)	2,520.1 sf	1,955.5 sf	2,800 sf max.
Square footage by floor	1,153.4 sf/1st 860.6 sf/2nd 420.6 sf/garage 112.0 sf/porches 10.0 sf/fireplace 85.5 sf/shed	1,449.4 sf/1st 420.6 sf/garage 112.0 sf/porches 10.0 sf/fireplace 85.5 sf/shed	
Square footage of building	2,642.1 sf	2,077.5 sf	
Building height	22.0 ft.	13.5 ft.	28.0 ft. max.
Parking	2 covered	2 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			
Trees	Heritage trees 3*	Non-Heritage trees 2	New Trees 0
	Heritage trees 0 proposed for removal	Non-Heritage trees 0 proposed for removal	Total Number of Trees 5

*Two heritage trees are located in the public right-of-way along Greenwood Drive.

PROPOSAL

The applicant is requesting a use permit to partially demolish, remodel, and add a second story addition to an existing nonconforming single-story, single-family residence on a substandard lot with regard to lot area and lot width in the R-1-U (Single-Family Urban) zoning district. The proposed expansion would exceed 50 percent of the existing replacement value in a 12-month period.

ANALYSIS

Site Location

The subject property is located on the east side of Greenwood Drive between Hedge Road and Oakhurst Place in the Suburban Park neighborhood. The parcel is surrounded by a mix of one- and two-story single-family residences with attached garages, all of which are also zoned R-1-U. The area contains residences featuring a variety of architectural styles.

The subject parcel is substandard, with a lot area of 5,984 square feet where 7,000 square feet is required and a lot width of 51.1 feet where 65 feet is required. All adjacent parcels are also substandard and would require use permit approvals for construction of certain large additions or new two-story residences.

Project Description

The applicant is proposing partial demolition of an existing first story space, interior remodeling of a majority of the remaining spaces, and construction of a second-story addition to the residence. The existing nonconforming wall with regard to the right side setback is proposed to remain unmodified with the wall framing retained. All areas of new construction would comply with current setback requirements and other development standards of the R-1-U zoning district.

The existing single-story residence contains approximately 1,449.4 square feet of living space and a 420.6 square-foot garage. The applicant is proposing to demolish a 296 square-foot family room area at the rear-left side of the existing first floor and build an 860.6 square-foot second-story addition to the home. The existing three bedroom, one bath residence would become a four bedroom, two-and-a-half bath residence, with the second-story addition including three of the bedrooms, one bathroom, and a loft area.

The attached two-car garage will not be expanded as part of the proposed project, but the location of the water heater is proposed to be moved to the left rear corner of the garage. The existing 21-foot, 10-inch interior depth of the garage exceeds current parking requirements, and the proposed location of the water heater would not encroach into the required 20 feet of minimum depth for a covered parking space. The existing garage provides two covered parking spaces for the residence with a width of 18.2 feet, which is less than the 20 feet of width required for a residential two-car

garage. The parking situation at the site would remain legal, nonconforming with regard to the garage width.

The floor area of the proposed residence would be approximately 2,520.1 square feet, below the maximum floor area limit (FAL) of 2,800 square feet. Building coverage would be 29.8 percent, below the two-story maximum of 35 percent. The maximum height of the residence would be 22 feet, below the maximum permitted height of 28 feet. The proposed project falls well within the daylight plane regulations for a two-story structure in the R-1-U district. The applicant has submitted a project description letter, which outlines the proposal in more detail (Attachment C).

Design and Materials

The existing residence is a single-story structure designed in the mid-century ranch style. Key features of the structure include a low Dutch gable roof, horizontal wood drop siding, and minimal use of architectural ornamentation. The applicant states that the proposed residence would be finished in the craftsman style and feature a gabled roof, new dormer above the front door entry, horizontal lap siding with vertical siding accents on the second story, and “strong column features” on the front porch. The proposed exterior would be clad mainly in HardiePlank lap siding. The second floor front façade would feature vertical drop siding with a set of windows centered over the garage. These windows would be topped by a pentagonal window framed by the gabled roof above. The more prominent front porch and dormer above the front door would help deemphasize the garage as a design feature, and a separate pedestrian pathway would lead directly to the front door.

The proposed windows would consist of vinyl-clad wood simulated divided light windows with interior and exterior grids and spacer bars between the glass on the upper sash only. Second-story windows along the side elevations would have sill heights of three feet or greater to help promote privacy.

The applicant has taken measures to help break up the building massing by providing articulation with a new dormer, stepping back the second-story addition from the front of the house, and creating a more prominent front porch. Trellised garden features located above the front yard fence, adjacent to the exterior side walls, help to lengthen the profile of the residence and reduce the visual impact of the new second-story height. These garden features are free-standing ornamental structures covering less than 36 square feet and are below nine feet in height, which exempts them from building coverage totals for the site. Decorative elements such as the porch columns, wood corbels, and mix of wall cladding orientations further add to the structure’s architectural interest. Staff believes that the scale, materials, and style of the proposed residence are consistent with the neighborhood, given the variety of architectural styles and sizes of structures in the vicinity.

Trees and Landscaping

The site contains a total of five trees: three heritage trees, inclusive of two street trees, and two non-heritage trees. The proposed second floor addition would be located outside the drip lines of the heritage trees. The proposed site improvements should not adversely affect the existing trees given their proximity to the construction, although standard tree protection measures will be ensured through recommended condition 3g.

Valuation

To calculate the replacement and new construction costs on which the use permit threshold is based, the City uses standards established by the Building Division. The City has determined that the replacement cost of the existing structure would be \$260,070, meaning that the applicants would be allowed to propose new construction and remodeling at this site totaling less than \$130,050 in any 12-month period without applying for a use permit. The City has determined that the value of the proposed work would be approximately \$272,120. Based on this estimate, the proposed project exceeds 50 percent of the replacement cost of the existing structure, therefore requiring use permit approval by the Planning Commission.

Correspondence

The applicants indicate they conversed with all neighbors within 300 feet of the subject property, and beyond that radius in some cases. Staff received three individual letters of support for the project, which are provided in Attachment D. According to the applicant, neighbors have been supportive of the proposed design. Staff has not received any correspondence in opposition to the proposed project.

Conclusion

Staff believes that the scale, materials, and style of the proposed residence are compatible with those of the greater neighborhood. The dormer, decorative porch columns, garden features, and other architectural accents would help to reduce the perception of building massing. The overall height would be below the maximum permitted in this zoning district, and the new structure would be within the daylight plane requirements. 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 California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Glenn Cahoon, consisting of seven plan sheets, dated received February 9, 2015, and approved by the Planning Commission on February 23, 2015 except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
 - e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
 - f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.

- g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

Report prepared by:
Tom Smith
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 calendar 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

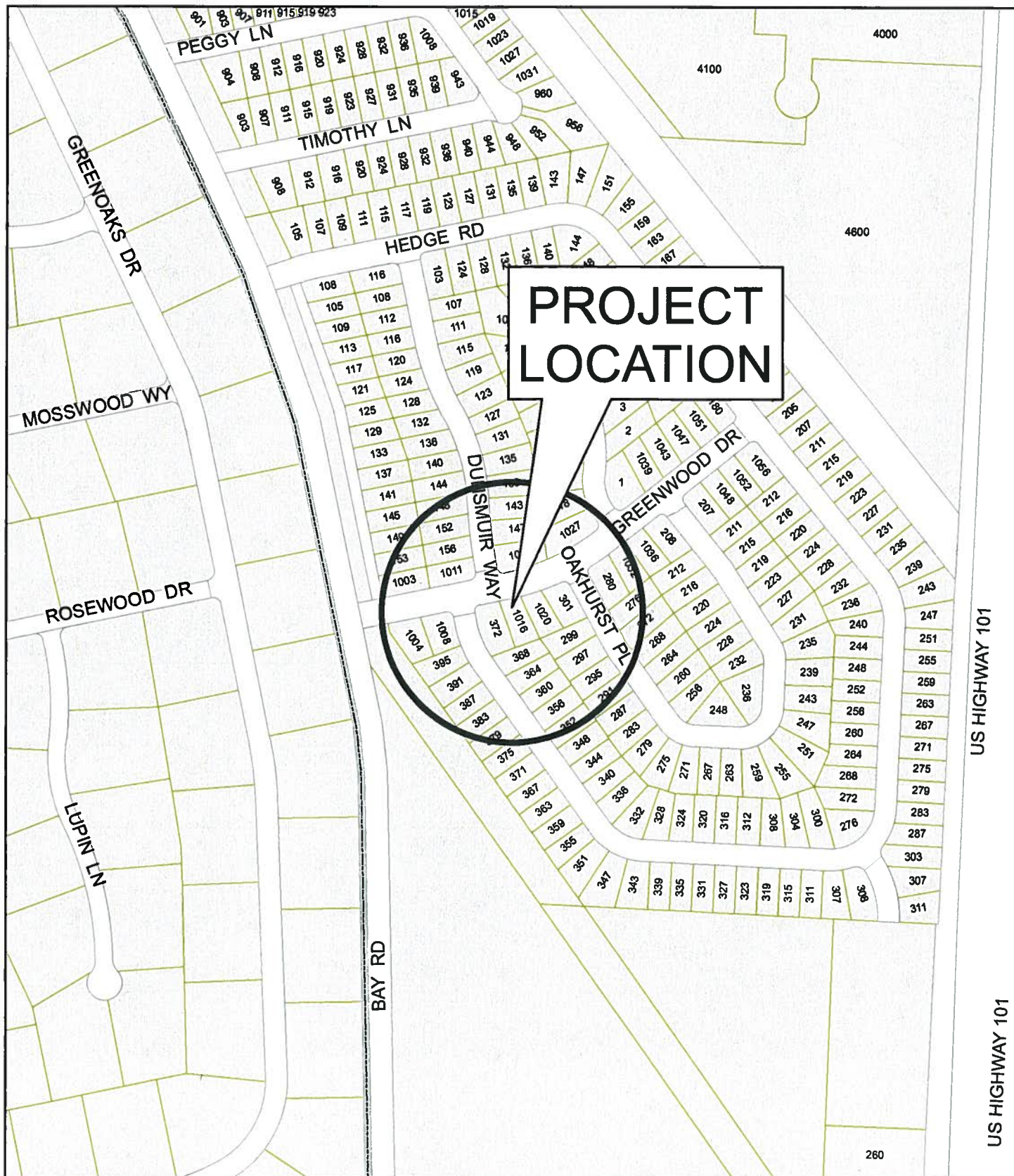
- A. Location Map
- B. Project Plans
- C. Project Description
- D. Letters of Support from:
 - Ravi Kodali of 1019 Greenwood Drive
 - Terry and Christine Griffith of 368 Hedge Road
 - Diane Dittmar of 301 Oakhurst Place

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

None

V:\STAFFRPT\PC\2015\022315 - 1016 Greenwood Dr.doc



CITY OF MENLO PARK LOCATION MAP 1016 GREENWOOD DRIVE

DRAWN: TAS CHECKED: THR DATE: 02/23/15 SCALE: 1" = 300' SHEET: 1

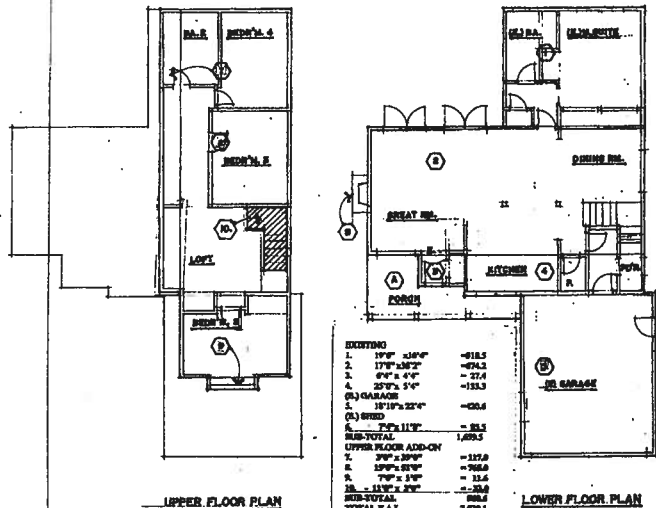


(A1)

Jason & Tracy GRAY

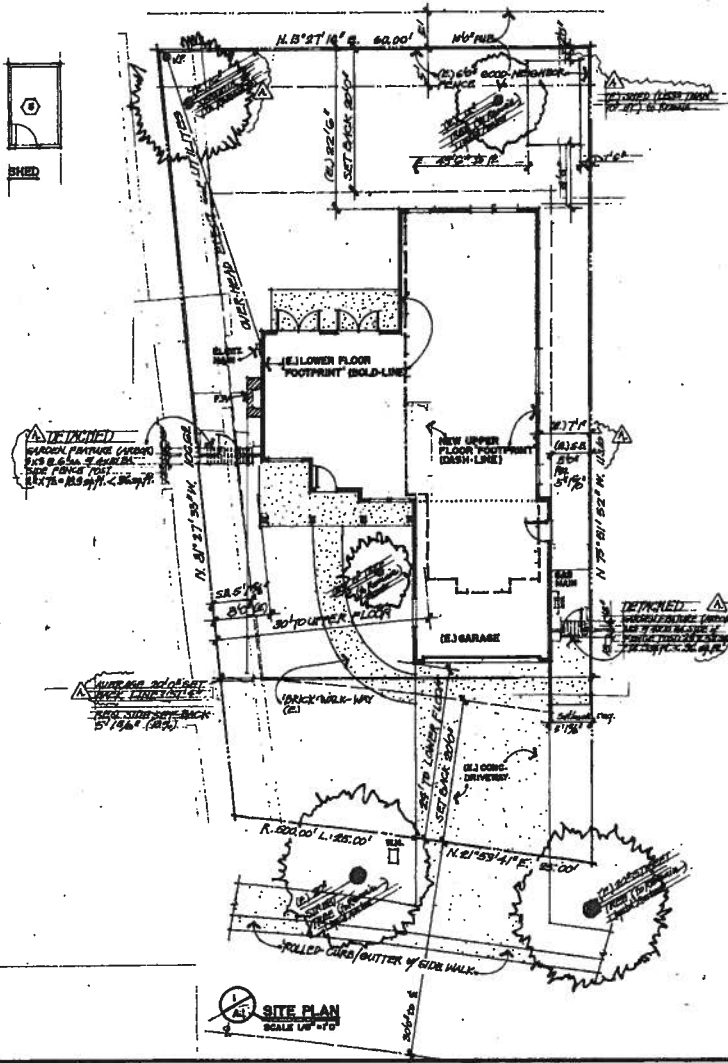
1016 Greenwood Drive
APN 0055-29-2960

Menlo Park, California 94025



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AREA DIAGRAM
SCALE 1/8" = 1'-0"



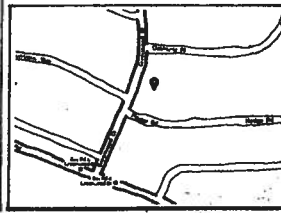
INDEX

COVER SHEET	
SITE PLAN	
AREA CALCULATIONS DIAGRAM	
INDEX, PROJECT DATA &	
VICINITY MAP	A.1
EXISTING & PROPOSED FLOOR PLAN	
(AREA CALCULATIONS DIAG.)	A.2
NEW PROPOSED FLOOR PLAN	A.3
PROPOSED ROOF PLAN & FRAMING	
PROFILE SECTION	A.4
EXTERIOR ELEVATIONS	A.5
AREA PLAN and STREET SCAPES	A.6
ENERGY COMPLIANCE	A.7
FOUNDATION PLAN	B.1
UPPER FLOOR FRAMING PLAN	B.2
CEILING FRAMING PLAN	B.3
ROOF FRAMING PLAN	B.4
STRUCTURAL DETAILS	B.5
STRUCTURAL DETAILS	B.6
STRUCTURAL DETAILS	B.7
STRUCTURAL DETAILS	B.8

PROJECT DATA

APN	0055-29-2960
OWNER	JASON & TRACY GRAY
	1016 Greenwood Drive
	MENLO PARK, CALIFORNIA 94025
EXISTING USE	S.F. RESIDENCE
ZONING DISTRICT	R-1-U
LOT SIZE	± 3,984 sq.ft.
COVERAGE	35.0% x 5,984 = 2,094 sq.ft.
EXISTING	1,884 sq.ft.
PROPOSED	1,782 sq.ft.
FLOOR AREA LIMIT	2,800 sq.ft.
EXISTING	1,884 sq.ft.
PROPOSED	2,520 sq.ft.
HEIGHT	28'0" Max. w/ "Day-Light" Floor
SET BACKS	FRONT 20' PROPOSED 24'
REAR	20' PROPOSED 22'0"
STRUCTURE SQ.FT.	EXISTING PROPOSED
LIVING	1,461 sq.ft. 2,017 sq.ft.
PORCHES	32 sq.ft. 113 sq.ft.
GARAGE/SHED	396 sq.ft. 296 sq.ft.
TOTAL	2,019 sq.ft. 2,635 sq.ft.
OCCUPANCY	GROUP R DIVISION 3
TYPE OF CONSTRUCTION	(V-B (Pigged Frame))
CODES IN EFFECT	
2013 EDITION BUILDING CODE (CBC)	
2013 EDITION MECHANICAL CODE (CMC)	
2013 EDITION PLUMBING CODE (CPC)	
2013 EDITION ELECTRICAL CODE (CEC)	
CALGreen Building Code and	
LOCAL ORDINANCES	

VICINITY MAP

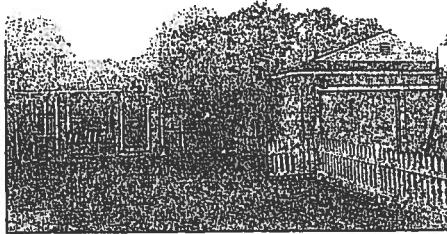


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Phone (510) 622-7896 Fax (510) 573-0529
E-mail: glenncahoon@comcast.net

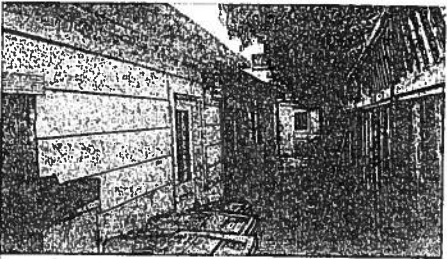
Jason & Tracy GRAY
1016 Greenwood Drive
APN 0055-29-2960

Rev. JULY 2014
Rev. NOTED
Rev. AC
Rev. GRAY

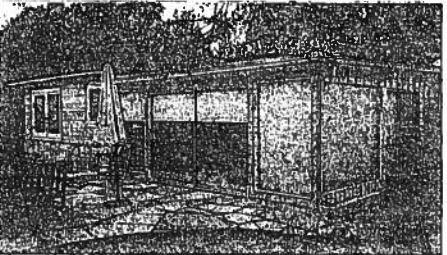
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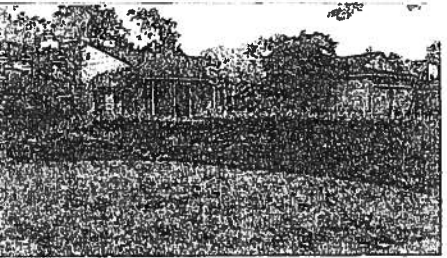
(E.) FRONT ELEVATION



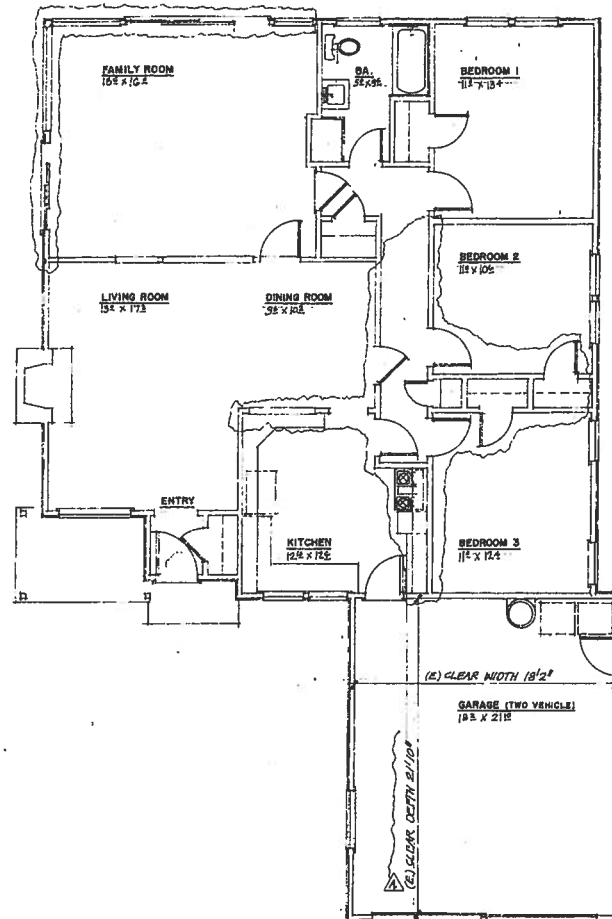
(E.) RIGHT SIDE ELEVATION



(E.) REAR ELEVATION



(E.) LEFT SIDE ELEVATION



EXISTING & DEMOLITION FLOOR PLAN
SCALE 1/4" = 1'-0"

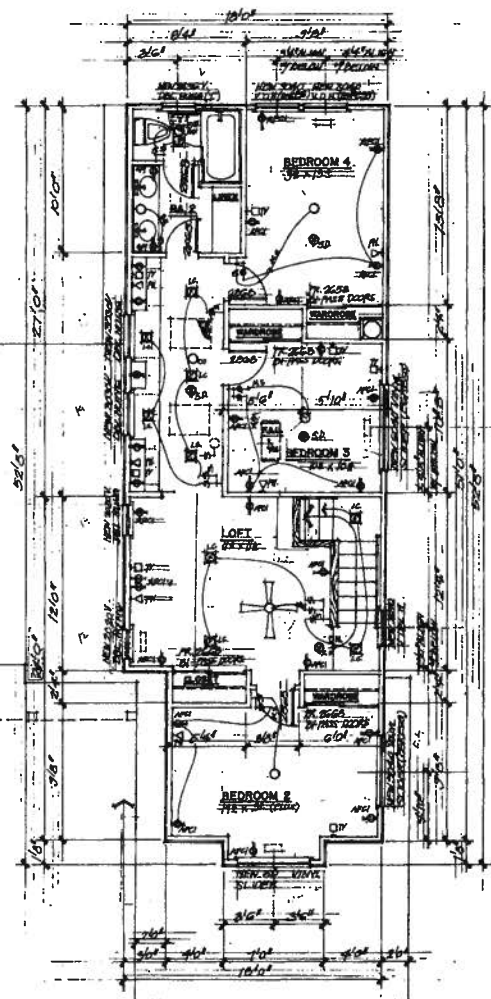
REVISIONS	BY
1. PLANING	AC
2. DEC. 2014	

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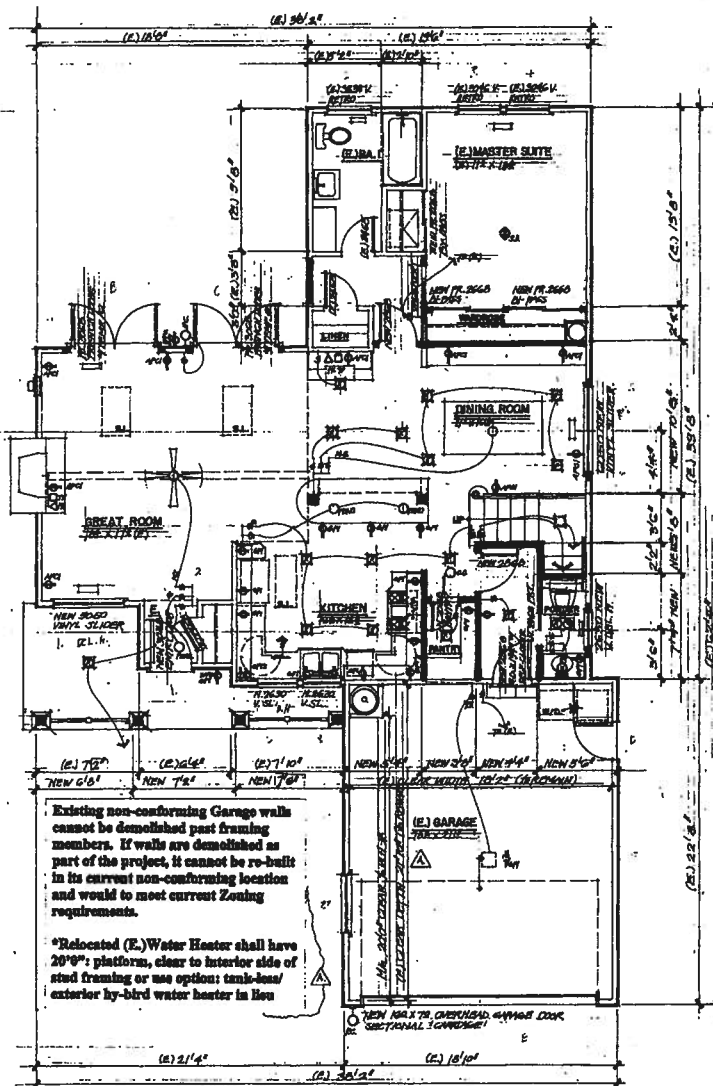
Jason & Tracy GRAY
1016 Greenwood Drive Menlo Park, California 94025
APN 005-25-2560

Date	JULY 2004
Scale	NOTED
Drawn	GC
Job	GRAY
Sheet	A.2

B3



NEW SYSTEM
SCALE 1/4" = 1'0"



*Relocated (E.) Water Heater shall have 20"Ø: platform, clear to interior side of stud framing or use option: tank-less/ exterior hy-bird water heater in lieu

SCALE: 1/4" = 1' 0"

1. EXISTING WALLS
2. 2nd and 3rd STUDS @ 16 in. w/ DRIP.
3. TOP FL. WALL FRAMING NEW
4. 2nd and 3rd STUDS @ 16 in. w/ DRIP.
5. TOP FL. WALL FRAMING NEW
6. TRIMMED WALL: BUILT-UP
2x PLAMING NEW
7. LINE OF FINISHED CEILING ABOVE, FORKED OR
LAPPED
8. LONG OF FINISHED OPENING AT DOOR HT. FROM
FLOOR
9. 22" x 22" LATHING FLOOR ACCESS
10. 30" x 30" ATTYC ACCESS (RUE TO UPPER FLOOR)
2" x 8" x 1 1/4" SOLID CORE GARAGE DOOR W/
SELF CLOSURE
11. TYP. INTERIOR DOOR (Finished side paint)
OWNER TO SELECT
12. TYP. AIR SUPPLY REGISTER IN FLOOR OR
CEILING, 8" x 16 in. FRAM. (BETTER WALL
TYP. AIR SUPPLY IN CEILING) NEW
13. FORCED AIR UNIT MAIN FLOOR (RUE to Energy
Co's) IN THIS ATTYC
14. (1) WATER TREAT. CIRC. LINE @ BRUI.
BLANKET FLOOR SINKLESS STAIN
AIR CONDITIONING CONDENSATE UNIT
(RUE to Energy Co's)
- 15.
16. NEW CLOTHES DRYER SPACE. PROVIDE GAS &
VENTING TO OUTSIDE per C.I.C. 94.3
17. NEW WASHING MACHINE SPACE. PROVIDE
TUBS WATER SUPPLY & DRAIN (ATTACHED)
- 18.
19. (A) TUB SHOWER, WATER CLOSET & LAVATORY
NEW 30" x 60" TUB/SHOWER WITH TUB TO
CEILING DRAIN (RUE TO 7" ABOVE FLOOR
W/DR. GLASS ENCLOSURE
20. NEW WATER CLOSET Served by Owner
21. NEW LAVATORY Served by Owner
22. NEW WASHING MACHINE Served to Owner.
23. PROVIDE GARRAGE DISPOSAL & INSTANT HOT
WATER SYSTEM
24. TRASH COMPACTOR Relocated by Owner.
25. OPTIONAL
26. (E) DISHWASHER Relocated Served by Owner
27. NEW 30" GAS COOK TOP w/ OVEN & MICROWAVE
28. NEW UP OVER THE CUPB. SPACE
29. REFRIGERATOR. SPACE PROVIDE WATER FOR
ICE MAKER.
30. GAS IN & METER
31. NEW 200 AMP ELECTRICAL MAIN & METER.
PROVIDE U.P. & L. GROUND
32. ELECTRICAL SUB-PANEL LOCATION
33. ELECTRICAL CIRC. NEW
34. WOOD FRAMED STAIRWAY TO COMPLY W/
C.I.C. Section 1001.3.3 RISE 7" 9 1/2" TREAD 11"
NEW STAIRWAY HANDRAILS TO COMPLY W/
C.I.C. Section 1003.3, 1012.3, 1013.3 & 1013.3 Show that
Contractor shall provide Guard enclosing deck at
stairs
35. 4" TYP. T. GYP. BED. AT ALL WALLS &
CEILING & STRUCTURE FOR ORG. MOOR
BARRIER IN THIS GARAGE & UNDER THE
STAIRWAY
36. WARDROBE ASSEMBLY (SELF & POLS
COMBINATIONS
- 37.
38. FLOURESCENT LIGHT FIXTURES BOTTOM OF
KITCHEN UNDER CUPB. SPACE
39. PROVIDE 2nd BACKING SUBFLOOR ALL BATH
ROOM WALLS CIRCUMD 30" FROM FINISH
FLOOR for Insulation (See Spec.)
40. DOOR BELL, CROWN MOLDING, etc. (P.S.) SHALL BE
HANDWORKED AT PRIMARY ESTIMATE
41. PROVIDE BATHTUB W/ BACK PANEL VALVE.
42. OUTLET IN BATHROOM. BATH ROOM &
BATHROOMS TO BE GFC
43. PROVIDE CONCRETE (OR DECKING) LANDINGS
AT ALL EXTERIOR OPENINGS 30" MIN. DEPTH &
4" MIN. LITER OF

