



## PLANNING COMMISSION AGENDA

Regular Meeting  
June 29, 2015 at 7:00 p.m.  
City Council Chambers  
701 Laurel Street, Menlo Park, CA 94025

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**CALL TO ORDER** – 7:00 p.m.

**ROLL CALL** – Combs, Ferrick, Goodhue, Kadvany, Kahle, Onken (Chair), Strehl (Vice Chair)

**INTRODUCTION OF STAFF** – Deanna Chow, Senior Planner; Stephen O’Connell, Contract Planner; Kyle Perata, Associate Planner; Thomas Rogers, Senior Planner; Corinna Sandmeier, 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. Block Party - June 17, 2015
  - b. ConnectMenlo
    - i. General Plan Advisory Committee – June 30, 2015
  - c. Budget – City Council – June 16 and 29, 2015

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

Under “Public Comments,” 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 May 18, 2015, Planning Commission meeting. ([Attachment](#))

### **D. PUBLIC HEARING**

- D1. Use Permit/Dan Rhoads/218 McKendry Drive:** Request for a use permit to remodel and expand an existing nonconforming single-story residence, including the addition of a second story, on a lot that is substandard with regard to lot area, width, and depth in the R-1-U (Single Family Urban) zoning district. The proposed project would exceed 50 percent of the existing replacement value in a 12-month period and requires approval of a use permit by the Planning Commission. The proposed project would also exceed 50 percent of the existing floor area, and is considered equivalent to a new structure. ([Attachment](#))



- D2. Use Permit/Christopher Martin/119 Dunsmuir Way:** Request for a use permit to demolish an existing single-story single-family residence and construct a two-story single-family residence with a basement and an attached two-car garage on a substandard lot with regard to lot width and lot area located in the R-1-U (Single-Family Urban Residential) district. ([Attachment](#))
- D3. Use Permit Revision/Marshall Schneider/1031 Berkeley Avenue:** Request for a use permit revision to add 130 square feet to the first story and 120 square feet to the second story of an existing residence on a substandard lot with regard to lot width and lot area in the R-1-U zoning district. ([Attachment](#))
- D4. Use Permit Revision/German-American International School/475 Pope Street:** Request for a use permit revision to allow after-school child care to occur until 6:00 p.m. on a site that recently received use permit, architectural control, and sign review approval for a private school use on an approximately 3.9-acre site in the P-F (Public Facilities) zoning district. The after-school child care component has been an integral part of the school's operation for over 20 years, and this component was erroneously omitted from the previous use permit application. No other changes to the educational program, school operations, or site improvements as previously approved. ([Attachment](#))
- E. STUDY SESSION - None**
- F. REGULAR BUSINESS - None**
- F1. New Agenda and Staff Report Format:** The Planning Commission will receive a brief update on pending changes to Commission/Council agenda and staff report formats. This item also provides an opportunity for Planning Commissioners to potentially provide comments on staff reports in general, for the consideration of staff as the other updates are undertaken. ([Attachment](#))
- G. COMMISSION BUSINESS – None**
- H. INFORMATION ITEMS – None**

## ADJOURNMENT

### Future Planning Commission Meeting Schedule

Regular Meeting	July 13, 2015
Regular Meeting	July 20, 2015
Regular Meeting	August 3, 2015
Regular Meeting	August 17, 2015
Special Meeting	August 24, 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: June 24, 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](mailto:planning.commission@menlopark.org), or hand delivery by 4:00 p.m. on the day of the meeting.

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

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

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

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

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

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





## PLANNING COMMISSION DRAFT MINUTES

**Regular Meeting**  
**May 18, 2015 at 7:00 p.m.**  
**City Council Chambers**  
**701 Laurel Street, Menlo Park, CA 94025**

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**CALL TO ORDER** – 7:01 p.m.

**ROLL CALL** – Combs, Ferrick, Goodhue, Kadvany, Kahle, Onken (Vice Chair), Strehl

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

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

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

- a. Planning Commission Appointments – City Council – May 5, 2015

Senior Planner Rogers reported that the City Council at its May 5 meeting appointed Ms. Goodhue and Mr. Kahle and reappointed Mr. Onken to the Planning Commission.

- b. ConnectMenlo Workshop – May 2 and 7, 2015

Senior Planner Rogers reported on two workshops held on the General Plan update on May 2 and 7. He said the General Plan Advisory Committee (GPAC) would meet this week. He said a special Housing Commission meeting would be held the following week on the topic of the General Plan and that topic was scheduled to come to the Planning Commission on June 8.

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

There was none.

### **C. CONSENT**

#### **C1. Approval of minutes from the April 20, 2015 Planning Commission meeting ([Attachment](#))**

Commissioner Ferrick moved to approve the minutes of the April 20 meeting. Commissioner Kadvany said he would like the minutes continued as he was not able to review prior to the meeting. Commission Combs said he would abstain as he had been absent from the meeting. Vice Chair Onken suggested they continue the minutes. Senior Planner Rogers said these minutes had the Commission’s recommendations to the City Council on the El Camino Corridor, and the Council was scheduled to meet before the Commission would meet again. Commissioner Kadvany seconded the motion to approve the minutes as submitted.

Commission Action: M/S Ferrick/Kadvany moved to approve the minutes of the April 20, 2015 meeting as submitted.



Motion carried 6-0 with Commission Combs abstaining.

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

**D1. Use Permit/Natalie Hylund/810 University Drive:** Request for a use permit to demolish an existing single-story, single-family residence and detached accessory buildings, and construct a new two-story, single-family residence on a substandard lot with regard to lot width and lot area in the R-3 (Apartment) zoning district. The project was previously reviewed and continued by the Planning Commission on March 9, 2015. The project has since been revised, with changes including a hipped roof and additional wall variation on the second level. ([Attachment](#))

Staff Comment: Planner O'Connell said there were no additions to the published staff report.

Public Comment: Mr. Bill Hyland, Hyland Design Group, said Natalie Hyland, the architect, was unable to attend. He said they changed the design from a modern contemporary to a bungalow contemporary with large windows and hip roof. He said they pulled walls in on the second floor and continued the hip roof, and added architectural screening in front. He said they worked with staff and provided several redesigns.

Vice Chair Onken closed the public hearing.

Commission Comment: Vice Chair Onken said the new proposal was very acceptable. Commissioner Ferrick moved to approve as recommended in the staff report. She said she liked the changes and that the design continued to stay within the setbacks and under maximum allowable standards. Commissioner Strehl seconded the motion.

Commissioner Kadvany said he liked the bungalow contemporary design and thought it was a great improvement within the neighborhood context over the original design.

Commissioner Combs said for the record as he had been one of the Commissioners who had expressed concern about the very contemporary design submitted previously that he supported the changes and project as now presented.

Commissioner Kahle said he liked the design and suggested doing a closed soffit, which he thought would be in keeping with the design and cost wise would not be significant.

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

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:



- a. Development of the project shall be substantially in conformance with the plans prepared by Hyland Design Group, consisting of eight plan sheets, dated received April 30, 2015, and approved by the Planning Commission on May 18, 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.

Motion carried 7-0.

**D2. Use Permit/Garrett Belmont/4020 Campbell Avenue:** Request for a use permit to allow the storage and use of hazardous materials (diesel fuel) for an emergency generator associated with a data and control center located in the M-2 (General Industrial) zoning district. ([Attachment](#))

Staff Comment: Commissioner Smith said there were no additions to the published staff report.

Public Comment: Mr. Michael Ware, Senior Construction Manager for Parsons, said he was representing Beltrains. He said the company was a data control center and the application was for an emergency backup generator. He said diesel fuel was the hazardous material and they would have a 300-gallon diesel fuel tank with double containment.

Vice Chair Onken closed the public hearing.

Commission Comment: Commissioner Kahle said generators have to operate periodically to cycle through and asked how often that would occur and for how long.



Mr. Ward said it needed monthly testing and would last for an hour. He said they would typically do this on Friday during the day.

Commissioner Strehl moved to approve as recommended in the staff report.

Commissioner Ferrick asked about the noise level. Mr. Ware said that the generator at a distance of 50-feet ran at 72 decibels. He said the reading at the nearest residence was in the 20 to 25 decibel range, which was about the same loudness as his voice using a microphone.

Commissioner Ferrick seconded the motion.

Commission Action: M/S Strehl/Ferrick to approve 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 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 Parsons, consisting of five plan sheets, dated received March 12, 2015, and approved by the Planning Commission on May 18, 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. 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.

**D3. Use Permit, Architectural Control, and Sign Review/German-American International School/475 Pope Street:** Request for use permit, architectural control, and sign review to allow a private school to operate on an approximately 3.9-acre portion of an existing public school site in the P-F (Public Facilities) zoning district. The proposed educational program would include pre-school through 12th grade, where the high school program (grades 9 through 12) would be phased in over a four-year period. The applicant is also proposing a student enrollment of up to 400 students, with an enrollment of up to 315 students during the first school year and increases in enrollment of up to 400 students phased in over a multi-year period. The proposed site improvements include six new portable buildings, new play areas, storage sheds, and a new freestanding sign. ([Attachment](#))

Commissioner Strehl recused herself noting her home was within 500 feet of the subject property.

Staff Comment: Planner Lin said there were no additions to the published staff report and a color chip board for the exterior was being circulated. She said staff person Ms. Christiana Choi, Transportation Division, was also present.

Public Comment: Mr. Dominic Liechti, Head of School for the German-American International School, said their school featured an International Baccalaureate (IB) program and they used applied context and conceptual learning. He said the lower grades featured German language immersion and upper grades have French and Spanish language study available. He said their school was founded 25 years prior and they currently had 350 students. He provided an overview of the construction they planned at the subject property. He said they were requesting to increase their enrollment to 400 students but planned to keep the traffic trips at the current cap of 974. He said they were striving to improve their already strong traffic and parking policy by adding more concepts to it. He said concerns were raised at neighborhood meetings for the new site which they addressed. He said since that meeting there had not been any additional concerns raised by neighbors.

Commissioner Kahle said he worked for DES, this project's architect, many years prior but was advised it was not an issue requiring recusal. He asked if the bathroom shed could be used by teams using the play area after school hours. Mr. Liechti said that there were restrooms they could open for the teams which would be better facilities for them to use.

Commissioner Kadvany said neighbors had expressed concern about areas next to fences that might be hideouts. Mr. Liechti said they had addressed that concern noting it was a fence at the end of the gym that was a blind spot. He said they added a fence and a camera, and there was



no more graffiti and much less litter. He said in meeting with the neighbors they were asked to call or email the school if they noticed any suspicious activities there so the recordings could be given to the police.

Ms. Kathleen Daly, Menlo Park, said she was a small business owner at the corner of Menalto and Gilbert, and over the past seven years had the joy of meeting members of the German-American School community. She said she felt they were an integral part of the diversity found in the Willows neighborhood. She said the school community did their homework and knew how to be part of the neighborhood.

Ms. Faith Hornbacher declined to speak and gave her time to Ms. Rocchio.

Ms. Judy Rocchio, a Walnut Street and Laurel Avenue resident for 20 years, said she agreed with Ms. Daly's comments. She said she had some concerns with process. She said the School had not received use permit approval yet but they were already moving into the site. She said she felt the project was being moved faster than the analysis was happening. She said she loved the school but questioned the impact of 924 car trips a day on Pope Street not to mention her street, Walnut or Elm Streets, or Laurel Avenue. She said there was an elementary school on the other side of her property and asked whether the impact of trips to and from both schools had been considered. She said with that number of cars there would be air and noise pollution, and at night, light pollution. She said this school would operate year round, which meant there would be no break from the associated traffic and noise. She said activities at the school were from 6 a.m. to 6 p.m. and there was school on Saturdays as well. She said she would support bicycling and walking to the school. She asked if the school could be accessed from Willow Avenue, noting access was proposed from Elm and Pope Streets, which was currently a very quiet corner. She encouraged thorough analysis and as many mitigations as needed.

Ms. Carol Schultz, Menlo Park, said she lived on Pope Street, between Walnut and Elm Streets. She said originally she felt very supportive about the school relocating to her neighborhood but then heard about additions to the campus. She said she would like the school to coordinate activities with the Ravenswood School District so the neighborhood was not burdened with traffic and noise from both sites. She said she was concerned with pickup and drop off traffic jams.

Ms. Christine Cummings, Menlo Park, said she had the same concerns about traffic and thought the school project was too ambitious for the neighborhood. She said she was concerned with the early and long use of the school property through Saturday year round as that would remove play space the neighborhood had enjoyed historically.

Ms. Katherine Strehl, Menlo Park, said she was fully supportive of the school application noticing the school has been a great neighbor. She said the new school access was much improved over what occurred at their other site. She said this was a school site and if not this school, another school would use it.

Mr. Joe Junkin, Menlo Park, said he was very concerned with the school outreach, the hours of use, the year-round use, and the number of students planned. He said it was uncertain how long the school would be at the location. He said he did not see how they could increase to the



enrollment figure of 400 students and keep the trip cap the same. He said he would like to see a stop sign installed at the corner of Elm. He said he was concerned there was no traffic study.

Ms. Shannon Thoke, Menlo Park, said she was concerned with traffic and school enrollment increases. She said a parade of moving vans from the old school site accessed this site over the weekend. She said the access for the school should be from Willow Avenue and not from the residential neighborhoods.

Vice Chair Onken closed the public hearing.

Commission Comment: Commissioner Ferrick asked about the lease and the moving traffic over the weekend.

Mr. Liechti said that the move involved the field as there was still construction on the site. He said the first phase of their move was administration; the next phase had been the past Friday when they brought and stored all their school material in gym. He said they currently have a two-year use agreement. He said on May 28, there would be a public bidding for the site held by the Ravenswood School District. He said they would have to wait until then to know if they have the bid award. He said that lease would be for five years with a right to renew another five years.

Commissioner Ferrick asked if the playing fields would still be available after 3 p.m. for the public and sports leagues. Mr. Liechti said there was a shared use agreement they needed to talk to the City about but noted that they did not use the fields after 3 p.m. Commissioner Ferrick asked about students being there until 6 p.m. She said it seemed to be a fraction of total population with 20 students from the Palo Alto school and 40 from the French School. Mr. Liechti said that was correct. He said the majority of their students leave at 1 or 3 p.m.

Commissioner Combs asked about student population during the summer. Mr. Liechti said these were summer camps and included some of their students and others from the local area. Commissioner Combs confirmed that the student population number was the same year round.

In reply to Commissioner Kadvany, Mr. Liechti said that a stop sign had to be installed as mentioned by one of the speakers. Commissioner Kadvany said the driveway was wide, and asked about traffic exiting onto Pope Street. Mr. Liechti said they have someone monitoring at the corner. He said that this site is much better than their current site in regard to traffic congestion. Commissioner Kadvany asked about traffic patterns exiting the site. Mr. Liechti said they did not have any data yet on whether the cars would go to Willow Road or not.

Replying to Commissioner Kahle, Mr. Liechti said they had received a building permit and have a license to operate the preschool. He said it was possible they would not win the bid for the longer use of the site, and might have to leave the campus in two years.

Commissioner Ferrick said that when the school was on Elliott there had been an extraordinary Traffic Demand Management (TDM) program. She noted the trips for this school were much lower than if there were a public school on the site. Mr. Liechti said they have a website for their parents to go to and locate families close to them for carpooling. He said they have 60% carpooling but they could improve on that. He said non-carpoolers are not allowed to park. He said they stagger the pickup times on the half-hour starting at 1:30 and continuing until 4:00



p.m. He said they were putting in staff incentives to encourage carpooling and public transit use. He said they were under the traffic cap with the current plan. He said they would not have 400 students right away and student enrollment would increase gradually. He said they worked with the City to do trip measurement and submitted that information three times per year. He said the weeks they measure are shared internally with teachers and not with parents.

Vice Chair Onken asked staff about the TDM program. Planner Lin said the TDM program had been augmented for the Pope site. She said the City required monitoring of the O'Connor site twice a year to insure compliance with the daily trip cap. She said the school has submitted the information diligently and has been in compliance. She said with the new school site the school would be under the trip cap requirement. She said the City has the option to do its own monitoring and there were mechanisms to limit the enrollment or require additional TDM measures if the site was not in compliance. Vice Chair Onken asked about the use permit. Planner Lin said the use permit, architectural control and sign review were both for the physical improvements to the site including the portable buildings, site improvements and the private school use including the proposed educational program. Vice Chair Onken asked if the sign was illuminated or static. Planner Lin said they were relocating the sign from the previous site to this site and it was not illuminated.

Commissioner Combs asked about the construction beginning before the use permit was granted. Planner Lin said improvements made at the site prior to the issuance of the use permit were made at the applicant's own risk. She said the improvements thus far had been minor including refurbishing fire alarms, installing a fire hydrant, repainting buildings, some interior improvements, and bringing restrooms to code. She said all of those improvements were something that would be required at the site whichever school operated there. She said school operation could not occur until issuance of the use permit.

In response to Commission Kahle, Mr. Liechti said they would meet twice a year with neighbor to address concerns.

Commissioner Ferrick asked about the repercussions should the school fail to meet their trip cap. Planner Lin said should that happen the school would have a chance to remedy the situation. She said if they did not remedy the situation, they would not be allowed to increase enrollment the following school year. She said based on the extent of the noncompliance they might be required to reduce enrollment or further improve their TDM program.

Vice Chair Onken noted that the City has more control since the school use was private and that would not be the case if there was a public school there.

Commissioner Ferrick said she thought the neighbors would be relieved and find this school use to be a good neighbor as they had proved at their prior location which was a much more constrained site than this one.

Commissioner Combs said that this was a school site and would be used as a school. He said with the private school use the City had more ability to mandate compliance with traffic requirements and use. He said generally speaking that all who spoke whether they expressed concerns or not viewed the German-American International School positively.



Commissioner Ferrick moved to approve the architectural control and use permit as recommended in the staff report. Commissioner Combs seconded the motion.

Commissioner Kadvany said he supported the project noting the students and their families who had to endure being ousted from the O'Connor site by the Menlo Park School District.

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

1. Make a finding that the project is categorically exempt under Class 14 (Section 15314, "Minor Additions to Schools") of the current CEQA Guidelines.
2. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
  - a. The general appearance of the structure is in keeping with the character of the neighborhood.
  - b. The development will not be detrimental to the harmonious and orderly growth of the City.
  - c. The development will not impair the desirability of investment or occupation in the neighborhood.
  - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
  - e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
3. 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.
4. Make a finding that the sign is appropriate and compatible with the use as a school, and is consistent with the Design Guidelines for Signs.
5. Approve the architectural control and use permit, subject to the following **standard, construction-related** conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by DES Architects + Engineers, consisting of 13 plan sheets, dated received on May 11, 2015, and approved by the Planning Commission on May 18, 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 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 of 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 plans for any off-site improvements. The plans shall be submitted for review and approval of the Engineering Division, and the improvements must be completed prior to the start of the 2015-2016 school year.
  - g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.
6. Approve the architectural control and use permit subject to the following ***project-specific*** conditions:
- a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans for a covered roof structure for the existing trash enclosure/dumpster area, subject to review of the Planning, Building, and Engineering Divisions.
  - b. A stop sign shall be installed on eastbound Elm Street at the intersection of Pope Street, subject to review of the Transportation and Engineering Divisions, and the improvements must be completed prior to the start of the 2015-2016 school year.
  - c. Prior to building permit issuance, the applicant shall pay the transportation impact fee (TIF) per the direction of the Transportation Division in compliance with Chapter 13.26 of the Municipal Code. The current estimated transportation impact fee for all nine proposed classrooms is \$91,756.28, although the final fee shall be the fee in effect at the time of payment. The TIF can be paid in installments based on the timing of the construction of the classrooms, calculated at 3.44 peak hour trips per classroom.



7. Approve the use permit revision subject to the following **ongoing, project-specific** conditions:

- a. All student instruction and regular school activities shall be allowed to operate within the parameters identified in the table below:

Operator	Days of Week	Months of Year	Hours of Operation	Maximum Student Enrollment
<i>German-American International School</i>	Monday through Friday	August to June	8:20 a.m. to 3:00 p.m., and extracurricular activities after school would run until 6:00 p.m.	400*
<i>German-American School of Palo Alto</i>	Saturdays	September to June	9:00 a.m. to 12:00 p.m.	110
	Monday through Friday	Mid-June to Mid-August	9:00 a.m. to 2:00 p.m.	90
			2:00 p.m. to 6:00 p.m.	20
<i>Palo Alto French Education Association</i>	Tuesdays and Thursdays	September to June	4:00 p.m. to 6:00 p.m.	40

\*Note: The maximum enrollment of 400 students shall follow the enrollment phasing schedule outlined below, provided that the applicant has demonstrated compliance with the daily trip cap and parking demand is effectively managed on the subject site, as specified in conditions 7e and 7f below, prior to embarking onto the subsequent enrollment phase.

	Enrollment Phasing					
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
<b>Total Students</b>	<b>280</b>	<b>315</b>	<b>330</b>	<b>355</b>	<b>385</b>	<b>400</b>

Any increase in student enrollment and/or changes to the hours of operation shall require approval of a use permit revision by the Planning Commission.

- b. Activities held during the hours of operation on a school day are permitted and are not considered special events regulated by this permit. The following school activities are allowed to occur outside of normal school hours and days, and shall end by 10:00 p.m.:



Event	Frequency/ Day(s)	Hours	Anticipated Attendance
Open Classrooms	Annually in August	10:00 a.m. to 3:00 p.m.	50 people, staggered
Parents Evening (kindergarten to 4 <sup>th</sup> grades)	Annually in September	5:00 p.m. to 9:00 p.m.	80 people, staggered
Parents Evening (5 <sup>th</sup> to 8 <sup>th</sup> grades)	Annually in September	5:00 p.m. to 9:00 p.m.	80 people, staggered
Community Meeting	Annually in September	7:30 p.m. to 9:30 p.m.	60 people
PS Game Night	Annually in October	5:00 p.m. to 9:00 p.m.	30 people
St. Martin's Parade	Annually in November	5:30 p.m. to 9:00 p.m.	200 people
Open House	Annually in November	1:00 p.m. to 5:00 p.m.	50 people, staggered
Winter Fest	Annually in December	2:00 p.m. to 5:00 p.m.	200 people
Open House	Annually in January	1:00 p.m. to 5:00 p.m.	50 people, staggered
Pizza and Game Night	Annually in April	6:00 p.m. to 8:00 p.m.	30 people
Community Meeting	Annually in May	7:30 p.m. to 9:30 p.m.	60 people
Summer Fest	Annually in June	3:00 p.m. to 7:00 p.m.	200 people
Dance	Twice a year, in January and May	6:00 p.m. to 8:00 p.m.	60 people
Graduation	Annually in June, not anticipated until 2021	Evening	TBD

Special Event permit for any major events that are not listed above.

- c. The applicant shall submit a copy of the student enrollment roster to the Planning Division for the purposes of verifying the student enrollment. The roster shall be submitted annually three months from the first day of the school year. The Planning Division shall return the roster to the school after completion of review. The City shall not make copies of the roster or disseminate any information from the roster to the public to the extent allowed by law.
- d. To the greatest extent possible, GAIS shall continue to promote and encourage families to carpool to school. GAIS shall implement the carpool program and monitor its progress.
- e. Normal operation of the school shall not exceed 920 daily trips. The applicant shall monitor the driveways accessing the site (i.e., primary driveway on Elm Street, and secondary driveway leading to GAIS campus from Willow Oaks Elementary School's rear parking lot) over three (3) weekdays (Tuesday, Wednesday, or Thursday) in October and March of each school year, excluding holiday periods. The daily trip count shall be the average of the three weekday



counts. The data from the traffic counts shall be submitted to the City of Menlo Park Transportation Division in a report for review. The City may also choose to conduct its own monitoring if desired. If the monitoring shows that the trip cap is exceeded, then the applicant will have 60 days to prepare a revised Transportation Demand Management (TDM) program that incorporates additional TDM measures, and an additional 60 days to implement the revised TDM program in order to bring the site into compliance with the daily trip cap. A subsequent monitoring will be conducted by the City after 60 days. If the subsequent monitoring indicates that the site still exceeds the daily trip cap, then the applicant will not be allowed to increase student enrollment for the subsequent school year and may also need to reduce student enrollment accordingly to bring the site into compliance with the daily trip cap. Non-compliance may also result in review of the use permit by the Planning Commission. Any proposed changes to the daily trip cap and/or enrollment cap will require a revision to the use permit.