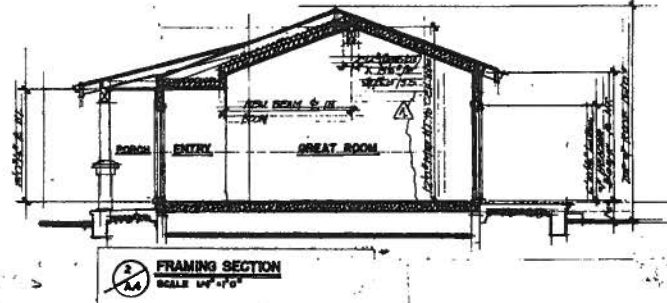
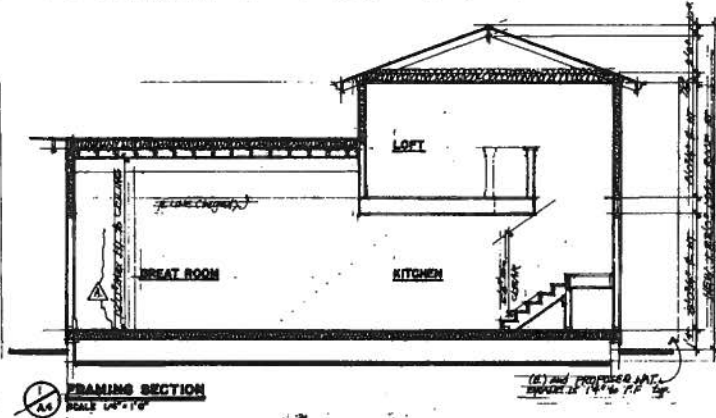
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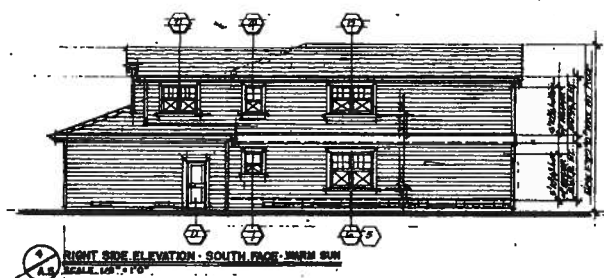
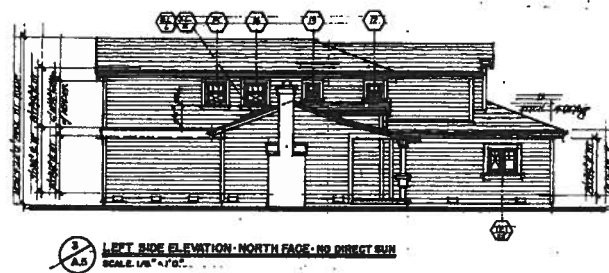
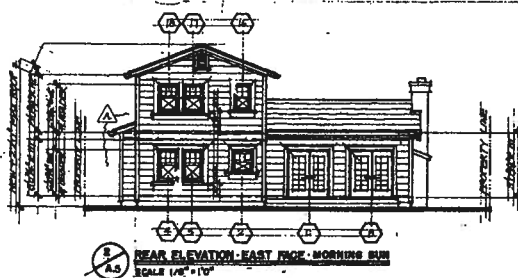
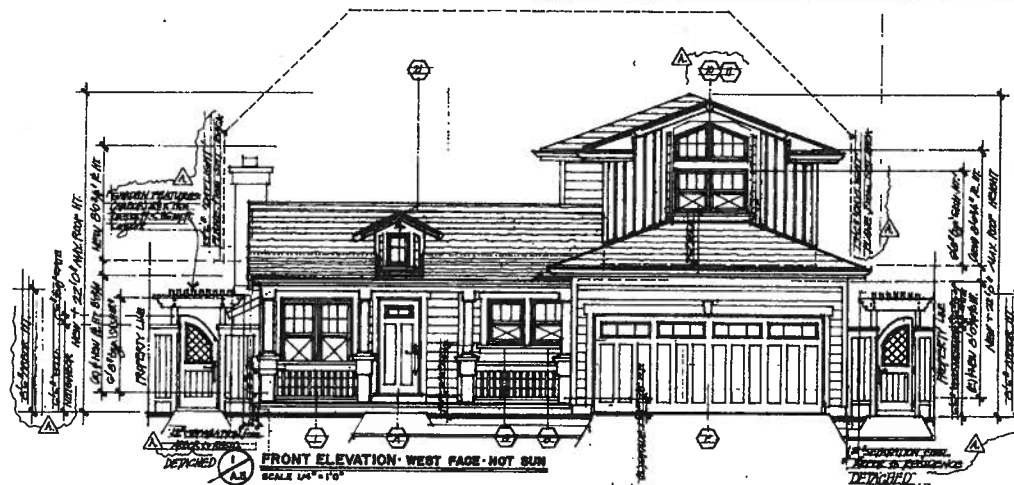
Date	JULY 2014
Grade	NOTED
Drawn	25
Job	GRAY
Sheet	A.3

3
A.4 **ROOF PLAN**
SCALE 1/8" = 1'-0"

1. COMPOSITION ASPHALT SHINGLES (CHARCOAL GRAY), APPLIED AS PER MANUFACTURERS SPECIFICATIONS, ICC-ES ESR-1389 (provided prior to permit).
APPLIED OVER 2" THICK FLAMED ROOF.
2. 5" (26 g.p.s.) OGS DUTTY OF 2-6 PER SQUARE
PRIME SPRUCE PINE BOARD, GUTTER W/ 3" DIA. (26 g.p.s.) DOWN-SPOUTS TO SPARE ROOFLOS FOR SIGHT DRAINAGE.
CROWN OF 1/4" 18" W/ SPARK ARRESTERS & PAINTED SEMI-METAL SHROUDS.
4. LOWER FLOOR WALL LINE BELOW
NEW UPPER FLOOR WALL LINE BELOW
GUTTER VENTED, DOWN PROVIDED BY
SCREENED VENTS TO HAVE JACK & GABLE END VENTS. PROVIDE VENTILATION
5. LINE OF CHANGE IN ROOF SLOPE
LINE OF 8" V" PLATE BRIDGE



		Jason & Tracy GRAY 1016 Greenwood Drive APN 0055-28-3840 Menlo Park, California 94025		Glenn CAHOON 41469 Millennium Terrace Fremont, California 94538 Phone (510) 623-7896 Fax (510) 573-0529 E-mail: glenncahoon@comcast.net	
---	--	---	--	---	--



1. ASPHALT COMPOSITION SINGLE ROOFING MATERIAL (*Provisional Item*) SELECTED BY DEVELOPER, APPLIED AS PER MANUFACTURER'S SPECIFICATIONS. ~~1/2" (20 mm) OR 3/4" (19 mm)~~
2. ~~24 GA (0.6 mm) CORR. GALV. STEEL~~ 2nd PRF-FRIMED SPURCE BASKA BOARD
3. 2nd PRF-FRIMED SPURCE BARGE RAFTER W/ RADIUS RETURN & SINGLE MOULD.
4. LOUVER OF SKEWENED ART. VENT. 14" x 24" W/ SLAT TOP & 1/2" (13 mm) RADIUS
5. PRF-FRIMED HANDS-PLANK "SELECT CEDAR MILL" LAY SIDING APPLIED AS PER MANUFACTURER'S SPECIFICATIONS.
6. 2nd PRF-FRIMED SPURCE WINDOW & DOOR SURROUND W/ EDGE BOARD MILL W/ WINDOWS.
7. VINYL FRAMED WINDOW, SELECTED BY DEVELOPER.
8. 2nd PRF-FRIMED SPURCE BULK UP BANDS ~~2" (51 mm) OR 3" (76 mm)~~ (See Details)
9. PRF-FRIMED SPURCE CORNISE (See Details)
10. FINISHED GRADE: 24" (610 mm) x 24" (610 mm) x 2" (51 mm) ~~CONCRETE~~ *BRICK*
11. FINISH: 2nd PRF-FRIMED SPURCE OVER SPARK ARRESTER
12. 2nd PRF-FRIMED SPURCE THEM OVER
13. 2x 12 PRF-FRIMED SPURCE CHIMNEY CAP OVER 2nd PRF-FRIMED SPURCE THEM ~~(See Details)~~
14. PRF-FRIMED CRICKET BEHIND CHIMNEY.
15. 2nd PRF-FRIMED SPURCE CORNER THEM

CAHOON

41469 Millennium Terrace Fremont, California 94538
Phone (510) 623-7896 **Fax (510) 573-0529**

Jason & Tracy GRAY

Mendo Park, California 94025

2009.. JULY 2014

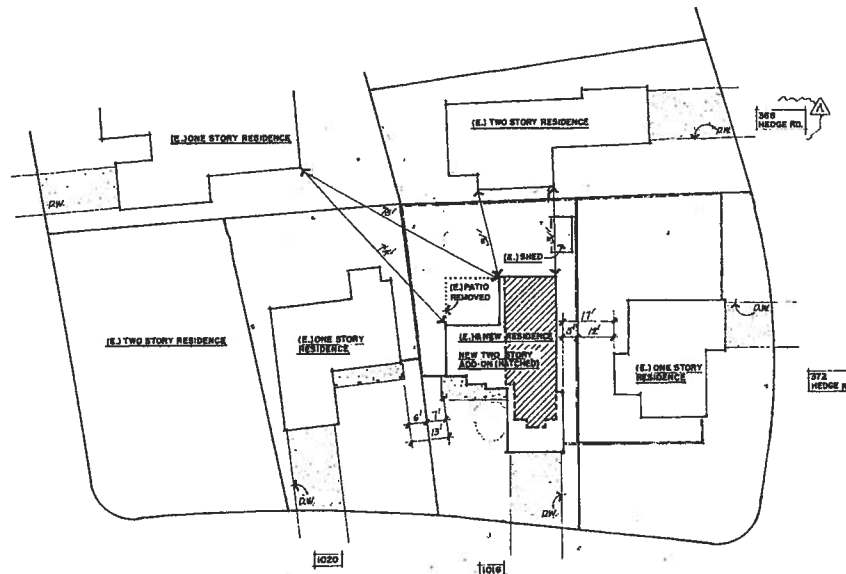
Order NOTED

Drum GC

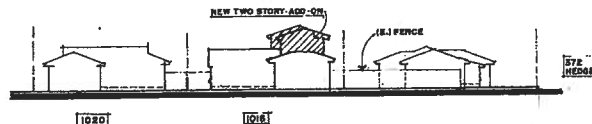
JOB GRAY

A.5

RECEIVED
 FEB 11 2015
 CITY OF MENLO PARK
 PLANNING



GREENWOOD DRIVE
AREA PLAN - 1016 GREENWOOD DRIVE
 SCALE 1" = 20' 0"



GREENWOOD DRIVE
STREET-SCAPE - 1016 GREENWOOD DRIVE
 SCALE 1" = 20' 0"

REVISIONS	BY
1. PLANNING	GC
2. REV. 02/14	

Glenn CAHOON
 41469 Millennium Terrace Fremont, California 94538
 Phone (510) 623-7896 Fax (510) 573-0529
 E-mail: glenncahoon@comcast.net

Jason & Tracy GRAY
 1816 Greenwood Drive
 Menlo Park, California 94023
 APN 0055-20-2960

Date	
Sheet	
Drawn	
Job	
Sheet	A.6

B6



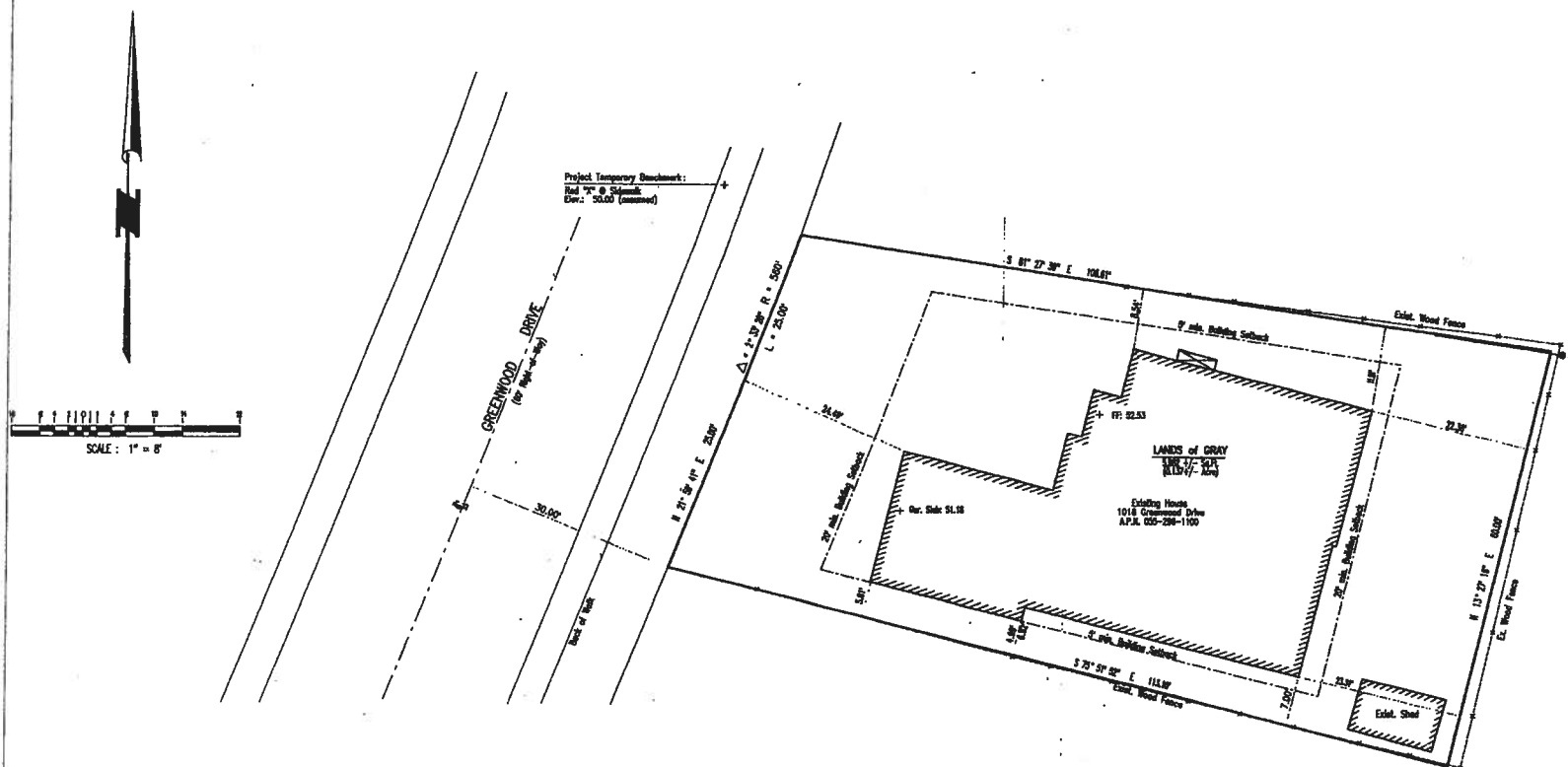
LANDS OF GRAY
1016 GREENWOOD DRIVE
MENLO PARK, CALIFORNIA

BOUNDARY SURVEY



DATE	10/23/14
SCALE	AS NOTED
JOB #	207.114
FILE	
DRAWN BY : SO	

SECRET
C1
OF 1 SECRET



PROJECT DESCRIPTION

Purpose of the Proposal:

To ADD-ON & Renovated the existing Residence.

Increasing the size by more than 50% to a Non-Conforming existing Site.

Scope of Work:

To ADD-ON about 894 sq.ft. of new Upper Floor Area and

Renovate 760 sq.ft of the Lower Floor

Architectural Style & Materials:

Style 'Craftsman' w/ Composition shingle, Lap siding, strong 'Column-features'

Color dark Roofing, white Siding with dark trim

All wood Frame

Site Layout

All improvement are with-in the existing 'Footprint'

Existing and Proposed Use

Single Family Dwelling for both

Outreach to Neighbors

To be completed

RECEIVED

NOV 04 2014

CITY OF MENLO PARK
PLANNING

RECEIVED

DEC 22 2014

CITY OF MENLO PARK
BUILDING

12/21/2014

To Whom It May Concern:

I would like to express support for my neighbor Jason and Tracy Gray. I am aware of the their plans to add a second story on their home at their 1016 Greenwood Drive property and I am in favor of successful planning commission approval.

Regards,

Ravi Kodali



Ravi Kodali
1019 Greenwood Drive
Menlo Park, CA 94025

DI

RECEIVED

DEC 22 2014

CITY OF MENLO PARK
BUILDING

December 21, 2014

To Whom It May Concern:

Our neighbors, Jason and Tracy Gray have submitted an application to remodel their home. The application for home renovations cause us no harm or concern and their eventual remodel will be a welcome improvement to Suburban Park's neighborhood and home values.

A handwritten signature in black ink, appearing to read "Terry and Christine Griffith". The signature is written in a cursive, flowing style.

Terry and Christine Griffith
368 Hedge Road
Menlo Park, Ca 94025

12/21/2014

RECEIVED
DEC 22 2014

CITY OF MENLO PARK
BUILDING

To Whom It May Concern:

I, Diane H. Dittmar, a neighbor of Jason and Tracy Gray, would like to express my support of their home renovation at 1016 Greenwood Drive and I attest that I have no objection to their application submittal.

Regards,

Diane H. Dittmar



Diane H. Dittmar
301 Oakhurst Place
Menlo Park, CA 94025

D3



PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION
MEETING OF FEBRUARY 23, 2015
AGENDA ITEM D2

LOCATION: 1060 College Avenue **APPLICANTS AND OWNERS:** Sheri and Douglas Baer

EXISTING USE: Single-Family Residence

PROPOSED USE: Single-Family Residence **APPLICATION:** Use Permit

ZONING: R-1-U (Single-Family Urban Residential)

	PROPOSED PROJECT	EXISTING DEVELOPMENT	ZONING ORDINANCE
Lot area	7,800.0 sf	7,800.0 sf	7,000.0 sf min.
Lot width	50.0 ft.	50.0 ft.	65.0 ft. min.
Lot depth	156.0 ft.	156.0 ft.	100.0 ft. min.
Setbacks			
Front	22.2 ft.	25 ft.	20.0 ft. min.
Rear	66.5 ft.	24.8 ft.	20.0 ft. min.
Side (left)	5.0 ft.	4.8 ft.	5.0 ft. min.
Side (right)	5.0 ft.	5.1 ft.	5.0 ft. min.
Building coverage	2,370.9 sf 30.4 %	2,626.0 sf 33.7 %	2,730.0 sf max. 35.0 % max.
FAL (Floor Area Limit)	2,965.7 sf	2,626.0 sf	3,000.0 sf max.
Square footage by floor	1,476.0 sf/basement 1,453.2 sf/1st 1,037.4 sf/2nd 34.1 sf/attic >5' 441.0 sf/attch. garage 468.0 sf/porches 8.7 sf/fireplaces	0 sf/basement 2,222.7 sf/1 st 0 sf/2 nd 0 sf/attic 403.3 sf/attch. carport 0 sf/porches 0 sf/fireplaces	
Square footage of building	3,442.4 sf	2,626.0 sf	
Building height	26.0 ft.	17.0 ft.	28.0 ft. max.
Parking	2 covered	2 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			
Trees	Heritage trees 2*	Non-Heritage trees 3**	New Trees 0
	Heritage trees 0 proposed for removal	Non-Heritage trees 0 proposed for removal	Total Number of Trees 5
* Includes one tree on the neighboring right/rear side			
** Includes two street trees			

PROPOSAL

The applicants are requesting use permit approval to demolish an existing single-story, single-family residence with an attached carport, and construct a new two-story, single-family residence with a basement and an attached garage on a substandard lot with regard to lot width in the R-1-U (Single-Family Urban) zoning district.

ANALYSIS

Site Location

The subject site is located at 1060 College Avenue between Arbor Road and Yale Road. The subject parcel is surrounded by other single-family residences that are also in the R-1-U zoning district. There are two properties on the block that each currently have two units per site, based on County Assessor records. There is a mix of single-story and two-story structures in the vicinity of the subject site.

Project Description

The applicants are proposing to remove the existing single-story, single-family house with attached carport, and construct a new two-story residence with an attached two-car garage. A full basement is also proposed. The lot is substandard with regard to lot width and the proposed project requires approval of a use permit. The basement lightwells would comply with all building setback requirements, so use permit approval is not required for excavation within a required setback.

The proposed residence would have a floor area of 2,965.7 square feet where 3,000 square feet is the floor area limit (FAL) and building coverage of 30.4 percent where 35 percent is the maximum permitted. The proposed residence would have four bedrooms and four bathrooms, with three of the bedrooms and two full bathrooms on the second floor. The first floor would have a library with an attached full bathroom. The basement would have a bedroom and separate full bath. The house is proposed to be 26 feet in height, below the maximum permissible height of 28 feet.

The proposed structure would comply with daylight plane requirements. There would be an allowed 10-foot wide projection into the daylight plane at the right side of the residence at the gable end of the main ridgeline. Such intrusions may be permitted on R-1-U lots that are less than 10,000 square feet in size, as is the case here.

The applicants have submitted a project description statement, Attachment C, which discusses the proposal in more detail.

Design and Materials

The proposed residence is a two-story bungalow style with a stucco plaster finish and a composition shingle roof. The siding would be a combination of painted wood siding on the lower level and painted wood shingles on the upper level. The front door and

garage door wood be matching stained wood. The design includes an eight-foot deep front porch supported by painted wood posts and stone veneer accents on the building wall. The windows would be aluminum clad with true divided lights. There would be a combination of casement and double-hung windows. Lightwell railings would be composed of wood.

Although the proposal is for a two-story residence, the applicants have taken measures to use massing and detailing to relieve the perception of bulk, including the use of various sized shed and gabled roof forms. The second floor would be set back from the first floor, most notably at the front of the house. By providing a generous size front porch, the one-story element at the front of the house visually brings down the mass of the house while also serving to make the garage less prominent, since it comes approximately three feet forward from the garage.

Houses on both sides have strong gable elements facing the street, as does the proposed residence. The proposed house would be 26 feet in height. The property to the right is developed with a one-story house of approximately 19 feet in height. The property to the left is two-stories and is approximately 27 feet in height.

The design attempts to limit the privacy impacts of the second floor windows. On the left side elevation the function of the rooms helps to lessen potential impacts. There would be four windows providing light for two bathrooms, all with sill heights of four feet, 10 inches. The uses associated with the four windows would not lend themselves to casual viewing of the neighboring property. On the right side elevation there is a window for the stairway that has a sill height of four feet, three inches above the stair landing. There are two other windows, each serving bedrooms, with sill heights of two feet, 10 inches. The property to the right is developed with a one-story residence. Views from the proposed second floor windows would be substantially limited to over the roof of the house. Views into the neighboring rear yards would be substantially screened by existing vegetation.

Most of the residences in the area are varied between single and two-story and represent various styles. Staff believes that the scale, materials, and style of the proposed residence are compatible with the neighborhood.

Trees and Landscaping

There is a Heritage redwood tree at the left rear corner of the property that would not be affected by construction. There is a Heritage oak on the adjacent property to the right with a canopy that overhangs the subject site. It also would not be affected by construction. Tree protection fencing is noted for both trees. There is a street tree that would also have tree protection fencing. Protection measures would be ensured through standard condition of approval 3g.

Correspondence

The applicants have stated that they have reached out to the adjacent neighbors regarding the proposed project (Attachment D). Staff has not received any correspondence from neighbors at the time of writing this report.

Conclusion

Staff believes that the scale, materials, and style of the proposed residence are in keeping with those of the greater neighborhood. The second story residence is carefully designed with regard to massing and articulation. Staff recommends that the Planning Commission approve the proposed project.

ENVIRONMENTAL REVIEW

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

RECOMMENDATION

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Zak Johnson Architects, consisting of eleven plan sheets, dated received February 5, 2015, and approved by the Planning Commission on February 23, 2015, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance; the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning,

Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.

- e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

Report prepared by:
Stephen O'Connell
Contract 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 calendar 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

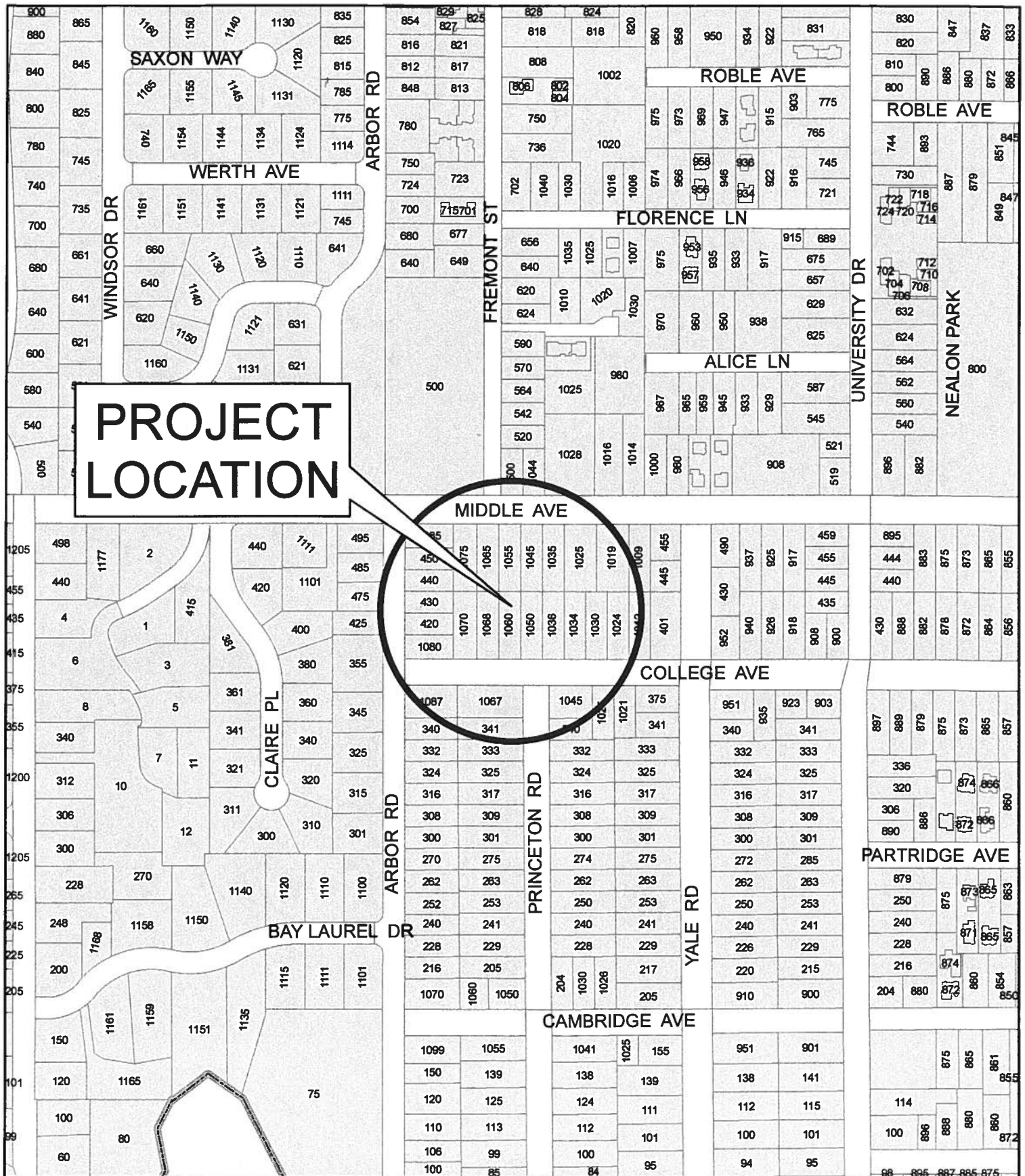
- A. Location Map
- B. Project Plans
- C. Project Description Statement
- D. Neighbor Outreach Statement

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

None

V:\STAFFRPT\PC\2015\022315 - 1060 College Avenue.doc



CITY OF MENLO PARK

LOCATION MAP

1060 COLLEGE AVENUE

DRAWN: THR CHECKED: THR DATE: 02/23/15 SCALE: 1" = 300' SHEET: 1



BAER RESIDENCE

1060 COLLEGE AVENUE
MENLO PARK, CA 94025

Project Data:

1. Zoning District:	R-1-U
2. Lot Area:	7,800.0 s.f.
3. Allowable Lot Coverage (35.0%) Proposed Lot Coverage (30.5%)	2,730.0 s.f. 2,379.6 s.f.
4. Max. Allowed Floor Area Limit: Proposed Total Square Footage:	3,000.0 s.f. 2,965.7 s.f.
First Floor	1,461.9 s.f.
Second Floor	1,044.4 s.f.
Attic	34.1 s.f.
Garage	441.0 s.f.
Porches	468.0 s.f.
Basement:	(1,476.0 s.f.)
(E) Residence:	(2,222.7 s.f.)
(E) Carport:	(403.3 s.f.)
5. Proposed Height: Max. Height:	26'-0" 28'-0"

City of Menlo Park

Const. Hours & Noise Requirements:

The work hours are regulated by noise levels created during construction. The maximum noise levels allowed are established in the City of Menlo Park Municipal Code Chapter 8.08 Noise.

1. Any and all excessively annoying, loud or unusual noises or vibrations such as offend the peace and quiet of persons of ordinary sensibilities and which interfere with the comfortable enjoyment of life or property and affect at the same time an entire neighborhood or any considerable number of persons shall be considered a noise disturbance.

2. Construction Activities:

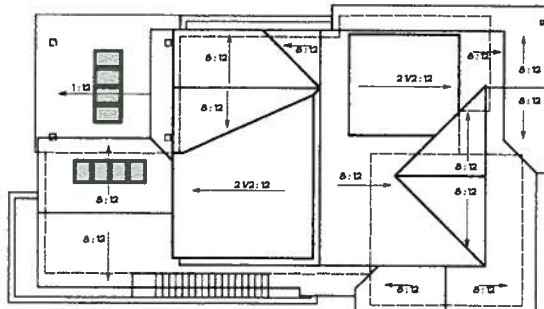
- Construction activities are limited to the hours of eight (8) a.m. and six (6) p.m. Monday through Friday.
- Construction activities by residents and property owners personally undertaking construction activities to maintain or improve their property are allowed on Saturdays, Sundays or holidays between the hours of nine (9) a.m. and five (5) p.m.
- A sign, containing the permitted hours of construction activities exceeding the noise limits set forth in Section 8.08.030, shall be posted at all entrances to a construction site upon the commencement of construction, for the purpose of informing contractors and subcontractors and all other persons at the construction site of the basic requirements of this chapter. The sign shall be at least five (5) feet above ground level and shall consist of a white background with black letters.
- Notwithstanding any other provision set forth above, all powered equipment shall comply with the limits set forth in Section 8.08.040(c).

TREE PROTECTION INSTRUCTIONS

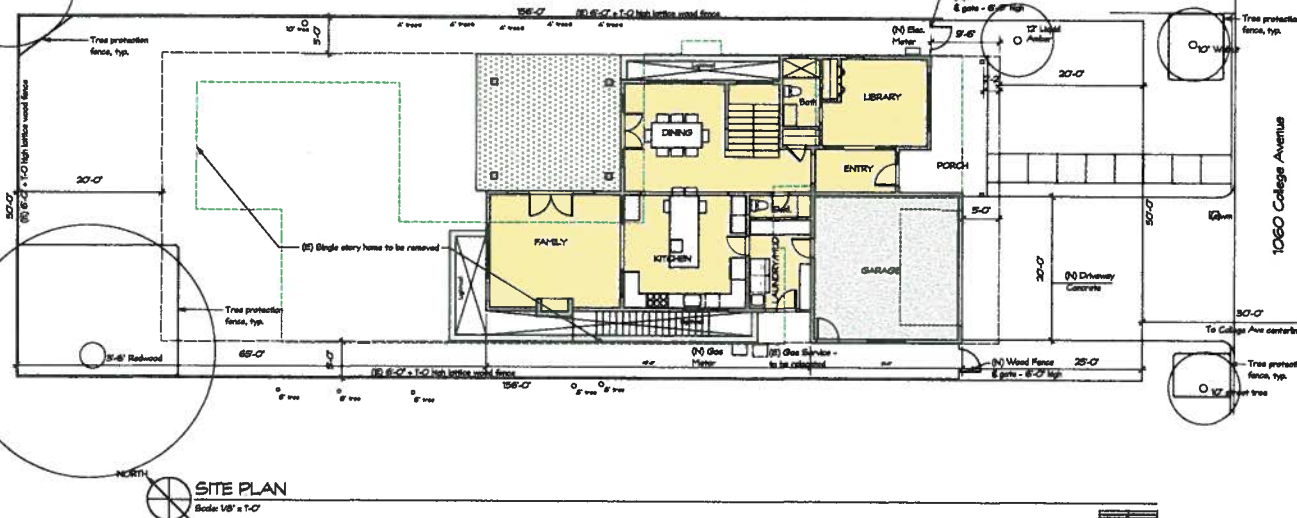
- The Tree Protection Zone (TPZ) shall be defined with protective fencing. The fencing shall be 6'-0" high and 1'-0" wide and shall be driven at least 2'-0" into the ground and standing at least 6'-0" tall.
- The TPZ shall be at a radius of 1'-0" from the trunk.
- Construction of the addition must be done with extreme care to avoid the tree protection zone.
- Any pruning and maintenance of the trees shall be carried out before construction begins. The pruning shall be carried out by an arborist.
- Any excavation in ground where there is a potential to damage roots of 1" or more in diameter should be carefully hand dug. Where possible, roots should be dug around rather than cut.
- If roots are broken, every effort shall be made to remove the damaged area and cut it back to its closest lateral root. A clean cut should be made with a saw or pruner. This will prevent any infection from damaged roots spreading throughout the root system and into the tree.
- DO NOT:
 - Allow run off or spillage of damaging materials into the area below any tree canopy.
 - Store materials, skidsteer, soil, dirt or drive vehicles within the TPZ of any tree.
 - Cut, break, skin, or bruise roots, branches, or trunk without obtaining permission from the city arborist.
 - Allow trees under any trees.
 - Discharge exhaust into foliage.
 - Secure cables, chain, or rope to trees or shrubs.
 - Apply soil treatments under pavement near existing trees.
- Where roots are exposed, they should be hand covered with native soil or four layers of wetted, treated burlap. Roots will dry out and die if left exposed to the air for too long.
- Route pipes into alternate locations to avoid conflict with roots.
- Where it is not possible to reroute pipes or trenches, the contractor is to bore beneath the drip line of the tree. The boring shall take place no less than 3'-0" below the surface of the soil in order to avoid encountering "leader" roots.
- Compaction of the soil within the drip line shall be kept to a minimum.
- Any damage due to construction activities shall be reported to the project arborist or city arborist within 8 hours so that remedial action can be taken.
- Ensure upon completion of the project that the original grade level is restored.

Applicable Codes & Regulations

2013 California Building Code (2012 IBC)
2013 California Energy Code
2013 California Plumbing Code (2012 UPC)
2013 California Electrical Code (2011 NEC)
2013 California Mechanical Code (2012 UMC)
2013 California Fire Code (2012 IFC)
Menlo Park Municipal Code
Along with any other local and state laws and regulations



ROOF PLAN
Scale: 1/8" = 1'-0"



SITE PLAN
Scale: 1/8" = 1'-0"

Project Information

Occupancy Group:	R-3 / U-1
Primary Use:	V - B
Permitted Submittal Items:	NA
Special Inspection Items:	Installation of Epoxy Installed anchor bolts per UBC 1701.5.15 - See Structural Drawings.
Automatic Fire Alarm:	Yes

FEB 5 - 2015

CITY OF MENLO PARK
BUILDING

Consultants

Structural Engineer:

Roca Engineering
1250 Ames Avenue, Suite 108
Menlo Park, CA 94025
650 329-1330

Soils Engineer:

Murray Engineers, Inc.
935 Fremont Avenue
Los Altos, CA 94024
650 559-9900

Energy Consultant:

Bulder's Energy Services, Inc.
1478 Bird Avenue
San Jose, CA 95125
408 718-1908

Surveyor:

L. Wade Hammond
36880 Newark Blvd., Suite C
Newark, CA 94560
408 718-1908

Menlo Park Safety Fence Notes

Prior to issuance of a Demolition or Building Permit, the plan for safety fencing will be submitted and approved by the building division. The Building Official may waive this requirement on a case by case basis. The fencing shall be installed as shown prior to commencement of construction unless the requirement is waived by the building official.

• **Size, type and area to be fenced.** Install fencing as shown on site plan with five or six (5' - 6') foot high chain link fences. Fences are to be mounted on two-inch diameter galvanized iron posts, driven into the ground to a depth of at least 2-feet at no more than 10-foot spacing.

• **Duration.** Fencing shall be erected before demolition, grading or construction begins and remain in place until final inspection of the project.

Geotechnical Note:

All earthwork and site drainage, including rough site grading and existing wire older backfill, new basement excavations, preparation of subgrade soils and engineered granular fill beneath interior and exterior stable, driveway preparation, and surface drainage controls should be completed in accordance with the recommendations of the geotechnical report prepared by Murray Engineers, Inc., dated January 28, 2015. Murray Engineers, Inc. should be provided at least 48 hours advance notification (850-559-9900) of any earthwork operations and should be present to observe and test the earthwork, foundation, and drainage installation phases of the project.

Exterior State on grade shall be constructed in accordance with the state-on-grade recommendations contained in Murray Engineers report dated January 28, 2015. Walkways and patios should be underlain by at least 8 inches of select granular fill and compacted in accordance with recommendation in completion section of report for min. 95% compaction.

Zak Johnson Architects
900 College Avenue
Menlo Park, CA 94025
650.329.9767

Licensed Architect
Karen Suzanne Zak
C-25248
Men. 5/21/15
State of California

New Residence
1060 College Avenue
Menlo Park, CA 94025

Sheet Title
Site Plan, Roof Plan

Date
29 January, 2015

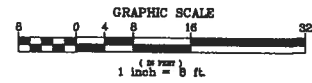
Notes
As Noted

A-1.0



NOTES

THIS IS FIELD BASED BOUNDARY SURVEY.
 ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.
 UNDERGROUND UTILITY - LOCATION IS BASED ON SURFACE EVIDENCE.
 BUILDING LOCATION DIMENSIONS ARE MEASURED PERPENDICULAR TO THE PROPERTY LINES.
 DIMENSIONS TO THE BUILDING ARE TAKEN AT THE EXTERIOR FINISHED SURFACE (STUCCO/SEING).
 FINISH FLOOR ELEVATION TAKEN AT DOOR THRESHOLD (EXTERIOR).
 BENCHMARK: S.C.V.M.D. #458 ELEVATION: 76.75' (88 DATUM, 2010 ADJUSTMENT)
 A CURRENT TITLE REPORT FOR THE SUBJECT PROPERTY HAS NOT BEEN EXAMINED BY L. WADE HAMMOND LAND SURVEYOR. EASEMENTS OF RECORD MAY EXIST THAT ARE NOT SHOWN ON THIS MAP.
 SITE LIES IN FLOOD ZONE X PER FIRM MAP.



12-3-2014

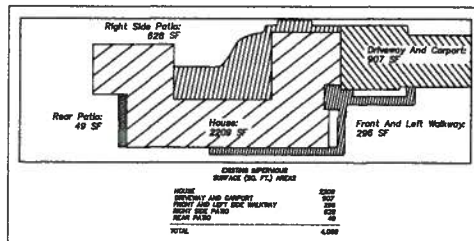
ABBREVIATIONS

AC ASPHALT
 CONC. CONCRETE
 TC TOP OF CURB
 FL FLOW LINE
 SS SANITARY SEWER
 P.U.E. PUBLIC UTILITY EASEMENT

B2

LEGEND

- FOUND POINT AS NOTED
- W WATER METER OR WATER VALVE BOX
- EDGE OF AC PAVING
- FIRE HYDRANT
- ⊙ TREE - TRUNK DIAMETER IN INCHES SPECIES NOTED WHEN KNOWN, TREE - DECIDUOUS UNLESS NOTED OTHERWISE
- TOP OF CURB
- FENCE
- OVERHEAD WIRES
- ⊙ POWER POLE
- SPOT ELEVATION
- POLE ANCHOR
- TREE DRIP LINE POINTS TOWARDS TREE TRUNKS, TREE DRIP LINES ABOVE PROPERTY LOCATED AS SHOWN.



SURVEY

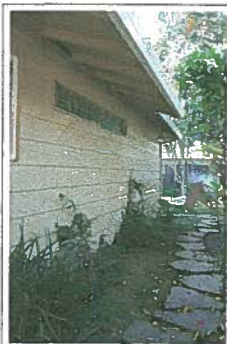
1060 COLLEGE AVE.
 MENLO PARK
 APN: 071-391-260
 LOT 8, BLOCK 3
 8 MAPS 46
 LOT AREA: 7,808 SQ. FT



L. Wade Hammond
 Licensed Land Surveyor
 No. 6163
 36660 Newark Blvd. Suite C
 Newark, California 94560
 Tel: (510) 579-6112 Fax: (510) 991-8054
 www.lwadehammond.com



Existing Courtyard Photos



Existing Side Elevation Photos

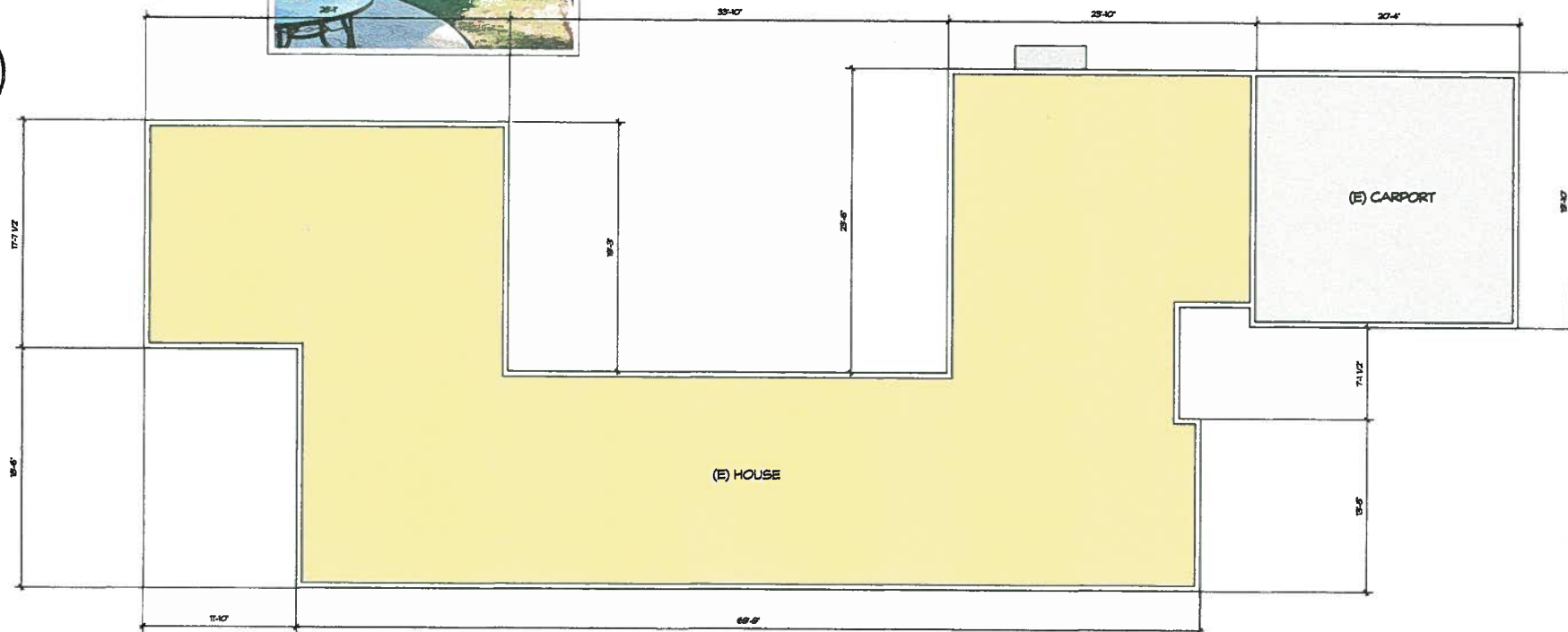


Existing Front Elevation Photos



Existing Back Elevation Photos

B3

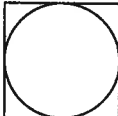


NORTH



EXISTING FLOOR PLAN

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



Zak Johnson Architects
900 College Avenue
Menlo Park, CA 94025
650.329.9767



New Residence
1060 College Avenue
Menlo Park, CA 94025

Sheet Title
(S) Plan & Elevations

Date
27 January, 2015

Scale
As Noted

A-1.1

Door Schedule

No.	Location	Size	Type	Dr. Mat'l	Dr. Fin.	Frame Mat'l	Frame Fin.	Remarks
D1	Basement Closets	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D2	Entrance	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D3	Living Room	2'-0" x 2'-0"	AA	S.G. Wood	Paint	Wood	Paint	
D4	Closet	2'-0" x 2'-0"	AA	S.G. Wood	Paint	Wood	Paint	
D5	Bedroom 1	2'-0" x 2'-0"	AA	S.G. Wood	Paint	Wood	Paint	
D6	Closet	2'-0" x 2'-0"	AA	S.G. Wood	Paint	Wood	Paint	
D7	Bath 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D8	Bath 1	2'-0" x 2'-0"	A	Therma Glass	NA	NA	NA	Thermostatic Shower Door
D9	Bath 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D10	Family Room	10'-0" x 10'-0" x 1'-0" x 1'-0"	Wood/Glass	Paint	Wood	Paint	Paint	Thermostatic, weatherstripped, inward lock
D11	Entry	2'-0" x 2'-0" x 1'-0" x 1'-0"	E	S.G. Wood/Glass	Paint	Paint	Paint	Weatherstripped, inward lock, thermostatic
D12	Library	10'-0" x 10'-0" x 1'-0" x 1'-0"	Wood/Glass	Paint	Wood	Paint	Paint	Thermostatic, weatherstripped
D13	Bath 2	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D14	Closet	2'-0" x 2'-0"	AA	S.G. Wood	Paint	Wood	Paint	
D15	Bath 2	2'-0" x 2'-0"	G	Therma Glass	NA	NA	NA	Thermostatic Shower Door
D16	Closet	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D17	Entry	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D18	Entry	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D19	Storage	10'-0" x 10'-0" x 1'-0" x 1'-0"	Wood/Glass	Paint	Wood	Paint	Paint	Thermostatic, weatherstripped, inward lock
D20	Living Room	10'-0" x 10'-0" x 1'-0" x 1'-0"	Wood/Glass	Paint	Wood	Paint	Paint	Thermostatic, weatherstripped, inward lock
D21	Living Room	10'-0" x 10'-0" x 1'-0" x 1'-0"	Wood/Glass	Paint	Wood	Paint	Paint	Thermostatic, weatherstripped
D22	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D23	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D24	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D25	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D26	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D27	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D28	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D29	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D30	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D31	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D32	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D33	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D34	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D35	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D36	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D37	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D38	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	
D39	Bedroom 1	2'-0" x 2'-0"	A	S.G. Wood	Paint	Wood	Paint	



Window Schedule

No.	Size	Location	Type	Area	Orient.	Jamb	Head Hgt.	Remarks
W1	2'-0" x 2'-0"	Bath 1	Awning	8.0 sf	West	2 x 8	8'-0"	Thermostatic Glazing
W2	2'-0" x 2'-0"	Bedroom 1	Doublehung	25.0 sf	West	2 x 8	8'-0"	
W3	10'-0" x 2'-0"	Bedroom 1	Doublehung	30.0 sf	North	2 x 8	8'-0"	Screen
W4	10'-0" x 2'-0"	Family Room	Doublehung	47.5 sf	East	2 x 8	8'-0"	
W5	10'-0" x 2'-0"	Bedroom	Doublehung	26.7 sf	West	2 x 8	8'-0"	Where state law
W6	2'-0" x 2'-0"	Bath 2	Awning	8.0 sf	East	2 x 8	8'-0"	Thermostatic Glazing
W7	2'-0" x 2'-0"	Library	Casement	12.0 sf	East	2 x 8	8'-0"	Screen
W8	10'-0" x 2'-0"	Library	Doublehung	37.5 sf	South	2 x 8	8'-0"	
W9	10'-0" x 2'-0"	Library	Doublehung	15.0 sf	South	2 x 8	8'-0"	Screen
W10	10'-0" x 2'-0"	Garage	Doublehung	38.0 sf	West	2 x 8	8'-0"	
W11	10'-0" x 2'-0"	Garage	Awning	15.0 sf	West	2 x 8	8'-0"	
W12	10'-0" x 2'-0"	Storage	Doublehung	30.75 sf	West	2 x 8	8'-0"	
W13	10'-0" x 2'-0"	Living Room	Awning	10.0 sf	West	2 x 8	8'-0"	
W14	10'-0" x 2'-0"	Living Room	Awning	15.0 sf	West	2 x 8	8'-0"	
W15	10'-0" x 2'-0"	Living Room	Doublehung	48.0 sf	South	2 x 8	8'-0"	
W16	10'-0" x 2'-0"	Living Room	Doublehung	43.75 sf	East	2 x 8	8'-0"	
W17	10'-0" x 2'-0"	Entry	Awning	12.0 sf	East	2 x 8	8'-0"	
W18	10'-0" x 2'-0"	Entry	Awning	12.0 sf	East	2 x 8	8'-0"	
W19	10'-0" x 2'-0"	Bedroom 2	Doublehung	30.0 sf	East	2 x 8	8'-0"	above and below
W20	10'-0" x 2'-0"	Bedroom 2	Doublehung	30.0 sf	East	2 x 8	8'-0"	
W21	2'-0" x 2'-0"	Bedroom 3	Casement	15.0 sf	South	2 x 8	8'-0"	Screen
W22	10'-0" x 2'-0"	Bedroom 3	Casement	30.0 sf	South	2 x 8	8'-0"	
W23	10'-0" x 2'-0"	Bath 3	Awning	10.0 sf	West	2 x 8	8'-0"	Thermostatic
W24	2'-0" x 2'-0"	Bath 4	Awning	8.0 sf	West	2 x 8	8'-0"	
W25	2'-0" x 2'-0"	Bath 4	Awning	8.0 sf	West	2 x 8	8'-0"	
W26	2'-0" x 2'-0"	Bath 4	Awning	8.0 sf	West	2 x 8	8'-0"	Thermostatic
W27	2'-0" x 2'-0"	Bath 4	Awning	8.0 sf	North	2 x 8	8'-0"	Thermostatic
W28	10'-0" x 2'-0"	Bedroom 4	Doublehung	38.0 sf	North	2 x 8	8'-0"	Screen
W29	2'-0" x 2'-0"	Bedroom 4	Doublehung	15.0 sf	East	2 x 8	8'-0"	
W30	10'-0" x 2'-0"	Entry	Awning	4.75 sf	North	2 x 8	8'-0"	Where state law
W31	10'-0" x 2'-0"	Living Room	Awning	4.75 sf	North	2 x 8	8'-0"	Where state law

B4

Window Notes

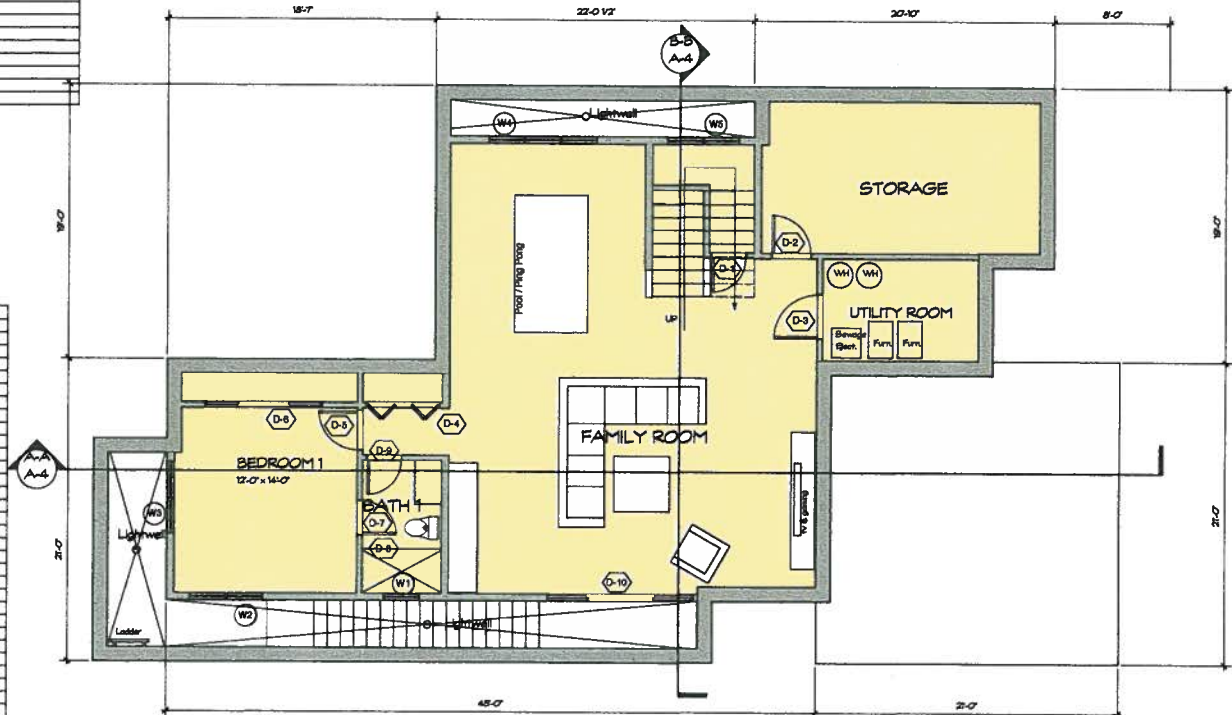
- Window and door head heights shall be installed to align where applicable. Head heights and window sizes are nominal.
- Labeled safety glazing shall be installed as indicated, at all locations within a 2'-0" arc of the vertical edge of doors, in doors, in bathtub and shower locations, windows greater than 96", closer than 18" to the floor and top edge greater than 36" and bottom of stairway and any glazing within 36" horiz. & 60" vert. of walking surface of a stairway.
- All windows are to be clad, by Kolbe Windows, dual glazed, suncoat low-e glass, U.N.O.
- Emergency Egress windows shall maintain a minimum operable area of 5.7 s.f. and a minimum net clear opening height of 24" and width of 20". Egress windows shall have a sill height not more than 44" above the floor and open directly to street, public alley, yard, or exit county.

Door Notes

- Jamb shall be 4.5" min. unless noted otherwise (U.N.O.).
- Labeled safety glazing shall be installed in doors shown with glass, sidelights, and transoms.
- Wood interior doors shall be solid core, three panel, typ. U.N.O.
- Cabinet doors shall be Woodwork Institute of California, (W.I.C.): Custom Grade.

Floor Plan Notes

- Contractor shall provide all necessary blocking, backing, hardware, seismic straps or other support for all fixtures, equipment, cabinetry, furnishings, bath accessories, and other items.
- Acoustical batt insulation at bathrooms, bedrooms, all duct chases, and all areas of potential noise.
- Showers and tub/shower combinations shall be provided with individual control valves of the thermostatic mixing or pressure balance type, UPC Section 402.0.
- All wood within 6" of concrete shall be foundation grade redwood or pressure treated for this use, except as provided for in the Building Code.
- Factory built fireplaces to be installed per manufacturer's instructions and listing. Submit manufacturer's instructions to the City Building Inspector and review prior to installation of the equipment and gas piping.



NORTH
BASEMENT PLAN
Scale: 1/4" = 1'-0"



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Licensed Architect
Karen Suzanne Zak
C-25845
Ren. 5/31/15
State of California

New Residence
1060 College Avenue
Menlo Park, CA 94025

Sheet Title
Basement Plan

Date
29 January, 2015

Scale
As Noted

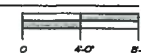
A-2.0

15'-7" 22'-0" VZ 20'-10" 8'-0"

2'-5" 9'-5" 21'-0" 48'-0" 21'-0"

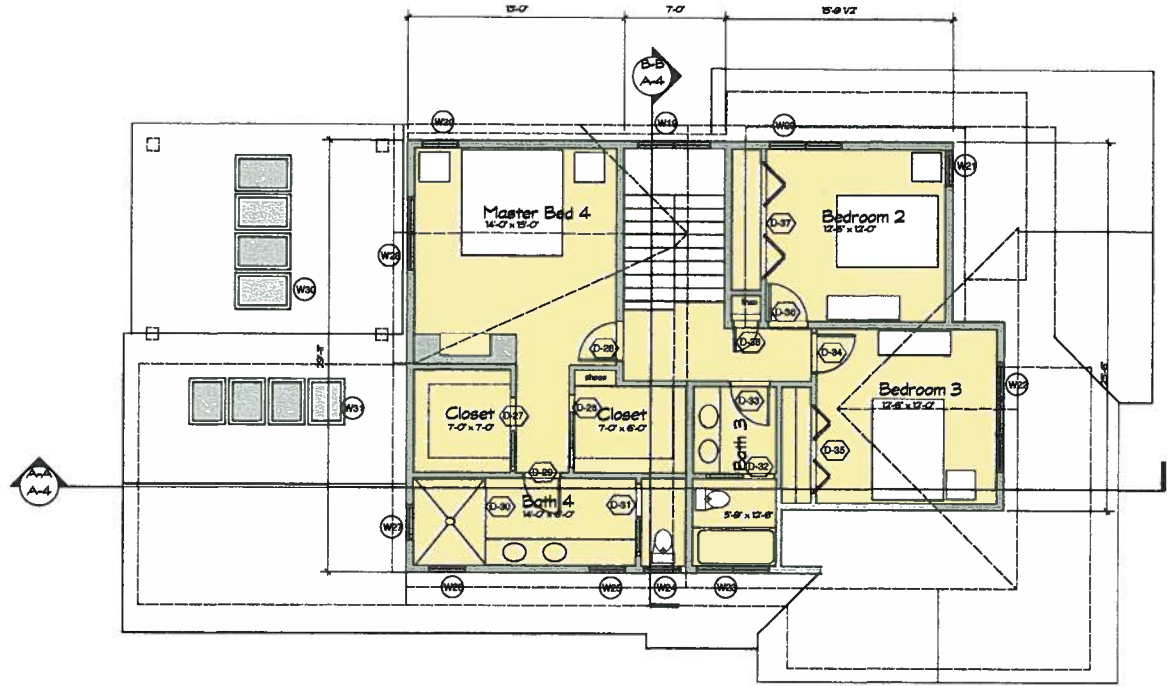
W1 W2 W3 W4 W5 W6 W7 W8 W9 W10 W11 W12 W13 W14 W15 W16 W17 W18 W19 W20 W21 W22 W23 W24 W25 W26 W27 W28 W29 W30 W31 W32 W33 W34 W35 W36 W37 W38 W39 W40 W41 W42 W43 W44 W45 W46 W47 W48 W49 W50 W51 W52 W53 W54 W55 W56 W57 W58 W59 W60 W61 W62 W63 W64 W65 W66 W67 W68 W69 W70 W71 W72 W73 W74 W75 W76 W77 W78 W79 W80 W81 W82 W83 W84 W85 W86 W87 W88 W89 W90 W91 W92 W93 W94 W95 W96 W97 W98 W99 W100 W101 W102 W103 W104 W105 W106 W107 W108 W109 W110 W111 W112 W113 W114 W115 W116 W117 W118 W119 W120 W121 W122 W123 W124 W125 W126 W127 W128 W129 W130 W131 W132 W133 W134 W135 W136 W137 W138 W139 W140 W141 W142 W143 W144 W145 W146 W147 W148 W149 W150 W151 W152 W153 W154 W155 W156 W157 W158 W159 W160 W161 W162 W163 W164 W165 W166 W167 W168 W169 W170 W171 W172 W173 W174 W175 W176 W177 W178 W179 W180 W181 W182 W183 W184 W185 W186 W187 W188 W189 W190 W191 W192 W193 W194 W195 W196 W197 W198 W199 W200 W201 W202 W203 W204 W205 W206 W207 W208 W209 W210 W211 W212 W213 W214 W215 W216 W217 W218 W219 W220 W221 W222 W223 W224 W225 W226 W227 W228 W229 W230 W231 W232 W233 W234 W235 W236 W237 W238 W239 W240 W241 W242 W243 W244 W245 W246 W247 W248 W249 W250 W251 W252 W253 W254 W255 W256 W257 W258 W259 W260 W261 W262 W263 W264 W265 W266 W267 W268 W269 W270 W271 W272 W273 W274 W275 W276 W277 W278 W279 W280 W281 W282 W283 W284 W285 W286 W287 W288 W289 W290 W291 W292 W293 W294 W295 W296 W297 W298 W299 W300 W301 W302 W303 W304 W305 W306 W307 W308 W309 W310 W311 W312 W313 W314 W315 W316 W317 W318 W319 W320 W321 W322 W323 W324 W325 W326 W327 W328 W329 W330 W331 W332 W333 W334 W335 W336 W337 W338 W339 W340 W341 W342 W343 W344 W345 W346 W347 W348 W349 W350 W351 W352 W353 W354 W355 W356 W357 W358 W359 W360 W361 W362 W363 W364 W365 W366 W367 W368 W369 W370 W371 W372 W373 W374 W375 W376 W377 W378 W379 W380 W381 W382 W383 W384 W385 W386 W387 W388 W389 W390 W391 W392 W393 W394 W395 W396 W397 W398 W399 W400 W401 W402 W403 W404 W405 W406 W407 W408 W409 W410 W411 W412 W413 W414 W415 W416 W417 W418 W419 W420 W421 W422 W423 W424 W425 W426 W427 W428 W429 W430 W431 W432 W433 W434 W435 W436 W437 W438 W439 W440 W441 W442 W443 W444 W445 W446 W447 W448 W449 W450 W451 W452 W453 W454 W455 W456 W457 W458 W459 W460 W461 W462 W463 W464 W465 W466 W467 W468 W469 W470 W471 W472 W473 W474 W475 W476 W477 W478 W479 W480 W481 W482 W483 W484 W485 W486 W487 W488 W489 W490 W491 W492 W493 W494 W495 W496 W497 W498 W499 W500 W501 W502 W503 W504 W505 W506 W507 W508 W509 W510 W511 W512 W513 W514 W515 W516 W517 W518 W519 W520 W521 W522 W523 W524 W525 W526 W527 W528 W529 W530 W531 W532 W533 W534 W535 W536 W537 W538 W539 W540 W541 W542 W543 W544 W545 W546 W547 W548 W549 W550 W551 W552 W553 W554 W555 W556 W557 W558 W559 W560 W561 W562 W563 W564 W565 W566 W567 W568 W569 W570 W571 W572 W573 W574 W575 W576 W577 W578 W579 W580 W581 W582 W583 W584 W585 W586 W587 W588 W589 W590 W591 W592 W593 W594 W595 W596 W597 W598 W599 W600 W601 W602 W603 W604 W605 W606 W607 W608 W609 W610 W611 W612 W613 W614 W615 W616 W617 W618 W619 W620 W621 W622 W623 W624 W625 W626 W627 W628 W629 W630 W631 W632 W633 W634 W635 W636 W637 W638 W639 W640 W641 W642 W643 W644 W645 W646 W647 W648 W649 W650 W651 W652 W653 W654 W655 W656 W657 W658 W659 W660 W661 W662 W663 W664 W665 W666 W667 W668 W669 W670 W671 W672 W673 W674 W675 W676 W677 W678 W679 W680 W681 W682 W683 W684 W685 W686 W687 W688 W689 W690 W691 W692 W693 W694 W695 W696 W697 W698 W699 W700 W701 W702 W703 W704 W705 W706 W707 W708 W709 W710 W711 W712 W713 W714 W715 W716 W717 W718 W719 W720 W721 W722 W723 W724 W725 W726 W727 W728 W729 W730 W731 W732 W733 W734 W735 W736 W737 W738 W739 W740 W741 W742 W743 W744 W745 W746 W747 W748 W749 W750 W751 W752 W753 W754 W755 W756 W757 W758 W759 W760 W761 W762 W763 W764 W765 W766 W767 W768 W769 W770 W771 W772 W773 W774 W775 W776 W777 W778 W779 W780 W781 W782 W783 W784 W785 W786 W787 W788 W789 W790 W791 W792 W793 W794 W795 W796 W797 W798 W799 W800 W801 W802 W803 W804 W805 W806 W807 W808 W809 W810 W811 W812 W813 W814 W815 W816 W817 W818 W819 W820 W821 W822 W823 W824 W825 W826 W827 W828 W829 W830 W831 W832 W833 W834 W835 W836 W837 W838 W839 W840 W841 W842 W843 W844 W845 W846 W847 W848 W849 W850 W851 W852 W853 W854 W855 W856 W857 W858 W859 W860 W861 W862 W863 W864 W865 W866 W867 W868 W869 W870 W871 W872 W873 W874 W875 W876 W877 W878 W879 W880 W881 W882 W883 W884 W885 W886 W887 W888 W889 W890 W891 W892 W893 W894 W895 W896 W897 W898 W899 W900 W901 W902 W903 W904 W905 W906 W907 W908 W909 W910 W911 W912 W913 W914 W915 W916 W917 W918 W919 W920 W921 W922 W923 W924 W925 W926 W927 W928 W929 W930 W931 W932 W933 W934 W935 W936 W937 W938 W939 W940 W941 W942 W943 W944 W945 W946 W947 W948 W949 W950 W951 W952 W953 W954 W955 W956 W957 W958 W959 W960 W961 W962 W963 W964 W965 W966 W967 W968 W969 W970 W971 W972 W973 W974 W975 W976 W977 W978 W979 W980 W981 W982 W983 W984 W