- f. Based on the limited parking supply, the applicant shall manage the parking demand so that the parking of school-related vehicles will not overflow into the surrounding neighborhood. Staff observations and resident complaints will be used to determine if parking is impacting the neighborhood. If an overflow of parking is found to occur in the neighborhood, then the applicant will have 30 days to implement measures to reduce the school's parking demand and prevent parking in the neighborhood. If overflow parking continues to occur in the neighborhood after the 30 days, the applicant will not be allowed to increase student enrollment and may also need to reduce student enrollment in order to reduce the parking demand. Non-compliance may also result in review of the use permit by the Planning Commission.
- g. The existing pedestrian path from Willow Road to Pope Street that traverses through the subject site's parking lot shall continue to remain open and unobstructed.
- h. During normal operation of the school, school-related vehicles are not permitted to park on any public street or the Willow Oaks Park parking lot. During school events, the applicant shall minimize any parking overflow into the surrounding neighborhood.
- i. All student drop-off and pick-up shall occur within the subject site's parking lot. No students shall be dropped off or picked up along any public streets or the Willow Oaks Park parking lot.
- j. No outdoor sound amplification shall be directed towards the adjacent residences.
- k. The Community Development Director shall review any complaints received by the City regarding operation of the German-American International School or its sublessors. The Community Development Director and her/his designee shall work with the applicant and the neighbors to try to resolve such complaints, when



possible. The Community Development Director shall have the discretion to bring complaints to the Planning Commission for review.

- I. The applicant shall comply with the relevant provisions of the Joint Use Agreement between the City and the Ravenswood City School District regarding the use of the playing fields.

Motion carried 6-0 with Commissioner Strehl recused.

Commissioner Ferrick said she would need to recuse herself as she was doing work for Midpeninsula Housing.

In response to Vice Chair Onken, Senior Planner Rogers suggested that all items for MidPen Housing be opened at the same time and the applicant allowed to make their presentation.

**D4. Right-of-Way and Public Utility Easement Abandonment/MidPen Housing/1221-1275**

**Willow Road:** Consideration of an abandonment of public right-of-way (ROW), sidewalk easement, and public utility easements (PUE) to determine whether the proposed abandonments are consistent with the City's General Plan. The request is associated with the development of a new 90-unit senior residential complex at the site. ([Attachment](#))

Staff Comment: Planner Mammarella said on page 6 of Item D4 the recommendation should state Willow Road and not Hamilton Avenue.

Public Comment: Ms. Lillian Lu-Hayler, Director of Development, MidPen Housing Corporation, said 40 percent of senior residents in Menlo Park were at a low and very low income level, and were the population MidPen would serve with this proposed project now named Sequoia Belle Haven. She said seniors who lived or worked in Menlo Park, and met the income requirements would be eligible for the units. She said there had been many public meetings over the last two years about the project. She said input was to increase the supply of affordable senior housing in Menlo Park, to improve site security and circulation, complement the surrounding neighborhood with the building design and landscape, protect and preserve community bonds, and allow seniors to age in place. She said the project would create 90 homes, 48 of those would replace the apartments on site, and 42 would be new units.

Ms. Kristen Belt, Mithun, project architect, said the project had been designed to comply with the R-4-S zoning district standards. She said the access to the site would be primarily from Ivy and secured by a property boundary fence. She said the building was a two- and three-story elevator served building with a variety of outdoor spaces provided. She said the three-story element was pulled away from the homes on Carlton to protect neighbors' privacy. She said the design supported healthy living by encouraging walking through and around the site. She noted architectural elements used to give the building human scale and create visual variety.

Ms. Belt said in regards to the right-of-way and public utility easement abandonment that technically the project would work with the abandonment of existing right-of-way. She said a challenge with the site was a clear definition between the public and private areas. She said pedestrians along Willow Road have to cross frontage road to access the sidewalk adjacent to the buildings. She said vehicles passing through the site occasionally park in spaces designated for residents. She said loitering and garbage dumping also occurred along the



frontage road. She said there was 59-feet, three-inches of existing frontage road and the proposal was for 25-feet, three-inches to be retained as public right-of-way. She said the new right-of-way would be landscaped with a public sidewalk and the other 34 feet would be dedicated to internal circulation and landscaping for the project site.

Ms. Belt said they were requesting a use permit for the construction of a boundary fence that was a critical component in providing security for both residents of the development and pedestrians using the landscaped sidewalk in the proposed right-of-way. She said the regulations for the R-4-S district would allow only for a maximum four-foot fence in the setback, and both neighbors and residents felt a four-foot fence would not create the security they wanted. She said the proposed boundary fence would secure the Sequoia Belle Haven property and help delineate between the public and private realms along Willow Road. She described the fence material proposed and showed a rendering of the proposed pattern. She said the transparency of the proposed fence pattern would provide a visual connection from the public right-of-way to the property boundary and would allow the residents to occupy the area between the building and fence.

Vice Chair Onken closed the public hearing.

Commission Comment: Responding to questions from Commissioners Onken and Strehl regarding public outreach, Mrs. Lu-Hayler described their efforts to meet and inform the neighbors including additional outreach to the neighbors on Carlton Avenue. She said some of the neighbors on Carlton Avenue were quite involved in developing the design. Commissioner Strehl asked about landscaping between the site and the neighbors' rear yards on Carlton Avenue. Ms. Lu-Hayler said that there would be some screening but noted restrictions on planting near the public utility easement (PUE). Vice Chair Onken asked about a masonry wall that was proposed to remain. Ms. Belt said it was about eight-feet tall and noted some residents had extended it to 12 feet in an informal way. She said there were a number of mature trees in the backyards of the Carlton properties, which helped with screening.

Commissioner Combs said the Council voted to give the project a grant of \$3.25 million and asked how the Commission's review was supposed to fit within that. Senior Planner Chow said MidPen was the first recipient of the City's notice of Below Market Rate funding availability. She said with that there were requirements and steps the applicant needed to meet.

Commissioner Kahle asked about the difference between vacation and abandonment, noting this was an interesting piece of property. He asked what was being abandoned to whom, and whether there was any compensation. Senior Planner Chow said that vacation and abandonment were essentially the same thing. She said the property was accessed through public alleys and there were various portions of right-of-way to be abandoned and Exhibit 1 attached to the staff report for item D.4 showed the areas proposed for abandonment. She said the portion of right-of-way perpendicular to Willow Road was owned in fee by the City. She said that would need to be transferred or sold and there was discussion about potential compensation for the City. She said the right-of-way parallel to Willow Road had been given to the City by Caltrans, and when abandoned would revert to the closest adjacent property owner.

Commissioner Combs said all of the right-of-way proposed for abandonment was being abandoned by the City and would become private property. Senior Planner Chow said that was correct. She said there was also a PUE and private easement for sidewalk that would also have



to be abandoned. She said the sidewalk would be relocated so it was officially in the public right-of-way. She said beyond the property boundary that a new PUE would be established for the existing utilities located there.

Commissioner Kadvany asked about the General Plan update and the proposed right-of-way and PUE abandonment. Senior Planner Chow said the proposed abandonment would align with an abandonment on the left that occurred in the 90s. She said Facebook has a mitigation measure to create another through lane to Hwy. 101 and would stop right in front of this property. She said this abandonment would potentially allow for the extension of the through lane. She said the City abandoned the full right-of-way in 2006 to the property to the right of this site. She said although the alignment did not match exactly that the retention of this 25-foot, 3-inch right-of-way by the City was consistent with that of the property to the left. Commissioner Kadvany said there was a notation about the continuation of a sidewalk down to Newbridge. Senior Planner Chow said the applicant was planning frontage improvement and there were discussions with the applicant to continue the sidewalk around the corner on Newbridge to the market.

Vice Chair Onken asked about the parking indicated by herringbone. Ms. Belt said that parking was created at staff request to demonstrate this project would be able to accommodate an approved plan for the adjacent property. She said that project however had been stalled for several years in its construction. She said the referenced parking was to serve the corner lot on Ivy and Willow, which was not part of their project. She said it was currently a landscaped area and if it remained so it was irrelevant to this project.

Commissioner Strehl asked about emergency vehicle access. Ms. Belt said the alley was the access for emergency vehicles. She said they met with the Fire District just that day to confirm that their revised truck radius turnaround diagram for their revised plan would work. She said the Fire District suggested some tweaks to some curb diameters.

Commissioner Combs asked about the rationale for the seven-foot high fence. Ms. Belt said that Planner Mammarella had discussed the history for the requirement of a four-foot fence as an encouragement for buildings to hold the street edge. She said in this instance the 45-foot distance from the building to the property line did not hold the street edge which created a different condition. She said they wanted the plaza area to be an activated space and they felt having a taller fence in that area would allow for activity and encourage use of the space. She said they felt a seven-foot would inhibit scaling over the fence and hiding behind the fence. She said the variations in the fence would allow for visual connection with the site noting that the frontage would create distance from the fence. Commissioner Combs said the choice of seven-foot height was so that someone could not launch over it but asked if there was such a problem currently with outsiders coming in to do harm to the residents. Ms. Lu-Hayler said that residents and community members very much wanted a more secure fence. She said that the current one was very solid and provided a good hiding place. She said the public sidewalk, which currently runs behind the fence, creates a mixed public-private use. She said they have onsite security that patrols each evening and cameras to monitor as there have been a number of incidents wherein non-residents were doing things the residents didn't want to have happening on their property.



Commissioner Goodhue asked about the four-foot fence requirement along Santa Cruz Avenue. Senior Planner Chow said there was a four-foot height fence requirement in front setbacks but noted some regulations for Santa Cruz Avenue that allow for different heights and setbacks through an administrative permit process. Commissioner Goodhue asked about an average height. Planner Mammarella said height was allowed to increase as the setback increases.

Commissioner Kahle said 22 out of 28 heritage trees were proposed for removal and asked if more could be kept and if there were replacement trees. Ms. Belt said that the majority of trees fell within the footprint of the building or the drive aisle. She said the constraints were the numerous PUEs and setback requirements that constricted where they could put the drive aisle and the building footprint. She said to save more of the trees would result in significant parking or unit reductions. She said staff had asked them to look more closely at some trees and there was one of those they thought they could preserve. She said they would provide two-to-one replacement trees and it appeared they would be able to do all of those on site. She said the tree removal permit was contingent upon a tree placement drawing they would finalize with staff.

Senior Planner Chow said in the zoning ordinance there were specific requirements for fencing facing Santa Cruz Avenue. She said the maximum height of fence in the front setback of less than two feet should be four feet, maximum height of fence in the front setback of more than two feet but less than six feet should be five feet, and starting at a six-foot setback, the height of the fence was based on a gradient from a maximum of six feet at a six-foot setback to seven feet at a 20-foot setback.

Vice Chair Onken said the architecture would be a nice addition to Willow Road. He said the fence was interesting but it might be helpful to have a fence that provided acoustic separation. He said there was concern about losing width along Willow Road. He said this stretch of Willow Road was messy now and this design would bring definition.

Commissioner Kahle said it was a handsome project. He said he would like to see more articulation of the lobbies as they did not seem to read well from a guest's perspective. He said regarding the fence that seven foot height was fine and attention had been paid to its materials that would be an interesting addition to the streetscape.

Commissioner Goodhue said she liked the fence and the material both. She said the design worked very well and she hoped future development in that area would take a cue from this project with the landscaping on either side.

Commissioner Strehl said it appeared there was one lobby. Ms. Belt said that there was on main lobby from the northern parking area. She said there was a secondary lobby not intended for visitors as much as just for residents noting there was another elevator at that location.

Commissioner Combs said he was supportive of the project. He said he had concerns about the fence. He said it was their project and they should design it as they wished but as part of the General Plan Update there had been a great deal of discussion about opening up the Belle Haven community and putting it on property owners to do projects that open up to the Belle Haven community.

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



1. Make a finding that the proposed abandonment is categorically exempt under Class 5 (Section 15305, "Minor Alterations in Land Use Limitations") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Adopt Resolution No. 2015-01 determining that abandonment of the public utility easements and emergency access easement on 1221-1275 ~~Hamilton Avenue~~ **Willow Road** is consistent with the General Plan (Attachment C).

Motion carried 6-0 with Commissioner Ferrick recused.

**D5. Use Permit/MidPen Housing/1221-1275 Willow Road:** Request for a use permit to increase the fence height from four feet to seven feet within the required five-foot front setback along Willow Road. The request is associated with the development of a new 90-unit senior residential complex at the site. ([Attachment](#))

Commission Action: M/S Onken/Goodhue to approve the item with the following modification.

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 as modified by conditions of approval.
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 Mithun and approved by the Planning Commission on May 18, 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. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.
4. Approve the use permit subject to the following **project-specific** conditions:
  - a. ~~Concurrent with the submittal for a building permit, the applicant shall revise the plans to reduce the maximum height of the fence to six feet within the front setback. Some height variation, up to a maximum height of seven feet, may be allowed around the front entry gate and other strategic and/or focal points.~~



- a. The design of the fences along the side property lines shall be compatible in design and materials with the fence along the frontage of the property, as determined through the R-4-S compliance review by staff.
- b. An updated lighting plan to enhance the aesthetics and security of the property shall be considered during the R-4-S compliance review by staff.
- c. The subject fence may only be installed if the associated project right-of-way and easements are abandoned, and a lot merger is recorded.

Motion carried 5-1 with Commissioner Combs in opposition and Commissioner Ferrick recused:

## **E. STUDY SESSION**

- E1. R-4-S Compliance Review/MidPen Housing/1221-1275 Willow Road:** Request for R-4-S(AHO) study session to review a new 90-unit affordable senior housing development relative to the development regulations and design standards of the R-4-S (High Density Residential, Special - Affordable Housing Overlay) zoning district. The Planning Commission's review is advisory only and will be taken into consideration as part of the Community Development Director's determination of whether the proposal is in compliance with the R-4-S (AHO) development regulations and design standards. The proposal includes application of the Affordable Housing Overlay, which provides a density bonus for providing on-site affordable units and allows modifications to development standards, a request for abandonment of a portion of Willow Road public right-of-way and public utility easements, and the removal of 21 heritage size trees, in generally good condition, where the majority would conflict with the proposed development. ([Attachment](#))

The Planning Commission conducted a study session on the proposed senior housing development. The study session was considered along with agenda items D4 and D5. The applicant's team presented an overview of the proposal, which was followed by an opportunity for public comment (none received), and Commission questions/comments on the proposal. The overall commentary was positive, with Planning Commissioners indicating that the project complies with the R-4-S development regulations and design standards.

- E2. Study Session/650 Live Oak LLC/650-660 Live Oak Ave:** Request for a study session for the Public Benefit Bonus proposal associated with the architectural control request to demolish an existing commercial building and two dwelling units and construct a new mixed-use project with office and residential uses on two sites in the SP-ECR/D (El Camino Real/Downtown Specific Plan) and R-3 (Apartment) zoning districts. The proposed development would be at the public benefit bonus level, which would exceed the Base level floor area ratio (FAR). The public benefit bonus proposal includes a community garden and gathering space, as well as the provision of a full Below Market Rate (BMR) housing unit, where only a partial unit is required. No actions will take place at this meeting, but the study session will provide an opportunity for the Planning Commission and the public to become more familiar with the proposal and to provide initial feedback on the applicability of the Public Benefit Bonus. ([Attachment](#))

Staff Comment: Senior Planner Rogers said the El Camino Real/Downtown Specific Plan (Specific Plan) set up two tiers of development. He said the base level was meant to achieve inherent community goals encouraging redevelopment of underused parcels, activating the train station area, increasing transit use and enhancing downtown vibrancy. He said those projects



require a detailed architectural control process. He said the public benefit bonus development level has a case-by-case negotiated review process informed by a fiscal economic review. He said the City looked at the benefit to the developer to have the bonus density and also the value of the proposed public benefit to the City. He said for the two remaining study session items, staff had prepared questions to guide the Commission's consideration and discussion.

Public Comment: Mr. Dan Minkoff, lease hold owner for the next 96 years of the property at 650 and 660 Live Oak, which included the former mortuary and three residential homes on an R3 lot, said a community garden at this location would serve residents in the area that did not have yards. He said they also planned to offer Below Market Rate (BMR) housing. He said they have started their public outreach.

Mr. Rob Zirkle, Brecht Architects, said the site was very proximate to the downtown core and Caltrain station. He said being near transit was a driver for their request for more density. He provided visuals of the surrounding neighborhood noting that there were apartments and a general dearth of public green space. He said thinking about the public benefit their project could provide led them to think about the spaces between the buildings. He said their proposed public benefit was a 3,000 square foot community garden with 16 elevated planter beds, outdoor community dining area, and small outdoor kitchen. He noted the increased front setback to create a sidewalk space that would spill into the site. He said they were looking at a 16,800 square foot office building facing Live Oak Avenue, 10 apartment units in the rear of the site and shared outdoor amenities, and five single-family residences at the back of the office building facing the apartment building in the back. He said there were two attached, 3 and 4 bedroom homes on the R3 parcel adjacent to the community garden, shared courtyard space between the apartment homes and the office building, with their own yards as well. He discussed their LEED platinum goal.

Mr. Ben Feschman, Menlo Park, said he owned the property on El Camino Real next to the subject property. He said he was concerned about the impact of this major construction on the retail tenants and residents in the area, noting the noise and amount of time the project might take. He said he would like to see before and after photos to get a sense of how this project would relate to his property. He said his parking was already full and he did not want contractors parking there. He said there was limited street parking.

Commissioner Combs referred to the 90-year lease and asked who the property owner was. Mr. Menchoff said it was the Carol Johnson Trust, a descendent of the person who built the mortuary about 55 years prior.

Vice Chair Onken closed public comment.

Commission Comment: Vice Chair Onken said they were considering the proposed public benefit of the community garden and the one BMR unit as well as the design. He said public benefit consideration looked at whether a defined project feature was desirable and offset the increased density, or whether financial remuneration should be the exchange. He said he did not know if this would be the best site to have a community garden and asked others what they thought about having a community garden pretty much next to El Camino Real.

Commissioner Goodhue said she was thinking similarly about a community garden. She asked if Belle Haven was the only other site of a community garden, which Senior Planner Rogers



confirmed. Commissioner Goodhue said the applicant indicated they would do neighbor outreach about the community garden. She said she supported community gardens but wondered if this was the right site and whether it was needed. She said her experience with community gardens, and referred to Johnson Park in Palo Alto, was they worked best when they were part of a larger park where people gathered anyway. She said garden plants don't look so nice after their peak growing period and at that time the elevated planters might not look attractive and might detract from the overall project.

Mr. Tom Lansing, Krale Landscape Architecture, said they were working with a community garden expert who did the restaurant garden for Sons and Daughters in San Francisco and who would help them plan the types of plants. He said part of the garden would be a demonstration garden and the consultant would help manage the garden. Commissioner Goodhue asked if they had considered a pocket park. Mr. Lansing said they had looked at pocket parks or maybe creating a plaza, but they thought the latter was too urban for the site. He said urban agriculture was a big movement, sustainable and was very good in bringing the community together, creating education and promoting health. Commissioner Goodhue asked about their community outreach to determine interest. Mr. Lansing said they started the process in January working with their design team and garden consultant, and talked with Glen Rojas about the Belle Haven community garden. He said Mr. Rojas indicated more community gardens were needed in Menlo Park. He said they reached out to other community gardeners in the South Bay, all of whom indicated there needed to be more community gardens. He said they prepared a report on the benefits of community gardens and talked with 20-some people in Menlo Park, held a quick informal meeting at Kepler's Bookstore talking with customers and employees. He said people were excited about the idea and provided feedback. He said they would continue the outreach. Vice Chair Onken asked about water. Mr. Lansing said they had not determined that yet but would look into reclaimed water or using rain barrels to harvest rain from the buildings. He said vegetable gardens did not use a tremendous amount of water as they were small.

Commissioner Kadvany said that he also questioned whether this was the right place for a community garden. He suggested there might be a playground or more traditional park there. He said the community garden was very expensive to create and maintain. He said the increased development value was the office space noting an increase of 4,500 square feet and the base development value was already much higher than the previous zoning. He said he thought the public benefit numbers should be significantly higher than what was proposed.

Commissioner Kahle said he liked that a park was being proposed and thought where it was located it would be used. He said he would however like a smaller community garden and more tables and chairs in the space. He said the City's Parks and Recreation Division was trying to get more space in the downtown area and suggested the applicant talk to them. He asked about the amenities and how the open space would be used including at night. Mr. Menchoff said lighting was needed at night for safety but they would not be inclined to have the space used for night time parties. He said talking to Parks and Recreation was a good idea. He said that financial remuneration was always possible to the City. He said carving out space for community space was important to them, and noted that land was scarcer than money.

Vice Chair Onken said there was obvious need for money to support services in the City but he thought most people would prefer a bike tunnel over \$10,000,000 from Stanford. He said he was not sure the City needed a community garden, however. He said he agreed with the



applicant that having land and an activity coming out of that rather than paying a fee to the City had a benefit that went beyond the actual value of the number.

Commissioner Kadvany said the point about the land was a good one. He said his question was whether community garden was the right thing.

Mr. Minkoff said buildings last a long time. He said the 3,200 square feet of open space was adaptable over time and perhaps in the future a playground was needed or some other thing. He said the economic value of this project did not include a calculation for the land to be kept open, but there was a value to that.

Commissioner Combs said initially he thought the community garden was kind of different. He said after thinking about it he decided he was willing to support the concept. He said he liked that the applicant approached it differently to create an active area rather than a passive park.

Commissioner Goodhue asked regarding public benefit where they should next go. She said she liked the park concept and the way the buildings were broken up with private and public place. She said she would like to see how the applicants came up with their valuation to offer the community garden. She said her concern was the area might become the public area for the office and hoped that the gardens would not be considered to be for the elite only.

Mr. Lansing said from a visibility standpoint and pursuant to the question about the space serving the office building they considered ways to advertise the availability of these garden plots to residents. He said their first instinct had been to put a park there, but it would be a small park. He said with its proximity to the office building there would be a propensity to consider it a park for those tenants. He said the community garden idea came out of this discussion as it would be a designation use. He said it was its programmatic element that took it out of the domain of the office building or just the houses there.

Commissioner Kadvany asked about the R3 lot and the open space, and if it could be used for anything else with the proposed project. Senior Planner Rogers said the R3 had different limits including the dwelling unit limit, which the applicant was proposing to the limit accommodated on this site or two units. He said there was building coverage limit and a landscaping requirement of 50% so the garden would contribute to that. He said they would provide the parking for the R3 units in the underground garage so the driveways could be combined. He said if the City did not support the community garden the design could include parking on the site for those units.

Mr. Minkoff said the requirement for both lots was 4,483 square feet of open space or 20% and they were proposing 16,445 square feet open space. He said if they did not seek the public benefit density they would have a traditional driveway and detached homes rather than attached homes.

Commissioner Kahle said the community garden concept was worthy of looking into and he thought residents would be the primary users and that might inform what it should be in the future.

Commissioner Kadvany said they should not look at programming. He said if they thought it was worthwhile to have this plot of land to be used for some potential range of valuation that



was okay, but if that range was not a good range, they should forget it. He suggested they look at land value. He figured this community garden plot might be worth \$500,000. He said a starting point was whether the City wanted to buy that land for some use. He said they should consider how much a year the applicant would make annually on the extra office space square footage they were allowed with the public density benefit. He said they needed to establish a paradigm to assess public benefit and value.

Vice Chair Onken suggested rather than a paradigm that a calculation method be established and rather than leaving the determination of what public benefit was through an open-ended creative process. He said the community could provide the Council with their opinion on what the right direction for public benefit was and whether this was an acceptable example of what a public benefit was.

Replying to Vice Chair Onken, Senior Planner Rogers said there was not a clear answer on public benefit, which could be the recommendation for the Council to consider.

Commissioner Combs said the financial analysis was important and the value contribution to the City was important. He said however they could run in circles trying to identify the exact value in the exchange of higher density for public benefit. He said he wanted what was most valuable for the City and he did not know if they could assign a specific dollar amount to that. He said they had not gotten consensus at the Commission level on this and he expected the same at the Council level. He said looking at these projects he wanted something that provided a community benefit of value and was less interested in making sure the City got its fair cut of whatever value the extra density would bring the developer.

Commissioner Ferrick said she appreciated the Commissioners' comments. She said she liked the urban design concepts and the provision of an amenity rather than an ingress/egress driveway in the proposed open space. She said she wasn't sure if a community garden was what the community needed or wanted. She said the BMR unit was a valuable thing but she wouldn't want to assert to have two BMR units rather than the community garden. She suggested the applicants stay for the next study session whose applicants were offering a different set of things for public benefit.

Commissioner Kadvany said he agreed with Commissioner Combs but thought that value should be considered. He said the City of Palo Alto recently stated that they could have received more value for the extra density they allowed and they were now overdeveloped, and had shortchanged themselves.

Vice Chair Onken said regarding architectural control that this was a good project. He said he would like to see it on El Camino Real because of its urban quality. He suggested they needed to be careful about the porcelain tile noting they had shown buildings in Menlo Park where it was used and did not work. Mr. Menchoff said they showed those buildings as contextual within the neighborhood. Vice Chair Onken said if this was before the Commission for a use permit he would want a condition to see exact material samples.

Senior Planner Rogers noted that procedurally the Commission concluded its meetings at 11:30 p.m. unless at 10:30 p.m. the Commission voted by a three-quarter majority vote to continue past 11:30 p.m. He also said there were some references to the Council seeing this project, but clarified it would only be seen by the Council if it was appealed.



Vice Chair Onken said he thought they could wrap up by 11:30 p.m. Commissioners Ferrick and Strehl agreed. Commissioner Kadvany said he thought they should vote to go past 11:30 p.m. if needed.

Commissioner Ferrick said she really liked the overall design of the project but also was wary of using the porcelain tiles. She said she liked the mixed use and adding more housing in the area. She said her concern was the homes would be very expensive. She said she liked the articulation and inside and outside spaces.

Commissioner Strehl said she agreed with other Commissioners' comments about the architecture. She said she also liked the mixed use, the housing, and that they were providing parking for the two townhomes. She asked if the public benefit discussion would come back to the Commission. Senior Planner Rogers said if the applicant elected to proceed with the public benefit density project the Commission would need to approve the building and the benefit together.

Commissioner Goodhue said it was a good use of the space. She said she had same thought as Vice Chair Onken about having the project related more to El Camino Real. She said the proposal was a great illustration of what the Specific Plan was calling for, and she wanted to encourage it.

Commissioner Kadvany said this was a good application of the Specific Plan ideas. He said to relate it to the valuation issue that a project which achieved many Plan goals had intrinsic benefit in itself. He said he didn't understand how privacy was provided for the units in the rear noting their bedrooms facing the common patio area and the big windows looking over to the office building. He said there was a project downtown with big windows that they approved but now the windows are always screened with drapes. He said there were mixed uses in Palo Alto with residences in the back and office building in the front and the residences felt like they were in the back of a big parking lot.

Commissioner Kahle said he was generally supportive of the design but had some concerns with the massing and the monolithic appearance of the northern corner, noting the porcelain tile. He suggested more of an offset there. He said there seemed to be a lot of deck space on the third floor and thought maybe it was too much. He suggested using some of the roof space for solar.

Summary: Planning Commission conducted a study session on the proposed mixed-use development. The applicant's team presented an overview of the proposal, which was followed by an opportunity for public comment (one speaker), and Commission questions/comments on the proposal. Topics discussed included:

- Community garden need in this area, and its potential management/operations
- Possible alternate public space proposals, such as a playground or general plaza/park
- Whether public benefit should generally be a monetary contribution, a physical improvement, or a combination of elements
- Potential alternate valuations for public benefit
- Generally positive comments on the mix of uses and design, with some questions/caveats
- Need to see exact material samples when project is next reviewed



**E3. Study Session/Lane Partners/1020 Alma Street:** Request for a study session for the Public Benefit Bonus proposal associated with the architectural control request to demolish two existing commercial buildings and construct a new three-story office building with two underground parking levels on a site (currently addressed 1010-1026 Alma Street) in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The proposed development would be at the public benefit bonus level, which would exceed the Base level floor area ratio (FAR) for office uses on the subject site. The public benefit bonus proposal includes the provision of public plazas along Alma Street, a small pavilion for a cafe, and a financial contribution to the City. No actions will take place at this meeting, but the study session will provide an opportunity for the Planning Commission and the public to become more familiar with the proposal and to provide initial feedback on the applicability of the Public Benefit Bonus. ([Attachment](#))

Staff Comment: Planner Lin said staff received two additional pieces of correspondence, one from Clem Maloney and the other from Greg Alvin, both of which expressed support for the proposed project and the public benefit bonus.

Public Comment: Mr. Scott Smithers, founder and managing partner for Lane Partners, said his company was headquartered in Menlo Park, and he was a resident as well. He asked the architect to provide an overview of the project.

Mr. Chris Haglan, BAR Architects, said the site was flanked on both sides by streets, Alma Street and Alma Lane. He said there were a number of trees and they were looking at preserving the trees. He said they looked at office and residential mix use but realized if they were going to keep the trees they could only do the office use. He said also the site is near the Caltrain tracks and an office use was probably a better use than residential. He said they were proposing a 25,000 square foot, three-story office building with two levels of underground parking and surface parking spaces on Alma Lane. He noted the heritage oaks that their plan worked around as they considered them a huge amenity for the building. He said they would make street improvements along Alma including wider sidewalks, enhanced landscaping, bicycle parking and outdoor spaces. He said there were 20 surface parking spaces to the rear of the lot which were an existing condition and they were proposing to improve upon that with permeable paving, bio-swale, and a series of landscape elements to break up the parking into smaller elements. He described the design and materials. He said they looked at the design guidelines with staff and spent time to follow those. He said they would pursue LEED gold for the project.

Mr. Smithers said for the public benefit they considered what they would like to see from the perspective of a resident. He said they came up with a coffee pavilion and an outdoor area to energize and create vibrancy. He said there were pockets of this area that needed upgrading including this parcel. He said they were proposing this pavilion and \$180,000 contribution to the City as public benefit. He said the value of the pavilion was about \$200,000 for costs and square footage associated with that. He said the \$180,000 contribution was a 6% value of the extra 5,700 square feet. He said in addition to those two things there was an area that fronts their project and Jan's Deli where they would provide more outdoor seating.

Ms. Klara Turner, business owner, on Alma expressed her concern that the retail on this street was being lost. She said Iberia was moving to Belmont. She said right now the parking was



really good. She said an office building would not bring vibrancy on the weekends. She said Alma Lane was not the safest place and she thought it would be even less safe without the hubbub of retail and service use.

Mr. Jon Mueller, Menlo Park said this project was exciting and he thought it would add vibrancy in this location. He said he would take advantage of having a coffee place on this side.

Mr. Easton McAllister, Menlo Park, said his residence was immediately behind Iberia and dead center in the middle of this project and he supported it. He said for medical reasons he needed to walk and part of his route took him up Alma Lane. He said it was very discomfiting for anyone with physical challenges as there were no sidewalks or lights. He said this project would provide parking and a sidewalk across the street. He said regarding security that currently there was an industrial look to the back of the lane, a Laundromat with parking that was used at all hours of the day, and criminal activity. He said the project looked great and he appreciated the public outreach they had conducted. He said regarding the public benefit that there was a need for a coffee place and an outside gathering area for people getting on and off the train.

Vice Chair Onken closed the public comment.

Commission Comment: Vice Chair Onken said this project would have all of its traffic on Alma Lane and asked about traffic impacts on the intersection of Ravenswood. Planner Lin said the traffic was being studied and there had been some studies of potential impacts due to the access through Alma Lane and how it would turn into Alma Lane from Ravenswood. Vice Chair Onken asked if people would be turning left out of Alma Lane onto Ravenswood. Planner Lin said she would have to check with the Transportation Division.

Commissioner Strehl said the Council was looking at putting temporary barriers to prevent left turns from Alma Street onto Ravenswood at certain times.

Commissioner Kahle said the coffee kiosk was a great idea. He said the depth of it was 14 feet and he wasn't sure about the artisan fence. He said he would like it pushed back to open the space more so the oak tree was part of the public space or to get rid of it all together. He said he thought the 700 square foot plaza on the east side would be under-utilized. He said retail use on the ground floor would be desirable.

Commissioner Goodhue said she had similar reactions to the project design as Commissioner Kahle. She said the coffee kiosk was dwarfed by the scale of the building, and there was a beautiful oak tree that the public would not have access to. She agreed with the idea of having retail use on the first floor noting that would have more use and activity on the weekends.

Commissioner Combs said he liked the project but regarding value he saw a shallow public space and an enormous private courtyard. He thought the public plaza should be greater and he liked the coffee kiosk.

Vice Chair Onken said if they were open to have retail on the ground floor that having 1,000 square feet there next to the public space with retail would help the public space.



Commissioner Kadvany said he was pro-retail but he was not sure about foot traffic on Alma Lane, and whether it would work there. He asked if they had thought about stacked parking or alternatives. Mr. Smithers said they had looked at stacker, carousel and puzzle parking solutions and came to conclusion that 96 cars would be best served by the two level underground parking. Commissioner Kadvany said there were suggestions on valuation inherent in the development proposal. He said the valuation was conservative on the low side for this project. He suggested that a negotiation team representing the City was needed. He said he agreed with the comments about the oak tree.

Vice Chair Onken said regarding public benefit this project was providing revenue to the City and an amenity. He suggested that perhaps this blended type of public benefit was desirable.

Commissioner Goodhue asked if they had looked at how the coffee kiosk would relate to people getting on and off of the train, if it was safe and how many people could get through. Mr. Smithers said there was a raised dome connection both north and south of their project. He said they would cross Alma Street.

Commissioner Ferrick said she liked the coffee kiosk and moving the screening fence to allow access to the oak tree. She said the parking requirements for this project were high and she thought it was excessive noting nearby train station parking and availability. She said underground parking was very expensive and she asked if it would be possible to trade off some of the underground parking costs with shared public benefit and help the applicant save some money.

Commissioner Strehl said she agreed with Commissioner Ferrick's comments regarding parking. She said if there was a TDM program for the building they would not need as much parking. She said she agreed with opening the area by the oak tree by removing the fence. She asked if the 20 surface parking spaces were restricted use or open to anyone using Alma Lane. Mr. Smithers said it was part of the parking requirement and as it stood now was restricted for their tenants.

Commissioner Kadvany said that the project might give the City some spaces for local workers to use.

Commissioner Ferrick said she liked the design. Commissioner Kahle said he was concerned about the massing and decks. Vice Chair Onken said it was a big building and a positive new street presence on Alma.

Summary: The Planning Commission conducted a study session on the proposed office development. The applicant's team presented an overview of the proposal, which was followed by an opportunity for public comment (three speakers), and Commission questions/comments on the proposal. Topics discussed included:

- Location of all off-street parking along rear (Alma Lane), and possible effects of Alma/Ravenswood trial changes
- Relatively small size of left side public plaza, in relation to private courtyard behind; whether public plaza could be enlarged to include oak tree
- Opportunity for additional retail space
- Parking requirements and whether those could possibly be adjusted
- Potential alternate valuations for public benefit



- Generally positive comments on the building design, with some questions/caveats

## **F. REGULAR BUSINESS**

### **F1. Selection of Planning Commission Chair and Vice Chair for May 2015 through April 2016 ([Attachment](#))**

Commissioner Ferrick nominated Commissioner Onken for Chair and Commissioner Strehl for Vice Chair. Commissioner Combs seconded the nominations.

Commission Action: M/S Ferrick/Strehl to select Commissioner Onken as Chair.

Motion carried 6-0 with Commissioner Onken abstaining.

Commission Action: M/S Kadvany/Onken to select Commissioner Strehl as Vice Chair.

Motion carried 6-0 with Commissioner Strehl abstaining.

## **G. COMMISSION BUSINESS**

There was none.

## **H. INFORMATION ITEMS**

There were none.

## **ADJOURNMENT**

The meeting adjourned at 11:28 p.m.

Staff Liaison: Thomas Rogers, Senior Planner

Recording Secretary: Brenda Bennett





# PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION  
MEETING OF JUNE 29, 2015  
AGENDA ITEM D1

**LOCATION:** 218 McKendry Drive      **APPLICANT:** Dan Rhoads

**EXISTING USE:** Single-Family Residence      **OWNERS:** John and Mary Grundy

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

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

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	5,005 sf	5,005 sf	7,000 sf min.
Lot width	55 ft.	55 ft.	65 ft. min.
Lot depth	91 ft.	91 ft.	100 ft. min.
Setbacks			
Front	20.6 ft.	24.8 ft.	20 ft. min.
Rear	30.0 ft.	30.0 ft.	20 ft. min.
Side (left)	4.9 ft.	4.9 ft.	5.5 ft. min.
Side (right)	13.7 ft.	13.7 ft.	5.5 ft. min.
Building coverage	1,712.6 sf 34 %	1,473.8 sf 29 %	1,752 sf max. 35 % max.
FAL (Floor Area Limit)	2,654.1 sf	1,417.0 sf	2,800 sf max.
Square footage by floor	1,358.8 sf/1st 1,051.1 sf/2nd 244.2 sf/garage, detached 101.9 sf/covered porch 7.7 sf/fireplace	1,172.8 sf/1st  244.2 sf/garage, detached 56.8 sf/covered porch	
Square footage of building	2,763.7 sf	1,417.0 sf	
Building height	25 ft.	15.3 ft.	28 ft. max.
Parking	1 covered	1 covered	1 covered/1 uncovered
Trees	Heritage trees 2	Non-Heritage trees 6	New Trees 0
	Heritage trees proposed for removal 0	Non-Heritage trees proposed for removal 2	Total Number of Trees 6



## **PROPOSAL**

The applicant is requesting a use permit to remodel and expand an existing nonconforming single-story residence, including the addition of a second story, on a lot that is substandard with regard to lot area, width, and depth in the R-1-U (Single Family Urban) zoning district. The proposed project would exceed 50 percent of the existing replacement value in a 12-month period and requires approval of a use permit by the Planning Commission. The proposed project would also exceed 50 percent of the existing floor area, and is considered equivalent to a new structure.

## **ANALYSIS**

### Site Location

The project site is located at 218 McKendry Drive, which is located between Robin Way and Willow Road in the Willows neighborhood. It is surrounded by R-1-U zoned properties. This property is within the FEMA flood zone and is substandard with respect to minimum lot size. The lot area 5,005 square feet where 7,000 square feet is the minimum lot size required, the lot width is 55 feet where 65 feet is required, and the lot depth is 91 feet where 100 feet is required. The neighborhood predominantly consists of a mix of ranch and craftsman style one-story residences. However, there are also a few two-story residences in the project vicinity.

### Project Description

The applicant is proposing to remove the existing porch and add 146 square feet in its place to remodel and enlarge the living room by demolishing the existing interior living room walls, the second bedroom at the front of the home, and the existing entry. Also, the existing wood burning fireplace would be removed. A new covered front porch with columns would be added to remodel the front entry of the residence in order to make it more prominent. An additional 48 square feet would be added to the bedroom to the left of the new front porch. New stairs would be placed in the center of the main level leading to the new second floor. At this level, two new bathrooms, two new bedrooms, and a new master bedroom with a walk-in closet would be constructed.

The existing nonconforming wall with regard to the left side setback is proposed to remain, with the wall framing retained and the siding replaced. All areas of new construction would comply with current setback requirements and other development standards of the R-1-U zoning district. For example, the total proposed floor area is 2,654 square feet where 2,800 square feet is the floor area limit. The allowable building coverage is 1,752 square feet (or 35 percent of the lot size), which is above the proposed building coverage of 1,712.6 square feet for this project.

The existing detached garage provides one covered parking space for the residence. The parking situation at the site would remain legal, nonconforming due to the lack of a second parking space, whether covered or uncovered, and not located within a required front or side yard. However, the driveway provides additional spaces to park vehicles for



some added flexibility. No modifications to the garage would be made.

### Design and Materials

The home would be remodeled in a craftsman style with painted wood shingle siding, front facing gable ends, unenclosed eaves, front porch columns and craftsman style molding. The front porch would be wide, covered, and in the style of a prominent craftsman porch. The wall materials would be composite wood shingles painted with an opaque stain, and the residence would feature painted trimmings, casing, and moldings. The porch columns will be painted to match the trim, and stone veneer would be featured at their base. The windows will be aluminum clad with wood trim, in the double-hung style, with true simulated divided lights. These decorative details would help add visual interest and would be consistent with the craftsman style and visually compatible with the surrounding neighborhood. On the second story, the side windows would be placed to minimize potential privacy issues. On the left side of the home, the lower sash of the master bathroom window would be obscured glass. The main master bedroom windows would have high window sills. There would be a small intrusion into the left side Daylight Plane by a new dormer, which can be permitted on lots less than 10,000 square feet in size.

The subject property is surrounded by a mix of one and two-story single-family residences which feature a variety of architectural styles including ranch and craftsman style homes. Staff believes that the scale, materials, and style of the proposed residence are visually compatible with the neighborhood.

### Flood Zone

The subject property is located within the "AE" zone established by the Federal Emergency Management Agency (FEMA). Within this zone, flood proofing techniques are required for new construction and substantial improvements of existing structures. The bottom of the floor joist of the existing residence is located above the base flood elevation of 48.9 feet, and the addition is also proposed to be above the base flood elevation in order to comply with FEMA standards. The site plan shows the garage slab to be above the base flood elevation, at 49.1 feet. Placement below the base flood elevation is permitted for the garage as long as certain requirements, including the placement of appliances at or above the base flood elevation, are met. The Public Works Department has reviewed and tentatively approved the proposal for compliance with FEMA regulations.

### Trees and Landscaping

There is a liquidambar heritage tree at the front right side of the property, which would remain and be protected throughout demolition and construction. The applicant proposes to remove two non-Heritage trees: the eucalyptus on the left front corner of the house, and the Japanese maple near the existing front entry. The existing gingko tree would remain. At the rear of the property, the pittosporum heritage tree would remain, and a tree protection barrier would be installed to limit activity around the tree's dripline. Protection of both heritage trees would be ensured by standard condition 3g.



### Valuation

The City uses standards established by the Building Division to calculate the replacement and new construction costs on which the use permit threshold is based. The City has determined that the replacement cost of the existing structure would be \$251,634, meaning that the applicant would be allowed to propose new construction and remodeling at this site totaling less than \$125,817 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 \$340,145. 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

At the time of writing this report, the applicant has submitted seven letters in support of the project from neighbors surrounding the subject property, including the two side neighbors. Copies of these letters are included as Attachment D.

### Conclusion

Staff believes that the scale, materials, and style of the proposed residence are compatible with those of the existing residences on McKendry Drive and in the general vicinity. The decorative elements would add visual interest to the project. Also, the heritage trees would be protected during demolition and construction. Staff recommends that the Planning Commission approve the proposed project.

## **ENVIRONMENTAL REVIEW**

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

## **RECOMMENDATION**

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current CEQA guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by Young and Borlik Architects, consisting of 16 plan sheets, dated received May 8, 2015, and approved by the Planning Commission on



June 29, 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:

*Michele T. Morris*

*Assistant Planner*

Report reviewed by:

*Thomas Rogers*

*Senior Planner*

## **PUBLIC NOTICE & APPEAL PERIOD**

Public notification consisted of publishing a legal notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property. Planning Commission action will be effective after 15 days unless the action is



appealed to the City Council, in which case the outcome of the application shall be determined by the City Council.

## **ATTACHMENTS**

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

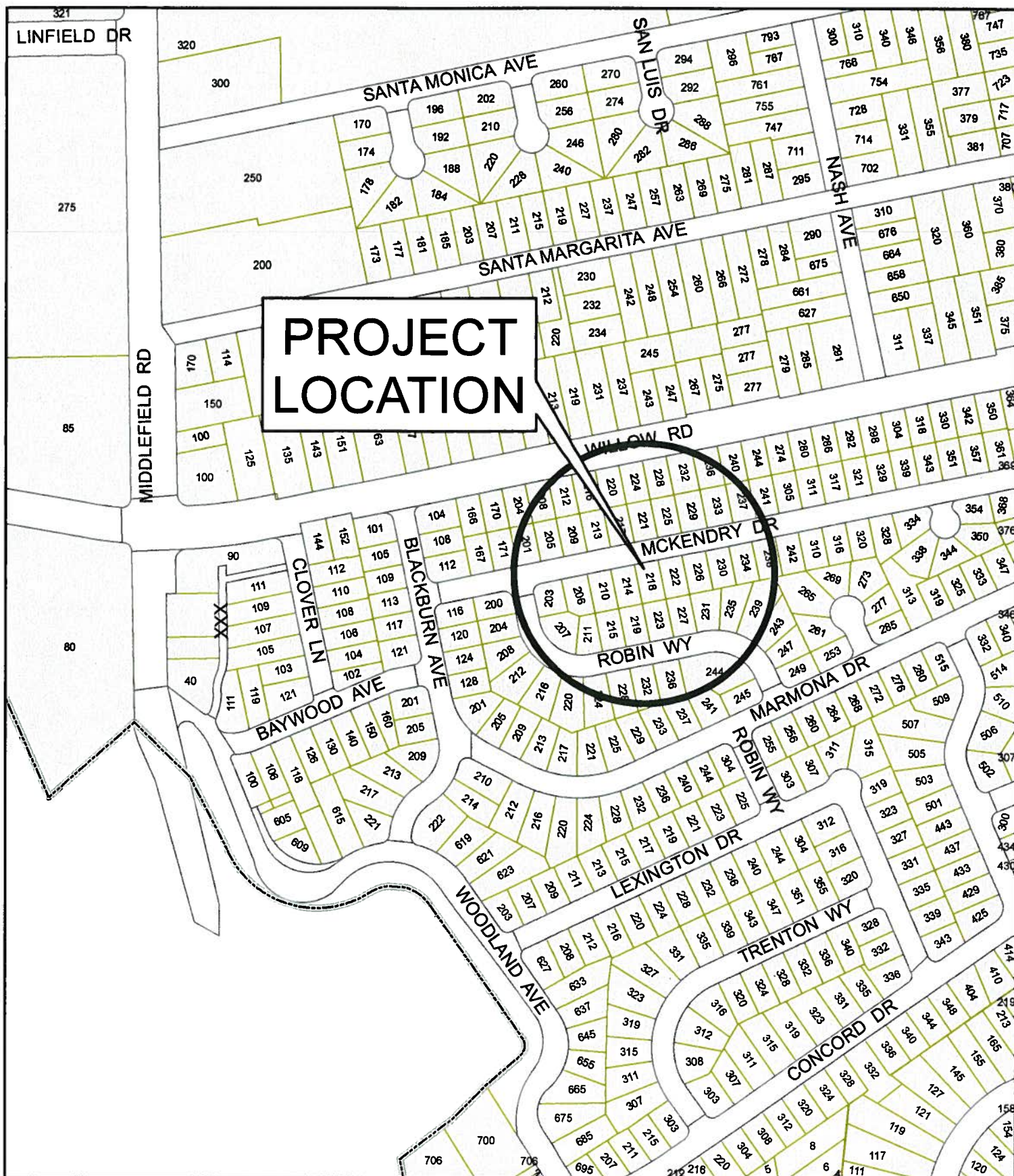
**Note:** Attached are reduced versions of maps and diagrams submitted by the applicants. The accuracy of the information in these drawings is the responsibility of the applicants, and verification of the accuracy by City Staff is not always possible. The original full-scale maps, drawings and exhibits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

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

None.