Code: V4^a = 7-0



A-2.1

B6



NORTH



SECOND FLOOR PLAN

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



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Licensee Address
Karen Suzanne Zak
C-25245
Ren. 5/1/15
State of California

New Residence
1060 College Avenue
Menlo Park, CA 94025

Sheet Title
Second Floor Plan

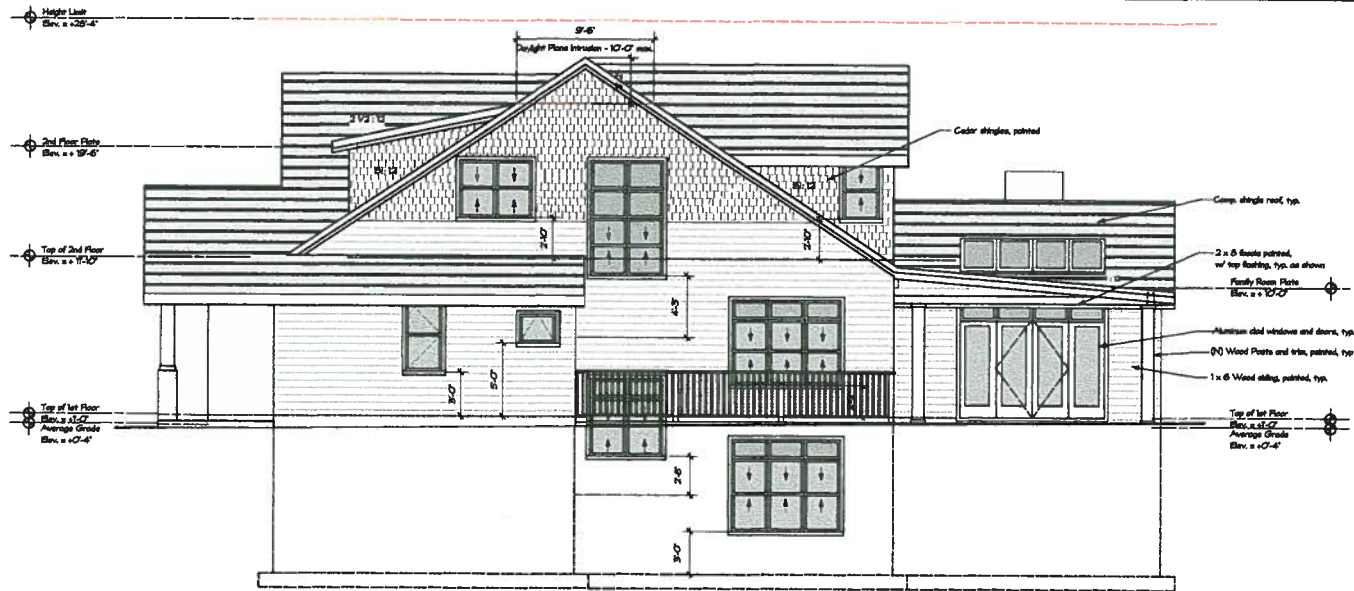
Date
28 January, 2015

Notes
As Noted

A-2.2

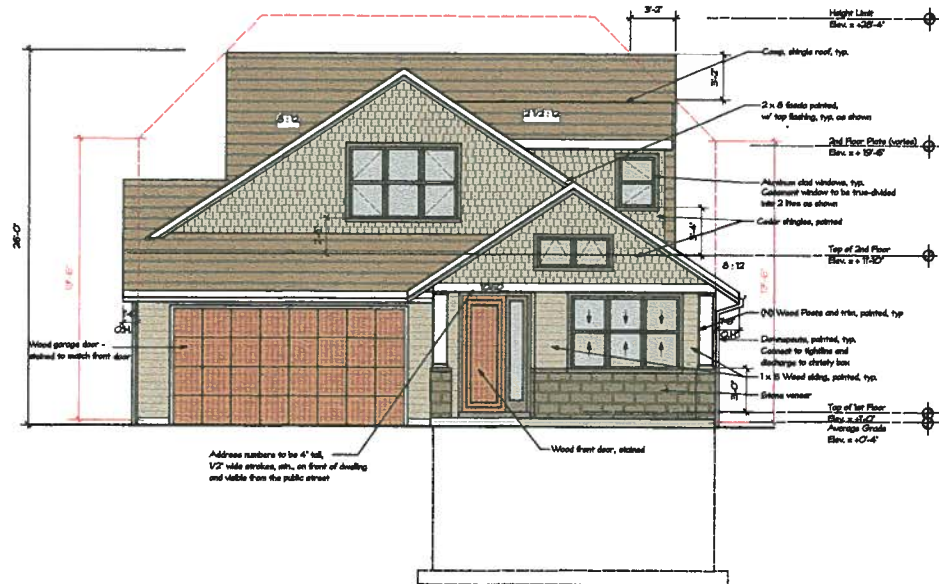
EAST ELEVATION

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



EAST ELEVATION

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



SOUTH ELEVATION

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

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650.329.9767

Unrecorded Addendum
Karen Buzzone Zak
C-25248
Rev. 03/16
State of California

New Residence
1060 College Avenue
Menlo Park, CA 94025

Sheet Title
South & East Elevations

Date
29 January, 2016

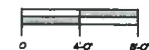
Scale
As Noted

A-3.1

B3

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

Scale: $V4' = 1-0'$

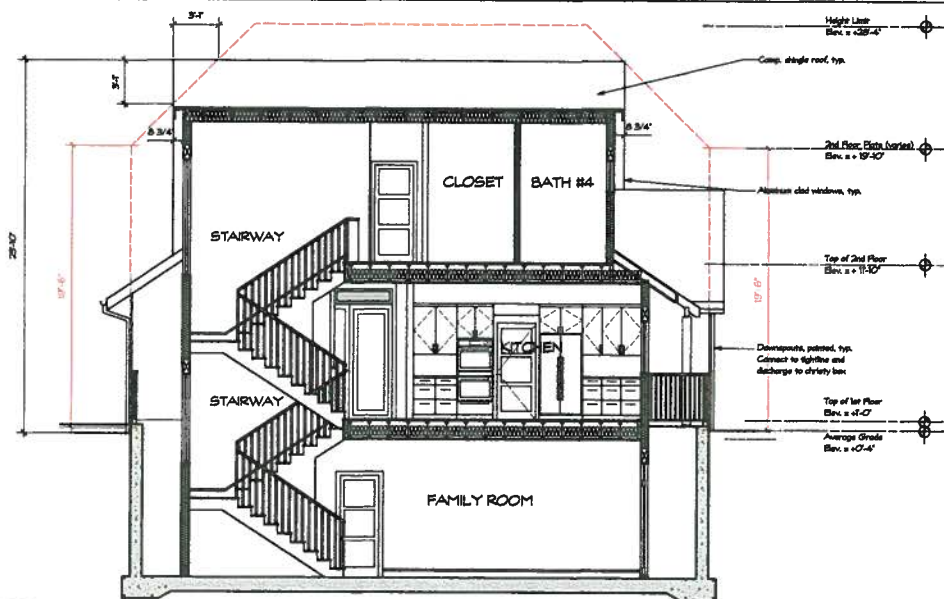


Licensed Architect
Keren Suzanne Zeit
C-25245
Ren.: 6/31/16
State of California

North & West Elevation

As Noted

A-3.2)



B-B BUILDING SECTION
Scale: 1/4" = 1'-0"



A-A BUILDING SECTION
Scale: 1/4" = 1'-0"

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Menlo Park, CA 94025
650.329.9767

Licensed Architect
Karen Suzanne Zak
C-25345
Exp. 6/30/16
State of California

New Residence
1060 College Avenue
Menlo Park, CA 94025

Sheet Title
Building Section

Date
28 January, 2016

Scale
As Noted

A-4

The image displays four architectural drawings of proposed residential structures, each with height and setback markers. The drawings are as follows:

- 1086 College Avenue:** A two-story house with a gabled roof, a chimney on the left, and a large arched garage. Height markers show 18'-0" on the left and 20'-0" on the right. A setback line is marked 5'-0" from the right property line.
- 1080 College Avenue:** A two-story house with a gabled roof, a large brick garage, and a front porch. Height markers show 18'-0" on the left and 20'-0" on the right. A setback line is marked 5'-0" from the right property line.
- 1050 College Avenue:** A single-story house with a gabled roof, a central chimney, and a covered front porch with columns. Height markers show 18'-0" on the left and 20'-0" on the right. A setback line is marked 5'-0" from the right property line.
- 1026 College Avenue:** A single-story house with a gabled roof, a chimney on the left, and a front porch. Height markers show 18'-0" on the left and 20'-0" on the right. A setback line is marked 5'-0" from the right property line.

Streetscape - College Avenue
VS-1-0



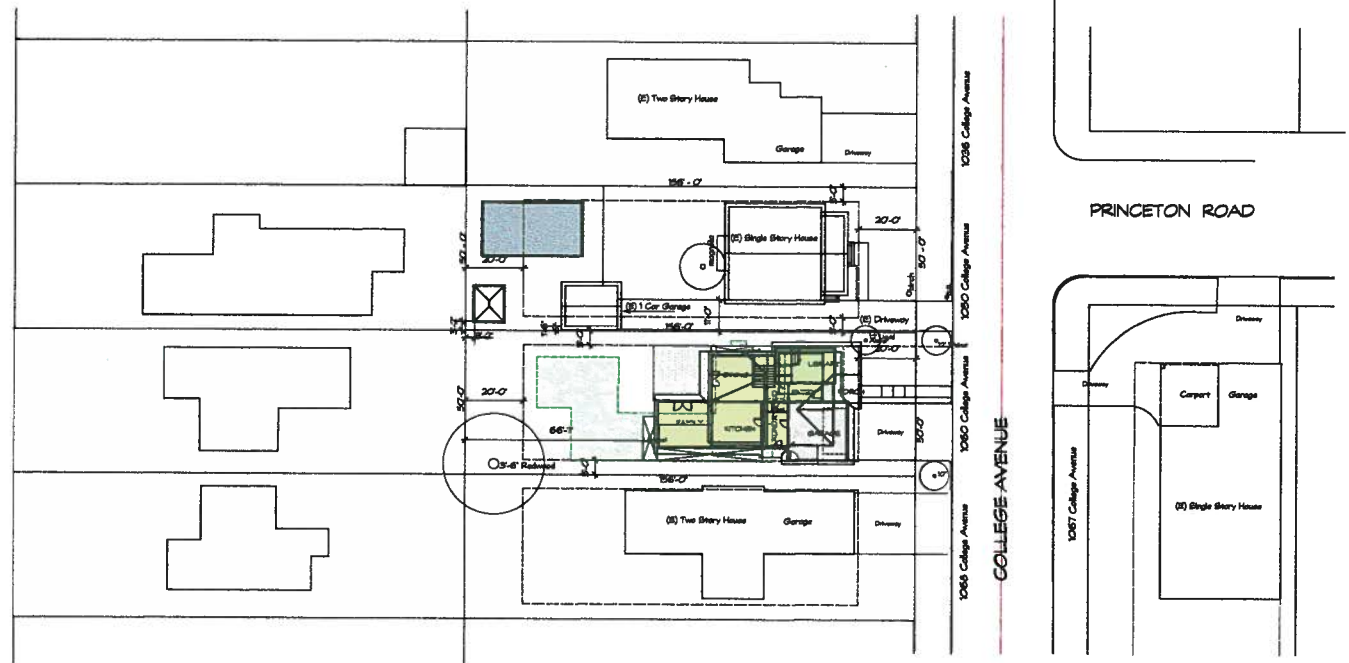
1050 College Avenue - Ealing



1080 College Avenue - Existing



1055 College Avenue - Bowling



AREA PLAN

Zak Johnson Architects
900 College Avenue
Menlo Park, CA 94025
650.329.9767

Licensed Architect
 Karen Suzanne Zak
 C-25245
 Exp.: 5/31/15
 State of California

**New Residence
1060 College Avenue
Menlo Park, CA 94025**

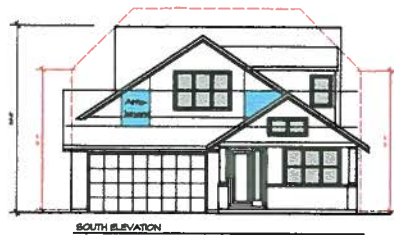
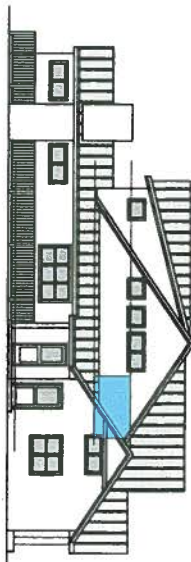
Sheet Title
Area Plan
Estrascoppe

Date
10 December, 2014

Scale
As Noted

A-5

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



North
Second Floor Plan
Scale: 1/8" = 1'-0"

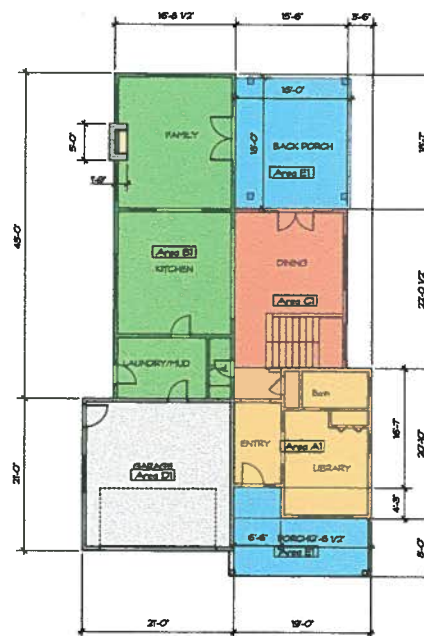


AREA CALCULATIONS

New Second Floor Area:

$$\begin{aligned}\text{Area A3} &= 25'-6" \times 15'-9 \frac{1}{2}" + 13'-1" \times 3'-7" + 4'-5" \times 4'-0" = 467.3 \text{ s.f.} \\ \text{Area B2} &= 29'-11" \times 15'-0" + 18'-4" \times 7'-0" = 577.1 \text{ s.f.} \\ \text{Antic Slope} &= 3'-11 \frac{1}{2}" \times 6'-7 \frac{1}{2}" = 34.1 \text{ s.f.} \\ \text{Fireplace} &= 2'-0" \times 3'-6" = 7.0 \text{ s.f.}\end{aligned}$$

$$\text{Proposed 2nd Floor} = 1,071.5 \text{ s.f.}$$



North
Proposed First Floor Plan
Scale: 1/8" = 1'-0"



AREA CALCULATIONS

New First Floor Area:

$$\begin{aligned}\text{Area A1} &= 19'-0" \times 16'-7" + 12'-6 \frac{1}{2}" \times 4'-3" = 366.3 \text{ s.f.} \\ \text{Area B1} &= 16'-6 \frac{1}{2}" \times 45'-0" = 751.9 \text{ s.f.} \\ \text{Area C1} &= 15'-6" \times 22'-0 \frac{1}{2}" = 341.6 \text{ s.f.} \\ \text{Fireplace} &= 1'-6" \times 5'-0" = 8.7 \text{ s.f.}\end{aligned}$$

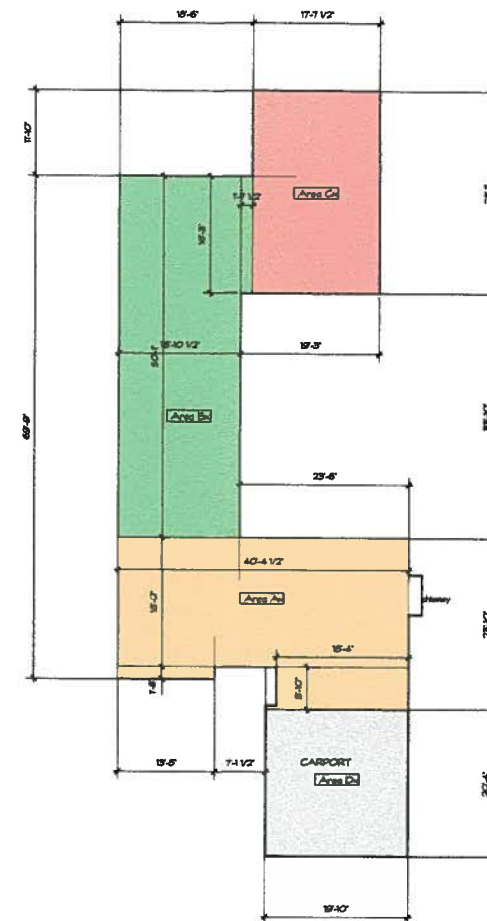
$$\text{New 1st Floor} = 1,453.2 \text{ s.f.}$$

New Garage Area:

$$\text{Area D1} = 21'-0" \times 21'-0" = 441.0 \text{ s.f.}$$

New Front Porch (let coverage):

$$\begin{aligned}\text{Area E1} &= 19'-0 \frac{1}{2}" \times 5'-0" + 6'-6" \times 4'-3" \\ &+ 16'-0" \times 15'-0" = 466.0 \text{ s.f.}\end{aligned}$$



North
Existing House & Carport
Scale: 1/8" = 1'-0"



AREA CALCULATIONS

Existing House Area:

$$\begin{aligned}\text{Area A2} &= 40'-4 \frac{1}{2}" \times 16'-0" + 5'-0" \times 18'-4" + 1'-6" \times 13'-5" = 656.1 \text{ s.f.} \\ \text{Area B3} &= 16'-10 \frac{1}{2}" \times 30'-1" + 1'-7 \frac{1}{2}" \times 16'-3" = 571.6 \text{ s.f.} \\ \text{Area C2} &= 17'-1 \frac{1}{2}" \times 28'-1" = 486.0 \text{ s.f.}\end{aligned}$$

$$\text{Existing House} = 2,222.7 \text{ s.f.}$$

$$\text{Total Existing} = 2,222.7 \text{ s.f.}$$

Existing Carport Area:

$$\text{Area D3} = 19'-10" \times 20'-4" = 403.3 \text{ s.f.}$$

Zak Johnson Architects
900 College Avenue
Menlo Park, CA 94025
650.329.9767

Licensed Architect
Karen Suzanne Zak
C-25246
Exp. 03/16
State of California

New Residence
1060 College Avenue
Menlo Park, CA 94025

Sheet Title
Block Area Diagrams

Date
29 January, 2016

Scale
As Noted

A-6

Project Description

1060 College Avenue
Menlo Park, CA 94025

We have submitted the required application materials to the City of Menlo Park Planning Department to have the new home at 1060 College Avenue reviewed for a Use Permit.

We are proposing to demolish the existing single story ranch residence and carport and construct a new two story house with basement and attached 2 car garage. The new home is a two story bungalow style with shed and gabled dormers. Allied arts is an eclectic neighborhood with original craftsman bungalows mixed with midcentury ranches and new larger two story homes. The two story California bungalow style works well in the Allied Arts neighborhood and complements the adjacent houses. It is appropriate to place the second story into the roof structure to cut down on the height of the exterior walls of the new house given the narrow dimensions of the site.

The new structure will nestle the second floor into the roof structure, providing plenty of relief to the neighboring properties and minimizing the appearance of too much bulk and volume. It is our intention to use a painted wood siding system with cedar shingle accents and aluminum clad wood windows. By creating a two story home, we minimize the footprint on the site and open up a great deal of space for landscaping and greenery.

By carefully studying the surrounding neighborhood and giving thoughtful attention to the character of the house, we feel we have designed a successful project for your consideration.

Sincerely,

Karen Zak, Architect

Zak Johnson Architects
900 College Avenue
Menlo Park, CA 94025



Use Permit
Summary of Neighborhood Outreach
1060 College Ave.
Menlo Park, CA 94025

Contact:
Sheri Baer
sheri.baer@gmail.com
650-325-3444

Overview: Informal outreach and curbside discussion has been on-going over the past several months with immediate (and long-time) neighbors at 1068 College Ave., 1050 College Ave. and 1036 College Ave. More formal email outreach was initiated in December 2014 providing PDFs of structural drawings and invitations to meet and review plans in person. Meetings were scheduled resulting in positive feedback from all neighbors in immediate proximity.

1068 College Ave.
Chris and Michelle Capelle

The Capelles have been consistently enthusiastic and supportive in discussions about 1060 College Ave. rebuilding plans. Initial response to PDFs of drawings was "Looks good but would like to meet to understand more." A meeting was conducted in mid-December which included review of structural drawings and a building model. Capelles were appreciative of the contemporary cottage style with the second floor nestled into the roof structure in terms of fit with neighborhood culture. No privacy concerns were addressed given the minimized windows on the west side second floor. The Capelles also had positive feedback on the condensed footprint, which allows for more open space next to their house and back yard. No critical feedback was given and the Capelles made an offer of on-going support and guidance based on their own remodeling experiences in recent years.

1050 and 1036 College Ave.
Peter Mazonson and Mary Ann Zetes

The interests of both of these properties are represented by Peter Mazonson and Mary Ann Zetes with family members residing at both of these residences. Initial informal curbside discussions were all positive with a personal endorsement of Menlo Park architect Karen Zak, who handled their own remodeling work: "If you're working with Karen, we know it will be great." Peter Mazonson responded to formal outreach in December 2014 by writing, "Congratulations. Thanks for the information you provided. The plans look beautiful. The only issue I would selfishly want to understand better is how windows and layout on your east side interact/align with 1050 College." 1060 College responded by reiterating the invitation to meet in person and providing bullet points to address the issue:

- Quieter rooms (dining room, front guest room, stairway) are located on the east side of the property
- Adequate setback provided by placing more than 50% of the new house 8'0" from the property line and keeping the overall height to 26'-0" instead of the allowed 28'-0"
- Windows minimized on 2nd floor of east side, except for what is required for natural light per code, egress and to achieve attractive elevation as seen from that side
- The main window of note is a large stairway window placed at 4'-6" from the stair landing to the sill, eliminating any sense of "peering" into 1050. Window is stretched up and tall for views of



sky and trees and to allow natural lighting to penetrate further into second story circulation space

- Landscaping will be a primary consideration to address any additional privacy concerns

On January 17, 2015, Peter Mazonson and Mary Ann Zetes met with Douglas and Sheri Baer to review the 1060 College Ave. plans and model in person. Any privacy concerns were effectively addressed with Peter and Mary Ann expressing enthusiasm for the design and the resulting enhancement to the block.



PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION
MEETING OF FEBRUARY 23, 2015
AGENDA ITEM D4

LOCATION:	1355 Adams Court	APPLICANT:	United Parcel Service (UPS)
EXISTING USE:	Distribution Center & Warehouse	PROPERTY OWNER:	Valacal Company
PROPOSED USE:	Distribution Center, Warehouse, & Training Facility	APPLICATION:	Use Permit
ZONING:	M-2 (General Industrial District)		

PROPOSAL

The applicant is requesting a use permit to construct an outdoor driver training course, located along the north side (rear façade) of an existing building located in the M-2 (General Industrial) zoning district. As part of the proposed outdoor training course, the applicant would utilize an adjacent suite within the building to construct a classroom and learning lab associated with the company's driver training program. The interior expansion is permitted by the Zoning Ordinance. Since the outdoor training course would be located outside the building, a use permit is required for the course. The proposed site modification would result in a reduction of approximately 16 parking spaces and the applicant is requesting a parking reduction based on the attributes of this specific use. In addition, the project includes a request to remove six trees, including five heritage size Canary Island pine trees in good condition and one non-heritage Canary Island pine tree, located along the rear façade of the existing building, to allow for the exterior training course.

ANALYSIS

Site Location

The subject site is located at 1355-1365 Adams Court, adjacent to the Menlo Business Park. All adjacent parcels on Adams Court and Adams Drive, which provides access to Adams Court, are part of the M-2 zoning district, and are occupied by a variety of warehouse, light manufacturing, research and development (R&D), and office uses.

The adjacent parcels are part of the Menlo Business Park. Parcels immediately adjacent to the rear of the subject site are located within the M-2 Zoning District and are currently undeveloped. In addition, the Dumbarton Rail Corridor and parcels in the FP (Flood Plain) zoning district are located north of the subject site, using O'Brien Drive in an east to west orientation. The parcels to the west of the subject site are part of the Menlo Science and Technology Park, which was recently purchased by Facebook from ProLogis. The Menlo Science and Technology Park is generally occupied by R&D, manufacturing, and office uses.

Project Description

The subject building contains three tenant suites, addressed 1355, 1355B, and 1365 Adams Court. As part of the overall project, the applicant, UPS, is expanding its operations from the suite addressed 1355 Adams Court, which it currently uses as a warehouse and distribution center, to include the suite addressed 1355B Adams Court. To ensure that the site is properly addressed, staff has included project specific condition of approval 4a requiring the applicant to apply for the appropriate suite lettering and to retire the unused addresses. The proposed expansion would allow UPS to create ancillary classroom and training facilities. The majority of both UPS suites would continue to be used for warehousing and distribution purposes. The expansion of UPS to the adjacent tenant suite, along with the construction of the classroom and mock-up learning lab are permitted by the M-2 Zoning District since the educational component of the expansion is considered an ancillary use to the warehouse and distribution center. UPS does not intend to combine the suites; however, the classroom would be in support of the larger operations of UPS at the site. The adjacent tenant, Intertek, within the suite addressed 1365 Adams Court would remain, and no changes are proposed at this time.

As part of the expansion of the warehouse and distribution center and new ancillary classroom, UPS is requesting a use permit to create a driver training course at the rear of the building. The applicant states that the driver training program contains four areas: classroom, learning lab, integration station, and on-road. Therefore, the exterior training course is a fundamental part of UPS' expanded operations at the site. The applicant states that the training course, or integration station, allows trainees to practice driving skills and learn how to handle hazards on the road before beginning their routes. The proposed training course would not be visible from the public right-of-way, and would allow for a secure location for driver training. The proposed course would include a number of sheds intended to simulate a small town. The small sheds are not included in the calculation of gross floor area, since they are designed as nonuseable or nonoccupiable space. The applicant's project description letter (Attachment C) discusses the project in more detail, specifically the proposed training course.

Parking and Circulation

The site currently contains 269 parking spaces. The existing parking ratio is roughly one space for every 565 square feet of gross floor area, where the M-2 zoning district requires one space for every 300 square feet of gross floor area. Therefore, the site is considered nonconforming with regard to parking. The applicant states that 30 spaces

are intended for the tenant at 1365 Adams Court and the remaining parking spaces are used by UPS. To accommodate the proposed exterior training course, the applicant is proposing to remove 16 parking spaces. Therefore, the total proposed parking spaces for the project would be 223 spaces, which is a ratio of approximately one space for every 682 square feet of gross floor area. The applicant states that with the expansion of UPS into the middle portion of the building, the spaces proposed for removal are no longer necessary. The spaces were previously utilized by the middle tenant. The increase in employees at the site would be for the training sessions; however, the drivers attending the training sessions would be shuttled to the site from their hotel. Therefore, the applicant does not anticipate these 16 spaces being necessary for the specific operations of UPS at the site. In addition, UPS states that the facility employs approximately 180 employees, which is well below the number of available spaces for UPS at the site. The applicant's parking reduction request letter discusses the parking in more detail (Attachment D). Staff believes that the proposed parking reduction is acceptable, given the specific operations of the site as a distribution center with ancillary training sessions.

Trees and Landscaping

In order to accommodate the proposed exterior training course, the applicant is proposing to remove six Canary Island pine trees, five of which are heritage size. The applicant has submitted an arborist report, which identifies the species, size, and health of the trees located within the vicinity of the training course. The trees proposed to be removed are in good health, but would conflict with the proposed course. The applicant is not proposing to remove any of the additional trees located along the front of the building, or within the front parking lot. The applicant has submitted the necessary heritage tree removal permits which have been reviewed and tentatively approved by the City Arborist. The applicant is evaluating possible heritage tree replacements, which should be provided at a two-to-one ratio for commercial properties. Due to the existing site constraints, providing the recommended 10 replacement trees may not be possible. The applicant has provided a conceptual heritage tree replacement plan, which is included on Sheet A101 of the plan set. This replacement plan is conceptual in nature and the Planning Division and City Arborist are continuing to evaluate the project to determine a suitable replacement number and the appropriate species. Therefore, staff has added project specific condition of approval 4b, requiring the applicant to submit a heritage tree replacement plan, identifying the number, location, size, and species of replacement trees, subject to review and approval of the City Arborist and Planning Division. The City Arborist has the authority to reduce or waive replacement guidelines, if the replantings are not feasible.

Correspondence

Staff has not received any correspondence on this project.

Conclusion

The proposed exterior training course would allow drivers to learn how to operate the delivery trucks within a secure course and would allow UPS to fully utilize the proposed

learning lab and training center, in addition to maintaining its current operation as a distribution and warehousing center. The proposed training course would not be visible from the public right-of-way. Staff believes that the parking reduction is justified due to the applicant's unique operations as a distribution center. The proposed heritage tree removals have been evaluated by the City Arborist and have been tentatively approved. The applicant will continue to work with staff to determine the appropriate heritage tree replacements. Staff recommends that the Planning Commission approve the use permit for the exterior training course and parking reduction requirement.

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 prepared by C2k Architecture, consisting of ten plan sheets, dated received February 17, 2014, and approved by the Planning Commission on February 23, 2015, 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.
4. Approve the use permit subject to the following **project specific** conditions:
 - a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a change of address request to the Building Division to incorporate the appropriate addressing for the subject tenant suites and shall retire the unused addresses for the site. If the tenant in the suite addressed 1365 Adams Court vacates the premises, the property owner shall apply to change the address to 1355 Adams Court Suite C, consistent with the other suites within the building.

- b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a heritage tree replacement plan identifying the location, size, and species of the proposed heritage tree replacements. If ten heritage tree replacements cannot be accommodated on-site, the applicant shall submit an alternative number and provide, in writing, justification for the reduced number of replacement trees. The replacement plan shall be subject to review and approval of the Planning Division and City Arborist.