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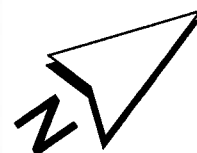




**CITY OF MENLO PARK**  
LOCATION MAP  
218 MCKENDRY DRIVE

DRAWN: KTP CHECKED: KTP DATE: 6/2915 SCALE: 1" = 300' SHEET: 1

A1











B2



<b>PROJECT DATA:</b>	
LOT SIZE:	5,000 sf
MAX. ALLOW. FLOOR AREA:	3,000 sf
MAX. ALLOW. BUILDING COVERAGE:	1,752 sf (35%)
FRONT & REAR SETBACK:	20'
SIDE SETBACK:	5'-0"
HEIGHT LIMIT:	20'
REQUIRED PARKING:	ONE COVERED, ONE UNCOVERED PER DWELLING UNIT
EXISTING FIRST FLOOR PLAN:	1,173 sf
EXISTING DETACHED GARAGE:	344 sf
TOTAL EXISTING RESIDENCE:	1,417 sf
PROPOSED FIRST FLOOR:	1,388 sf
PROPOSED SECOND FLOOR:	1,881 sf
EXISTING DETACHED GARAGE:	344 sf
PROPOSED COVERED PORCH:	182 sf
TOTAL PROPOSED RESIDENCE:	3,684 sf
TOTAL COVERAGE:	1,713 sf (SEE ALSO SHEET A0.4)

GROSS LOT SIZE: 5,000 SF  
NET LOT SIZE: 4,730 SF

LAND COVERED BY STRUCTURES:  
EXISTING COVERAGE: 1,474 SF = 29%  
PROPOSED COVERAGE: 1,713 SF = 34%

PERCENTAGE OF PAVED SURFACES: 81%  
PERCENTAGE OF LANDSCAPED AREA: 49%

TOTAL PARKING SPACES COVERED: 1 PARKING SPACE  
UNCOVERED: 1 PARKING SPACE

#### GENERAL NOTES:

ALL GRADING, EARTHWORK, FOUNDATION PREPARATION, AND DRAINAGE SUBJECT TO RECOMMENDATIONS IN THE SOILS REPORT.

VERIFY DAILY WORK HOURS FOR CONSTRUCTION ALLOWED BY THE CITY OF MOUNTAIN VIEW.

ADJACENT PROPERTIES, CONTRACTOR AND SUBCONTRACTORS TO RESPECT NEIGHBOR CONCERNS FOR NOISE, PARKING AND MATERIAL/EQUIPMENT STORAGE.

#### BEFORE EXCAVATION CALL U.S.A.

OWNER AND/OR CONTRACTOR ARE RESPONSIBLE FOR LOCATION & VERIFICATION OF ALL EXISTING UNDERGROUND UTILITIES. UNDERGROUND SERVICE ALERT (USA) SHOULD BE NOTICED FOR ASSISTANCE IN THIS MATTER AT (800) 227-2600, 48 HOURS PRIOR TO ANY CONSTRUCTION. THE (USA) AUTHORIZATION NUMBER SHALL BE POSTED AT THE JOB SITE. LOCATION & CHARACTER OF ANY UTILITIES IF KNOWN HEREON ARE APPROXIMATE, AND TAKEN FROM A COMBINATION OF SURFACE STRUCTURE OBSERVATION AND/OR THE RECORDS OF THE CONTROLLING AGENCY. YOUNG & BORLIK ARCHITECTS DOES NOT ASSUME RESPONSIBILITY FOR THE LOCATION OF ANY EXISTING UTILITIES OR OTHER UNDERGROUND FEATURES SUCH AS VAULTS, TANKS, BASEMENTS, BURIED OBJECTS, ETC.

VERIFY ENCROACHMENT PERMIT APPROVALS PER CITY FOR ANY WORK WITHIN THE RIGHT OF WAY.

#### TREE PROTECTION NOTES:

IT IS UNLAWFUL FOR ANY PERSON TO DAMAGE OR HARM A HERITAGE TREE BY ANY MEANS WHATSOEVER, INCLUDING WITHOUT LIMITATION, VEHICLES, MACHINERY OR BUILDING SUPPLIES OR MATERIAL (INCLUDING FLUIDS) DURING ANY CONSTRUCTION OR RENOVATION OF STRUCTURES ON THE PARCEL.

PROVIDE TEMPORARY CONSTRUCTION FENCING AS SHOWN TO PROTECT ENTIRE ROOT ZONE TO OUTSIDE OF THE TREE CANOPY PERIMETER. FENCE SHOULD BE IN PLACE PRIOR TO REMOVAL OF ANY MATERIALS OR EQUIPMENT AND SHOULD REMAIN IN PLACE UNTIL ALL CONSTRUCTION IS COMPLETED AND GIVEN FINAL APPROVAL. PROTECTIVE FENCING MUST NOT BE TEMPORARILY MOVED DURING CONSTRUCTION.

PRIOR TO CONSTRUCTION ACTIVITIES, CONSULTING ARBORIST SHALL REVIEW TREE PROTECTION MEASURES TO BE IN PLACE PRIOR TO AND THROUGHOUT CONSTRUCTION ACTIVITIES, AS WELL AS MONITOR THE CONDITION OF THE HERITAGE TREES, AND CONDUCT ANY ROOT OR CROWN PRUNING DURING THE CONSTRUCTION PROCESS.

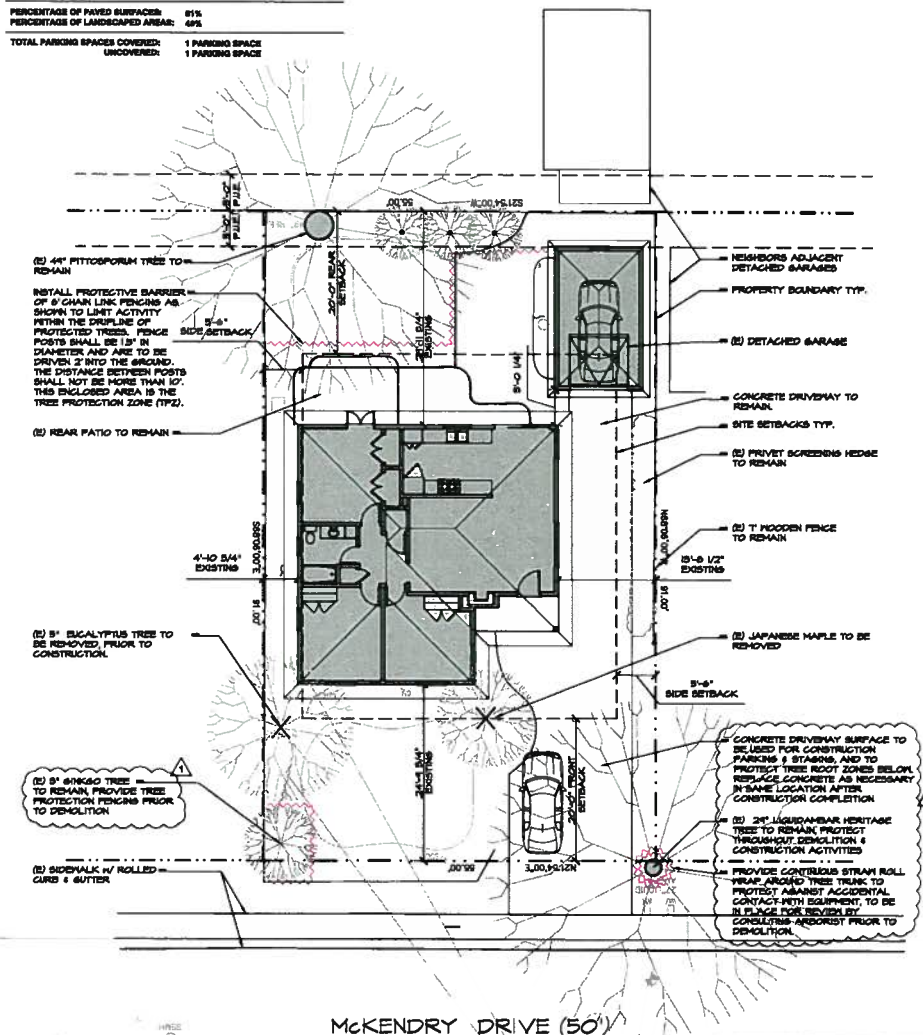
NO GRADING, TRENCHING, OR SURFACE SCRAPING INSIDE THE CANOPY PERIMETER OF RETAINED TREES, UNLESS SPECIFICALLY INDICATED ON THE ENCLOSED PLANS. EXCAVATED SOIL OR EQUIPMENT MAY NOT BE STORED, TEMPORARILY OR EXTENDED, UNDER THE CANOPIES OF TREES.

LANDSCAPE MATERIALS (CORBELS, DECORATIVE BARK, STONES, FENCING, ETC.) MUST NOT BE INSTALLED DIRECTLY IN CONTACT WITH THE BARK OF TREES TO PREVENT RISK OF SERIOUS DISEASE OR INFECTION. LANDSCAPE PATHWAYS OR OTHER AMENITIES (IF ANY) CONSTRUCTED UNDER TREE CANOPIES MUST BE COMPLETELY ON GRADE WITHOUT EXCAVATION.

ANY PRUNING MUST BE DONE BY U.S.A. CERTIFIED ARBORIST AND ACCORDS TO U.S.A. WESTERN CHAPTER STANDARDS, 1986.

NO STORING OF MATERIALS, SOIL, VEHICLES, OR DEBRIS WITHIN THE TREE DRIP LINES SHALL BE PERMITTED DURING ANY TREE DISEASE OR INFECTION OR CONSTRUCTION ACTIVITIES.

TRENCHES SHALL BE OUTSIDE THE DRIP LINES OF THE TREES IN ORDER TO MINIMIZE NEGATIVE IMPACTS. ANY TRENCHING WITHIN A DISTANCE SIX TIMES THE DIAMETER OF THE TREE SHALL BE HAND EXCAVATED, AND ANY ROOTS ENCOUNTERED SHALL BE REVIEWED ON SITE BY THE PROJECT ARBORIST.



PRELIMINARY.  
NOT YET APPROVED  
FOR CONSTRUCTION

EXISTING SITE PLAN W/ TREE PROTECTION & DEMOLITION NOTES

ISSUE LOG  
PLANNING SUBMITTAL  
MAR. 2, 2015  
REVISED PLANNING  
APR. 15, 2015

YOUNG AND BORLIK  
ARCHITECTS, INCORPORATED  
400 LYTON AVENUE, SUITE 100, PALO ALTO, CA 94301  
TEL: (650) 968-1080 FAX: (650) 952-5112 www.ybarchitects.com



INTERIOR REMODEL FOR:  
JOHN AND MARY GRUNDY  
218 MCKENDRY DRIVE  
MENLO PARK, CA 94025

A.P.N. 069-315-000  
OWNED BY: JOHN AND MARY GRUNDY  
DATE: MAR. 2, 2015  
JOB NO.: GRUNDY

A0.3



1" = 10'

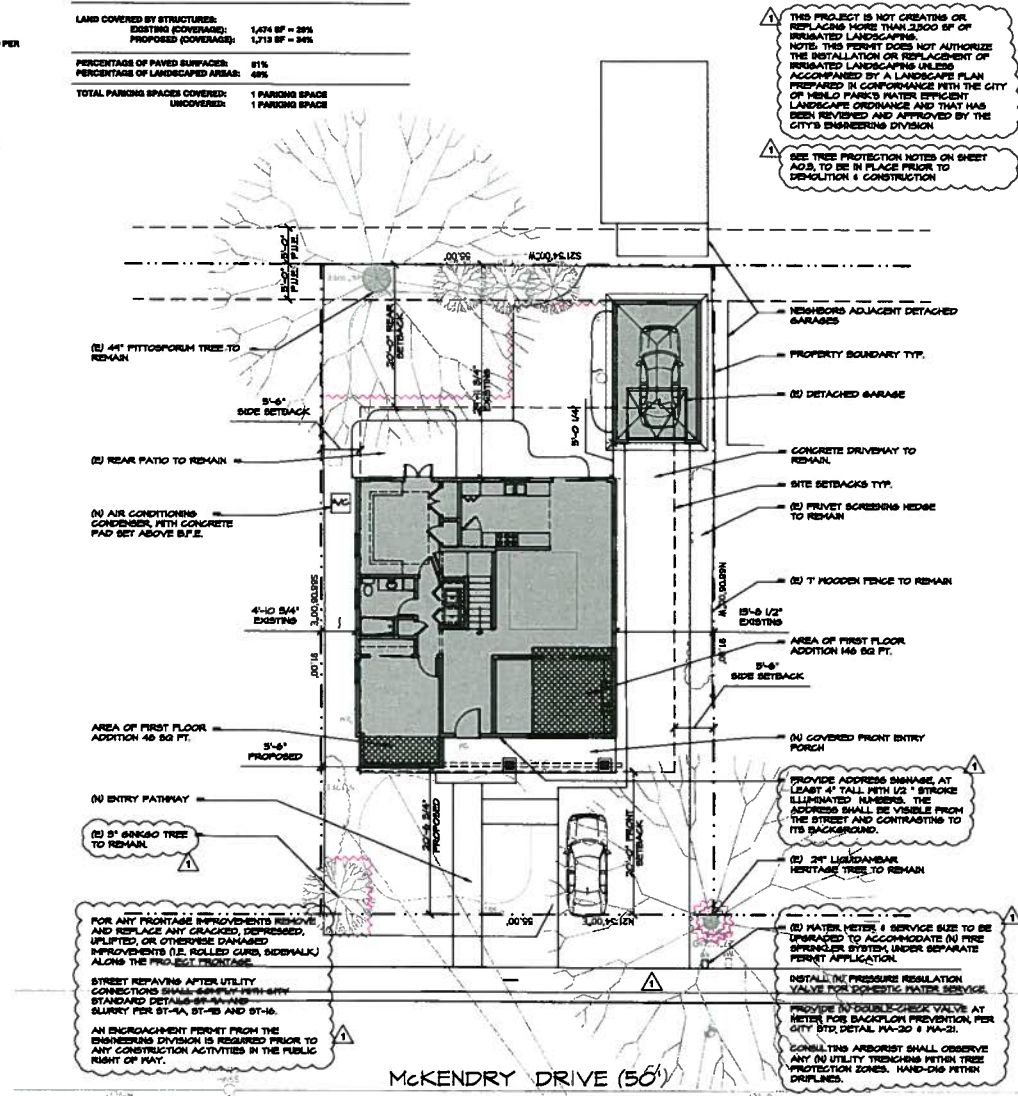
1

B3



<b>PROJECT DATA</b>	
LOT SIZE:	6,060 sf
MAX. ALLOW. FLOOR AREA:	2,800 sf
MAX. ALLOW. BUILDING COVERAGE:	1,762 sf (29%)
FRONT & REAR SETBACK:	5'-0"
SIDE SETBACK:	5'-0"
HEIGHT LIMIT:	8'-0"
REQUIRED PARKING:	ONE COVERED, ONE UNCOVERED PER DWELLING UNIT
EXISTING FIRST FLOOR PLAN:	1,179 sf
EXISTING DETACHED GARAGE:	344 sf
TOTAL EXISTING RESIDENCE:	1,417 sf
PROPOSED FIRST FLOOR:	1,280 sf
PROPOSED SECOND FLOOR:	1,581 sf
EXISTING DETACHED GARAGE:	344 sf
PROPOSED COVERED PORCH:	182 sf
TOTAL PROPOSED RESIDENCE:	2,864 sf
TOTAL COVERAGE:	1,713 sf (SEE ALSO SHEET A0.4)

<b>LAND COVERED BY STRUCTURES:</b>	
EXISTING (COVERAGE):	1,474 SF = 24%
PROPOSED (COVERAGE):	1,713 SF = 28%
<b>PERCENTAGE OF PAVED SURFACES:</b>	
EXISTING (COVERAGE):	81%
PROPOSED (COVERAGE):	89%
<b>TOTAL PARKING SPACES COVERED:</b>	
EXISTING (COVERAGE):	1 PARKING SPACE
PROPOSED (COVERAGE):	1 PARKING SPACE



PROPOSED SITE PLAN

PRELIMINARY.  
NOT YET APPROVED  
FOR CONSTRUCTION



RESUBMIT  
PLANNING SUBMITTAL  
MAY 2, 2018  
REVISED  
APR 26, 2018

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TEL: (650) 988-1088 FAX: (650) 922-1112 www.yabarchitects.com



**JOHN AND MARY GRUNDY**  
218 MCKENDRY DRIVE  
MENLO PARK, CA 94025

APRIL 26, 2018  
CITY OF MENLO PARK  
ENGINEERING DIVISION

**A0.4**

B4



### PROPOSED SECOND FLOOR

### EXISTING FIRST FLOOR

### PROPOSED FIRST FLOOR

		CALCULATIONS				
		EXISTING FIRST FLOOR CALCULATIONS (UNCOVERED)				
BOX		(X) DIM - FEET (Y) DIM - FEET (Z) FEET & IN (Y) FEET & IN	Area (SF)		NOTES	
A		24.71 36.33 34'-3 1/2"	36'-2 3/4"	886.2		
B		11.69 23.75 11'-8 3/4"	23'-0"	277.6		
EXISTING MAIN HOUSE FIRST FLOOR AREA (SF)				1,162.7		
		EXISTING FIRST FLOOR CALCULATIONS (UNCOVERED)				
BOX		(X) DIM - FEET (Y) DIM - FEET (Z) FEET & IN (Y) FEET & IN	Area (SF)		NOTES	
G1		12.25 18.94 12'-0"	19'-11 1/4"	244.2		
EXISTING GARAGE FLOOR AREA (SF)				244.2		
		EXISTING FIRST FLOOR CALCULATIONS (COVERED PORCHES)				
BOX		(X) DIM - FEET (Y) DIM - FEET (Z) FEET & IN (Y) FEET & IN	Area (SF)		NOTES	
P		13.56 4.92 11'-0 3/4"	4'-11"	56.8		
EXISTING COVERED PORCHES FLOOR AREA (SF)				56.8		
TOTAL EXISTING SQUARE FOOTAGE				1,412.9 ± 2,800 SF MAX		
TOTAL EXISTING LOT COVERAGE (SF)				3,476.8 ± 1,750 MAX ALLOWABLE		
		PROPOSED FIRST FLOOR CALCULATIONS (COVERED PORCHES)				
BOX		(X) DIM - FEET (Y) DIM - FEET (Z) FEET & IN (Y) FEET & IN	Area (SF)		NOTES	
A		24.71 36.33 34'-3 1/2"	36'-2 3/4"	886.2		
B		11.69 23.75 11'-8 3/4"	23'-0"	277.6		
C		11.69 12.98 12'-0 3/4"	12'-5 1/2"	148.6	AREA OF ADDITION - HATCHED	
D		3.88 - - - - -	4'-1"	-	FIRE PLACE REMOVED FROM	
E		13.31 4.25 11'-0 3/4"	4'-0"	48.1	AREA OF ADDITION - HATCHED	
PROPOSED MAIN HOUSE FIRST FLOOR AREA (SF)				1,359.8		
		PROPOSED SECOND FLOOR CALCULATIONS (COVERED PORCHES)				
BOX		(X) DIM - FEET (Y) DIM - FEET (Z) FEET & IN (Y) FEET & IN	Area (SF)		NOTES	
2A		1.50 6.42 1'-0"	6'-0"	6.4	AREA OF ADDITION - HATCHED	
2B		12.42 2.02 12'-0"	2'-0"	24.8	AREA OF ADDITION - HATCHED	
2C		18.29 34.31 33'-3 1/2"	34'-2 1/2"	623.7	AREA OF ADDITION - HATCHED	
2D		7.24 9.46 7'-0 1/2"	9'-5 1/2"	68.9	AREA REMOVED - STAIR	
2E		12.42 36.21 12'-0"	36'-2 3/4"	448.4	AREA OF ADDITION - HATCHED	
2F		1.50 6.42 1'-0"	6'-0"	6.4	AREA OF ADDITION - HATCHED	
PROPOSED SECOND FLOOR AREA (SF)				1,055.1		
		PROPOSED FIRST FLOOR CALCULATIONS (COVERED PORCHES)				
BOX		(X) DIM - FEET (Y) DIM - FEET (Z) FEET & IN (Y) FEET & IN	Area (SF)		NOTES	
P1		23.19 4.40 23'-2 1/4"	4'-4 3/4"	101.9		
PROPOSED COVERED PORCHES FLOOR AREA (SF)				101.9		
TOTAL PROPOSED SQUARE FOOTAGE				2,414.9 ± 2,800 SF MAX		
TOTAL PROPOSED LOT COVERAGE (SF)				3,791.8 ± 1,750 MAX ALLOWABLE		
(FINISHES INCLUDED)						







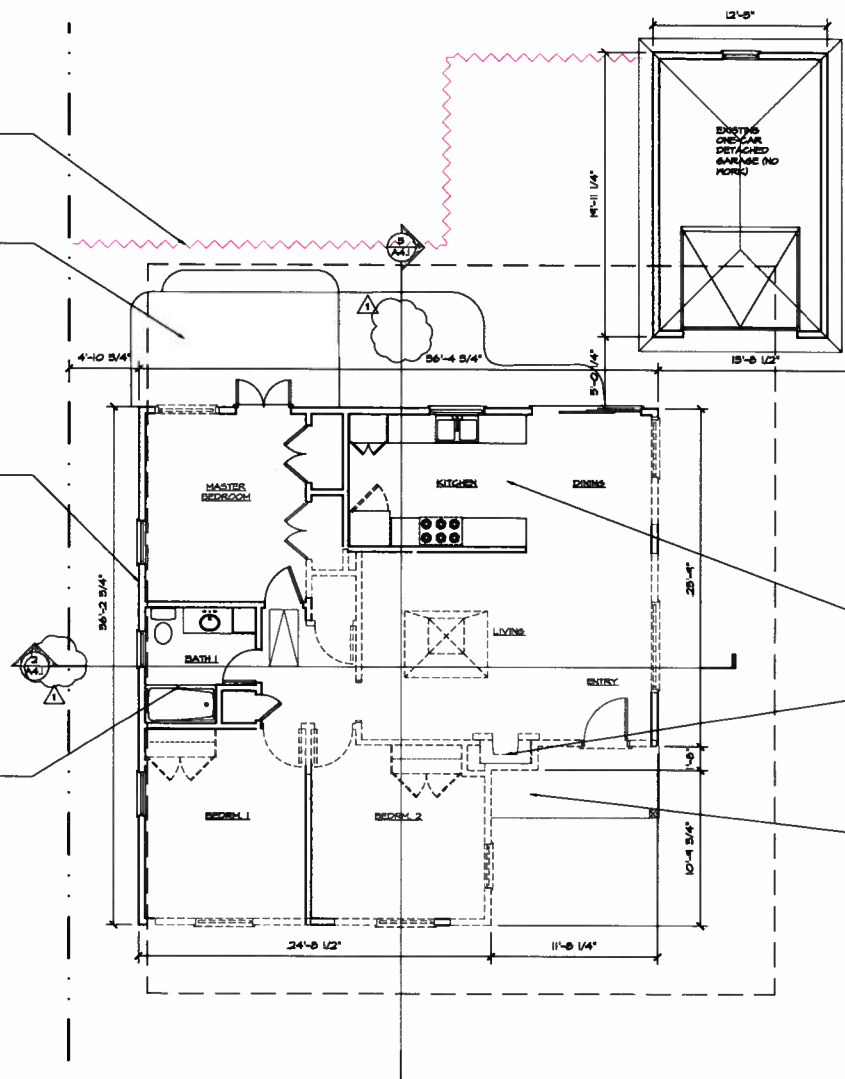


INSTALL TREE PROTECTIVE FENCING  
PRIOR TO DEMOLITION. SEE SITE PLANS.

EXISTING REAR PATIO TO REMAIN.

EXISTING EXTERIOR MALL LINE TO  
REMAIN.

EXISTING BATHROOM TO REMAIN.  
ISOLATE TO PROTECT DURING  
DEMOLITION AND CONSTRUCTION  
ACTIVITIES.



- LEGEND
- KEY NOTES
  - (1) WALL TO REMAIN
  - (2) WALL TO BE DEMOLISHED

#### DEMOLITION NOTES

EXISTING ELEMENTS TO BE REMOVED OR MODIFIED SHOWN  
DASHED, TYPICAL. SEE ALSO PROPOSED FLOOR PLANS  
A2.1 & A2.3.

PRIOR TO DEMOLITION, WALK THROUGH WITH OWNER AND  
VERIFY ANY REMOVED PLUMBING, LIGHTING, FINISHES,  
WINDOWS, DOORS, ETC. TO BE SAVED FOR REUSE OR  
RELOCATION.

VERIFY CITY RECYCLE WASTE DIVERSION PROGRAMS FOR  
DEMOLITION & CONSTRUCTION DEBRIS PRIOR TO  
DEMOLITION.

PROVIDE DUST SCREENING AS NECESSARY TO PROTECT  
UNTOUCHED AREAS DURING CONSTRUCTION.

SEAL OFF DUCT OPENINGS & VENTS PRIOR TO DEMOLITION  
& THROUGHOUT CONSTRUCTION TO PREVENT DUST  
INFILTRATION.

SEE ADDITIONAL DEMOLITION & FLOOR PLAN NOTES ON  
GENERAL NOTES SHEET A0.3.

PRIOR TO DEMOLITION, VERIFY COMPLIANCE WITH EPA  
RECYCLE PRACTICES & CERTIFICATION FOR LEAD  
CONTAMINATION.

THE ENVIRONMENTAL PROTECTION AGENCY (EPA)  
REQUIRES THAT FIRMS PERFORMING RENOVATION, REPAIR,  
AND PAINTING PROJECTS THAT DISTURB LEAD-BASED  
PAINT IN PRE-K12 SCHOOLS, CHILD CARE FACILITIES, AND  
SCHOOLS BE CERTIFIED BY EPA, AND THAT THEY USE  
CERTIFIED RENOVATORS WHO ARE TRAINED BY  
EPA-APPROVED TRAINING PROVIDERS TO FOLLOW  
LEAD-SAFE WORK PRACTICES.

<http://www.epa.gov/lead/pblm/renovation.htm>

CONTRACTORS TO PROVIDE ALL WORK IN COMPLIANCE  
WITH REQUIRED LEAD-SAFE WORK PRACTICES, PROJECT  
DOCUMENTATION, AND PROFESSIONAL CERTIFICATIONS.

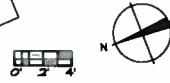
NONCONFORMING WALLS CANNOT BE DEMOLISHED FIRST  
THE STUDS AND ROOF FRAMING, AND IF REMOVED MUST BE  
REBUILT IN CONFORMANCE WITH THE CURRENT ZONING  
ORDINANCE.

EXISTING KITCHEN TO REMAIN, SEAL OFF  
DURING DEMOLITION AND CONSTRUCTION  
ACTIVITIES TO PROTECT FINISHES.

EXISTING MASONRY HOOD BURNING  
PRELACE TO BE REMOVED.

EXISTING FRONT PORCH TO BE  
REMOVED FOR PROPOSED ADDITION  
SEE A2.1

PRELIMINARY.  
NOT YET APPROVED  
FOR CONSTRUCTION



EXISTING FLOOR PLAN w/ DEMOLITION NOTES

87

ISSUE LOG  
PLANNING SUBMITTAL  
REV 1.0  
REV 1.1  
APR 28, 2011

**YOUNG AND BORLIK**  
ARCHITECTS, INCORPORATED  
480 LYTON AVENUE, SUITE #8 PALO ALTO, CA 94301  
TEL: (650) 968-1589 FAX: (650) 923-3132 [www.yarchitects.com](http://www.yarchitects.com)



INTERIOR REMODEL, POR:  
**JOHN AND MARY GRUNDY**  
218 MCKENDRY DRIVE  
MENLO PARK, CA 94025

A.P.A. 068-313-088  
CHECKED: DBR  
DATE: MAR 3, 2011  
JOB # GRUNDY

**A1.1**

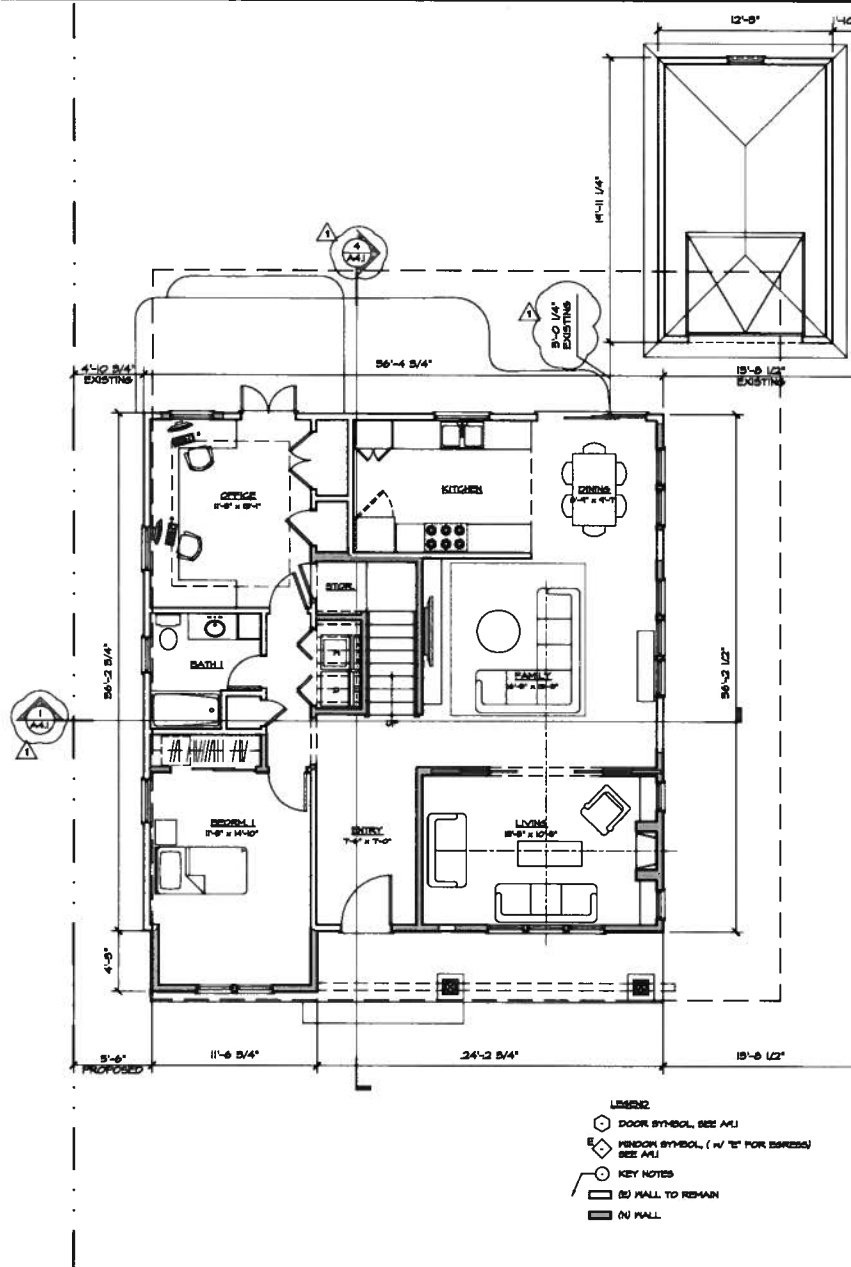




**A1.2**

B8





**PRELIMINARY.  
NOT YET APPROVED  
FOR CONSTRUCTION**



0 2' 4'

1" = 1'-0" 1

ISSUE LOG  
PLANNING SUBMITTAL  
DATE: 1/20/11  
REV: 1/20/11  
APR. 22, 2011

**YOUNG AND BORLIK**  
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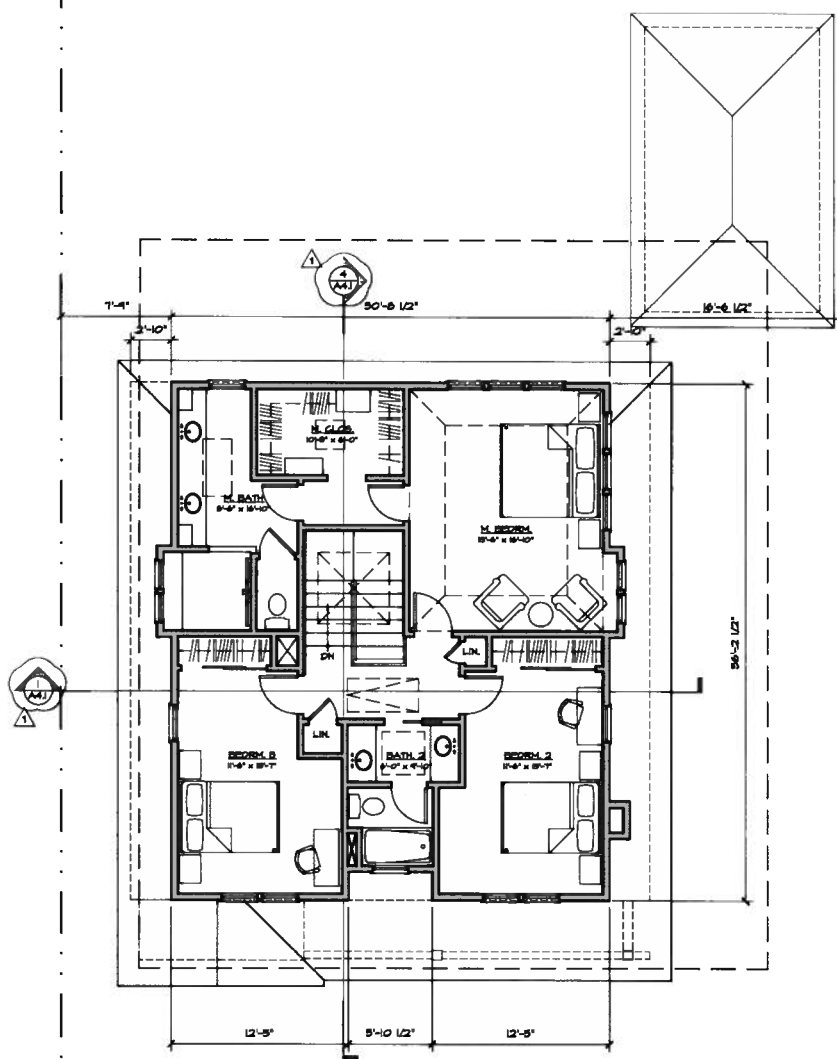
**INTERIOR MEMORANDUM FOR:**  
**JOHN AND MARY GRUNDY**  
218 MCKENDRY DRIVE  
MENLO PARK, CA 94025

APRIL 22, 2011-009  
OWNER: JOHN AND MARY GRUNDY  
DESIGNER: YOUNG AND BORLIK  
DATE: APRIL 22, 2011  
JOB # GRUNDY

**A2.1**

(B9)





PROPOSED SECOND FLOOR PLAN

PRELIMINARY.  
NOT YET APPROVED  
FOR CONSTRUCTION



1/4" = 1'-0"

ISSUE LOG  
PLANNING SUBMITTAL  
MAR. 2, 2010  
REV 1 PLANNING  
APR. 28, 2011

**YOUNG AND BORLIK**  
ARCHITECTS, INCORPORATED  
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**JOHN AND MARY GRUNDY**  
218 MCKENDRY DRIVE  
MENLO PARK, CA 94025

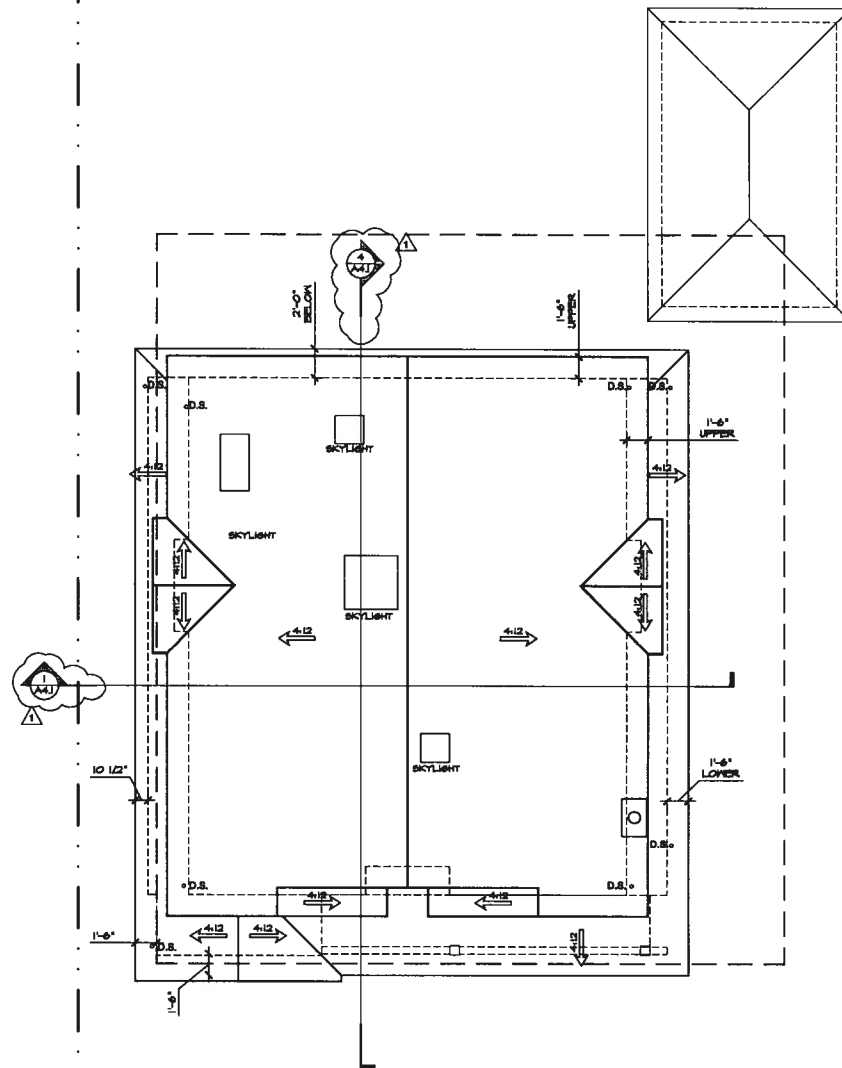
INTERIOR RECORD: FOR:  
A.P.N. 069-019-009  
OWNER: CH, DM, JT  
DATE: MAR. 2, 2010  
JOB # GRUNDY

**A2.2**

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B10





PROPOSED ROOF PLAN

PRELIMINARY.  
NOT YET APPROVED  
FOR CONSTRUCTION

**GENERAL & KEY NOTES:**

ROOFING: CERTAINTED (I.E.G. ESR-1094) OR EQUAL. VERIFY FINAL SELECTION IV OWNER. W/ COOP. ROOF RATING PER MENLO PARK REQUIREMENTS. COOL ROOFS MUST BE CERTIFIED BY THE GRC AND HAVE A REFLECTIVITY OF 0.70 OR BETTER AND EMISSIVITY OF 0.75 OR BETTER.

CLASS 'A' 40 YR. ASPHALT COMPOSITION SHINGLES OVER ONE-LAYER BOF ROOFING FELT W/ 30% OVERLAP, OVER FLT'D. SHEATHING W/ RADIANT BARRIER PER STRUCTURAL DOWNCUTS. VERIFY SELECTIONS IV OWNER.

PAINTED 6:1. SHEET METAL. BUTTERS IV 3" ROUND DOWNCUTS. VERIFY SELECTIONS IV OWNER.

SEE ROOF VENTING CALCULATIONS FOR RIDGE & ROOF VENT SIZES & NET VENT RIGHTS. SEE ALSO ADJ. EXTERIOR ELEVATIONS FOR LOCATIONS.

VERIFY ROOF & CEILING FRAMES FOR SKYLIGHT WELL ALIGNMENT OVER CENTER OF STAIRWELL.

SANITARY RISER VENTS SHALL TERMINATE AT LEAST 10'-0" AWAY FROM ANY OPERABLE SKYLIGHT.

DIRECT ROOF JACKS, VENTS, AND OTHER PENETRATIONS TO THE REAR FACING ROOF PLANE WHERE POSSIBLE.

ISSUE LOG  
PLANNING SUBMITTAL  
REVISED 12/15/18  
REVISED 12/15/18  
REVISED 12/15/18

**YOUNG AND BORLIK**  
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PALO ALTO, CA 94301  
TEL: 650 968-1800 FAX: 650 968-1115 www.yarchitects.com



INTERIOR REMODEL FOR  
**JOHN AND MARY GRUNDY**  
218 MCKENDRY DRIVE  
MENLO PARK, CA 94025

A.P.A. 200-310-000  
OWNER: JOHN AND MARY GRUNDY  
DATE: 01/15/19  
JOB # 00000000

**A2.3**

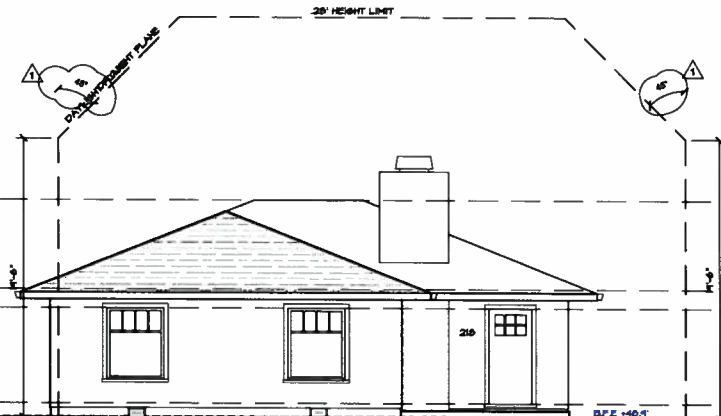
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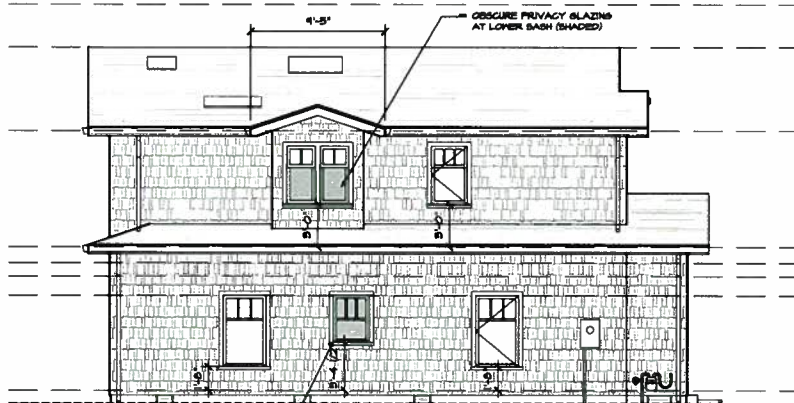
EXISTING SIDE (SOUTH) ELEVATION

1/4" = 1'-0" 4



EXISTING FRONT (WEST) ELEVATION

1/4" = 1'-0" 2



PROPOSED SIDE (SOUTH) ELEVATION

1/4" = 1'-0" 3



PROPOSED FRONT (WEST) ELEVATION

1/4" = 1'-0" 1

B12

ISSUE LOG  
PLANNING DEPARTMENT  
MAY 1, 2015  
REV 1 PLANNING  
MAY 25, 2015

**YOUNG AND BORLIK**  
ARCHITECTS, INCORPORATED  
480 LYITTON AVENUE, SUITE 18 PALO ALTO, CA 94301  
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INTERIOR REMODEL FOR:  
**JOHN AND MARY GRUNDY**  
218 MCKENDRY DRIVE  
MENLO PARK, CA 94025

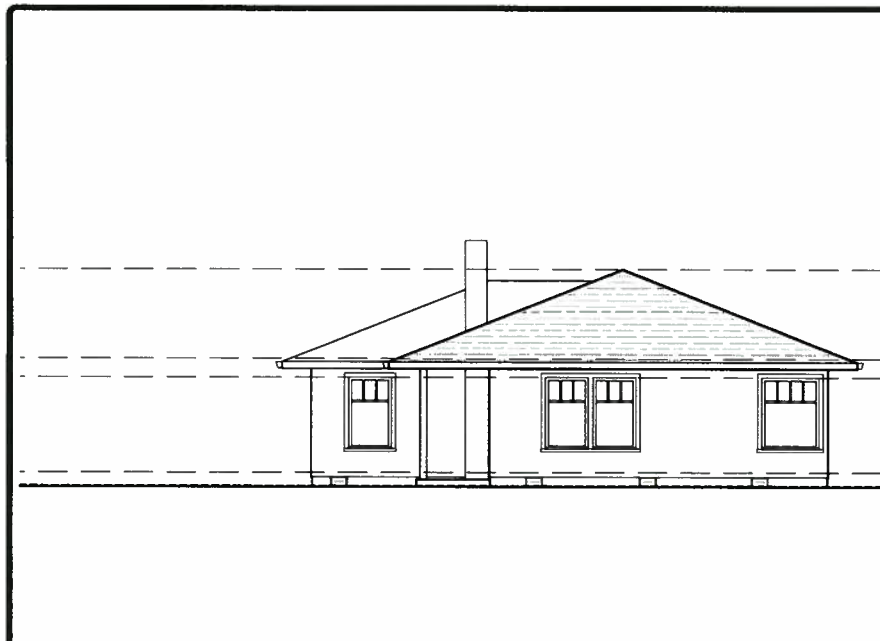
A.P.N. 063-013-000  
OWNER: JOHN AND MARY GRUNDY  
DATE: MAR. 5, 2015  
JOB # GRUNDY