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 (quarter-mile) 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

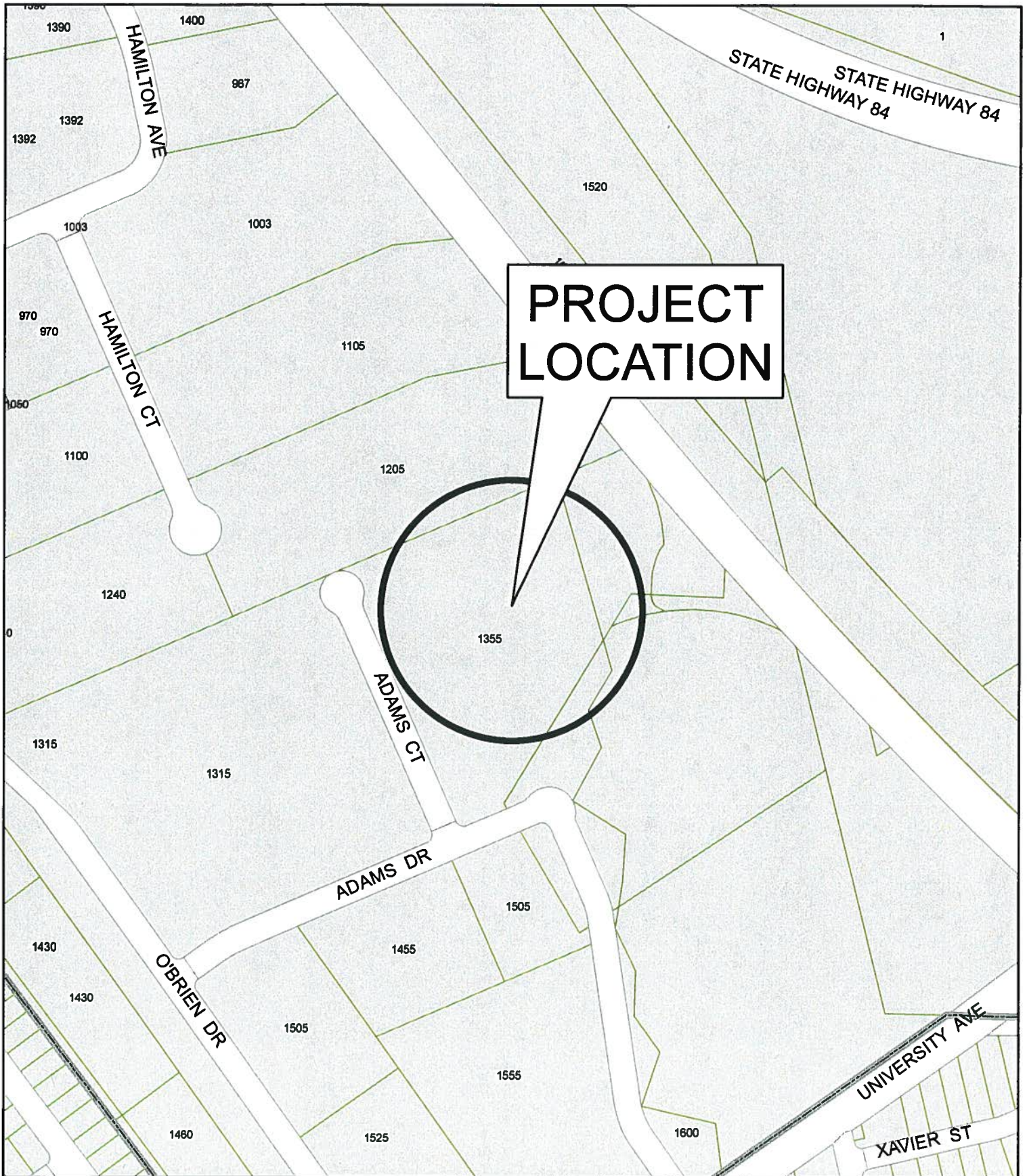
- A. Location Map
- B. Project Plans
- C. Project Description Letter
- D. Parking Reeducation Request Letter
- E. Arborist Report, prepared by Evergreen Arborist Consultants dated January 27, 2015

EXHIBIT 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\022315 - 1355 Adams Court.doc



CITY OF MENLO PARK

LOCATION MAP

1355 ADAMS COURT

DRAWN: KTP CHECKED: KTP DATE: 02/23/15 SCALE: 1" = 300' SHEET: 1



PROJECT-
LOCATION

VICINITY MAP

OWNER:
UNITED PARCEL SERVICE
1601 ATLAS ROAD
RICHMOND, CALIFORNIA 94808

ARCHITECT:
C2K ARCHITECTURE
1645 NW HOYT STREET
PORTLAND, OREGON 97209
TEL: 503 444 2200

RECEIVED

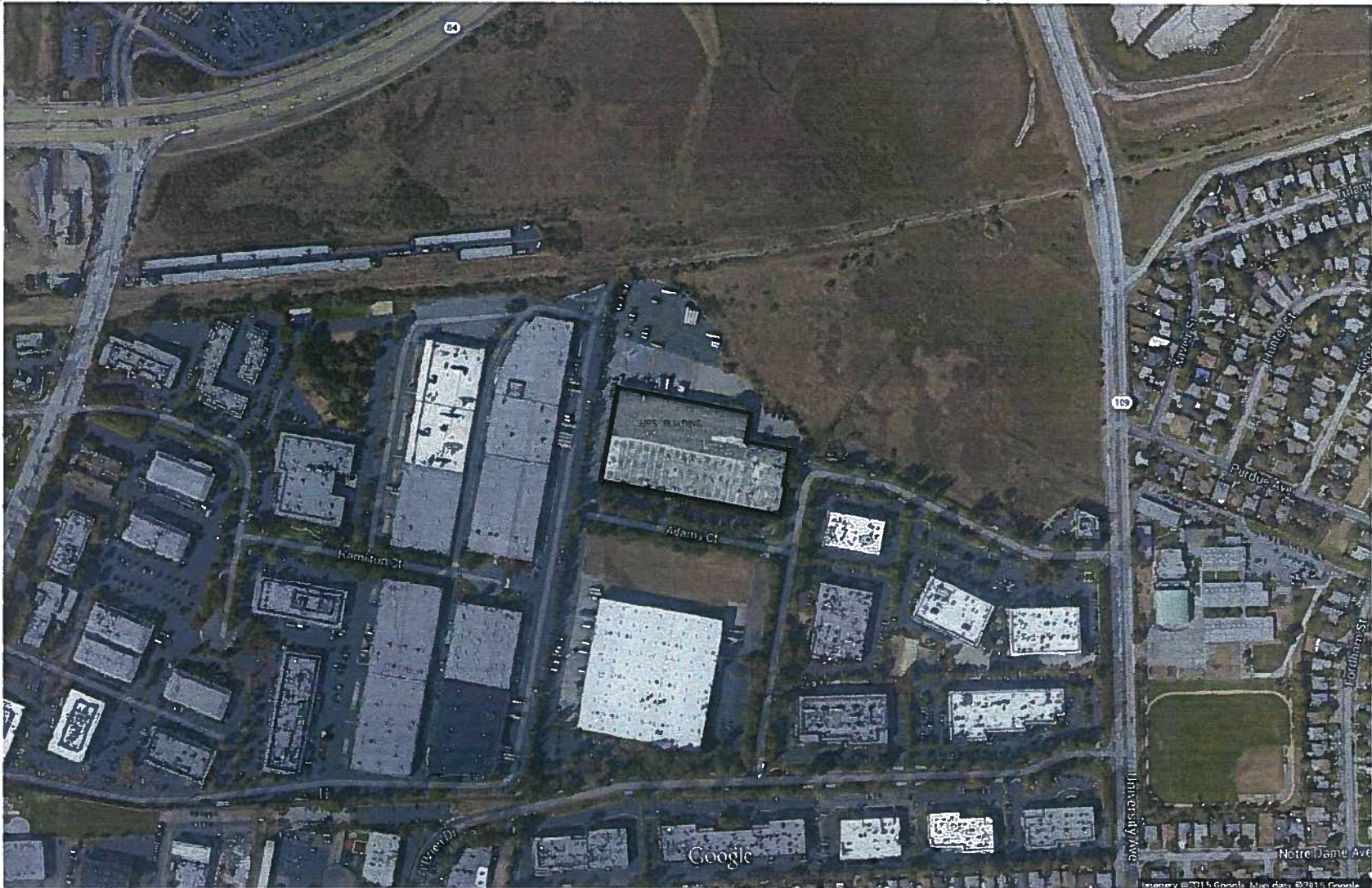
FEB 17 2015

CITY OF MENLO PARK
PLANNING

DRAWING NO.	REV	DATE	TITLE AND DESCRIPTION
A000A			COVER SHEET
ARCHITECTURAL			
A031			ACCESSIBILITY STANDARDS
A100			EXISTING SITE PLAN
A101			SITE PLAN
A102			SITE DEMOLITION PLAN
A103			ENLARGED SITE PLAN
A104			SITE DETAILS
A105			EXISTING PHOTOS OF PROPOSED AREA OF DRIVING COURSE
A201			ENLARGED FLOOR PLAN
A201A			FURNITURE PLAN

[illegible]

193



E1 EXISTING SITE PLAN
N.T.S.

①

USE PERMIT SUBMITTAL

Reference Strategy				Revisions				Revisions			
Drawing No.	Title	Rev.	Date	By	Description	Rev.	Date	By	Description	Rev.	Date
		01	01/09/2014		USE PERMIT RESPONSES						

1355 ADAMS COURT SUITE B
MENLO PARK, CA



File: 14127-A100
Drawn:
Date: Nov 21, 2014

EXISTING SITE PLAN

UPS INTEGRAD TRAINING FACILITY
Project No: 14127 Drawing: A100



The site plan for UPS Adams Courty includes the following details:

- EXISTING BUILDING:** 42,755 SF OF EXISTING WAREHOUSE NOT BEING USED.
- EXISTING WAREHOUSE:** 18,322 SF TOTAL, including 9,264 SF of existing office and 9,058 SF of new office.
- ADJACENT UPS WAREHOUSE:** 82,600 SF UPS SMALL PACKAGE WAREHOUSE/DISTRIBUTION.
- ADJACENT TENANT:** TOTAL OF 28,300 SF, including 3,000 SF of office and 25,300 SF of warehouse/manufacturing.
- Parking Areas:**
 - HEB Parking (top left)
 - UPS Parking (multiple locations)
 - ADJ. Tenant Parking (top right)
 - ADJ. Tenant (bottom right)
 - ADAMS COURTY (bottom center)
- Other Features:**
 - EXISTING UPS WASTE AND RECYCLING COLLECTION
 - TRUCK RAMP
 - EXISTING PATH
 - PROVIDE NEW ACCESSIBLE PARKING SPACE
 - PROVIDE NEW VAN ACCESSIBLE PARKING SPACE
 - PROPOSED NEW TREE LOCATIONS 1, 2, 3, 4, 6, 7, 8, 9, 10
 - ALWAYS DRIVE (near tree locations 1 and 2)

1. SITE INFORMATION IS FOR REFERENCE ONLY. VERIFY GRADING, CURBS, WALKS, PARKING, AND UTILITIES ON SITE.
2. REMOVED FROM SITE AND LEGALLY DISPOSE OF ALL DECONTAMINATED MATERIALS.
3. ACCESSIBILITY OF EXISTING BUILDINGS: EXISTING FEATURES AND/OR ELEMENTS TO BE REMOVED SHOULD BE PRESERVED, INCLUDE:
 - A. ROUTE OF TRAVEL FROM PUBLIC SUBGRADE TO THE MAIN ENTRANCE.
 - B. ROUTE OF TRAVEL FROM THE MAIN ENTRANCE TO THE AREA OF REMOVAL.
 - C. ROUTE OF TRAVEL FROM THE ONSITE PARKING SPACES TO MAIN ENTRANCE.
 - D. ACCESSIBLE PARKING.
 - E. RESTROOMS THAT SERVE THE REMODELED AREA.
 - F. ENTRANCE DOORS.
 - G. DRINKING FOUNTAIN THAT SERVES THE REMODELED AREA.
4. H. SIGNS.

6. PROVIDED ACCESSIBLE PARKING SPACES

TENANT	TOTAL SPACES	ACCESSIBLE SPACES
TENANT	233	7 (2 VAN SPACES)
ADJACENT TENANT 30		2

5. MAXIMUM NUMBER OF ACCESSIBLE PARKING SPACES IS 2% IN ANY DIRECTION
6. WALKWAYS AND SHOWWALKS ALLOWING ACCESSIBLE ROUTE OF TRAVEL SHALL MEET THE FOLLOWING REQUIREMENTS:
 - A. ACCESSIBLE PATH FROM SIDE WALK TO THE BUILDING ENTRANCE SHALL BE CONTINUOUS.
 - B. 1/2" MINIMUM MAXIMUM CHANGE IN ELEVATION
 - C. 48" MINIMUM WALKWAY WIDTH
 - D. THE RUNNING SLOPE OF WALKING SURFACES SHALL BE THE STEEPER OF THE FOLLOWING:
 1. WALKING SURFACES SHALL NOT BE STEEPER THAN 1:48.
 2. WHEN NECESSARY TO CHANGE ELEVATION AT A SLOPE EXCEEDING 1:50 (2%) SLOPE, WALKWAY MATERIALS COMPLYING WITH CBC 11B-402
7. UNIMPROVED VEHICLES - SINGLE - SHALL BE PROVIDED AT THE ADJACENT EXISTING BUILDING.

[illegible]

File: 14127-A103
Drawn:
Date: Nov 21, 2014

UPS INTEGRAD TRAINING FACILITY

Project No.: 14127	Drawing: A101
-----------------------	------------------

1 2 3 4

A

VERIFY LOCATION OF EXISTING LIGHT POLES

EXISTING GATE AND FENCE TO REMAIN

REMOVE EXISTING CONCRETE AT EDGE OF RAMP TO DEPTH OF NEW ASPHALT

Truck Ramp

INFILL TRUCK RAMP

EXISTING RETAINING WALL AND GUARDRAIL TO BE REMOVED

EXISTING DOOR LEVELER PLATES TO BE REMOVED

REMOVE EXISTING CATCH BASIN AND CAP OF PILING

RAISE DOWNSPOUT PIPE DISCHARGE TO LEVEL OF NEW PAVEMENT

RAISE EXISTING HOSE BID AT DOCK

CLEARLY SAW CUT EXISTING ASPHALT AROUND AREA WHERE INSTALLING NEW PAVEMENT

FIELD VERIFY AND NOTIFY UPS PROJECT ENGINEER, DEPENDING ON THICKNESS AND CONDITIONS OF EXISTING ASPHALT, EXTEND GRIND, MINIMUM 2 FEET

EXISTING TRASH ENCLOSURE TO BE REMOVED

WINDHOUSE

PARKING STRIPING TO BE REMOVED

EXISTING CURBS, PLANTER AND TREES TO BE REMOVED

EXISTING GATE AND FENCE TO BE REMOVED

SAVAGE EXISTING GATE TO BE REINSTALLED, AND CONFORM WITH UPS PROJECT ENGINEER

CLEARLY SAW CUT EXISTING ASPHALT AROUND AREA WHERE INSTALLING NEW PAVEMENT

FIELD VERIFY AND NOTIFY UPS PROJECT ENGINEER, DEPENDING ON THICKNESS AND CONDITIONS OF EXISTING ASPHALT, EXTEND GRIND, MINIMUM 2 FEET

12" DIAMETER

15" DIAMETER

17" DIAMETER

18" DIAMETER

21" DIAMETER

EXISTING PROBABLY SINKING TO BE REMOVED

12 2

1. SITE INFORMATION IS FOR REFERENCE ONLY. VERIFY SPACING, CURBS, WALKS, PARKING, AND UTILITIES ON SITE.
2. REMOVED FROM SITE AND LEGALLY DISPOSE OF ALL DEMOLISHED MATERIALS.
3. ACCESSIBILITY OF EXISTING BUILDINGS, EXISTING FEATURES AND/OR ELEMENTS REQUIRED TO BE ACCESSIBLE INCLUDING:
 - A. ROUTE OF TRAVEL FROM PUBLIC SIDEWALK TO THE MAIN ENTRANCE.
 - B. ROUTE OF TRAVEL FROM THE MAIN ENTRANCE TO THE AREA OF REMODEL.
 - C. ROUTE OF TRAVEL FROM THE ONSITE PARKING SPACES TO MAIN ENTRANCE.
 - D. ACCESSIBLE PARKING.
 - E. STRUCTURES THAT DEFINE THE REMODELED AREA.
 - F. ENTRANCE DOORS.
 - G. DRINKING FOUNTAIN THAT SERVES THE REMODELED AREA.
 - H. SIGNS.

5. MAXIMUM SLOPE OF ACCESSIBLE PARKING SPACES IS 2% IN ANY DIRECTION
6. WALKWAYS AND SIDEWALKS ALONG ACCESSIBLE ROUTE OF TRAVEL SHALL MEET THE FOLLOWING REQUIREMENTS:
 - A. ACCESSIBLE PATH FROM SIDEWALK TO THE BUILDING ENTRANCE SHALL BE CONTINUOUSLY ACCESSIBLE
 - B. 1/2-INCH MAXIMUM CHANGE IN ELEVATION
 - C. 48 INCHES MAXIMUM WIDTH
 - D. THE RUNNING SURFACE OF WALKING SURFACES SHALL NOT BE STEEPER THAN 1:20; THE CROSS SLOPE OF WALKING SURFACES SHALL NOT BE STEEPER THAN 1:48.
 - E. WHERE NECESSARY, A MINIMUM 2% ELEVATION AT A SLOPE EXCEEDING 5% (1:20) SHALL HAVE PEDIESTER RAMPS COMPLYING WITH CBC 11B-402
7. "UNAUTHORIZED VEHICLES." STORAGE SHALL BE PROVIDED

DEMOLITION LEGEND

EXISTING SITEWORK TO REMAIN

SITEWORK TO BE REMOVED

[illegible]

File: 14127-A102
Drawn:
Date: Nov 21, 2014

Project No:	Drawing
14127	A102

Chlor/Alum

[illegible]

1. SITE INFORMATION IS FOR REFERENCE ONLY. VERIFY GRADING, CURBS, WALKS, PAVING, AND UTILITIES ON SITE.
2. REMOVED FROM SITE AND LEGALLY DISPOSED OF ALL DEMOLISHED MATERIALS.
3. REFER TO SHEET A104 FOR SITE DETAILS.
4. PRIOR TO INSTALLATION OF NEW PAVEMENT, NOTIFY UPS PROJECT ENGINEER REGARDING THICKNESS AND CONDITION OF EXISTING ASPHALT. REPAIRS WILL BE NEEDED TO PROPERLY PREPARE SEAM TO PREVENT CRACKING.
5. APPLY SURFACE COAT IN 2 LIFTS TO DEPTH FLUSH WITH EXISTING PAVEMENT. SEAL ALL SEAMS.
6. APPLY SLURRY COAT OVER NEW AND EXISTING PAVEMENT BEFORE APPLYING FORTH AND BACK PAINT. CONFIRM FINAL LOCATION WITH UPS PROJECT ENGINEER.
7. SHEDS AND SIGNS INDICATED ARE OWNER FURNISHED. CONTRACTOR INSTALLED. THE SHEDS ARE LESS THAN 120'

E1 ENLARGED SITE PLAN
1" = 10'-0"

[illegible]



B2 VIEW LOOKING AT NORTH ELEV.



B1 VIEW LOOKING EAST ALONG NORTH ELEV.



B3 VIEW LOOKING EAST ALONG NORTH ELEV.



B4 VIEW LOOKING AT NORTH ELEV.



C1 VIEW LOOKING AT NORTH ELEV.



C2 VIEW LOOKING NORTH



C3 VIEW LOOKING NORTH



C4 VIEW LOOKING NORTH



E1 VIEW LOOKING EAST ALONG SOUTH ELEV.



E2 VIEW LOOKING AT NORTH ELEV.



E3 VIEW LOOKING WEST ALONG NORTH ELEV.



E4 VIEW LOOKING NORTH

Reference Drawings				Revisions				Revisions				1355 ADAMS COURT SUITE B MENLO PARK, CA		C2K ARCHITECTURE INC 1648 NW INDY ST PORTLAND OREGON 97209 503.444.2800		USE PERMIT SUBMITTAL	
Drawing No.	Title	Rev.	Date	By	Description	Rev.	Date	By	Description	Rev.	Date	By	Description	Project No.	Drawing	Scale	Notes
					USE PERMIT RESPONSES									14127	A105		

===== EXISTING CONSTRUCTION
===== NEW CONSTRUCTION

1.	DIMENSIONS ARE TO FACE OF FRAMING AND MASONRY OR TO CENTERLINE OF COLUMNS AND OPENINGS U.S.O.	8.	INSTALL TAILLIGHTS PROVIDED BY OWNER THAT COMPLY CSCE 118-703.1 AT THE FOLLOWING LOCATIONS WITH THE FOLLOWING WORDS:
2.	NOTIFY THE UPS PROJECT ENGINEER ABOUT ANY DISCREPANCIES WITH THE EXISTING CONDITIONS.	A.	EACH GRADE LEVEL EXTERIOR EXIT DOOR - "EXIT"
3.	FILL CRACKS, HOLES, AND DEPRESSIONS IN THE CONCRETE FLOOR AS RECOMMENDED BY MANUFACTURER OF FLOORING MATERIALS.	B.	EACH EXISTING DOOR THAT IS BUILT INTO AN EXISTING LEVEL EXTERIOR EXIT BY MEANS OF AN EXIST ENCLOSURE OR AN EXIT PASSAGEWAY - "EXIT ROUTE."
4.	REFER TO SHEET A051 FOR DOOR SCHEDULE.	C.	EACH EXIST DOOR TO A ROOM OR STAIR ROOM OR AREA TO A CORRIDOR OR HALLWAY THAT IS REQUIRED TO HAVE A VISUAL EXIT - "EXIT ROUTE."
5.	PROVIDE BRACING FOR ALL WALL MOUNTED ACCESSORIES, REFRIGERATORS AND EXISTING EQUIPMENT CONNECTIONS.	9.	INSTALL TAILLIGHTS PROVIDED BY OWNER THAT INDICATE POSITIVE DOOR LOAD OF THE FOLLOWING ROOMS OR SPACES POSITIVE NEAR MAIN EXIT OR EXIT ACCESS DOORWAY:
6.	PROVIDE THE BACKER BOARD ON ALL OTHER AREAS RECEIVING THE.	A.	BREAK ROOM
7.	REFER SHEET A031 FOR ALL ACCESSIBILITY GUIDELINES AND CLEARANCES.	B.	CONFERENCE ROOM
		C.	CLASSROOM
		D.	LEARNING LAB



**FOR
REFERENCE
ONLY**

[illegible]

1355 ADAMS COURT SUITE B
MENLO PARK CA



File: 14127-A201
 Date: May 31, 2014

ENLARGED FLOOR PLAN

UPS INTEGRAD TRAINING FACILITY

Project No.: 14127	Drawing: A201
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FURNITURE PLAN NOTES

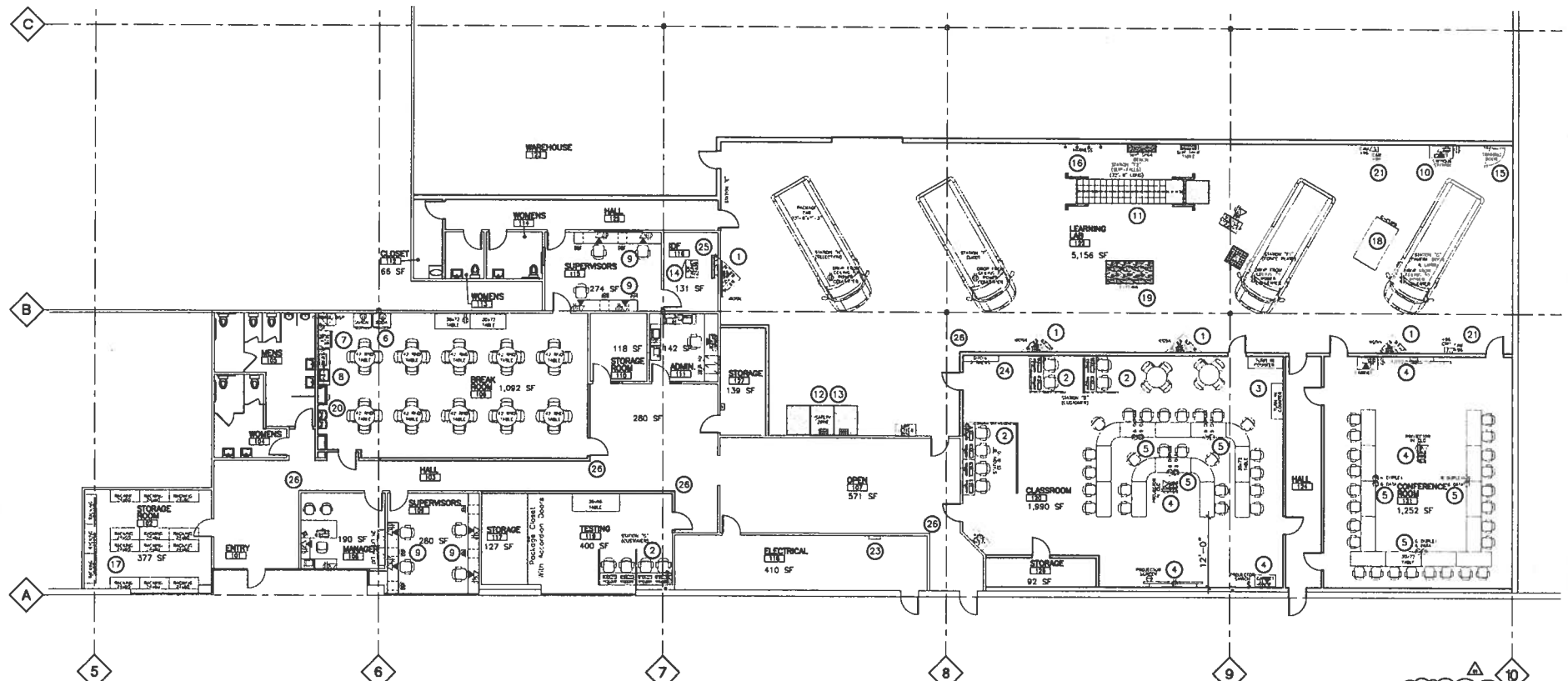
- ALL MODULAR FURNITURE SHALL BE OWNER FURNISHED.
- CONTRACTOR IS RESPONSIBLE FOR INSTALLATION OF POWER WHIPS, LOW VOLTAGE WIRING, AND TELEPHONE WIRING FOR ALL MODULAR FURNITURE THAT IS SUPPLIED BY OWNER.

FURNITURE PLAN KEYNOTES

- KIOSK STATION - OWNER FURNISHED, CONTRACTOR INSTALLED. COMPUTER SYSTEM BY UPS.
- SYSTEMS FURNITURE - OWNER FURNISHED, CONTRACTOR INSTALLED.
- TURN-IN TRAINING COUNTERS - OWNER FURNISHED, CONTRACTOR INSTALLED.
- A/V CABINET AND EQUIPMENT - CONTRACTOR PROVIDED AND INSTALLED. ELECTRICAL & DATA CONDUITS, SPLINTER WIRING, AND PROJECTION SCREEN. OWNER FURNISHED, CONTRACTOR INSTALLED: PROJECTOR AND A/V CABINET. UPS PROVIDED AND INSTALLED: COMPUTER SYSTEM AND DMC.
- FLUSH MOUNTED FLOOR BOXES FOR ELECTRICAL & DATA. SEE ELECTRICAL PLANS. SAW CUT AND PATCH EXISTING FLOOR TO ACCOMMODATE NEW CONDUIT.
- VENDING MACHINES BY UPS VENDOR.
- REFRIGERATOR BY UPS. PROVIDE WATERLINE & BLIND FILTER.



- A.D.A. COMPLIANT CASEWORK WITH A.D.A. COMPLIANT SINK, FAUCET, AND GARBAGE DISPOSAL. ADJACENT PAPER TOWEL DISPENSER - OWNER FURNISHED, CONTRACTOR INSTALLED. UPS TO PROVIDE MICROPHONE.
- P-LAM WORKSURFACES @ 430" A.F.F. PROVIDE 2-1/2" DIA BLACK GROMMETS. PROVIDE IN-WALL STEEL SUPPORTS @ 48" O.C. MAX. SEE DETAIL E2/A011. FILE CABINETS AND PUNCH DRILLERS SHALL BE OWNER FURNISHED, CONTRACTOR INSTALLED.
- REVIEW STATION - OWNER FURNISHED, CONTRACTOR INSTALLED. A/V EQUIPMENT SUPPLIED BY UPS VENDOR.
- SLIP FALL STATION - ALL MATERIALS SUPPLIED BY OWNER TO BE ASSEMBLED AND INSTALLED BY CONTRACTOR.
- ALUMINUM CHECKER PLATE WALKSCOT / SHOESHAPE BOXES - OWNER FURNISHED, CONTRACTOR INSTALLED.
- TEMPERED GLASS MIRROR AND FLOOR MATS FURNISHED AND INSTALLED BY UPS.
- NEW 8'0" CABINET AND EQUIPMENT TO BE PROVIDED & INSTALLED BY UPS. CONTRACTOR TO PROVIDE ELECTRICAL OUTLETS AND CONDUITS FOR CABLE RUNS IN CEILING. REFERENCE ELECTRICAL PLAN.
- LOCK UP DOOR FOR TRAINING PURPOSES. PROVIDE I.S. SUPPORT AT 24" EXPOSED JAMB SIDE & ANCHOR OTHER END TO FULL HEIGHT WALL.
- ALUMINUM CHECKER PLATE WALKSCOT / HOOKS - OWNER FURNISHED, CONTRACTOR INSTALLED.
- SHELVING TO BE FURNISHED AND INSTALLED BY UPS.
- STATION G - PLYWOOD PLATFORM WITH PLASTIC CURB - OWNER FURNISHED, CONTRACTOR INSTALLED. REFERENCE DETAIL E4/A012.
- STATION F - PLYWOOD PLATFORM - OWNER FURNISHED, CONTRACTOR INSTALLED. REFERENCE DETAIL E2/A013.
- PROVIDE BLIND FILTER FOR IDF.
- A/V CAMERAS TO BE TIED INTO REVIEW STATION MILLWORK. CAMERAS SUPPLIED BY UPS A/V VENDOR, CONTRACTOR INSTALLED. FINAL LOCATION TO BE DETERMINED BY UPS.
- NOT USED.
- ELECTRICAL PANEL - REFERENCE ELECTRICAL PLANS. A CLEAR FLOOR SPACE AREA (36" X 48") IN FRONT OF PANELS SHALL BE MAINTAINED AT ALL TIMES.

- 2 TIER DAD RACK - OWNER FURNISHED, CONTRACTOR INSTALLED. REFERENCE ELECTRICAL PLANS.
- 48"x60" FIRE TREATED PLYWOOD BACKBOARDS. VERIFY LOCATION WITH UPS PRIOR TO INSTALLATION.
- ALL OUTSIDE CORNERS THROUGHOUT SPACE (EXCEPT INSIDE OF RESTROOMS) TO RECEIVE 4'-0" HIGH STAINLESS STEEL CORNER GUARDS. CONFIRM FINAL LOCATION WITH UPS.