**A3.1**

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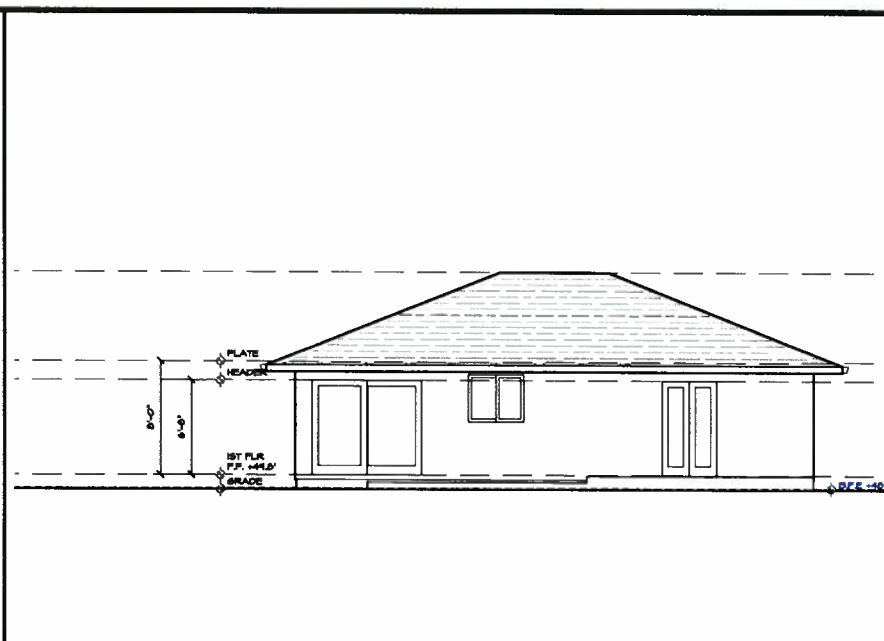
PRELIMINARY.  
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FOR CONSTRUCTION





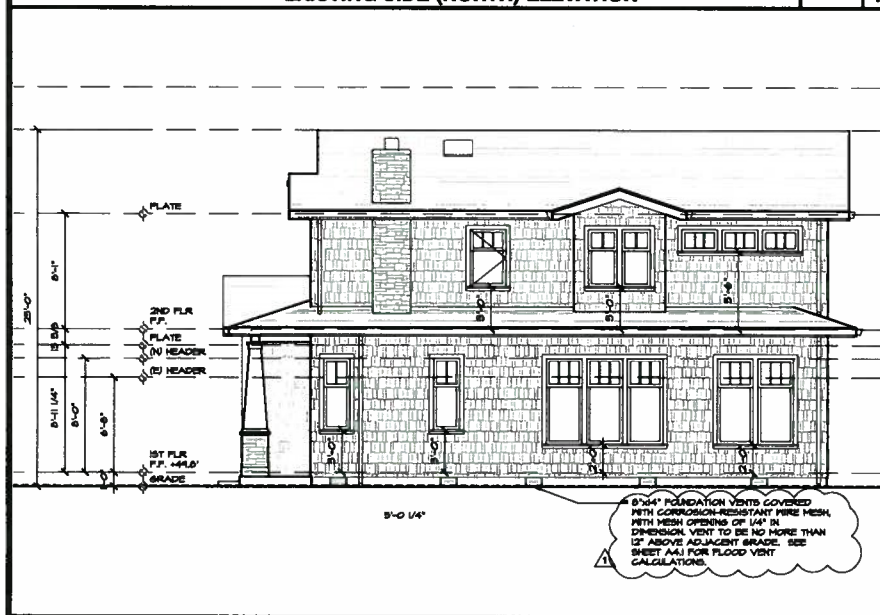
EXISTING SIDE (NORTH) ELEVATION

1/8" = 1'-0" 4



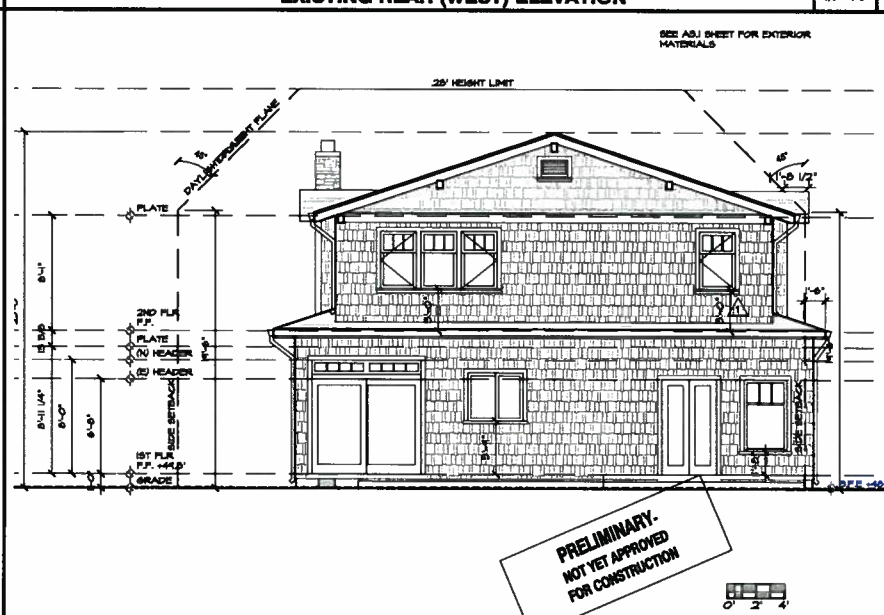
EXISTING REAR (WEST) ELEVATION

1/8" = 1'-0" 2



PROPOSED SIDE (NORTH) ELEVATION

1/8" = 1'-0" 3



PROPOSED REAR (WEST) ELEVATION

1/8" = 1'-0" 1

ISSUE LOG  
PLANNING SUBMITTAL  
REV 1  
REV 1  
APR 25, 2018

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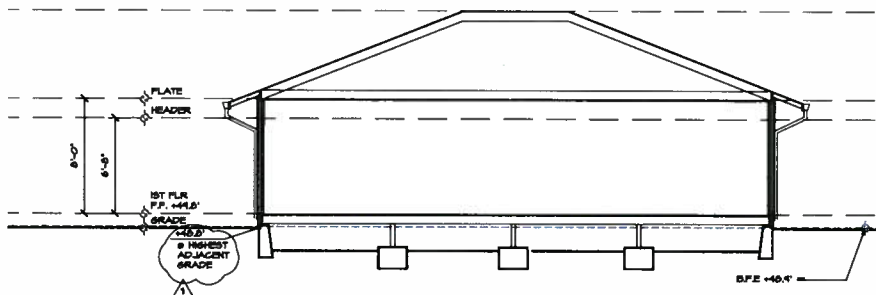
INTERIOR REMODEL FOR:  
**JOHN AND MARY GRUNDY**  
218 MCKENDRY DRIVE  
MENLO PARK, CA 94025

APRIL 2018-218-001  
DESIGNED BY: CS, DSR, JT  
DRAWN BY: CS  
DATE: MAR. 5, 2018  
JOB # GRUNDY

**A3.2**

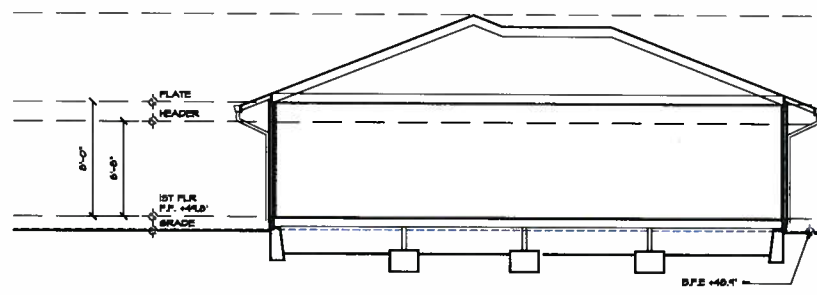
813





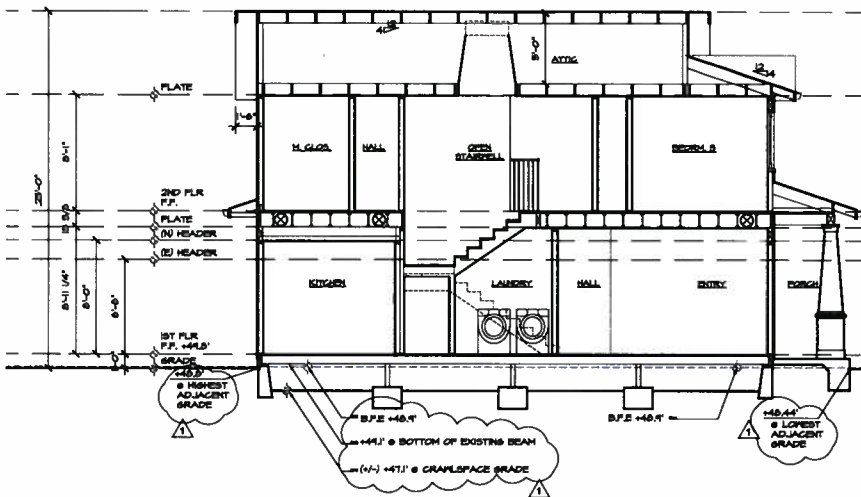
EXISTING BUILDING SECTION

1/4" = 1'-0" 3



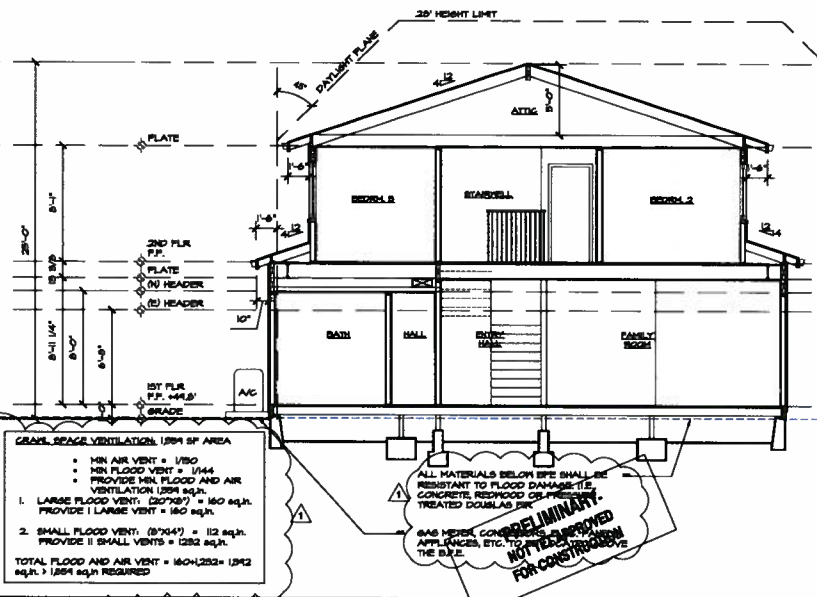
EXISTING BUILDING SECTION

1/4" = 1'-0" 2



PROPOSED BUILDING SECTION

1/4" = 1'-0" 4



PROPOSED BUILDING SECTION

1/4" = 1'-0" 1

B14

ISSUE LOG  
PLANNING SUBMITTAL  
MAY 2, 2013  
REV'T PLANNING  
APR 26, 2013

YOUNG AND BORLIK  
ARCHITECTS, INCORPORATED  
480 LYTON AVENUE, SUITE 18 PALO ALTO, CA 94301  
TEL: (650) 684-1500 FAX: (650) 352-3132 www.yabarchitects.com

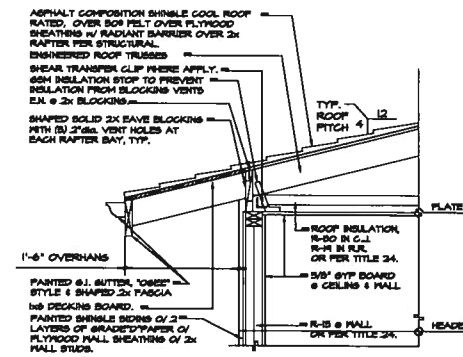


INTERIOR REVISION FOR:  
JOHN AND MARY GRUNDY  
218 MCKENDRY DRIVE  
MENLO PARK, CA 94025

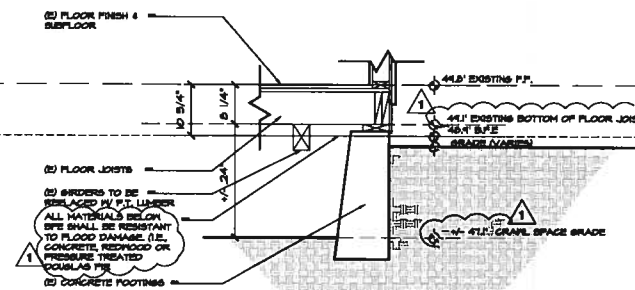
A.P.N. 083-013-000  
OWNER: DSR  
DESIGNER: CS, DSR, JT  
DATE: MAR. 2, 2013  
JOB: GRUNDY

A4.1





### EAVE DETAIL



### FOOTING DETAIL

**YOUNG AND BORLIK**  
ARCHITECTS, INCORPORATED

680 LYTTON AVENUE, SUITE 28 PALO ALTO, CA 94301  
TEL: (650) 686-1060 FAX: (650) 322-3112 [www.ybarchitects.com](http://www.ybarchitects.com)



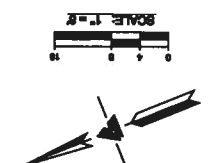
**INTERIOR REMODEL FOR:  
JOHN AND MARY GRUNDY  
218 MCKENDRY DRIVE  
MENLO PARK, CA 94025**

A.P.N. 083-313-080	
CHUCKER DER	BRAND CB, DER, JT
DATE MAR. 2. 2015	
JOB # GRUNDY	

## A4.2

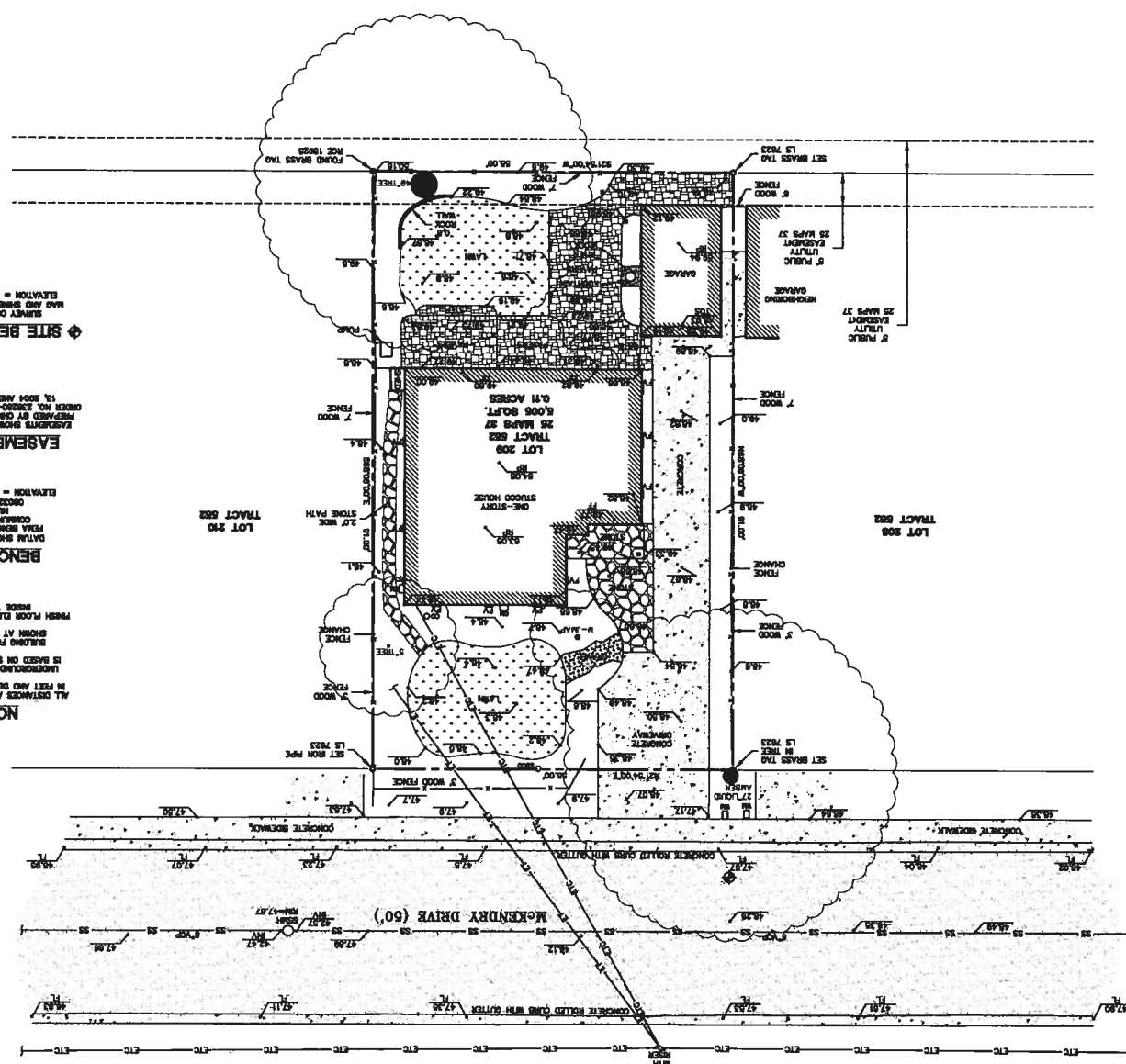
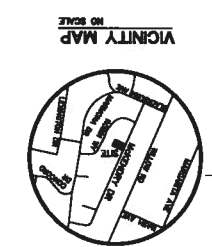
BI 5





**LEGEND AND NOTES**

BOUNDARY LINE	---
EASEMENT LINE	- - - -
ELECTRICAL TELEPHONE	---
CABLE TV OVERHEAD LINE	---
PHONE LINE	---
SEWER LINE	---
FRESH FLOOD	---
FLOOD WENT	---
FLOW LINE	---
WENT	---
JAWBEE MARKS	---
MULTIPLE MARKS	---
TOP OF FENCE	---
TOP OF SLAB	---
VERTICAL CLAY PIPE	---
CELESTIAL CUT	---
ELECTRICAL WIRE	---
OLD WIRE	---
JOINT POLE	---
SAFETY BEER CLEAN-OUT	---
SAFETY BEER WASHOLE	---
WOOD COLUMN	---
WOOD MARK	---
PROTRUSION	---
ASPHALT	---
CONCRETE	---
GRAVEL	---
LAWN	---
PAVING	---
STONE	---
DEP-LINE	---
THREE TYPE AND	---



**NOTES**

ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS OF A FOOT.

BEARING AND UTILITY LOCATION IS BASED ON SURFACE ELEVATION.

BELOW FOOTPRINTS ARE SHOWN AT GROUND LEVEL.

FRESH FLOOR ELEVATIONS ARE TAKEN INSIDE THE HOUSE.

**BENCHMARK**

DATA SHOWN BASED ON FIELD BENCHMARK MARKS ON CONCRETE-FINISH.

000000 0000 0

ELEVATION = 58.48 (GAND 88)

**EASEMENT NOTE**

EASEMENTS SHOWN FOR THIS REPORT PREPARED BY CHICAGO TITLE COMPANY, 12, 2004 AND TRACT NO. 882.

UNDER NO. 000000-0000, LIMITED PERMANENT

STREET CONTROL POINT

ELEVATION = 48.07 (GAND 88)

**SITE BENCHMARK**

8/1

SHEET NO.

DATE: 07-25-15

BY: [Signature]

**TOPOGRAPHIC SURVEY**

**218 MCKENDRY DRIVE**

**MENLO PARK, CALIFORNIA**

SAN MATEO COUNTY

APR. 08-31-200

**LEA & BRAZE ENGINEERING, INC.**

CIVIL ENGINEERS - LAND SURVEYORS

1000 CALIFORNIA STREET, SUITE 200

MENLO PARK, CA 94025

(650) 321-2010

WWW.LEA-BRAZE.COM

B/6





**YOUNG AND BORLIK**  
ARCHITECTS, INCORPORATED

480 LYTTON AVENUE SUITE 8  
PALO ALTO, CA 94301

TELEPHONE  
(650) 688-1950

FAX  
(650) 323-1112

WEB  
[www.ybarchitects.com](http://www.ybarchitects.com)

RECEIVED

MAR 05 2015

CITY OF MENLO PARK  
BUILDING

March 2, 2015

Kyle Perata, Associate Planner  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

Re: Project description letter for 218 McKendry, Grundy Residence

The purpose of this letter is to describe the proposed addition and remodel project at 218 McKendry Drive, to accompany our submittal of plans and application for the Use Permit approval. The overall project includes adding 194 sf to the existing first floor, combined with interior remodeling of the existing residence, as well as adding a second story of 1,051 sf above. The total proposed residence will be 2,410 sf.

The parcel is 5,005 sf, (55' wide, 91' deep), zoned as R-1-U. Based on lot dimensions, the parcel is considered sub-standard with respect to the minimum size for the district. The existing home structure is located approximately 4.8 feet from the side yard property line, where 5.5 feet is the current minimum required, so that section of home and eave represent an existing non-conformity. The proposed scope of work, combined with the parcel size and non-conformities, necessitate a Use Permit approval for development. This neighborhood is also within the FEMA flood zone, for which additional requirements will apply.

The architecture of the home is designed in a craftsman shingle style, with front facing gable ends, open eaves, tapered front porch columns, and trim/moulding consistent with the style. The design will feature a wide covered front porch, to provide a welcoming presence and emphasize the pedestrian scale of the streetscape. The front door will face the street with high visibility. Wall materials will be composite wood shingles painted with an opaque stain, with painted trim, casing, and mouldings. The entry columns will be painted wood to coordinate with the trim and millwork and with a stone veneer at the base. The windows will be aluminum clad with wood trim, predominantly double-hung style, and with true simulated divided lites of a traditional pattern as shown. On the second story, side facing windows are situated to minimize privacy concerns towards adjacent neighbors. For the front two bedrooms, the side facing casement windows serve as egress windows, to meet the building code requirements for the room, and allow the front facing windows to be the traditional double-hung, in-line with the architectural style. On the left side, where closest to the boundary, the lower sash of the window in the master bathroom will be obscure glass, to maintain privacy both into and outward of that space. On the right side, the driveway provides additional setback distance to the second floor, the existing hedge provides screening, and the main master bedroom windows have a high window sill.

The existing detached single car garage will remain at the rear corner of the lot, to provide covered off-street parking. The long driveway to the rear will continue to provide additional uncovered off-



street parking spaces in a tandem parking configuration. The existing driveway is wider within the front yard section, which allows two cars to continue to park side by side when necessary.

The existing first floor left side setback of 4.8 feet will remain, with the small addition at the front stepping inward slightly to conform to the required 5.5 foot setback. The second floor setback to this left side wall line will be 7.75 feet. The existing right side setback of 13.7 feet will remain, with the front addition aligning with this existing wall line, to maintain the driveway width. The second floor setback to the right side wall line will be 16.5 feet.

Single family dwellings neighbor each side of this property, and all along this street and the block behind. Most residences have a detached rear one-car garage with a side driveway connecting to the street for the additional tandem parking. There is a heritage size street tree, a liquidambar along the frontage, the centered at the common right side property corner. The Eucalyptus tree on the left front corner of the house will be removed and the existing hedge extended to maintain screening. A Japanese maple near the existing front entry will also be removed. A small Gingko street tree at the front left corner of the yard will remain. Along the right side of the driveway is a mature privet hedge that provides screening between the neighbors. At the rear corner of the property is an oversize pittisporum, which will remain. Three recently planted trees along the rear property line are also maturing to provide rear screening. The construction footprint is outside the drip line of all the heritage trees.