E1 FURNITURE PLAN
1/8" = 1'-0"

FOR
REFERENCE
ONLY
USE PERMIT SUBMITTAL

Reference Drawings			Revisions					Revisions					<div>1355 ADAMS COURT SUITE B MENLO PARK, CA</div> <div></div>		<div><div><div>C</div><div>2K</div></div><div>ARCHITECTURE INC</div><div>1645 NW 105TH ST PORTLAND OREGON 97209 503 444 5200</div></div>	File: 14127-A201A		FURNITURE PLAN	
Drawing No.	Title	Rev.	Date	By	Description	Rev.	Date	By	Description	Date: Nov 21, 2014	U.S. INTEGRAD TRAINING FACILITY								
		01	01/04/2014		USE PERMIT RESPONSES						Project No.: 14127	Drawing: A201A	Rev: 						
		04	02/16/2015		USE PERMIT RESPONSES														

RECEIVED

November 25, 2014

NOV 25 2014

CITY OF MENLO PARK
PLANNING



Dear Commissioners,

United Parcel Service has always looked for ways to improve our training in order to enhance our employee's ability to do their jobs safely in our communities and to deliver on our promise to our customers. In 2007, after extensive research and development, UPS launched an innovative driver training program, UPS Integrad®. Focusing on generational learning styles, this new driver training platform was created that combines technology, hands-on experience and real-time feedback to get driver trainees ready for the road.

This training focuses on four primary pillars:

- Safety Compliance
- Service Performance
- Customer Focus
- UPS Professionalism

The training takes place in four areas:

- Classroom
- Learning Lab
- Integration Station
- On-Road


In the classroom and learning lab, candidates have the opportunity to learn through instruction, watching videos and then practicing what they learned in real life scenarios with their learning partners and facilitators. This is achieved by providing tools that match what they will be using out in the field. They practice lifting real packages, sorting inside the vehicle, maneuvering their hand truck, getting on and off the vehicle properly and navigating their walk path safely. Each day in the learning lab builds on the next and the candidates are able to perfect their skills through practice and repetition.

It is imperative that our drivers are safe out on road. Following the same hands-on learning principals, UPS Integrad also provides a simulated road course called "Integration Station." This is a paved area turned into a mini town complete with tiny houses, a dock and a letter box. The Integration station is another opportunity to practice safe driving methods as well as delivery methods before beginning an actual route. Trainee's practice their driving skills and demonstrate their ability to properly identify and handle hazards on the road.

The driving component is a vital aspect of the overall safety training curriculum at UPS Integrad. Perfecting defensive driving techniques through practice and repetition along with all of the other requisite skills before the driver service provider leaves class is key. The UPS Integrad driver is a safety and methods professional.

In review of the parking spaces you mentioned which would be made not useable at the top of the integration station, these were not part of the original calculation of parking spaces and will not effect the parking ration for the site.

Sincerely,


Mitch Brack
Project Engineer

1



January 27, 2015

Dear Commissioners,

UPS is in the process of constructing a driver training center which includes an exterior driver training course. As part of the development of the exterior course they are 16 parking spaces that we are requesting permission to remove in order to develop our training course. These 16 spaces are not related or used by the existing UPS distribution warehouse located at the west end of the building.

These 16 parking spaces identified on the plan to be eliminated are associated with the middle suite of the building. Previously these spaces were used by a tenant who leased the middle portion of the building from UPS. The previous tenant has vacated the middle suite and as a result no-one is using these parking spaces.

When UPS moves into the middle suite to conduct driver training there will be no need for these 16 employee parking spaces. All student drivers who attend the driver training will be shuttled daily from the hotel to the driver training site. Student drivers will not park their personal vehicles at the UPS location.

Currently the UPS distribution warehouse has a total of 223 parking spaces available to employees. We have approximately 180 employees that utilize these spaces. We have enough parking spaces for all employees.

UPS is requesting permission to remove the 16 unrelated and unused spaces associated with the middle suite of the building to allow for the construction of an exterior driver training course.

We appreciate your consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads "Shawn Grunewald".

Shawn Grunewald
Project Engineering Manager
UPS

DI

Consulting Arborist Report
January 27, 2015

Report Prepared for:
C2K Architecture
1645 NW Hoyt Street
Portland, Oregon 97209

Project:
UPS Integrated Training Center
1355 Adams Court
Menlo Park, CA

Prepared by:
Ruben M. Green, M.S.
2054 Williams Ave
Palo Alto, CA 94306
PH 650.644.6115



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Introduction

Mr. Shawn Grunewald, Project Engineering Manager West Region Plant Engineering for UPS, contacted me on January 22, 2015, and retained me to prepare an arborist report as part of the proposed Heritage Tree Removal Permit Application. My assignment includes the following:

1. Perform a site inspection, conducted on January 26, 2015, and identify the 6 trees listed as removal on the property.
2. Provide the trunk diameter as measured at 4.5 feet above grade.
3. Ascertain each tree's overall health rating good (e.g. good, fair, poor, or dead).
4. Assign tree numbers and identify them on the site map, Exhibit A.
5. Obtain a site photograph, Exhibit B.
6. Prepare a written report that represents the aforementioned information and submit via email as a PDF document.
7. Assist with completing the Heritage Tree Removal Applications, Exhibit C.

Limits of Agreement

My examination of the trees was based on my visual inspection. My site examination and the information in this report were limited to the date and time the inspection occurred. The information in this report was limited to the condition of the trees at the time of my inspection. My examination was not considered as a tree risk assessment. This report was not intended as, and does not represent legal advice and should not be relied upon to take the place of such advice.

Tree Inventory

Specific information regarding each tree is presented within the table as shown below. The trees and their approximate locations are shown on the site map, Exhibit A and photos on Exhibit B.

Common Name	Tree Number	Condition	DBH - Inches	Circumference	Approx Height - Feet	Recommendation
Canary Island Pine	1	Good	17	106	45	Remove
Canary Island Pine	2	Good	21	132	45	Remove
Canary Island Pine	3	Good	16	100	45	Remove
Canary Island Pine	4	Good	12	75	45	Remove
Canary Island Pine	5	Good	15	94	45	Remove
Canary Island Pine	6	Good	15	94	45	Remove

1 SITE DEMOLITION PLAN
1" = 40'

DEMOLITION LEGEND

--- DEMOLITION ---
--- TO BE REMOVED ---

DEMOLITION NOTES

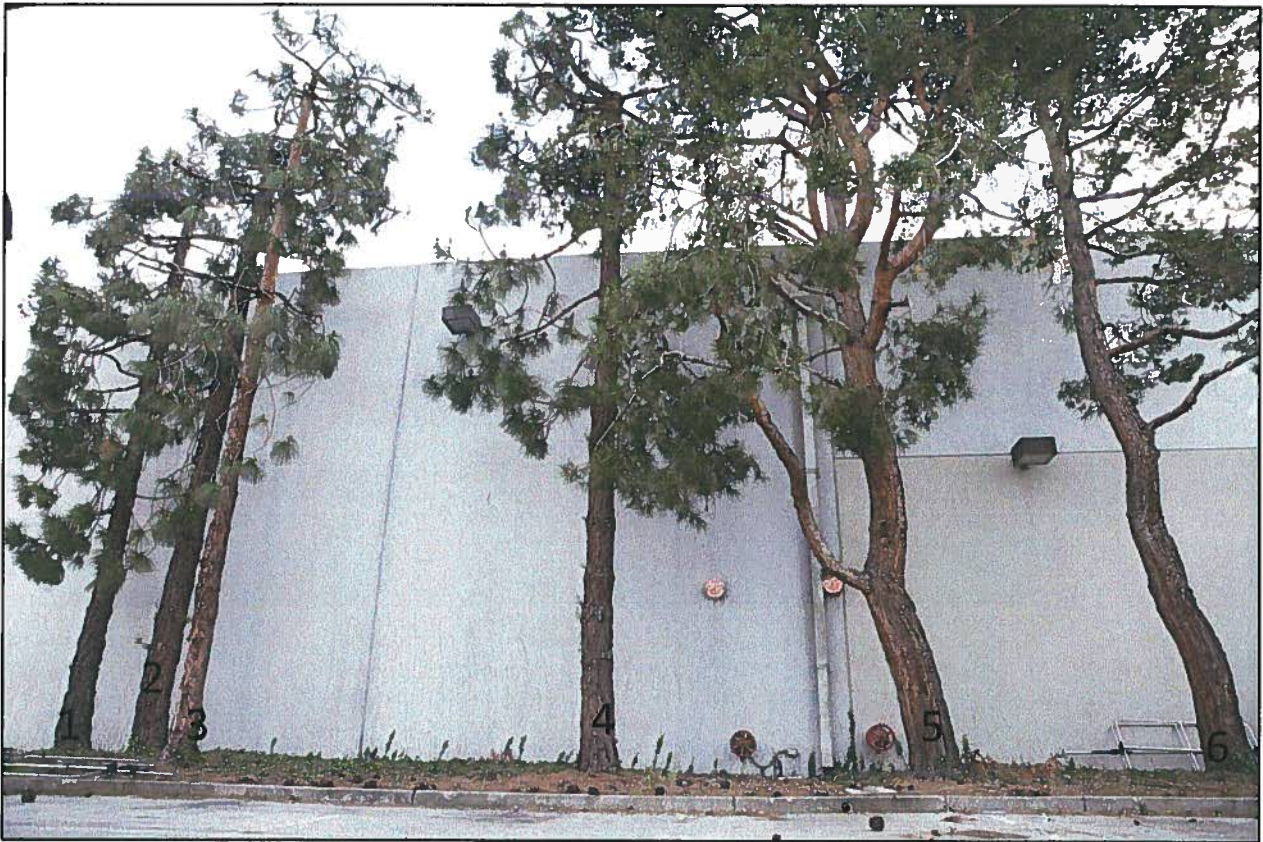
1. DEMOLITION OF THE BUILDING SHALL BE COMPLETED BY THE DATE SHOWN ON THE DEMOLITION SCHEDULE.
2. DEMOLITION OF THE BUILDING SHALL BE COMPLETED BY THE DATE SHOWN ON THE DEMOLITION SCHEDULE.
3. DEMOLITION OF THE BUILDING SHALL BE COMPLETED BY THE DATE SHOWN ON THE DEMOLITION SCHEDULE.
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6. DEMOLITION OF THE BUILDING SHALL BE COMPLETED BY THE DATE SHOWN ON THE DEMOLITION SCHEDULE.

DEMOLITION SCHEDULE

ITEM	DATE	DESCRIPTION
1	12/1/2011	DEMOLITION OF THE BUILDING
2	12/1/2011	DEMOLITION OF THE BUILDING
3	12/1/2011	DEMOLITION OF THE BUILDING
4	12/1/2011	DEMOLITION OF THE BUILDING
5	12/1/2011	DEMOLITION OF THE BUILDING
6	12/1/2011	DEMOLITION OF THE BUILDING

E3

Exhibit B – Site Photos with numbered trees that correspond to site map.



Exhibits C. Heritage Tree Removal Applications for Trees 1 -6.



Arborist Form

Please complete one form for each tree. Mark each tree with colored ribbon or tape prior to our inspection.

Site Address:

1355 Adams Court, Menlo Park, CA

ARBORIST INFORMATION:

Name of Certified Arborist: Ruben M. Green

ISA or ASCA number: 6639A

Menlo Park Business License number: _____

Company: Evergreen Arborists

Address: 2054 Williams Avenue

Phone: 650-644-6115

FAX: _____

Email: green@greenarborists.com

TREE INFORMATION:

Date of Inspection: January 26, 2015

Common Name: Canary Island Pine #1

Botanical Name: Pinus canariensis

Location of Tree: parking lot

Height of Tree: 45 feet

Diameter of tree at 54 inches above natural grade: 17 inches

Circumference of tree at 54 inches above natural grade: 106

Condition of Tree:

Good

If recommending removal or pruning, please list all reasons:

Interferes with proposed construction

Suggested Replacement Tree:

Crape myrtle Cherokee

Signature of Arborist: _____

Date: _____

Print Form

Reset Form

Tree #1

E5



Arborist Form

Please complete one form for each tree. Mark each tree with colored ribbon or tape prior to our inspection.

Site Address:

1355 Adams Court, Menlo Park, CA

ARBORIST INFORMATION:

Name of Certified Arborist: Ruben M. Green

ISA or ASCA number: 6630A

Menlo Park Business License number:

Company: Evergreen Arborists

Address: 2054 Williams Avenue

Phone: 650-644-6115

FAX:

Email: green@greenarborists.com

TREE INFORMATION:

Date of Inspection: January 26, 2015

Common Name: Canary Island Pine #2

Botanical Name: Pinus canariensis

Location of Tree: parking lot

Height of Tree: 45 feet

Diameter of tree at 54 inches above natural grade: 21 inches

Circumference of tree at 54 inches above natural grade: 132

Condition of Tree:

Good

If recommending removal or pruning, please list all reasons:

interferes with proposed construction

Suggested Replacement Tree:

Crape myrtle Cherokee

Signature of Arborist:

Date:

Print Form

Reset Form

Tree #2





Arborist Form

Please complete one form for each tree. Mark each tree with colored ribbon or tape prior to our inspection.

Site Address:

1355 Adams Court, Menlo Park, CA

ARBORIST INFORMATION:

Name of Certified Arborist: Ruben M. Green

ISA or ASCA number: 6639A

Menlo Park Business License number:

Company: Evergreen Arborists

Address: 2054 Williams Avenue

Phone: 650-644-6115

FAX:

Email: green@greenarborists.com

TREE INFORMATION:

Date of Inspection: January 26, 2015

Common Name: Canary Island Pine #3

Botanical Name: Pinus canariensis

Location of Tree: parking lot

Height of Tree: 45 feet

Diameter of tree at 54 inches above natural grade: 16 inches

Circumference of tree at 54 inches above natural grade: 100

Condition of Tree:

Good

If recommending removal or pruning, please list all reasons:

Interferes with proposed construction

Suggested Replacement Tree:

Crape myrtle Cherokee

Signature of Arborist: 

Date:

Print Form

Reset Form

Tree #3





Arborist Form

Please complete one form for each tree. Mark each tree with colored ribbon or tape prior to our inspection.

Site Address:

1355 Adams Court, Menlo Park, CA

ARBORIST INFORMATION:

Name of Certified Arborist: Ruben M. Green

ISA or ASCA number: 66398

Menlo Park Business License number:

Company: Evergreen Arborists

Address: 2054 Williams Avenue

Phone: 650-644-6115

FAX:

Email: rgreen@greenarborists.com

TREE INFORMATION:

Date of Inspection: January 26, 2015

Common Name: Canary Island Pine #4

Botanical Name: Pinus canariensis

Location of Tree: parking lot

Height of Tree: 45 feet

Diameter of tree at 54 inches above natural grade: 12 inches

Circumference of tree at 54 inches above natural grade: 75

Condition of Tree:

Good

If recommending removal or pruning, please list all reasons:

interferes with proposed construction

Suggested Replacement Tree:

Crape myrtle Cherokee

Signature of Arborist: 

Date:

Print Form

Reset Form

Tree #4





Arborist Form

Please complete one form for each tree. Mark each tree with colored ribbon or tape prior to our inspection.

Site Address:

1355 Adams Court, Menlo Park, CA

ARBORIST INFORMATION:

Name of Certified Arborist: Ruben M. Green

ISA or ASCA number: 6630A

Menlo Park Business License number:

Company: Evergreen Arborists

Address: 2054 Williams Avenue

Phone: 650-644-6115

FAX:

Email: rgreen@greenarborists.com

TREE INFORMATION:

Date of Inspection: January 26, 2015

Common Name: Canary Island Pine #5 and #6

Botanical Name: Pinus canariensis

Location of Tree: parking lot

Height of Tree: 45 feet

Diameter of tree at 54 inches above natural grade: 15 inches

Circumference of tree at 54 inches above natural grade: 94

Condition of Tree:

Good

If recommending removal or pruning, please list all reasons:

Interferes with proposed construction

Suggested Replacement Tree:

Crape myrtle Cherokee

Signature of Arborist: 

Date:

Print Form

Reset Form

Tree #5 and #6

E9

Appendix D – Qualifications

I am president of Evergreen Arborists Consultants, Inc. with over 30 years of experience in the landscape industry. My background includes hands-on experience in tree care, landscape maintenance, construction, and irrigation management. I have a Master's degree in plant science from California State Polytechnic University, Pomona. I provide detailed investigations, independent analysis, and expert witness testimony since 2003. I am a Registered Consulting Arborist with the American Society of Consulting Arborists (ASCA), a certified arborist and a tree risk assessor (TRAQ) with the International Society of Arboriculture (ISA), a licensed pesticide applicator (QAL) with the state of California, and a (C-27) California licensed landscape contractor.

Appendix E – Assumptions and Limitations

My field methods were evaluated with a 100 percent ground visual survey. No climbing, excavating, coring, boring, sounding of the trunk, or drilling was performed. Trees that require an additional inspection for risk and hazard evaluation beyond the visual ground inspection will be billed under a separate proposal. All inspections are visual ground inspections and are not considered as a thorough risk inspection. No digging, root collar excavation, drilling, coring, or climbing was performed. A thorough risk assessment would include but not limited to a root collar excavation, climbing the tree, and further examining the upper side of branches and upper trunk and stems. My site examination and the information in this report were limited to the date and time the inspection occurred. The information in this report was limited to the condition of the tree during my inspection.

Site inspections are limited to the date and time inspections occur. Additional inspection(s) require a separate agreement between both parties in writing. Site inspections are only provide a "snapshot" of the tree. Changes in environmental conditions such as but not limited to construction, surrounding site changes, flooding, root damage, fires, pruning practices, lack of maintenance, grade changes, and wind can impact the tree's conditions, structure, safety, risk factor, and health, etc. A consulting arborist cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and/or below ground under the tree. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances or for a specified period of time. Likewise, remedial treatment does not guarantee outcome or results. The web provides numerous tree risk assessment sites that offer tips for tree care and detecting and/or identifying potential tree hazards. If the client believes the tree's condition has changed since the date of this inspection, the arborist should be contacted ASAP. Future inspections, canopy inspections, and root collar examinations are under the client's discretion.

Evergreen Arborists Consultants, Inc., and/or Ruben M. Green, or its employees, or related companies, makes no guaranties, express or implied to the trees health, risk, hazard, condition, potential for failure or future condition. Evergreen Arborists Consultants, Inc., and/or Ruben M. Green, or its employees shall not be liable to client/owner or any other party(s) for loss of property, loss of life, loss of use, loss of profits or income(s), special damages, incidental damages, consequential damages, incidental damages, or damages arising from the failure of inspection(s) or weather conditions. The client shall hold this arborist harmless against any and all claims for injuries to persons or property on the premises.

E10

A consulting arborist is a tree specialist who uses their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist or seek additional advice. Any treatment(s), such as pruning and removal of trees, but not limited to, property boundaries, property ownership, site lines, disputes between neighbors, landlord-tenant matters, etc. are beyond the scope of this work. This arborist relies and accepts information from his client to be complete and accurate. The client hiring this arborist accepts full responsibility for authorizing the recommended treatment(s) or remedial measure(s) and holds this arborist harmless. Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk. The only way to eliminate all risks is to eliminate all trees.

E11



PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION
MEETING OF FEBRUARY 23, 2015
AGENDA ITEM D5

LOCATION:	80 and 85 Willow Road	APPLICANT:	Sunset Publishing Corporation
EXISTING USE:	Office	PROPERTY OWNER:	Willow Menlo Owner LLC
PROPOSED USE:	Office	APPLICATION:	Use Permit
ZONING:	C- 1 (Administrative and Professional District, Restrictive)		

PROPOSAL

The applicant is requesting a one year extension of an existing use permit to allow Sunset Publishing to conduct an open house (commonly known as Sunset Celebration Weekend) during the weekend of June 6-7, 2015. Similar to past events, the open house would involve closing Willow Road from Middlefield Road to Paulson Circle, starting at 7:00 p.m. on the Friday, June 5, 2015, until 10:00 p.m. on Sunday, June 7, 2015. Activities would include, but are not limited to, a cooking stage, gardening demonstrations, wine seminars, activities booths, informational booths, food and craft vendors, and live amplified music. The event hours would generally be between 10:00 a.m. to 5:00 p.m. on Saturday and Sunday of the event weekend. Event set-up typically occurs during the week before the event, June 1-5, 2015, between 8 a.m. and 5:00 p.m. with break-down of the event between the same hours until the Wednesday after the event, June 10, 2015. The proposed event would exceed the daytime noise limits established under Section 8.06.030 of the Menlo Park Municipal Code, which requires approval of a use permit by the Planning Commission. All previous conditions of approval are proposed to remain in effect.

BACKGROUND

Sunset Publishing held its first Celebration Weekend in April 1998, under a special events permit, to celebrate the magazine's 100-year anniversary. Based on the success of this event, the applicant submitted a use permit application to allow the event to occur on an annual basis. In October 1998, the Planning Commission granted a use permit to allow the event in the spring of 1999, and added a number of conditions

intended to ensure that the impacts of the event on the surrounding neighborhood were minimized. A series of use permit extensions have since been approved since 1999, with the most recent use permit approval in 2010 that expired after the event in 2014. The staff reports and minutes for all of these meetings are available upon request at the Planning Division during business hours. The current request is only for a one year period (2015) given the uncertainty of whether the event will continue in the future due to the recent sale of the Sunset Campus.

ANALYSIS

Site Location

Sunset Publishing headquarters are located at 80 and 85 Willow Road, which are located at the southwest and northwest corners of Willow Road and Middlefield Road in the Linfield Oaks neighborhood. The property at 80 Willow Road is a 6.6-acre site, consisting of a one-story building, two smaller ancillary buildings, a large lawn and garden area, and an outdoor kitchen. The property at 85 Willow Road also consists of a one-story building and is approximately 3.2 acres in size.

The northern site is located adjacent to similarly C-1 zoned office uses to the north and south, an office in the C-4 (General Commercial, not applicable to El Camino Real) zoning district to the east across Middlefield Road, and single-family residential uses (Lane Woods development) zoned R-3-X (Apartment District – Conditional Development District) directly to the west. The site at 80 Willow Road abuts the San Francisquito Creek to the south, which is the border between Menlo Park and the City of Palo Alto. An office building and a market are located to the east across Middlefield Road and zoned C-1-A (Administrative and Professional District) and C-4 (General Commercial, Other than El Camino Real), respectively, and office uses in the C-1 zone are located west of the site.

Event Overview

Sunset Celebration Weekend has taken place at the Menlo Park headquarters since 1998, and the activities, format and event layout have generally remained the same over the years. The applicant proposes to maintain similar event programming in 2015, focusing on bringing the best of Western living to life. Attendees are able to experience hands-on activities, participate in wine seminars and cooking demonstrations, and attend a variety of exhibits with Sunset editors on five main stages, including gardening, home design, and travel and adventure.

The various displays, booths and live music venues would be set up on the grounds and parking lots of 80 and 85 Willow Road as well as the closed portion of Willow Road from Middlefield Road to Paulson Circle. Attachment B provides a synopsis of the 2014 event and Attachment C includes information on what is expected for the 2015 event and an overview of event set up and operations. The average attendance over the years for the event is approximately 20,000 people. The event hours for both days are between 10 a.m. and 5:00 p.m. A general layout of the event is included as Attachment D.

The event is closed to all vehicular access. Box offices would be located on both ends of the street closure, with the main entrance near Middlefield Road. The applicant anticipates little change from the past approach with regard to street closures and parking, which are more fully discussed in the Parking and Traffic Control section below.

In preparation for the previous Celebration weekend events, Sunset has worked closely with staff to implement the conditions of approval. The applicant proposes to maintain all of the existing conditions of approval to help minimize impacts to the adjacent neighborhoods, including notifying the neighborhood in writing of the upcoming event a minimum of four weeks in advance and installing “No Event Parking” signage in identified areas.

The following sections discuss key components of the Sunset Celebration event use permit request for the Commission’s consideration.

Noise

As part of the use permit review, the applicant is requesting to exceed the allowable daytime noise regulations. The City’s adopted Noise Ordinance (Chapter 8.06 of the Municipal Code) limits all sound sources measured from any residential property to 60 dBA during the daytime hours (defined as the period from 7:00 a.m. to 10:00 p.m. daily). However, the Noise Ordinance includes exemptions from these standards for events or uses for which a use permit has been issued by the City that specifically allows noise levels to be exceeded (Chapter 8.06.050 (f)). The Ordinance states, “If an applicant can demonstrate that a diligent investigation of available noise abatement techniques indicates that compliance with the requirements of this chapter would be impractical or unreasonable, a use permit to allow an exclusion from the provisions contained in all or part of this chapter may be issued by the planning commission pursuant to the terms and provisions of Chapter 16.82, with appropriate conditions to minimize the public detriment caused by such exclusion.”

The applicant proposes to have live music at the event as well as other amplified sound at the various stages. The proposed music stage will remain close to the intersection of Willow and Middlefield Roads, similar to the past six years. The location should minimize noise impacts from the amplified music to the nearby residential neighbors at the Lane Woods development (75 Willow Road) and the nearest residents across Middlefield on Clover Street. Live amplified music will be performed on stage during the event hours on both Saturday and Sunday. In addition, the event would have multiple entertainment stages for presentations, with each having an amplified speaker system to reach their respective audiences. The demonstration stages are generally located in the lawn areas of 80 Willow Road, behind the building and across the creek from residences in the City of Palo Alto, and in the rear parking lot behind the building at 85 Willow Road. The nearest residential property line (at Lane Woods) would be approximately 100 feet towards the west. The performances at these stages would have varying schedules during the event.

The smaller vendor booths are typically set up in the parking lot of 85 Willow Road and within the closed portion of Willow Road. The activities in these booths would not necessarily generate a high volume of noise, but the crowds gathered at the event would produce noise in excess of the Noise Ordinance limits. The number and types of activities and the desired number of patrons are key components to the event. To limit them in order to comply with the requirements of the Noise Ordinance would be impractical and unreasonable for the success of the event, and therefore the request for the noise exemption for the event seems appropriate.

Parking and Traffic Control

One of the key components of the event is the temporary closure of a portion of Willow Road from Middlefield Road to Paulson Circle from Friday evening before the event until late Sunday night of the event. The closure allows for protected pedestrian access between the two Sunset properties as well as additional space for activities and vendors. While the road would be closed to vehicular traffic, pedestrian and cyclist access for non-attendees through the event would be made available, per a condition of approval. Similarly, the applicant proposes to adhere to other conditions of approval related to parking and traffic control as it has been implemented in the past, including preparing a parking restriction plan for a number of streets in the Willows and Linfield Oaks neighborhoods.

Event parking is provided in many of the nearby office properties, which are generally closed during the weekend. Condition 3bi states that the applicant shall contact all businesses within 2,000 feet of Sunset Magazine property to request the use of those businesses' parking lots for the event. As a condition of the use permit, Sunset will guarantee that a minimum of 5,000 parking spaces would be provided for Celebration Weekend. Every year Sunset negotiates separately with each of the businesses for approval of parking at their site. One of the largest parking areas is on the Facebook Campus near Willow Road and Bayfront Expressway. Sunset provides a shuttle service from the Facebook Campus to the event as well as a discount on the ticket price for those who park in this lot. Complimentary shuttle service is also provided from the Menlo Park Caltrain station and users also receive the discounted event price. In the past, Sunset has also offered bike valet service to encourage other forms of transportation to the event.

Sunset has worked closely with staff over the past years to try to minimize impacts to the surrounding neighborhood, and will continue to work with staff in the implementation and improvement, if needed, of these items.

Other Concerns

In the past five years, staff has not received any major complaints from neighbors, nearby property owners or attendees. In 2013, two concerns were raised by nearby residents, including shuttle bus noise entering the main shuttle stop at 275 Middlefield Road and the servicing of the event's portable toilets. Sunset was able to address the issues by raising the bus chassis to avoid scraping at the driveway where a dip occurred in the street and by working with the service vehicles to come between the

designated hours of 7-9 a.m. and 6-9 p.m. on Saturday and Sunday of the event. Sunset has indicated that they have not received further complaints about these items. Staff has not received any correspondence regarding the one-year use permit extension 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. 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 conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Sunset Magazine, consisting of one plan sheet dated received January 22, 2015, and approved by the Planning Commission on February 23, 2015, except as modified by the conditions contained herein.
 - b. Three months prior to the event, the applicant shall submit a Traffic Control, Parking and Signage Plan for review and approval by the Director of Community Development. The plan shall address the following provisions:
 - i. The applicant shall contact all businesses within 2,000 feet of Sunset Magazine property to request the use of those businesses' parking lots for the event.
 - ii. The applicant shall work with City staff to develop parking restrictions to prevent event parking in the following areas:
 - area bounded by Willow Road, Blackburn Avenue, Middlefield Road, and Woodland Avenue;
 - Willow Road from western entrance of event to Alma Street;
 - Waverley Street from Willow Road to Laurel Street;
 - Linfield Drive from Middlefield Road to East Creek Drive;
 - Santa Margarita Avenue from Middlefield Road to Nash Avenue;
 - Santa Monica Avenue to Middlefield Road to Nash Avenue;
 - Paulson Circle (Lane Woods development);

- Morgan, Pearl and Ballard Lanes (Morgan Lane development);
 - Driveway behind Willow Market;
 - McKendry Drive;
 - Robin Way; and
 - Marmona Drive
- iii. The applicant shall be responsible for all costs of traffic control, parking enforcement, and event cleanup for the event.
 - iv. The applicant shall ensure that the public shall have pedestrian and bicycle access through the closed portion of Willow Road during the open house weekend. The applicant shall provide clear signage at both Willow Road entrances to the event to notify pedestrians that they can pass through the event to the other end of Willow Road without paying a fee for the event. The two entrances to the event include the east entrance located at the intersection of Willow Road and Middlefield Road, and the west entrance located near the intersections of Willow Road with both Willow Place and Waverley Street.
 - v. The promotional literature produced for the event, all neighborhood notices, and Sunset's web page shall explain the use of the satellite parking lots, promote use of Caltrain to reach the event, and explain that shuttles will be provided from both the satellite parking lots and the Caltrain station. The promotional literature and notices shall also explain any parking restrictions.
 - vi. Any signs for the event, including road closure signs, shall be placed in such a way so as to not block bicycle lanes, sidewalks, or roadways.
 - vii. The applicant shall ensure that signs remain in a stable and upright position for the duration of the event.
 - viii. Planning and Transportation Division staff shall work with the Police Department to see if both left turn lanes on westbound Willow Road can remain open for vehicular traffic during the event.
 - ix. The applicant shall establish and conduct a clean-up program during and immediately following the event. The area of clean-up services shall include the event grounds, surrounding areas, all satellite parking lots and all adjacent neighborhoods in which parking has been allowed.
 - x. The applicant shall be responsible for monitoring the access points with a security guard to the Lane Woods community on Paulson Circle and the Morgan Lane community on Morgan Lane.
- c. Three months prior to the event, the applicant shall submit a Noise Plan for review and approval by the Director of Community Development. The plan shall address the following provisions:

- i. The applicant shall provide a schedule and location map of music and amplified sound events.
 - ii. The applicant shall continue to consider alternatives to mitigate the potential noise impacts to residential neighbors, including location and screening of one or more stages, if necessary.
 - iii. The applicant shall provide additional restrooms at the eastern end of the event to minimize noise impacts to the nearby residences.
- d. Three months prior to the event, the applicant shall submit a Notification Plan for review and approval by the Director of Community Development. The plan shall include the following provisions:
 - i. The applicant shall establish an event liaison, and contact phone number so that any resident of the neighborhood can contact the liaison with concerns and problems up to, during, and after the event. The event liaison shall work to deal with these problems as they arise. All comments to the liaison shall be recorded and submitted to the Planning Division following the event. The neighborhood mailings that announce the upcoming event shall include the event liaison's name and contact number.
 - ii. The applicant shall publicize the contact name and phone number through mailings, magazine advertisements, newspaper articles, relevant websites, and any other reasonable additional means, such as the placement of signs prior to and during the event.
- e. The applicant shall prepare and submit a report on Celebration weekend event within four months of holding the event. The report shall address any problems, complaints, or issues that arose during the event and how those problems, complaints, or issues were addressed. The reports should include all information required by the traffic control, parking and signage plan, noise plan, and neighborhood notification plan. The report should document any problems or complaints received during the reporting period and efforts made to address those problems and complaints. The report shall be submitted to the Director of Community Development for review.
- f. The use permit revision will be valid for one year, expiring after the spring event in 2015, with the applicant having the option to request an extension of the permit from the Planning Commission.