As part of the outreach efforts for this project, the owners have reached out to immediately adjacent neighbors to the side and rear, as well as a few others, to provide awareness of the proposed improvements and to solicit feedback and support. Any correspondence received will be included with the application.

Thank you for your time in review of this project. We are proud to present this design for your consideration, and look forward to the opportunity to create this new high quality residence to compliment the neighborhood.

Sincerely,



Daniel S. Rhoads  
Young and Borlik Architects Inc.



RECEIVED

MAR 05 2015

CITY OF MENLO PARK  
BUILDING

Kyle Perata, Associate Planner  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

2/28/2015

RE: Support for the remodel at 218 McKendry Drive, Grundy Residence.

Kyle,

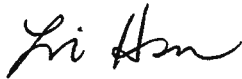
The purpose of this letter is to convey my support for the proposed remodel project of my next door neighbor's residence at 218 McKendry Drive.

We have reviewed the Architectural Design Plans for the proposed project and are supportive of this design. The craftsman style home and wide covered porch, will provide a welcoming presence in the neighborhood and re-enforce the character and look-and-feel of The Willows.

The design has taken privacy concerns into account and the fencing/landscaping will provide for any requisite additional seclusion.

We would encourage the Planning Commission to approve the proposed designs.

Sincerely,



214 McKendry Dr.



RECEIVED

MAR 05 2015

CITY OF MENLO PARK  
BUILDING

Kyle Perata, Associate Planner  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

2/28/2015

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Kyle,

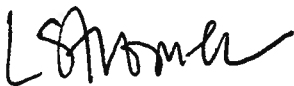
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We would encourage the Planning Commission to approve the proposed designs.

Sincerely,



Lisa Stromer  
222 McKendry Drive  
Menlo Park, Ca.  
94025



RECEIVED

MAR 05 2015

CITY OF MENLO PARK  
BUILDING

Kyle Perata, Associate Planner  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

2/28/2015

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Kyle,

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We would encourage the Planning Commission to approve the proposed designs.

Sincerely,

Carol Pechler

225 McKendry Drive



RECEIVED

MAR 19 2015

Kyle Perata, Associate Planner  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

CITY OF MENLO PARK  
BUILDING

2/28/2015

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We would encourage the Planning Commission to approve the proposed designs.

Sincerely,



Brandon Knitter  
209 McKendry Dr  
408-685-5616

D4



RECEIVED

MAR 19 2015

Kyle Perata, Associate Planner  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

CITY OF MENLO PARK  
BUILDING

2/28/2015

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We would encourage the Planning Commission to approve the proposed designs.

Sincerely,

Grundys are great neighbors!

Andrew Barnes

Deborah Wach

210 McKendry Drive

Menlo Park, CA 94025

650 - 388 - 9944

andrewbarnes1@gmail.com

D5



RECEIVED

MAR 19 2015

CITY OF MENLO PARK  
BUILDING

Kyle Perata, Associate Planner  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

2/28/2015

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We would encourage the Planning Commission to approve the proposed designs.

Sincerely,

*John M. May*  
*218 McKendry Dr*  
*Menlo Park CA 94025*  
*650-617-0270*

D6



RECEIVED

MAR 19 2015

CITY OF MENLO PARK  
BUILDING

Kyle Perata, Associate Planner  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

2/28/2015

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We would encourage the Planning Commission to approve the proposed designs.

Sincerely,

*Julia Harris*  
*217 McKendry drive*





# PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION  
MEETING OF JUNE 29, 2015  
AGENDA ITEM D2

**LOCATION:** 119 Dunsmuir Way      **APPLICANT:** Christopher Martin

**EXISTING USE:** Single-Family Residence      **OWNER:** Christopher and Deb Martin

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

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

	PROPOSED PROJECT		EXISTING DEVELOPMENT		ZONING ORDINANCE	
Lot area	6,611	sf	6,611	sf	7,000.0	sf min.
Lot width	52.3	ft.	52.3	ft.	65.0	ft. min.
Lot depth	116.0	ft.	116.0	ft.	100.0	ft. min.
Setbacks						
Front	21.6	ft.	22.7	ft.	20.0	ft. min.
Rear	37.9	ft.	24.3	ft.	20.0	ft. min.
Side (left)	6.5	ft.	6.8	ft.	5.3	ft. min.
Side (right)	5.3	ft.	6.9	ft.	5.3	ft. min.
Building coverage	2,239.5	sf	1,891.5	sf	2,313.8	sf max.
	33.9	%	28.6	%	35.0	% max.
FAL (Floor Area Limit)	2,799.0	sf	1,840.5	sf	2,800	sf max.
Square footage by floor	1,354.1	sf/basement	1,348.5	sf/1st		
	1,245.0	sf/1st	492.0	sf/garage		
	1,123.4	sf/2nd	45.0	sf/porches		
	430.6	sf/garage	6.0	sf/fireplace		
	557.2	sf/porches				
	6.7	sf/fireplace				
Square footage of building	4,717.0	sf	1,891.5	sf		
Building height	27.7	ft.	16.0	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	1*	Non-Heritage trees	5*	New Trees	1
	Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	2	Total Number of Trees	5

\*One heritage tree and one non-heritage tree are located in the public right-of-way along Dunsmuir Way.



## **PROPOSAL**

The applicant is requesting a use permit to demolish an existing single-story, single-family residence and construct a two-story single-family residence with a basement and an attached two-car garage on a substandard lot with regard to lot width and lot area located in the R-1-U (Single-Family Urban Residential) district.

## **ANALYSIS**

### Site Location

The subject property is located in the Suburban Park neighborhood along the north side of Dunsmuir Way, approximately halfway between Hedge Road and Greenwood Drive. The subject property 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 respect to lot area and lot width, with a lot area of 6,611 square feet where 7,000 square feet is required, and a lot width of 52.3 feet where 65 feet is required. Most other parcels in the vicinity 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 to remove the existing single-story, single-family residence and attached two-car garage to construct a new two-story, single-family residence with an attached two-car garage. The proposed residence would be a five-bedroom, four-bathroom home. The first-story living space would consist of an open floor plan kitchen, dining, and family room area, as well as one bedroom and bathroom. The second story would contain three bedrooms and two bathrooms with a reading nook in front of the second-story front central window. The basement level would have one bedroom and bathroom, a laundry room, gym, and rec room space. The new structure, including the basement light wells, would comply with all setback requirements.

The floor area of the proposed residence would be approximately 2,799 square feet, just below the maximum floor area limit (FAL) of 2,800 square feet. The building coverage would be 33.9 percent, below the two-story maximum of 35 percent. The maximum height of the residence would 27.7 feet, below the maximum permitted height of 28 feet. The structure complies with the daylight plane for a two-story home in the R-1-U zoning district. The applicant has submitted a project description letter, which discusses the proposal in more detail (Attachment C).

### Design and Materials

The applicant states that the proposed residence would be built in a craftsman-influenced style, featuring painted wood brackets, decorative columns, contrasting vertical board and batten siding on the eaves, a paneled wood garage door, and other



architectural accents and details. Cement fiber shingle and lap siding would be the primary cladding materials for the residence, with stone veneer accents proposed for the bases of the front and rear porch columns and on the chimney on the east (right) elevation. On the first story, the gabled front entry and front porch would help to balance the massing of the attached garage, and the second-story gables would reinforce the balanced appearance of the overall front elevation. The driveway would remain in the same location, but would be replaced with pavers.

The proposed windows would consist of aluminum simulated divided light windows with interior and exterior grids and spacer bars between the glass. Second-story windows along the side elevations would generally have higher sill heights (five feet, six inches) to promote privacy. The stairwell window would feature a lower sill height, although it would be recessed and screened by an existing tree.

The applicant has taken measures to help break up the building massing by providing articulation through variations in rooflines, exterior recesses, gables, and the prominent front porch and entry. 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

One heritage tree, a 30-inch liquidambar, is located in the public right-of-way in front of the subject property. It is proposed to remain at this time. An additional street tree, a 12-inch red maple, is also located in the public right-of-way and is proposed for removal. The City arborist and Public Works Department have reviewed the proposal and approved the removal of the tree due to poor structure. A replacement street tree would be required as part of a building permit submittal for the project (condition 4a).

One additional non-heritage tree in the right side yard, a three-inch ornamental species, is proposed for removal due to its proximity to a proposed basement light well. The demolition of the existing residence and construction of the proposed residence are not anticipated to adversely affect any of the other five non-heritage trees on or near the property. Standard heritage tree protection measures will be ensured through recommended condition 3g.

### Correspondence

The applicants indicate that they contacted neighbors at 115 Dunsmuir Way, 123 Dunsmuir Way, and 132 Dunsmuir Way and received no objections to the plans. At the time of the writing of this staff report, staff has not received any correspondence regarding 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 prominent front porch and entry, decorative wood brackets, varied rooflines, and other architectural accents would help to reduce the perception of building massing. Windows on the second story have been designed with higher sill heights to limit the potential for privacy impacts. 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 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 Studio S Squared Architecture, Inc., consisting of seventeen plan sheets, dated received on June 8, 2015, and approved by the Planning Commission on June 29, 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.
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 propose a replacement for the 12-inch red maple street tree to be removed. The replacement street tree species and location shall be subject to review and approval by the City Arborist prior to issuance of the building permit. The tree shall be planted prior to final inspection of the building permit, subject to review and approval of the Planning Division.

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 unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council.

#### **ATTACHMENTS**

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



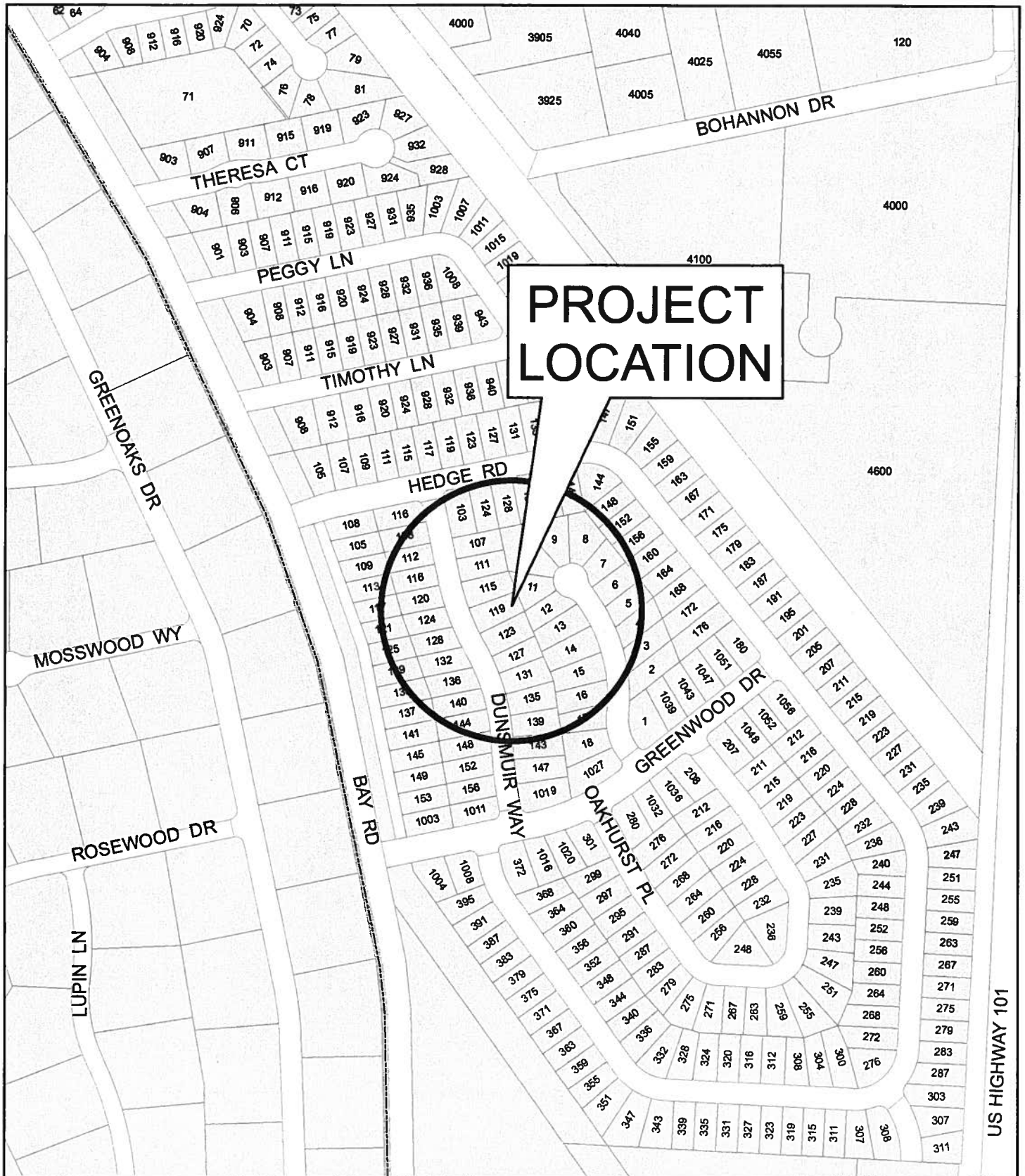
**Note:** Attached are reduced versions of maps and diagrams submitted by the applicants. The accuracy of the information in these drawings is the responsibility of the applicants, and verification of the accuracy by City Staff is not always possible. The original full-scale maps, drawings and exhibits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

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

None

V:\STAFFRPT\PC\2015\062915 - 119 Dunsmuir Way.doc





# **CITY OF MENLO PARK** **LOCATION MAP** **119 DUNSMUIR WAY**

DRAWN: TAS CHECKED: THR DATE: 6/29/15 SCALE: 1" = 300' SHEET: 1





# MARTIN RESIDENCE

## NEW RESIDENCE



RECEIVED

JUN 08 2015

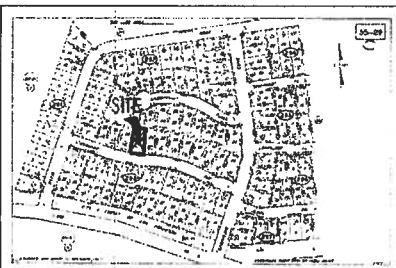
CITY OF MENLO PARK  
BUILDING

119 DUNSMUIR WAY, MENLO PARK, CA

### LOCATION MAP



### ASSESSOR'S PARCEL MAP



### SCOPE OF WORK

DEMOLISH AN EXISTING SINGLE STORY RESIDENCE AND BUILD A TWO STORY, 5 BR 4 BA SINGLE FAMILY RESIDENCE WITH 2,368.4 NEW LIVING S.F., ABOVE GRADE ON A 4,611 S.F. LOT WITH A NEW GARAGE OF 420.6 S.F. TOTALING 2,799.1 S.F. THE RESIDENCE ALSO INCLUDES A HABITABLE BASEMENT OF 1,354.1 S.F.

### PROJECT SUMMARY

Assessor's Parcel No.	056-29-2330
Zoning:	R-1-U
Jurisdiction:	CITY OF MENLO PARK
Type of Construction:	TYPE V-B, SPRINKLERED
Building Occ. Group:	R-3/U (SINGLE FAMILY RESIDENTIAL)
Required Property Setbacks (1st / 2nd):	
Front	20'-0"
Rear	20'-0"
Right Side	5'-3"(10% OF SITE WIDTH)
Left Side	5'-3"(10% OF SITE WIDTH)
Proposed Property Setbacks (1st / 2nd):	
Front	21'-7"
Rear	37'-11"
Right Side	5'-0"
Left Side	5'-0"
Max. Allowed Building Height:	28'-0"
Proposed Building Height:	27'-8"
Lot Area:	6,411.0
Max. Floor Area Ratio Allowed:	2.800.0
Total New Garage:	420.6
Total New Living Area:	2,368.4
Total Existing Residence:	1,940.3
Total New Residence:	4,733.1 (OK)
Floor Area Ratio:	2,799.1 (OK)
Max. 2nd Floor Area Ratio Allowed:	1,400.0
2nd Floor Area Ratio:	1,123.4 (OK)
Existing Building Coverage:	1,891.5
Max. Building Coverage Ratio Allowed:	2,315.3
Building Coverage Ratio:	2,289.6 (OK)

### DEFERRED SUBMITTALS

1. FIRE SPRINKLERS—NOTE THAT PER CRC 313.3.7 A SIGN OR VALVE TAG SHALL BE INSTALLED AT THE MAIN SHUTOFF VALVE TO THE WATER DISTRIBUTION SYSTEM STATING THE FOLLOWING: "WARNING, THE WATER SYSTEM FOR THIS HOME SUPPLIES FIRE SPRINKLERS THAT REQUIRE CERTAIN FLOWS AND PRESSURES TO FIGHT A FIRE. DEVICES THAT RESTRICT THE FLOW OR DECREASE THE PRESSURE OR AUTOMATICALLY SHUT OFF THE WATER TO THE FIRE SPRINKLER SYSTEM, SUCH AS WATER SOFTENERS, FILTRATION SYSTEMS AND AUTOMATIC SHUTOFF VALVES, SHALL NOT BE ADDED TO THE SYSTEM WITHOUT A REVIEW OF THE FIRE SPRINKLER SYSTEM BY A FIRE PROTECTION SPECIALIST. DO NOT REMOVE THIS SIGN"
2. ROOF TRUSSES—TRUSS DESIGN PACKAGE AND ENGINEER OF RECORD REVIEW LETTER TO BE SUBMITTED TO BUILDING DEPARTMENT FOR REVIEW AND APPROVAL
3. STAIR GUARDRAIL SHOP DRAWINGS SIGNED AND STAMPED BY ENGINEER TO BE SUBMITTED TO BUILDING DEPARTMENT FOR REVIEW AND APPROVAL—NOTE THAT SHOP DRAWINGS TO DEMONSTRATE GUARDRAIL DESIGN IS ADEQUATE TO SUPPORT A SINGLE CONCENTRATED 200 POUND LOAD APPLIED IN ANY DIRECTION AT ANY POINT ALONG THE TOP OF THE RAIL PER CRC TABLE 301.5 AND 301.5 FOOTNOTE D
4. CONSTRUCTION STAGING PLAN
5. CONSTRUCTION WASTE MANAGEMENT PLAN

### REQUIRED SUBMITTALS TO ARCHITECT

THE FOLLOWING ARE REQUIRED TO BE SUBMITTED TO THE ARCHITECT FOR APPROVAL/REVIEW:

1. WINDOW/DOOR PACKAGE
2. CABINET SHOP DRAWINGS AND FINISH SAMPLES
3. MECHANICAL DUCTING PLAN

NOTE: SEE STRUCTURAL PLANS FOR ADDITIONAL REQUIRED SUBMITTALS FOR SHOP DRAWINGS, ETC.

### APPLICABLE CODES

APPLICABLE CODES (with City of Menlo Park Amendments)  
2013 CALIFORNIA ADMINISTRATIVE CODE, CAC  
2013 CALIFORNIA BUILDING CODE, CBC  
2013 CALIFORNIA RESIDENTIAL BUILDING CODE, CRC  
2013 CALIFORNIA ELECTRICAL CODE, CEC  
2013 CALIFORNIA MECHANICAL CODE, CMC  
2013 CALIFORNIA PLUMBING CODE, CPC  
2013 CALIFORNIA ENERGY CODE, CEC  
2013 CALIFORNIA FIRE CODE, CFC  
2013 CALIFORNIA GREEN BUILDING STANDARDS  
2013 CALIFORNIA REFERENCED STANDARDS

### SHEET INDEX

GENERAL  
A0.0 COVER SHEET  
A0.2 FLOOR AREA CALCULATION SHEET  
A0.3 EXTERIOR PERSPECTIVES  
A0.5 AREA PLAN  
A0.6 STREETSCAPES

CIVIL  
C.0 TOPOGRAPHIC SURVEY

ARCHITECTURAL  
A1.0 SITE PLAN & DEMO SITE PLAN  
A2.0 DEMO PLAN  
A2.1a 1ST FLOOR PLAN  
A2.1b 2ND FLOOR PLAN  
A2.1c BASEMENT FLOOR PLAN  
A2.2a LOWER ROOF PLAN  
A2.2b UPPER ROOF PLAN  
A3.0 EXTERIOR ELEVATIONS  
A3.1 EXTERIOR ELEVATIONS  
A3.2 EXISTING PHOTOS  
A5.0 SECTIONS

### PROJECT TEAM

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MARTIN RESIDENCE  
NEW RESIDENCE

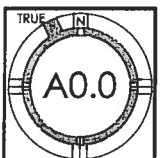
119 DUNSMUIR WAY, MENLO PARK, CA

CHRISTOPHER AND DEB MARTIN



DATE	REVISION	BY
01.28.2015	PERMIT USE APPLICATION SUBMITTAL	
03.07.2015	PERMIT USE APPLICATION RESUBMITTAL	
04.24.2015	PERMIT USE APPLICATION RESUBMITTAL	

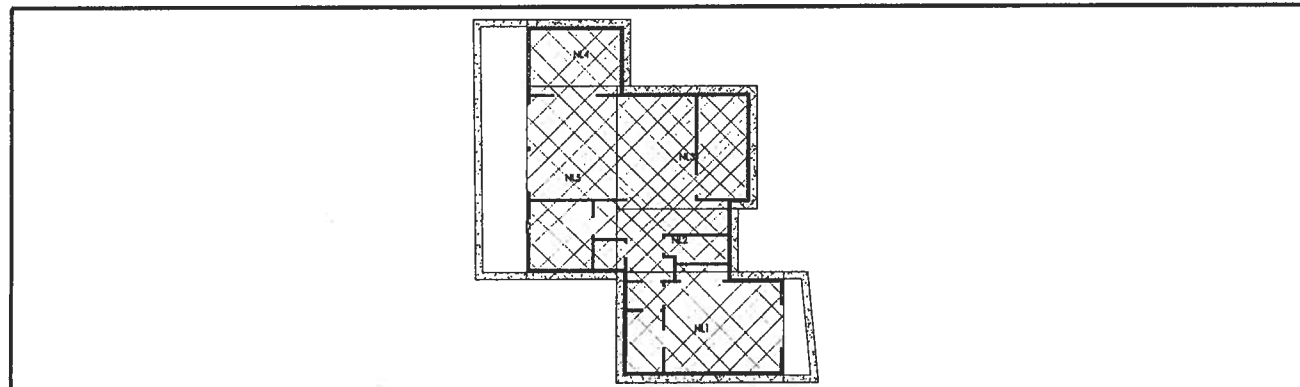
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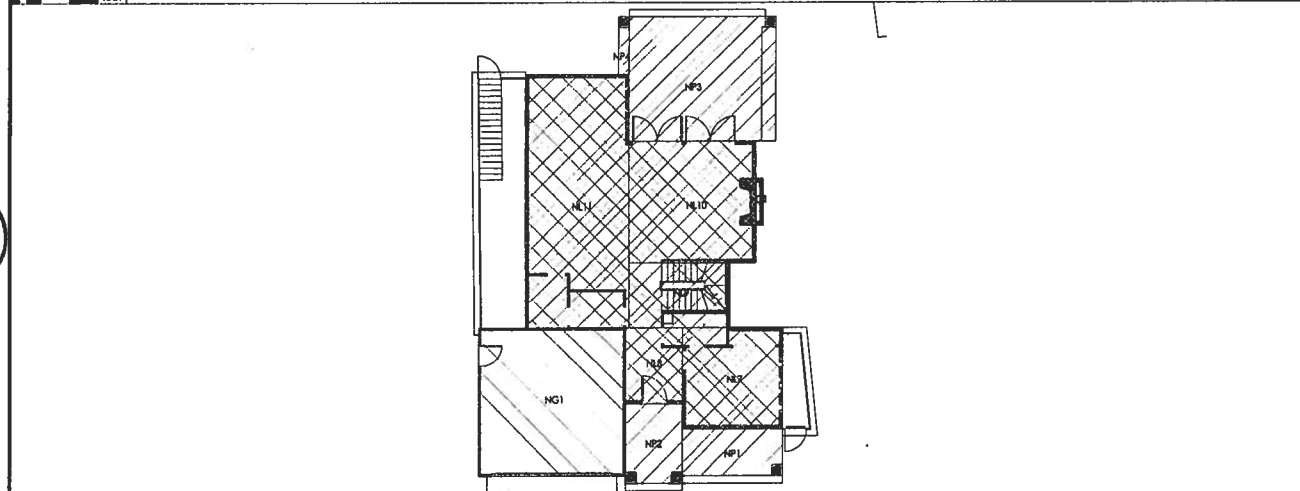
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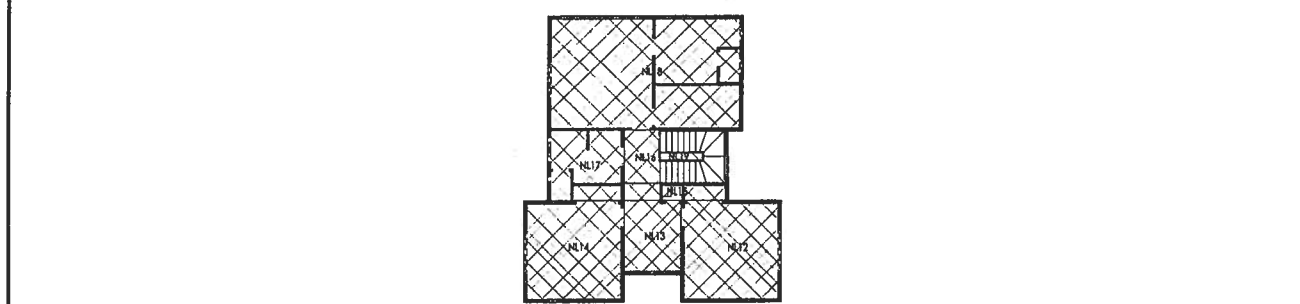
B2