Report prepared by:
Deanna Chow
Senior 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

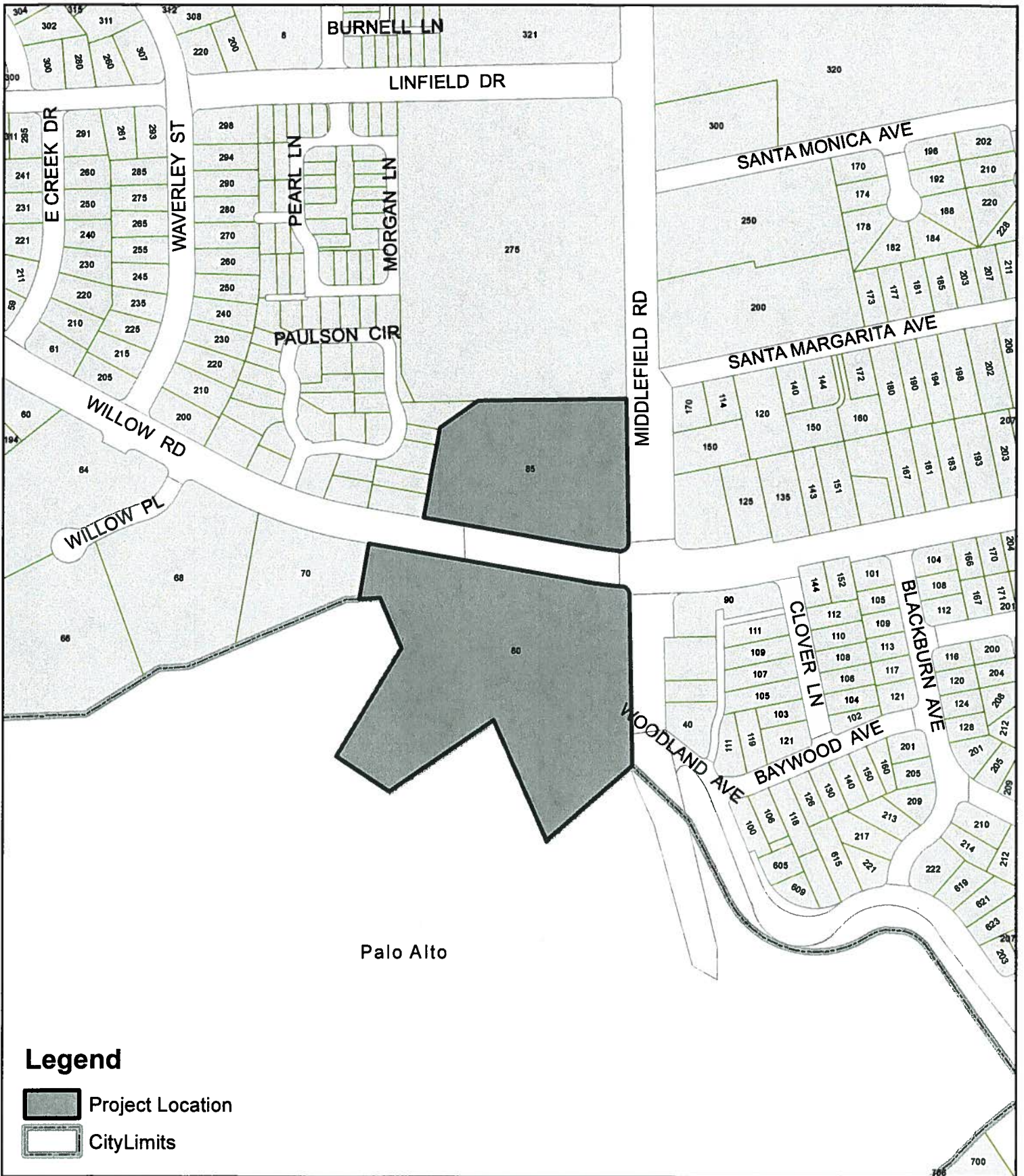
- A. Location Map
- B. 2014 Celebration Weekend Synopsis
- C. Project Description Letter
- D. Project Plan

EXHIBIT TO BE PROVIDED AT MEETING

None

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

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Legend

-  Project Location
-  City Limits



CITY OF MENLO PARK

LOCATION MAP
80 & 85 WILLOW ROAD

DRAWN: TAS CHECKED: KTP DATE: 02/23/15 SCALE: 1" = 300' SHEET: 1



Event Proposal

Sunset Publishing Corporation is requesting a continuance on its use permit (originally established on October 5, 1998, and most recently extended on February 22, 2010) in order to allow an open house weekend event for one more year. The proposed event is to be held on June 6-7, 2015, to be held at Sunset Magazine's headquarters at 80 and 85 Willow Road, Menlo Park, CA. Use permit includes the continued use of amplified music and speakers that exceed the "daytime" and "nighttime" noise limits, as established in the Noise Ordinance (Section 8.06.030(1)(a)). The permit also establishes a street closure between Willow Road/Middlefield Road Intersection and Willow Place after 7:00 pm on Friday, June 5, 2015, until 10:00 pm on Sunday, June 7, 2015 after the close of the event.

Event Mission

- To bring the pages of Sunset to life
- To give readers unprecedented access to Sunset's editors and writers, its historic headquarters, kitchens and gardens
- To highlight what is new in food, wine, garden, home, and travel
- To provide a forum for Sunset's advertisers and partners to interact directly with the brand's most loyal readers
- **To celebrate the West and remind people why they live here**

Event History

- Celebration Weekend started in 1998 as an open house to commemorate the 100th anniversary of the founding of Sunset.
- The event was such a success that Sunset has repeated it every year since 2000.
- Celebration Weekend was named Best Overall Consumer Event of 2014 by min+Folio Awards, the most recognized and respected awards in the publishing industry.
- *Some historical highlights:*
 - Event attendance in 1998: 15,000
 - Highest recorded attendance: 25,500 (2005)
 - Average attendance: 20,000
 - Ticket price in 1998: \$8.00
 - Ticket price in 2014: \$20.00
 - # of sponsors in 1998: Six
 - Highest # of Sponsors: Nineteen (2013)

2014 Event Synopsis

On May 31 and June 1, 2014, Sunset held its 17th annual Celebration Weekend event. Approximately 18,000 people attended. Each year, Sunset brings the brand to life during Celebration Weekend, hosted at its seven-acre campus in Menlo Park, CA.

Attendees experience and enjoy the best of Western living:

- Wine seminars with experts from around the West
- Sustainable gardening and home ideas
- Cooking demonstrations by celebrity chefs
- Hands-on activities such as the Weber Grilling School
- Food and wine produced by local artisans

Throughout the weekend, attendees also participate in demonstrations with Sunset editors on five main stages—the Cooking & Entertaining Stage, Garden & Outdoor Living Stage, Home & Design Stage, Travel & Adventure Stage, and the Sunset Outdoor Kitchen.

Event Details

Dates: May 31–June 1, 2014

Location: Sunset headquarters and gardens in Menlo Park, CA

Ticket Prices:

\$20 General

\$80 VIP access pass

Discounts:

FREE Children ages 12 and under

\$2 off for Seniors (60+)

\$1 off if you ride your bike to the event and park at the Bike Valet

\$1 off for parking off site and taking shuttle to the event

\$1 off if you take Caltrain or public transportation to the event

Charity Partner: The Children's Health Council

Community Partners:

Children's Health Council Therapy Dogs

Menlo Park Chamber of Commerce

Menlo Park Child ID Program

Menlo Park Fire Department

Menlo Park Police Department

Recology San Mateo County

Silicon Valley Bike Coalition

Official Hotel Partner: Stanford Park Hotel

2014 Audience Profile

Attendance: 18,000

Age: 50.5

Gender: 81% Female / 19% Male

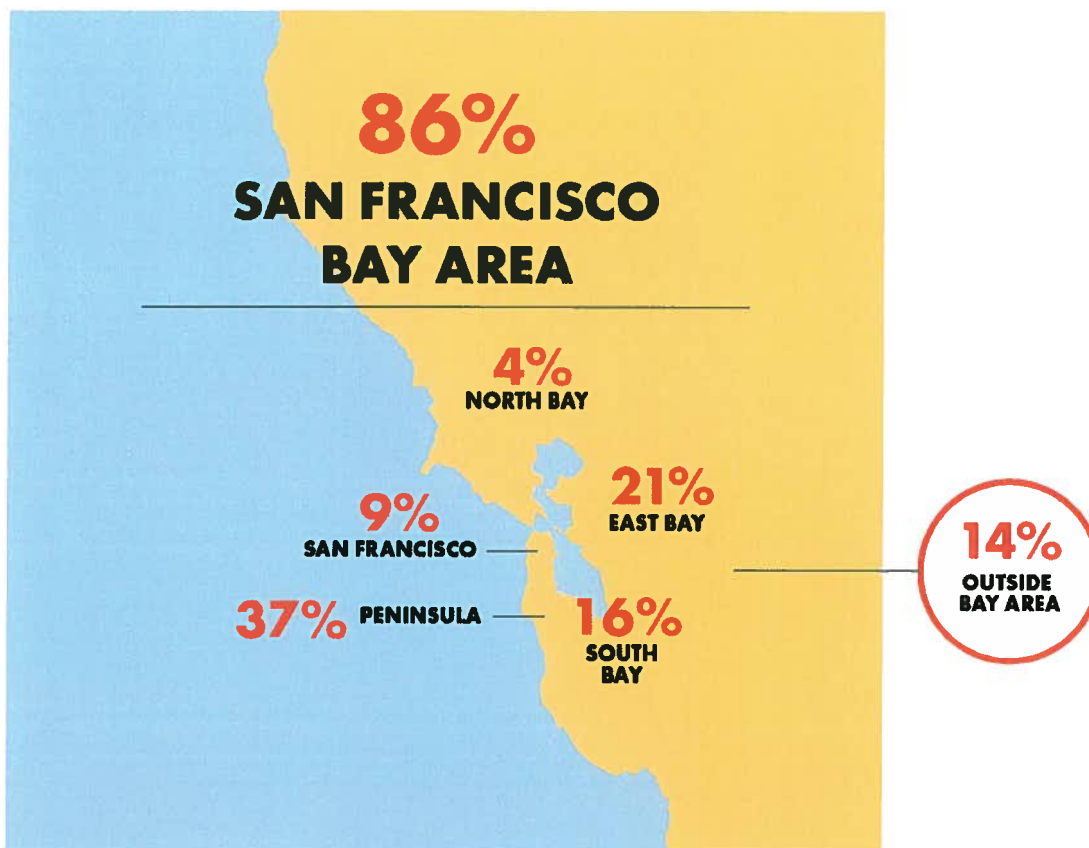
Household Income: \$210,230

Own a home: 82%

Home value: \$939,690

First time event attendee: 46%

The event draws Sunset enthusiasts from all over the San Francisco Bay Area:



2014 Activities and Venues

80 Willow and Main Gardens

- Cooking & Entertaining Stage
- Sunset's Outdoor Kitchen Demonstration Stage
- Garden & Outdoor Living Stage
- Weber Grilling School
- Test Kitchen Tours
- Garden Tours & Ask Sunset Garden booth
- Sunset Bookstore and Sunset Store
- Paint-a-Pot Hands-on Activity
- Savor the Central Coast Showcase Atrium
- Sponsor and Exhibitor Booths
- VIP Entertainment Patio
- Restrooms

Willow Road and Half Circle Driveways at 80 and 85 Willow

- Ticket booths
- Music Stage & Mandalay Bay Resort & Casino Sand Sculpture
- Tesla Car Displays
- Sponsor & Exhibitor booths
- Kids Zone/Climbing Wall/Balloon Sculptor/Stilt walker
- Wine, beer, restaurant booths and food trucks
- Menlo Park Fire Department/First Aid
- Menlo Park Police Department/Lost & Found
- Menlo Park Child ID Program/Vintage Police Car Display
- Restrooms

85 Willow and Parking Lot

- Feature Exhibit: Small Space Big Dreams Gardens
- Travel & Adventure Stage
- Home & Design Stage
- Wine Seminars
- International Wine Competition Pouring Lounge
- Consumer VIP Lounge
- Sponsor & Exhibitor booths
- Restrooms

Sunset Publishing Corporation
Celebration Weekend Event Permit Application
February 9, 2015

Event Proposal

Description

Use Permit/Sunset Publishing Corporation/80-85 Willow Road: Request for a one-year use permit extension to allow Sunset Publishing to conduct an open house (commonly known as Sunset Celebration Weekend) for the weekend of June 6-7, 2015. Activities would include, but are not limited to, a cooking stage, gardening demonstrations, wine seminars, activities booths, food and craft vendors, and live amplified music. The proposed event would exceed the daytime noise limits established under Section 8.06.030 of the Menlo Park Municipal Code.

Pre-Event Set-Up

Event set-up will occur during the week before the event, from Monday, June 1st to Friday, June 5th, between 8 a.m. and 5 p.m. During this set-up, most activity will be focused on the main lawn, parking lots, and within the buildings of 80 and 85 Willow. Event set-up will include the use of heavy machinery such as forklifts, flatbed trucks, and motorized dollies. Any activity on Willow Road, including deliveries via trucks will be kept to a minimum so as not to disrupt normal traffic flow. Sunset will apply for a Truck Route Permit that allows large vehicles to travel from Highway 101 west on Willow Road up to the Middlefield Road crossing.

Willow Road Closure

The open house would involve closing Willow Road from Middlefield Road to Paulson Circle, starting at 7 p.m. on the Friday, June 5th until 10 p.m. on Sunday, June 7th after the close of the event.

Event Hours

The event is open to the public from 10 a.m. to 5 p.m. on Saturday and Sunday of the event weekend, June 6-7, 2015.

Post-Event Break Down

Break down of the event starts from Sunday, June 7th after the close of the event. The event closes at 5 p.m. and Willow Road will open to normal traffic at 10 p.m. Further breakdown will occur between 8 a.m. and 5 p.m. until the Wednesday, June 10th. Event break down will include the use of heavy machinery such as forklifts, flatbed trucks, and motorized dollies. Any activity on Willow Road, including loading on to trucks will be kept to a minimum so as not to disrupt normal traffic flow.

Event Parking lots

Sunset is currently seeking approvals for use of parking lots from the following Menlo Park businesses and organizations.

<i>Facebook (1601 Willow Road)</i>	<i>3,000 spots</i>
<i>USGS (345 Middlefield Road)</i>	<i>550 spots</i>
<i>McDermott, Will & Emery (275 Middlefield Road)</i>	<i>300 spots</i>
<i>McCandless (525,535,545 Middlefield Road)</i>	<i>260 spots</i>
<i>Allstate (321 Middlefield Road)</i>	<i>240 spots</i>
<i>HKN II, LLC (8 Homewood Place)</i>	<i>120 spots</i>
<i>SRI (333 Ravenswood)</i>	<i>100 spots</i>
<i>First Church of Christ Scientist (201 Ravenswood)</i>	<i>100 spots</i>
<i>Summit Partners (200 Middlefield Road)</i>	<i>76 spots</i>
<i>BootUp Ventures (68 Willow Road)</i>	<i>75 spots</i>
<i>Ventana Property (64 and 70 Willow Road)</i>	<i>45 spots</i>
<i>LLC & Curious.com (100 Middlefield Road)</i>	<i>35 spots</i>
<i>Xander Development (40 Middlefield Road)</i>	<i>25 spots</i>
<i>Current Event Parking Spaces</i>	<i>4,926</i>

We have lost parking spaces in the Menlo-Atherton High School and St. Patrick's Seminary for 2015 (620 spaces total). We are actively contacting other Menlo Park businesses for 74 additional parking spaces in order to deliver a total of 5000 event parking spaces as required by the conditions of the event permit.

Employee Parking

All Sunset employees, leading up to the event (June 1-5), will park at 275 Middlefield in spaces closest to Sunset's 85 Willow Rd. building. During the event, Sunset employees will also park at 275 Middlefield. Required parking for Sunset employees is approximately 50 vehicles.

Sunset employs a janitorial service throughout the event and after event hours to ensure that all neighboring businesses and resident lots are properly cleaned and maintained.

Parking Attendants

Sunset employs a parking attendant service that handles all traffic direction in the event's main parking lots, any parking pass-only lots, and monitoring the alley behind 200 Waverly. In an effort to abate traffic, noise, and parking in the Lane Woods and Morgan Lane communities, Sunset provides *Resident Parking Passes* to the residents of the communities so the parking attendant stationed at the entrance of the communities will easily identify and allow residents access. Sunset provides "No Event Parking" signs at the entrance of Lane Woods & Morgan Lane. We also have an additional attendant stationed at the pedestrian walkway (from Morgan Lane through Lane Woods) who will "recommend" that the pedestrians use an

alternate route down Linfield into Middlefield. Parking attendants are in place from 9 a.m. until 5:30 p.m. on both event days.

Parking, Shuttles, and Public Transportation Incentives

Sunset's newspaper advertising, online promotion, and information number (800-786-7375) promote Facebook parking as the primary parking venue with complimentary event shuttle service. Sunset offers \$1 discount for those who park at Facebook (historically over 3,000 consumers redeem this offer).

Sunset encourages attendees to take Caltrain and the complimentary shuttle or bike to the event. Sunset creates 10,000 fliers that are distributed on Caltrain promoting the event, free shuttle services, bike coalition parking, and related discounts.

Traffic Directionals, and Barricades

Sunset is responsible for all event traffic directional signage, barricades, and any of the city directional signs regarding street detours, closure of Willow Rd. etc. Each year Sunset works closely with the Menlo Park Department of Transportation on all signage and submits the approved plan to our traffic sign vendor. The main sign regarding the street closure gives the exact dates and times (after 7 p.m. Friday night, June 5 until 10 p.m. Sunday night June 7) and that the street is only closed from Paulson Circle to Middlefield. Additionally, the sign references Sunset's Marketing Assistant Stacy Briscoe's contact information for any complaints or questions.

In addition to the parking directionals, we post shuttle signs for the pick-up and drop off points of SRI/First Church of Christ Scientist, Facebook, and the 275 Middlefield lots.

The Willow/Blackburn/Middlefield/Woodland area will have "No Event Parking" signs. Additionally, we have "No Event Parking" signs at the entrances to the Lane Woods and Morgan Lane communities. We also place No Event Parking signs on Santa Margarita Avenue along the first 0.15 miles from Middlefield Road.

As an extra measure, we ask that our traffic police officer monitor Willow Road, Blackburn Avenue, Middlefield Road and Woodland Avenue as they are potential parking "hot spots" to watch. There are three specific areas we address with extra effort:

1. The driveway/alley behind the apartments on the West side of Waverley will have 2 security guards present during the event in an effort to dissuade event attendees from trying to park there. In the past, Sunset has sent a letter and 2 tickets to the event to each of the residents as well as 2 parking passes so that their vehicles will be authorized to park in that area. We assume this was effective since no complaints were registered regarding this area.

2. Similar to the alley behind Waverley, we monitor the access points to the Lane Woods community on Paulson and the Morgan Lane community on Linfield. These residents are very close to the event and we want to make sure to minimize any inconvenience.
3. Another area is the driveway behind Willow Market. We will post no parking/tow away signs 72 hours in advance of the weekend and for the duration of the weekend.

Menlo Police and Fire Department

We work with the Menlo Police Department to monitor the traffic and safety within the event as well as reinforcing the “no parking zones” on the streets specified in the permit. Menlo Park Fire/Police will have a radio in order to communicate with event staff at all times during the event.

The final event floor plan will be provided to the Fire Marshall to obtain the required Fire Permit in May.

The Menlo Police and Fire District will each receive free booths at the event.

Security

Sunset has retained Allied Barton to provide all security before, during, and after the event. Security will be present in the evenings from June 3-8, with June 5-8 being 24-hour security.

Noise/Sound Levels

In an effort to be considerate of our new residential neighbors, we have made the following adjustments to limit the noise levels during set-up and at the event.

- Set-up of Willow Road after street closure on Friday, June 5th will end by 10 p.m.
We begin the set-up of the lawn and parking lot the Sunday (5/31) prior to the weekend event. Delivery of tents, tables, chairs, etc. may begin for necessary equipment for the South Building (80 Willow Road) with the bulk arriving on Tuesday 6/3. This early set-up only applies to our event management set-up and decoration. Exhibitors and Sponsors will move in on Thursday and Friday June 4th and June 5th.
- Event Setup and Teardown: Event setup will begin Tuesday, June 2nd. Event setup occurs from 8 a.m. to 5 p.m. Monday through Thursday including tent and stage build, signage, and electrical. After the street closure Friday evening, setup involves the street setup including exhibitor and sponsor displays, garbage cans, plants, stanchions, tables, and umbrellas. Breakdown begins after the street opens on Sunday night and continues through Wednesday of the following week June 7-8 from 8am-5pm.

- The main music stage will continue to be located near the intersection of Middlefield and Willow Road (main entrance to the event).
- All shuttle drop-off, and publicized entry will be at the east entrance (main) entrance only at Middlefield and Willow. This change has mitigated traffic and noise by 85% at the west entrance.
- The event's refrigerated trucks will be located in Sunset's south building parking lot to limit generator noise impact.
- The event dumpsters will continue to be fenced-in and located within the 275 Middlefield parking lot.
- The event's shuttle stops (pick-up and drop-off) will be in the parking lot at 275 Middlefield Road.
- Security detail will monitor noise levels at both entrances throughout the evening.
- Porta potty service vehicles will be instructed to come between 7-9 a.m. and 6-9 p.m.
-

Street Clean Up & Recycling Efforts

Sunset provides janitorial services throughout the event and during all clean-up at conclusion. We are working with the City of Menlo Park and San Mateo Recology to increase our efforts and communication to our vendors to reduce the garbage waste at this event. We will once again have compost/recycle/garbage stations throughout the event. Sunset is trying to reduce our output of materials and will post much of the materials we've printed in the past on our Celebration Weekend website (www.sunset.com/cw).

We are also providing water refilling stations throughout the event so we can eliminate the use of plastic water bottles.

Letter to neighbors/Neighborhood Liaison

Please provide us with a neighborhood mailing list by 4/17/15. Ideally, we'd like to send these out by **May 1st** (approximately one month before the event). We will be providing free tickets to all residential homes within a two-mile radius of 80 & 85 Willow Road. If there are any other addresses that you feel could benefit from receiving free passes, please let us know. Also, please ensure that the residents of the Lane Woods and Morgan Lane communities are included on the mailing list.

Sunset will mail parking passes two to three weeks prior to the event.

Stacy Briscoe will be the neighborhood liaison that will be available for questions or concerns before, during and after the event. In the case of parking complaints, he will be in touch with our MP Police contact to try and resolve the situation.

Pedestrian Foot, Bicycle, and Pet Traffic

We will have a Sunset employee stationed at each end of Willow Road that will be accessible to walk any of our neighbors with their bikes and/or their dogs down the

closed off portion of Willow Road during the event hours. We communicate this allowance to all Sunset employee volunteers. Neighbors asking for permission to pass through the event will either be escorted by an event volunteer if possible or allowed to pass through on their own accord. We will also have prominent signage displayed that explains this allowance.

New features proposed for 2015

#howisunset is the overarching theme for 2015. This year, we will showcase products and activities that exemplify the Sunset ethos. Consumers will also be challenged to participate and share their Sunset experiences through learn-and-earn activities throughout the event.

Home & Garden Feature Exhibit

Small is the new big. Sunset consumers will be inspired to reclaim lost space and design their very own eco-friendly backyard home office or guesthouse. Berkeley startup, New Avenue Homes, makes dreaming a reality by providing expert access to architects, designers, builders, permitting all online. Attendees earn a badge for touring the models.

- 2 build-outs with tours
- Completely landscaped environment
- Feature kiosks for online inspiration and consultation
- Special offer when purchased during Celebration Weekend

Sunset Vineyard: The Art of blending the perfect wine

- Get ready for a tasty adventure as we bring some of the best wines of the West to our own backyard. Sunset will create a unique experience to share blending techniques for crafting different varietals for any occasion (built if sold)
- This vineyard area will also feature regional players—Washington, Oregon, Idaho— where we created “blended” wine & travel experiences to bring to life the Ultimate Wine Road Trip Tour.
- Exclusive Tastings & Experiences:
 - Seminars that feature Sunset International Wine Award winners
 - VIP Sunset Wine Cellar Tour

Sunset Travel Award Winners Showcase

Wish you were here...

Consumers earn a badge when they choose their perfect green screen backdrop and strike a postcard pose with message from one of our Sunset Travel Award winning destinations to share with their social circles. They will also have a chance to spin a wheel and win prizes from Sunset’s 2015 Travel Award winners.

Camp Sunset

Sunset's new franchise will be kick-started at Celebration Weekend 2015. In a dedicated area on the main lawn, attendees will enjoy camp crafts, music and storytelling. There will also be a series of helpful how-to seminars such as planning a camping trip, camp cooking, backpack packing, green and zero waste camping. Participation in these activities is rewarded with a badge. As a compliment to these activities, the Sunset Store will be stocked with Camp Sunset-branded gear for purchase.

Celebration Weekend Prelim Event Layout

The map illustrates the 2014 National Book Festival grounds, showing the layout of various areas and facilities. Key locations include:

- North Parking Lot:** Located at the top, featuring a Shuttle Pick-Up and Drop-Off area, Dumpsters, and Temporary Fencing.
- Paulson Circle:** A large circular area on the left side of the map.
- Garden:** A central area with a Test Garden, Cooking & Entertaining Stage, and Garden & Outdoor Living Stage.
- Middlefield Road:** A major road running along the right side of the map.
- Willow Road:** A road running along the bottom right side of the map.
- West Entrance:** Located on the left side, featuring a Manned Barricade and Restrooms (34 reg/1 ada).
- Main Entrance:** Located in the center, featuring a Manned Barricade and Restrooms (2 reg/1 HW).
- Facebook Lot:** Located on the right side, featuring a World's Largest Book Festival, Manned Barricade, and Restrooms (2 reg/1 HW).
- Other facilities:** Includes a Bike Valet, a Music Stage, a Rock Climbing Wall, a Gold Parking Pass Holders area, and various food vendors and stages.





MEMORANDUM

DATE: February 23, 2015

TO: Planning Commission

FROM: Deanna Chow, Senior Planner
Community Development Department

RE: **Agenda Item E1: 2014 Annual Report on the Status and Progress in Implementing the City's Housing Element of the General Plan and Feedback on Potential Housing Element Related Zoning Ordinance Amendments**

BACKGROUND

Government Code 65400 requires each governing body to prepare an annual report on the status and progress of implementing the jurisdiction's housing element of the general plan using forms and definitions adopted by the State Housing and Community Development (HCD). Housing Element Annual Reports are due April 1 of each year for the calendar year immediately preceding the April 1 reporting deadline. Although the City adopted a Housing Element for the 2015-2023 planning period in April 2014, this annual review evaluates the housing production and programs from the previous Housing Element cycle (2007-2014).

In April 2014, the City Council accepted the 2013 Annual Report authorized its transmittal to the California's Governor Office of Planning and Research (OPR) and HCD. At that time, staff indicated future draft Annual Reviews would be shared with the Housing Commission and Planning Commission prior to presenting it to the City Council. On January 28, 2015, the Housing Commission reviewed, discussed and commented on the 2014 draft Annual Report. The Housing Commission expressed appreciation for the variety of programs that the City has implemented, with one Commissioner stating that the City should take a stronger stance on requiring the development of affordable housing units instead of accepting payment of the Below Market Rate (BMR) in-lieu fees. On February 23, 2015, the Planning Commission will have an opportunity to discuss and comment on the Annual, as well as provide input on potential Zoning Ordinance amendments. Staff will forward comments and any

additional refinements to the City Council for review, which is tentatively scheduled for March 24, 2015.

ANALYSIS

Attachment A includes the 2014 Housing Element Annual Report. In 2014, the City Council implemented several programs intended to address housing needs in the community and to comply with State law requirements. Housing Element program numbers referenced in the report are from the 2007-2014 Housing Elements, unless otherwise noted. The accomplishments include zoning for emergency shelter for the homeless and transitional and supportive housing, establishing reasonable accommodation procedures, and creating a process and criteria to allow the conversion of accessory buildings into a secondary dwelling unit. In addition, several programs were initiated and will be carried forward to the next Housing Element planning period. Four specific items may be of particular interest to the Planning Commission, and they include 1) the City's participation in a multi-jurisdiction affordable housing nexus study, 2) the City's coordination with MidPen Housing on a 90-unit affordable senior housing development on the 1200 block of Willow Road, 3) programs associated with the City's General Plan Update, and 4) issuance of the next Notice of Funding Availability (NOFA). In addition, staff is considering pursuing several Zoning Ordinance amendments to the secondary dwelling unit ordinance, the R-3 (Infill Around Downtown) zoning district, and items related to accessory buildings and structures to help clarify the intent of the language and minimize ambiguity without changing the substance of the regulations or purpose of the ordinances.

Implementation Programs

Affordable Housing Nexus Study

Thirteen jurisdictions in San Mateo County, plus San Mateo County and the City of Palo Alto are participating in a nexus study. The nexus study would provide a defensible analysis to maintain the legal justification for City's Below Market Rate (BMR) Housing Program, which includes both inclusionary zoning and affordable housing impact fees. The nexus study will be customized on a city-by-city basis to allow each jurisdiction to establish individual policy. Participation in this effort would implement the City's Housing Element Program H4.D, which calls for the preparation of an updated nexus study, and will help ensure compliance with the State Mitigation Fee Act (AB1600 – Government Code Section 66001 through 66003).

As part of the partnership with the other jurisdictions, the group intends to release a draft of Foster City's nexus study for public review in Spring 2015. During this time, the group plans to conduct outreach with interested parties such as the Building Industry Association (BIA) and other local developers and land owners to receive questions and comments on the study. Menlo Park's draft nexus study will then be prepared and is intended to be shared with the Housing Commission, the Planning Commission and the

City Council in late spring/early summer. The City Council will ultimately have a policy decision to make on whether to modify the City's BMR program.

MidPen Housing

MidPen's property at 1221-1275 Willow Road was identified as a housing opportunity site and rezoned R-4-S (AHO) – High Density Residential, Affordable Housing Overlay as part of the 2007-2014 Housing Element Update. Through the 2013-2014 NOFA process, MidPen Housing was selected as the recipient for up to \$3.2 million for the development of 90 affordable senior housing units. The proposed development would be deed restricted for extremely-low and very low-income households and result in 42 net new dwelling units. MidPen is utilizing the AHO, which results in a density bonus and other modifications to the development standards in exchange for the provision of affordable housing units. In this case, the development is 100 percent affordable, resulting in a density of 40 dwelling units per acre (du/ac) where 30 du/ac would be the maximum permitted in the R-4-S zoning district. Staff is in the process of reviewing the project for compliance with the R-4-S development regulations and design standards, and will be bringing the proposal for a Planning Commission study session likely in Spring 2015.

General Plan Update

The City has embarked on an update of the Land Use and Circulation Elements of the General Plan. The General Plan is the City's "constitution" for future growth and provides a comprehensive guide for decision-making through established goals, policies and programs. The geographic focus of the land use element is the M-2 area, which is generally the business parks located between the Bay and US 101, given it has the greatest potential for change. Through the General Plan process, potential land use alternatives and other improvements will be considered.

While the General Plan Update is not an implementation program of the Housing Element, a number of programs for the upcoming planning period have been identified as topics that would be reviewed as part of the General Plan Update. For example, program H4.N is focused on creating opportunities for mixed use development in appropriate locations. If through the General Plan process additional mixed use is desired, then a study may be conducted to look at which commercial zones may be appropriate to allow housing. Other items targeted to be explored are review of the City's Transportation Impact Analysis (TIA) Guidelines, the City's Parking Stall and Driveway Design Guidelines, the creation of a Transportation Management Association, and bicycle and pedestrian improvements over Highway 101 on Marsh Road. Some programs may be implemented concurrently with the General Plan while others may be considered, but implemented at a future date, depending on the input and guidance of the community and Council.

NOFA

Program H1.H of the Housing Element supports administration and advertising the availability of BMR funds at least every two years. Staff anticipates issuing a second NOFA in the summer of 2015, making available the approximately \$6 million designated for this purpose. Several changes in the process are anticipated to be recommended by staff when Council approves the NOFA document in the late spring, including relaxing the requirement that eligible developers complete at least three prior projects (this requirement kept Peninsula Volunteers from applying last year, for example). Staff also plans to emphasize the potential for property owners to partner with developers, given the interest in affordable housing projects by Mt. Olive Church and Habitat for Humanity, for example.

Housing Production

In addition to the evaluation of the housing implementation programs, the Annual Report also consists of an inventory of housing production. While most of the net new units are individual units scattered throughout the City, a 60-unit affordable housing development by Core Housing on the Veterans Affairs Campus was reviewed by the City and subsequently issued permits for construction through coordination with the Department of Veterans Affairs. The development is intended to serve low income veterans, and was partly made possible through \$2.86 million in BMR housing funds from the City. The City is currently reviewing building permits for 735 new multi-family residential dwelling units on three different development sites. The sites are located on Haven Avenue and Hamilton Avenue, and were identified as housing opportunity sites for higher density residential housing in the 2007-2014 Housing Element. Of the 735 dwelling units, 37 units will be deed restricted to low- and very-low income households. The 735 units are not reflected in the 2014 Annual Report because the building permits were not issued on 2014. Staff anticipates that the units will be included in next year's report.

Potential Zoning Ordinance Amendments

Staff is considering initiating several "clean up" Zoning Ordinance amendments. Zoning Ordinance amendments are a three-step process: 1) review and recommendation by the Planning Commission at a public hearing, 2) review and introduction of the amendments by the City Council at a public hearing, and 3) adoption of the proposed Zoning Ordinance amendments by the City Council. The proposed changes would become effective 30 days after the adoption. The proposed changes would be subject to the California Environmental Quality Act (CEQA), but staff anticipates that the minor changes would be covered under the environmental review documents prepared for the original Zoning Ordinance amendments in 2013 and 2014 because the proposed changes would not result in an increase in intensity or density from what was previously considered.

Secondary Dwelling Unit Ordinance

In May 2014, the City Council adopted amendments to the secondary dwelling unit ordinance. These modifications were intended to provide greater flexibility in the development regulations and the applicability within the City while still providing safeguards to protect the overall character of single-family neighborhoods.

Chapter 16.79.040 - Development Regulations

Implementation of Program H.4.E (Modify Secondary Dwelling Unit Development Standards and Permit Process) allowed for changes and clarifications to several development regulations, including the unit size to accommodate disabled access, minimum yards, daylight plane, and tenancy. A secondary dwelling unit, either attached to the main dwelling unit or detached, is a permitted use in all single-family residential zoning districts subject to certain requirements.

An attached secondary dwelling unit may result from conversion of a portion of the main dwelling, a new addition to the main dwelling, or the construction of an entirely new main dwelling with an attached secondary dwelling unit. The existing regulations explicitly differentiate the minimum yards requirement between attached and detached secondary dwelling units, but it is unclear how to regulate other development standards such as daylight plane and height. Staff is proposing modifications that would be two-fold: 1) to clearly identify how to regulate attached versus detached secondary dwelling units and 2) to clearly identify how to regulate a new secondary dwelling unit addition to the main dwelling versus a conversion of a portion of main dwelling unit into a secondary dwelling unit.

Staff proposes to add language that would clarify how an attached secondary dwelling unit would be regulated in cases of a conversion versus a new addition. When an attached secondary dwelling unit is constructed new to the main dwelling unit, the addition must comply with the setback, height and daylight plane requirements of the main dwelling unit. When a portion of the main dwelling unit is converted into a secondary dwelling unit, however, the existing conditions with respect to minimum yards, height and daylight plane would be able to remain, even if nonconforming. The nonconformity would not be allowed to be intensified or extended during the conversion process. In this situation, the secondary dwelling unit would not be considered nonconforming, but the structure would remain legal, nonconforming and would be subject to the nonconforming value calculation. Depending on the scope of work, a use permit may or may not be triggered.

Chapter 16.79.045 – Conversion of Accessory Buildings

New to the secondary dwelling unit ordinance in 2014 was the establishment of a conversion process for legally built and constructed accessory buildings, per Housing Element implementation program H4.F. The purpose of the program was to try to increase the housing stock by counting buildings that may effectively function like

secondary dwelling units, but do not meet the technical requirements. Section 16.79.040 (d) of the Zoning Ordinance indicates that the accessory building must meet all of the development regulations of the secondary dwelling unit ordinance with the exception of minimum yards. Staff recognizes that other development factors, such as daylight plane and height, could also potentially be “grandfathered” to help facilitate conversions that might otherwise not qualify and/or limit the amount of structural work to an existing building. The potential change would be comparable to the potential changes to the secondary dwelling unit ordinance for an attached secondary dwelling unit conversion, where certain nonconformities would be able remain so long as the building was legally built and the nonconformity is not being intensified or increased.

The existing program shall sunset and no longer be effective on June 13, 2015, unless the City Council, by resolution, extends the effective date. No additional review by the Planning Commission or City Council is required for the extension. To date, staff has received two administrative permit applications, which are still under review, for the conversion of an accessory building into a secondary dwelling unit. Staff recommends that the program be extended for one additional year and will be bringing a resolution for Council’s consideration in the upcoming months, likely in advance of the proposed amendment in order to keep the program in place.

Accessory Structures/Accessory Buildings

In May 2014, the City Council also adopted amendments to the accessory structures and accessory buildings ordinance. These changes were coupled with the modifications to the secondary dwelling unit ordinance in an effort to more clearly distinguish between accessory buildings and secondary dwelling units, more clearly define accessory buildings and accessory structures, resolve internal inconsistencies in how accessory buildings and structures is used in the Zoning Ordinance, and to reformat the section for ease of use.

Two items have been identified at this time as possible “clean-up” items. The first item relates to noise-generating pool equipment in soundproof enclosures and the second is a clarification regarding ‘garden features’.

Section 16.70.020 of the Zoning Ordinance states that “all sound producing equipment, such as filters, pumps and motors for such pools shall be contained in a soundproof enclosure.” The intent of the regulation was to help minimize noise and was established at a time when the City did not have an adopted Noise Ordinance. The need for a soundproof enclosure also has its limitations on where equipment can be located since the enclosure would need to comply with the development regulations of an accessory building. Staff is suggesting amending the language to the definition of accessory building to include an exception for pool equipment enclosures that meet certain criteria. The proposed change would provide greater flexibility in where sound generating pool equipment can be located while still providing assurances for noise control.

The second proposed amendment would be to explicitly indicate that structures meeting the criteria of a 'garden feature' are not considered an 'accessory structure'. The proposed language would be added to the definition of 'structure, accessory' in the Zoning Ordinance.

R-3 Infill Around Downtown

In 2013, the City Council adopted an ordinance to amend the R-3 (Apartment) Zoning District to implement Housing Element Program H4.A (Modify Development Standards to Encourage Additional Infill Housing). The purpose of the modification was to encourage the development of infill housing in appropriate areas, where access to transit and services are in close proximity and infrastructure exists. The amendment focused on R-3 zoned lots that are 10,000 square feet or more in area and within one of three defined areas around the El Camino Real/Downtown Specific Plan area. In the select infill areas, the permitted density increased to allow up to 30 dwelling units per acre (du/ac) from a previous range of 6.2 du/ac to 18.5 du/ac (depending on total lot area), and the maximum floor area ratio (FAR) increased from 45 percent to 75 percent. However, the floor area ratio would correlate to the density decrease on an even gradient from 75 percent for a 30 du/ac project to a 35 percent for a 13.1 du/ac project.

Since the ordinance adoption, there have been no applications for new development within the R-3 infill area. One application, which remains on hold, was on file prior to ordinance adoption and will need to comply with the new regulations if the project moves forward. Staff has received a number of inquiries about what could be built on property within the infill area, which has led to staff identifying the need for two clarifications to the ordinance discussed below.

As discussed above, the R-3 Infill Area FAR allowance is designed on a sliding scale; the higher the density, the higher the permitted FAR. However, this was implemented with the intent of discouraging developments with a few number of large units. When this ordinance was drafted, the primary focus was on new development. This could have unintended consequences for existing multi-family residential developments located on lots that are 10,000 square feet or greater, particularly newer condo developments that are less likely to comprehensively redevelop. Staff has come across an instance where a homeowner within of condo development would like to expand a unit. While the development was approved with less FAR than the 45 percent maximum permitted at the time, the FAR exceeds what would be permitted today under the current regulations given the sliding scale. Staff believes that it would be appropriate to create a provision in the R-3 infill regulations that would allow condo developments approved prior to May 2013 and under the maximum FAR at the time of approval to increase the gross floor area up to a specified maximum amount or up to the previously permitted FAR in the Zoning Ordinance, subject to use permit and architectural control approval.

Staff is also reviewing the relationship between the densities and permitted FAR. The second potential revision to the R-3 Infill ordinance would be better align the permitted

densities with the sliding FAR scale. Because of rounding, the minimum density for a project would likely be higher than 13.1 du/ac and the maximum density would likely result in something less than 30 du/ac. The potential amendments to the ordinance would not increase the maximum density or FAR currently allowed.

Potential Zoning Ordinance Amendment Summary

Staff has identified a number of potential Zoning Ordinance “clean up” amendments, summarized below.

Chapter 16.78 Secondary Dwelling Unit

1. Clearly identify how to regulate attached versus detached secondary dwelling units.
2. Clearly identify how to regulate a new secondary dwelling unit addition to the main dwelling versus a conversion of a portion of main dwelling unit into a secondary dwelling unit.

Chapter 16.16.04.110 Building, Accessory

3. Provide an exception for enclosures for sound generating pool equipment.

Chapter 16.04.661 Structure, Accessory

4. Clarify garden features are not considered accessory structures.

Chapter 16,20 R-3 Apartment District

5. Provide an exception for minor increases in FAR for existing developments built prior to the adoption of the infill ordinance and meeting other criteria.
6. Review the relationship between density and FAR.

Staff hopes to bring forward a comprehensive package with the items mentioned here and potentially other small clean up items within the next six months to be able to provide clarity in implementation of the Zoning Ordinance and to address potential unintended consequences that may result from the current ordinance language.

RECOMMENDATION

Staff recommends that the Planning Commission consider the report and provide comments and/or a recommendation to the City Council on the 2014 Annual Report on the status and progress in implementing the City’s Housing Element (2007-2014). In addition, staff would appreciate feedback on the suggested text amendments to the secondary dwelling unit, accessory building and structures, and R-3 Infill related ordinances. The proposed ordinances will be brought forward as time permits.

ENVIRONMENTAL REVIEW

The Housing Element Annual Report is not considered a project. Implementation of Housing Programs may be subject to the California Environmental Quality Act (CEQA), and each program will be evaluated on a case-by-case basis.

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 Housing Element project page, which is available at the following location: <http://menlopark.org/572/Housing-Element-Update-Implementation>. 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. 2014 Housing Element Annual Report

AVAILABLE FOR REVIEW AT CITY OFFICES AND WEBSITE

Adopted Housing Element for the 2007-2014 Planning Period

Adopted Housing Element for the 2015-2023 Planning Period

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2014 - 12/31/2014

Table A

Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information									Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income			See Instructions	See Instructions	
605 Willow Rd.	5+	R	59	0	0	1	60	60	TCAC, HOME, BMR	Regulatory	0
192 E. Creek Dr.	SU	R									
856 College Ave.	SU	R									
2344 Branner Dr.	SU	R									
SU Subtotal	SU	R	1	2	0	0	3	3	NA	NA	3
(9) Total of Moderate and Above Moderate from Table A3 ▶ ▶					0	8	8	8			
(10) Total by income Table A/A3 ▶ ▶			60	2		9	71	71			
(11) Total Extremely Low-Income Units*			7								

* Note: These fields are voluntary

Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2014 - 12/31/2014

Table A2

Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3

Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	0	0	0	0	0	0	0
No. of Units Permitted for Above Moderate	9	0	0	0	0	8	8

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2014 - 12/31/2014

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.			2007	2008	2009	2010	2011	2012	2013	2014		Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	226	0	0	0	0	0	0	0	59		59	160
	Non-deed restricted		2	0	0	1	0	0	3	1		7	
Low	Deed Restricted	163	0	0	0	0	0	0	3	0		3	152
	Non-deed restricted		1	1	0	0	1	3	2		8		
Moderate	Deed Restricted	192	19	3	0	1	1	0	0	0		24	168
	Non-deed restricted		0	0	0	0	0	0	0	0			
Above Moderate		412	68	35	3	20	3	8	42	10		189	223
Total RHNA by COG. Enter allocation number:		993	90	39	3	22	4	9	51	72		290	703
Total Units ▶ ▶ ▶													
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2014 - 12/31/2014

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)		Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.	
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
H1.A Establish City Staff Work Priorities for Implementing Housing Element Programs	Establish priorities for implementing Housing Element Programs	Annually	Superseded by work updating the Housing Element for the 2015-2023 planning period. This will be done annually as part of the annual Housing Element review.
H1.B Review the Housing Element Annually	Review and monitoring of Housing Element implementation; submit Annual Report to HCD	Annually	Annual Review for the 2013 calendar year was accepted by the City Council on April 1, 2014 and submitted to HCD for review. Using forms provided by HCD, the 2014 Annual Review was undertaken between January and March 2015, and reviewed by the Housing Commission, Planning Commission and accepted by the City Council.
H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints	Obtain and distribute materials (see Program 1H.D)	Ongoing	Materials available at the counter at City Hall and on the City's Web site.
H1.D Provide Information on Housing Programs	Obtain and distribute materials at public locations	Annual	Materials available at the counter at City Hall and on the City's Web site.
H1.E Undertake Community Outreach When Implementing Housing Element Programs	Conduct public outreach and distribute materials (see Programs H1.C and H1.D)	Consistent with program timelines	Materials available at the counter at City Hall and on the City's Web site Additional outreach to targeted populations and interested parties depending on program.
H1.F Work with the San Mateo County Department of Housing	Coordinate with County efforts to maintain and support affordable housing	Ongoing	Coordination has occurred as part of the countywide 21 Elements process, coordination with the Department of Housing and other jurisdictions on a countywide nexus study and coordination in implementing Housing Element programs.
H1.G Adopt an Anti-Discrimination Ordinance	Undertake Municipal Code amendment	2014	No activity to date. Program is included in the 2015-2023 Housing Element.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2014 - 12/31/2014

H1.H Utilize the City's Below Market Rate (BMR) Housing Fund	Accumulate and distribute funds for affordable housing	Ongoing	When the Redevelopment Agency and redevelopment funding for housing programs was eliminated by the State of California in 2012, the City continued to fund some programs through its General Fund. In July 2013, the City issued a Notice of Funding Availability (NOFA) for availability for approximately \$3.2 million in Below Market Rate housing funds to support the acquisition, rehabilitation or new construction of housing that will provide long-term affordability. The funding is intended to fill the financing gap between the projected total development costs and other available funding sources. In September 2014, the City Council authorized a loan to MidPen Housing for up to \$3.2 million for affordable senior housing at 1221-1275 Willow Road. The 90-unit development would replace the existing 48 dwelling units for a net increase of 42 affordable units. In addition, in January 2014 the City Council authorized a loan increase from the City's BMR funds to CORE Housing for up to \$2.86 million for affordable housing at 605 Willow Road (Veterans Affairs Campus). The development includes 60 dwelling units and would provide permanent housing to veterans. Staff anticipates issuing a second NOFA in the summer of 2015, making available the approximately \$6 million designated for this purpose. The requirements are also expected to be revised in an effort to make a larger population eligible for funding.
H1.I Work with Non-Profits on Housing	Maintain a working relationship with non-profit housing sponsors	Ongoing	The City has been assisting MidPen Housing with its submittal to redevelop its property on the 1200 block of Willow Road from 48 dwelling units to 90 dwelling units, and with MidPen's application to abandon a portion of the public right-of-way for the proposed project. The City has continued to undertake outreach to non-profits throughout the 2015-2023 Housing Element update. Annual funding provided to HIP, CID and HEART.
H1.J Update the Housing Element	Maintain consistency with Housing Element law	End of 2014	Completed. The City Council adopted the 2015-2023 Housing Element on April 1, 2014, and was certified by HCD on April 16, 2014.
H1.K Address Rent Conflicts	Resolve rent conflicts as they arise	Ongoing	No activity to date. Program is included in the 2015-2023 Housing Element.
H1.L Adopt Priority Procedures for Water and Sewer Service to Affordable Housing Developments	Comply with Government Code Section 65589.7	Targeted completion in 2013	Program completed in February 2014.
H1.M Lobby for Changes to State Housing Element Requirements	Work with other San Mateo County jurisdictions and lobby for changes to State Housing Element law (coordinate with Program H1.B)	Ongoing	Met with State Representative and other jurisdictions and provided input on proposed legislation. AB 1690, which allows housing in mixed use development to be counted as very low- and low-income housing if the zoning for the subject site allows 100 percent residential and requires that at least 50 percent to be used for housing, was adopted on September 30, 2014. Program is also included in the 2015-2023 Housing Element.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2014 - 12/31/2014

H2.A Adopt Ordinance for "At Risk" Units	Protect existing subsidized rental housing (coordinate with Program H1.G)	Undertake during the 2015-2023 planning period; targeted 2016	There are no "at risk" affordable units in Menlo Park at the current time. No activity to date. Program is included in the 2015-2023 Housing Element.
H2.B Implement Energy Loan Programs and Improvements	Provide loans for 25 homes from 2007-2014	Ongoing	81 households participated in a City-promoted PG&E program, which offers washing machine replacement rebates as an incentive to conserve energy and water. On April 29, 2014 the City Council adopted a resolution authorizing the City to participate in the California HERO program, which is a Property Assessed Clean Energy (PACE) financing program. PACE programs allow qualified property owners the ability to finance renewable energy, and water efficient retrofits (dual-pane windows, solar panel installation, insulation, etc.) through a voluntary special assessment or tax placed on their annual property tax bill. Benefits of implementing a PACE program include: an estimated 2% GHG reduction towards Menlo Park's community-wide GHG reduction goal of 27% (~100,000 tons) below 2005 levels by 2020, energy and water savings, increased revenues, and property values. In 2014, three Menlo Park properties have applied and have been approved for the program, but no projects have been completed yet.
H2.C Amend the Zoning Ordinance to Protect Existing Housing	Protect existing rental housing	2014	No activity to date. Program is included in the 2015-2023 Housing Element.
H2.D Assist in Implementing Housing Rehabilitation Programs	Provide loans to rehabilitate very low and low income housing (20 loans from 2007-2014)	Ongoing	The County has temporarily stopped administering the CDBG rehabilitation loan program, except in emergency situations. Program is included in the 2015-2023 Housing Element.
H3.A Zone for Emergency Shelter for the Homeless	Amend the Zoning Ordinance	2014	Completed. Ordinance adopted on April 29, 2014. Ordinance identifies the location of the overlay to allow an emergency shelter for the homeless for up to 16 beds as a use by right and includes standards consistent with State law as established in SB2.
H3.B Zone for Transitional and Supportive Housing	Amend the Zoning Ordinance	2014	Completed. Ordinance adopted on April 29, 2014 to update the definitions of transitional and supportive housing to be consistent with State law and adds transitional, supportive housing and small (6 or fewer) residential care facilities as part of the definition of a "dwelling" in the Zoning Ordinance so these uses are treated the same way as other residential uses as required by State law under SB2.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2014 - 12/31/2014

H3.C Adopt Procedures for Reasonable Accommodation	Amend the Zoning Ordinance and/or modify administrative procedures; create handout	2014	Completed. Ordinance adopted April 29, 2014 to establish procedures, criteria and findings for enabling individuals with disabilities to make improvements and overcome barriers to their housing.
H3.D Encourage Rental Housing Assistance Programs	Provide rental assistance to 235 extremely low and very low income Menlo Park residents annually	Ongoing assistance to 235 extremely low and very low income households per year	There are 215 households provided rental assistance in Menlo Park through Section 8 and other programs.
H3.E Investigate Possible Multi-Jurisdictional Emergency Shelter	Construction of homeless facility (if feasible)	Longer term program as the opportunity arises	No activity to date. Program is included in the 2015-2023 Housing Element.
H3.F Assist in Providing Housing for Persons Living with Disabilities	Provision of housing and services for disabled persons	Ongoing	Annual funding provided to CID and HIP. Program is included in the 2015-2023 Housing Element.
H3.G Develop Incentives for Special Needs Housing	Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities	2014	No activity to date. Program is included in the 2015-2023 Housing Element.
H3.H Continue Support for Countywide Homeless Programs	Support housing and services for the homeless and at-risk persons and families	Ongoing	The City has continued to support HEART and has participated in countywide activities to address homeless needs.
H4.A Modify Development Standards to Encourage Infill Housing	Amend the Zoning Ordinance to encourage smaller units and infill housing.	Within 60 days of Housing Element adoption	Completed. Ordinance adopted to amend the R-3 Zoning District development standards in June 2013.
H4.B Modify R-2 Zoning to Maximize Unit Potential	Amend the Zoning Ordinance to maximize dwelling unit potential in R-2 zone	2014	Program is included in the 2015-2023 Housing Element. Issues and strategies to be considered as part of the General Plan Update (2014-2017).
H4.C Adopt Standards for an "Affordable Housing Overlay Zone"	Amend the Zoning Ordinance to provide flexibility and incentives for affordable housing	Within 60 days of Housing Element adoption	Completed. Ordinance adopted to establish the Affordable Housing Overlay (AHO) in June 2013.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2014 - 12/31/2014

H4.D Implement Inclusionary Housing Regulations and Adopt Standards to Implement State Density Bonus Law	Amend the Zoning Ordinance to require affordable housing in market rate developments and to implement State Density Bonus law incentives	State Density Bonus Law changes within 60 days of Housing Element adoption; Reevaluate the BMR Program and update the nexus study in 2014	Completed. Ordinance regarding State Density Bonus Law adopted for consistency with State law in June 2013. The update to the City's BMR Nexus Study is included in the 2015-2023 Housing Element. The City is currently participating in a multi-jurisdictional nexus study that would provide a defensible analysis to maintain the legal justification for inclusionary zoning and affordable housing impact fees. The study is anticipated to be reviewed by the City Council in 2015.
H4.E Modify Second Dwelling Unit Development Standards and Permit Process	Amend the Zoning Ordinance to create incentives for second units (10 new second units — 3 very low, 4 low and 3 moderate income units)	Within 60 days of Housing Element adoption	<p>Completed. Ordinance adopted in June 2013. Concurrent with the adoption of the 2007-2014 Housing Element in May 2013, the City of Menlo Park reviewed a Zoning Ordinance amendment for modifications to the Secondary Dwelling Unit Ordinance in recognition that secondary dwelling units can be a valuable source of affordable units because they often house family members at low or no cost, and many are limited in size and therefore, have lower rents. Besides making the City's ordinance compliant with State law by allowing, the Zoning Ordinance amendment included a number of revisions to provide greater flexibility in the development regulations to encourage more development of secondary dwelling units. The modifications included the following: Reduction in the minimum lot size eligible for a second unit without a use permit; Standardization of the maximum unit size rather than it being dependent on a percentage of the lot size; Allowance for increased wall height if the property is located in the flood zone, without additional discretionary review of a variance; Allowance for decreased interior side and rear setbacks with neighbor approval; Allowance for secondary dwelling unit parking space to be located in tandem and in the front setback; and Ability to request a use permit for modifications to any of the standards.</p> <p>As part of the Housing Element for the 2015-2023 Housing Element, the City of Menlo Park continued this program to further explore opportunities for additional revisions to the Secondary Dwelling Unit Ordinance. In April 2014, the City Council adopted additional revisions to the secondary dwelling unit ordinance, including increasing the maximum unit size for units that comply with accessibility requirements, establishing a new daylight plane requirement in lieu of the wall height requirement, and providing flexibility in the tenancy requirement.</p>

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2014 - 12/31/2014

H4.F Undertake a Second Unit Amnesty Program	Adopt procedures and implement a second unit amnesty program (10 very low, 15 low and 10 moderate income units)	2014	Completed. As part of Housing Element for the 2015-2023 planning period, the program was continued and repurposed in recognition by the Housing Element Steering Committee that the establishment of an amnesty program presented more challenges than potential positive results. Program H4.F has been repurposed to establish a process and standard to allow potential conversion of accessory buildings into secondary dwelling units. In April 2014, the City adopted an ordinance, that would allow legally permitted accessory buildings that do not meet the setback requirements for a secondary dwelling unit to be converted to a secondary dwelling unit through an administrative permit process. This conversion process through the administrative permit process expires in June 2015, unless extended by the City Council. Staff is proposing to extend the program.
H4.G Implement First-Time Homebuyer Program	Provide loans for 40 units assisted	Ongoing	BMR funds are no longer available for this program. As part of the 2015-2023 Housing Element program, the City is referring first time homebuyers to HEART and Union Bank for down payment assistance. Include as part of Programs H1.C and H1.D to obtain and distribute information.
H4.H Work with Non-Profits and Property Owners on High Potential Housing Opportunity Sites	Develop incentives and procedures to encourage affordable housing	Ongoing	The City continues to work with Mid-Pen Housing to implement the City's Affordable Housing Overlay Zone, which provides incentives for the creation of affordable housing, as part of MidPen's Gateway Apartments project; coordinated with CORE Housing for a 60-unit low income development at the Veterans Affairs facility; and reviewed and implemented State Density Bonus law for the creation of 23 deed restricted affordable units in a new 394-unit rental development on Haven Avenue (St. Anton Partners).
H4.I Create Multi-Family and Residential Mixed Use Design Guidelines	Establish design guidelines for multi-family and mixed use housing developments	2014	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2014-2017).
H4.J Consider Surplus City Land for Housing	Identify opportunities for housing as they arise	2014	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2014-2017).
H4.K Work with the Fire District	Undertake local amendments to the State Fire Code	2014	The City Council ratified local amendments to the State Fire Code on January 27, 2015.
H4.L Coordinate with School Districts to Link Housing with School District Planning Activities	Coordinate and consider school districts long-range planning, resources and capacity in planning for housing	Ongoing	Continued coordination on new residential development (unit type, timing, etc.) and implications for enrollment growth and facility planning with various school districts. Program is included in the 2015-2023 Housing Element and will be considered during of the General Plan Update (2014-2017).
H4.M Review the Subdivision Ordinance	Modify the Subdivision Ordinance as needed	Consider as part of General Plan Update	No activity to date. Program is included in the 2015-2023 Housing Element and will be considered during the General Plan Update (2014-2017).

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2014 - 12/31/2014

H4.N Create Opportunities for Mixed Use Development	Conduct study to determine appropriate locations for housing in commercial zones	Consider as part of General Plan Update	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2014-2017).
H4.O Implement Actions in Support of High Potential Housing Opportunity Sites	Undertake Zoning Ordinance amendments to enable the construction of affordable housing to achieve the City's RHNA	Within 60 days of Housing Element adoption	Completed. In 2013, the City Council adopted the new R-4-S High Density Residential, Special zoning district, which allowed high density housing as a permitted use and created development regulations and design standards. Opportunity sites were identified and rezoned with the R-4-S zoning district.
H4.P Review Transportation Impact Analysis Guidelines	Modify Transportation Impact Analysis (TIA) guidelines	Consider as part the General Plan Update.	Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2014-2017). The focus of the General Plan Update is the Land Use and Circulation Elements. The General Plan Update kicked off in August 2014 and thus far has included a series of education symposiums, mobile tours, and the creation of an Existing Conditions Report, which summarizes current circulation in the City.
H4.Q Update Parking Stall and Driveway Design Guidelines	Modify Parking Stall and Driveway Design Guidelines	2014	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2014-2017).
H4.R Achieve Long-Term Viability of Affordable Housing	Coordination with project sponsors in tenant selection, project maintenance and management, and neighborhood outreach	Ongoing as projects are proposed	No activity to date. Program is included in the 2015-2023 Housing Element.
H4.S Review Overnight Parking Requirements for the R-4-S Zoning District	Review and modify night parking prohibitions in the R-4-S zone.	2014	Program is included in the 2015-2023 Housing Element. Work is in progress and is anticipated to be reviewed in March 2015.
H4.T Explore Creation of a Transportation Management Association	Focus on the Haven Avenue/Bayfront Expressway area to coordinate grants, shuttles and other transportation.	2014	Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2014-2017). The General Plan Update is underway. The topic of TMAs has been mentioned, and will be further discussed as the process continues.
H4.U Explore Pedestrian and Bicycle Improvements	Coordinate with Redwood City and explore improvements over Highway 101 between Marsh Road and 5th Avenue.	2014	The City was awarded a grant from the San Mateo County Transportation Authority (Measure A funds) to implement the Haven Avenue bicycle/pedestrian improvements. The improvements include new facilities to a key corridor that connects Menlo Park, San Mateo County and Redwood City. The project area includes Haven Avenue between Marsh Road and the Redwood City boundary, an area where several properties were recently rezoned to higher density housing. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2014-2017).

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Menlo Park
Reporting Period 1/1/2014 - 12/31/2014

General Comments:

The City's 2007-2014 Housing Element was adopted in May of 2013. The focus on implementation of the 2007-2014 Housing Element was to rezone adequate sites for housing and to create regulatory incentives for housing consistent with State law. As a result, the City accomplished a number of implementation programs concurrent with the adoption of the Housing Element. In April 2014, the City of Menlo Park adopted a Housing Element for the 2015-2023 planning period. The Housing Element builds upon the goals, policies, and implementing programs contained in the City's 2007-2014 Housing Element and other City policies and practices to address housing needs in the community. Concurrent with the 2015-2023 Housing Element adoption, the City also implemented several programs intended to address housing needs in the community and to comply with State law requirements, including zoning for emergency shelter for the homeless, transitional and supportive housing, reasonable accommodation procedures and the establishment of a process and standards to allow the conversion of accessory buildings and structures to a secondary dwelling unit.

A few of the implementation programs have been continued to be evaluated as part of the General Plan update, which was kicked off in August 2014 and is currently underway. The Housing Element (2015-2023) identifies the General Plan update process between 2014-2017. However, since the adoption of the Housing Element in April 2014, the General Plan Update schedule was refined and established as a two-year process with a targeted completion date of June 2016. Through the General Plan process, the applicable housing implementation programs will be considered, resulting in a better understanding of the program components and implementation timing.