FLOOR AREA CALCS - BASEMENT 1/8" 1



FLOOR AREA CALCS - FIRST FLOOR 1/8" 2



FLOOR AREA CALCS - SECOND FLOOR 1/8" 3

- NEW LIVING AREA
- NEW GARAGE AREA
- NEW PORCH AREA
- NEW CHIMNEY AREA (COUNTED TOWARDS BUILDING COVERAGE, NOT COUNTED TOWARDS FAL)

FLOOR AREA LEGEND

New Basement Living Area		
Section	Dimensions (WxL)	Area (sf)
NL1	23'-8" X 15'-4"	361.8
NL2	17'-2" X 9'-3"	158.3
NL3	19'-0" X 17'-6"	346.4
NL4	14'-7" X 9'-4"	136.5
NL5	12'-8" X 27'-8"	351.5
<b>NBL Total</b>		<b>1,354.5</b>

New First Floor Living Area		
Section	Dimensions (WxL)	Area (sf)
NL7	14'-2" X 14'-4"	202.6
NL8	8'-0" X 10'-11"	87.2
NL9	14'-3" X 9'-3"	131.4
NL10	17'-11" X 17'-0"	303.9
NL11	14'-7" X 35'-7"	519.9
<b>NFL Total</b>		<b>1,245.0</b>

New Living Second Floor Area		
Section	Dimensions (WxL)	Area (sf)
NL12	14'-3" X 14'-4"	201.4
NL13	8'-0" X 10'-4"	82.5
NL14	14'-3" X 12'-10"	201.4
NL15	14'-8" X 2'-4"	34.5
NL16	5'-1" X 7'-4"	37.3
NL17	10'-10" X 9'-8"	105.1
NL18	27'-2" X 16'-6"	453.2
NL19	8'-0" X 11'-0"	88.0
<b>NSL Total</b>		<b>1,129.8</b>

New Garage Area		
Section	Dimensions (WxL)	Area (sf)
NG1	20'-9" X 20'-9"	430.4
<b>NG Total</b>		<b>430.4</b>

New Porch Area		
Section	Dimensions (WxL)	Area (sf)
NP1	14'-2" X 6'-5"	91.3
NP2	8'-3" X 10'-10"	87.1
NP3	26'-9" X 17'-6"	346.4
NP4	1'-4" X 6'-3"	12.4
<b>NP Total</b>		<b>537.2</b>

New Chimney Area (Counted Towards Building Coverage)		
Section	Dimensions (WxL)	Area (sf)
CH1	15'-1" X 6'-4"	6.7
<b>CH Total</b>		<b>6.7</b>

LA	Lot Area	6,611.0
LA	Max. Floor Area Ratio Allowed	2,800.0
NG	Total New Garage	430.4
TNL=NBL+NFL+NSL	Total New Living Area	3,722.6
TNL+NFL+NBL+NG	Floor Area Ratio	2,799.0 (OK)
NSL	Max. 2nd Floor Area Ratio Allowed	1,400.0
NSL	2nd Floor Area Ratio	1,129.8 (OK)
NSL	Max. Building Coverage Ratio Allowed	2,313.9
LC=NFL+NG+NP+CH	Building Coverage Ratio	2,237.5 (OK)

- NOTE:
1. NO ATIC SPACES TALLER THAN 5' PROPOSED
  2. A TRANSLUCENT LENS FLUSH WITH THE CEILING WILL BE INSTALLED UNDER THE SKYLIGHTS TO REDUCE THE AMOUNT OF AREA COUNTED AS 200% FLOOR AREA

AREA TABULATION

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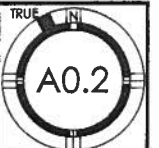
MARTIN RESIDENCE  
NEW RESIDENCE

119 DUNSMUIR WAY, MENLO PARK, CA  
CHRISTOPHER AND DEB MARTIN



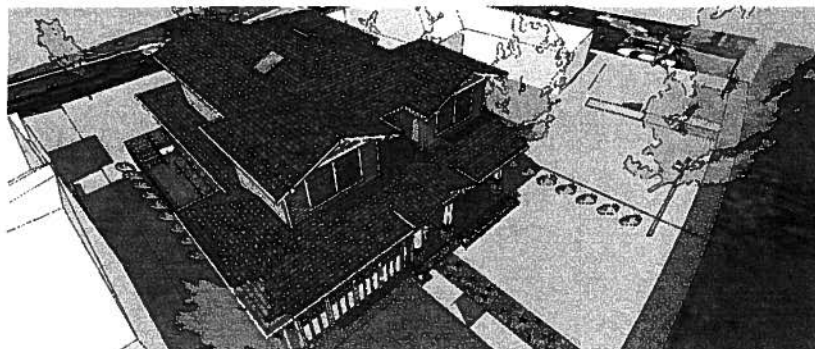
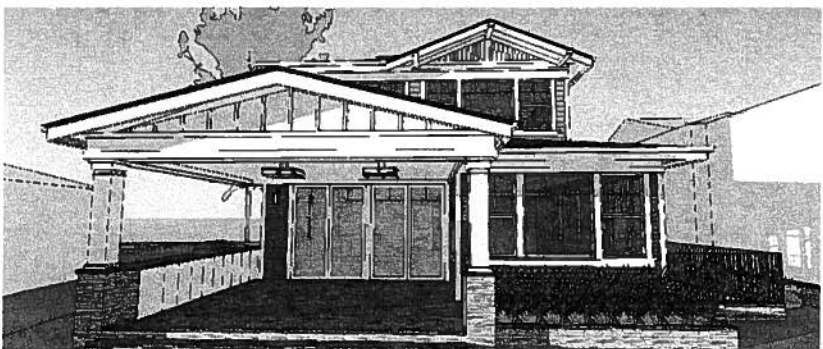
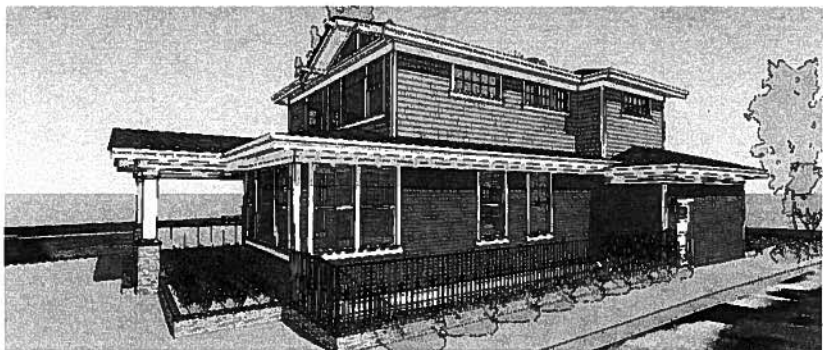
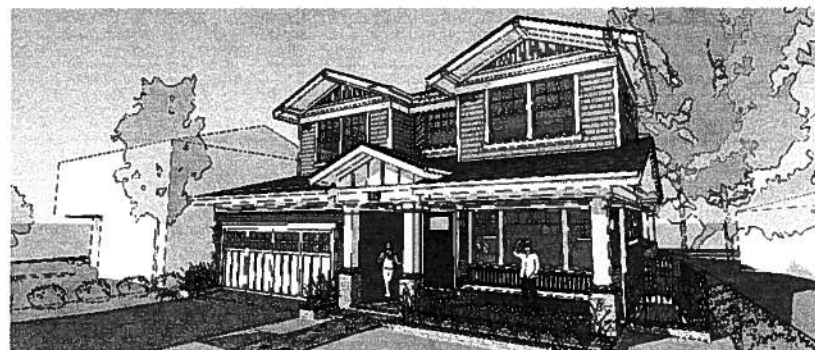
PROJECT NO.	DATE	DESCRIPTION
14-028	01.28.2015	PERMIT USE APPLICATION SUBMITTAL
	03.07.2015	PERMIT USE APPLICATION RESUBMITTAL
	04.24.2015	PERMIT USE APPLICATION RESUBMITTAL

FLOOR AREA CALCULATION SHEET



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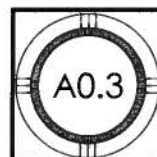


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NEW RESIDENCE

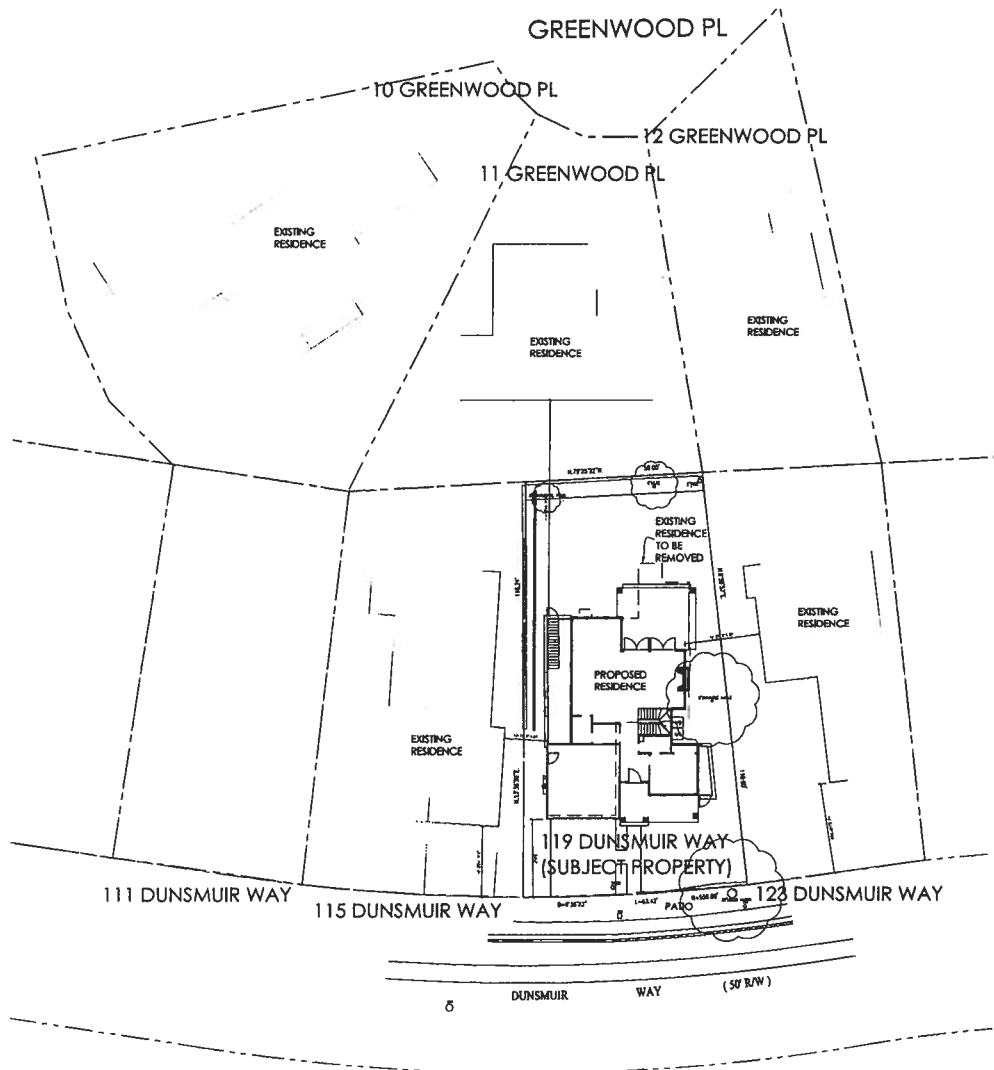
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## EXTERIOR PERSPECTIVES





B4



NOTE: ALL MEASUREMENTS TO ADJACENT STRUCTURES ARE FROM AERIAL PHOTOGRAPHS AND ARE APPROXIMATE.

KEYNOTES	
---	PROPERTY LINE
LEGEND	

24 8 16 24 feet

NEIGHBORHOOD CONTEXT 1/16" 1

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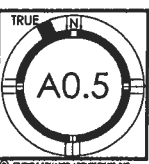
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MARTIN RESIDENCE  
NEW RESIDENCE  
119 DUNSMUIR WAY, MENLO PARK, CA  
CHRISTOPHER AND DEB MARTIN



PROJECT NO.	DATE	DESCRIPTION
14-002	01-28-2015	PERMIT USE APPLICATION SUBMITTAL
	03-09-2015	PERMIT USE APPLICATION RESUBMITTAL
	04-24-2015	PERMIT USE APPLICATION RESUBMITTAL

AREA PLAN



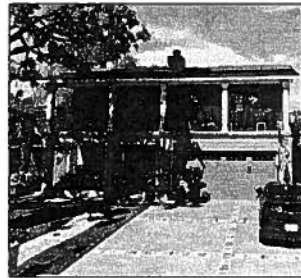
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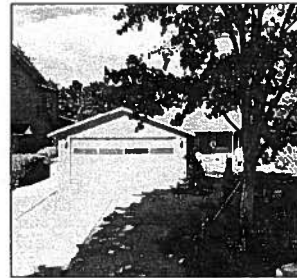
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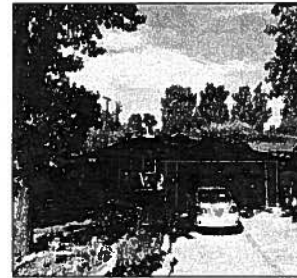
111 Dunsmuir Way



115 Dunsmuir Way



119 Dunsmuir Way  
Subject Property



123 Dunsmuir Way



127 Dunsmuir Way



116 Dunsmuir Way



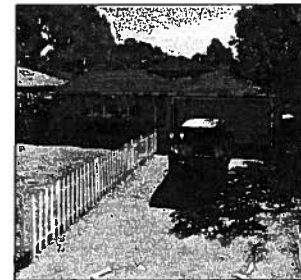
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124 Dunsmuir Way



128 Dunsmuir Way



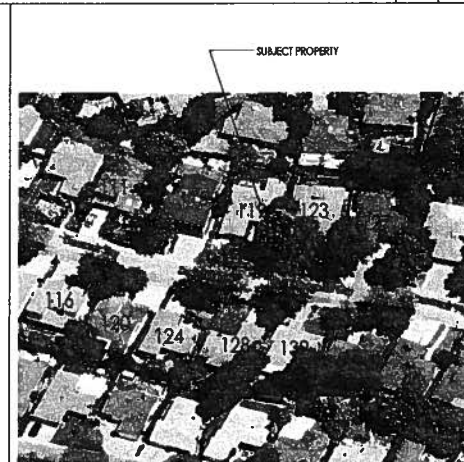
132 Dunsmuir Way

STREETSCAPE IMAGES - 1



STREETSCAPE ELEVATION

3



NEIGHBORS

2

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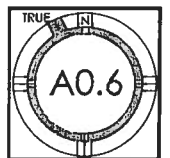
119 DUNSMUIR WAY, MENLO PARK, CA

CHRISTOPHER AND DEB MARTIN



PROJECT	DATE	DESCRIPTION
14-008	01/26/2015	PERMIT USE APPLICATION SUBMITTAL
	03/09/2015	PERMIT USE APPLICATION REDRAWN
	04/24/2015	PERMIT USE APPLICATION REDRAWN

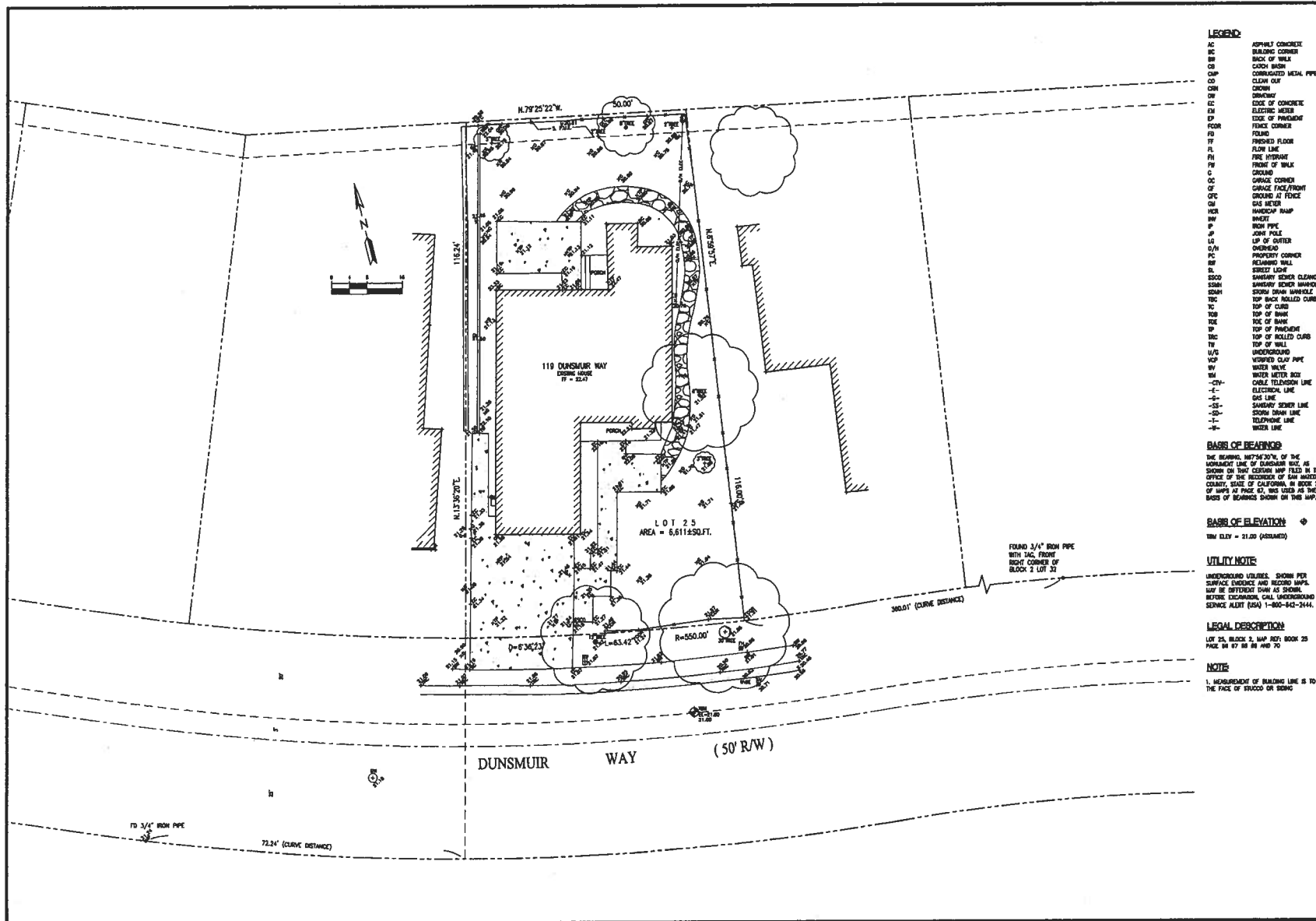
STREETSCAPES



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B6



MARTIN  
RESIDENCE

119 DUNSMUIR WAY  
MENLO PARK, CA  
APN: 055-292-330

W E C  
ASSOCIATES

3251 MODERFIELD RD #208  
PALO ALTO, CA 94306  
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FAX: (650) 887-1294

LEGEND

- AC ASPHALT CONCRETE
- BC BUILDING CORNER
- BN BACK OF WALL
- CB CATCH BASIN
- CC CORRUGATED METAL PIPE
- CD CROWN
- CE CROWN
- CF CROWN
- CG CROWN
- CH CROWN
- CI CROWN
- CL CROWN
- CM CROWN
- CN CROWN
- CO CROWN
- CP CROWN
- CR CROWN
- CS CROWN
- CT CROWN
- CU CROWN
- CV CROWN
- CW CROWN
- CX CROWN
- CY CROWN
- CZ CROWN
- DA DRAINAGE
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- TF TANK
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- WH WALL
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- XA X
- XB X
- XC X
- XD X
- XE X
- XF X
- YG Y
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- YF Y
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- YU Y
- YV Y
- YW Y
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- YY Y
- YZ Y
- ZA Z
- ZB Z
- ZC Z
- ZD Z
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- ZF Z
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- ZN Z
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- ZP Z
- ZQ Z
- ZR Z
- ZS Z
- ZT Z
- ZU Z
- ZV Z
- ZW Z
- ZX Z
- ZY Z
- ZZ Z

BASIS OF BEARING

THE BEARING, N79°25'22"W, OF THE MONUMENT LINE OF DUNSMUIR WAY, AS SHOWN ON THE RECORD MAP FILED IN THE OFFICE OF THE RECORDER OF SAN MATEO COUNTY, STATE OF CALIFORNIA, IN BOOK 25 OF MAPS AT PAGE 67, WAS USED AS THE BASIS OF BEARING SHOWN ON THIS MAP.

BASIS OF ELEVATION

THE ELEVATION OF 21.00 (ASSUMED)

UTILITY NOTE

UNDERGROUND UTILITIES SHOWN PER SURFACE EVIDENCE AND RECORD MAPS. MAY BE DIFFERENT THAN AS SHOWN. BEFORE EXCAVATING, CALL UNDERGROUND SERVICE ALERT (USA) 1-800-4-A-DIG.

LEGAL DESCRIPTION

LOT 25, BLOCK 2, MAP REF. BOOK 25, PAGE 87, IN THE CITY AND COUNTY OF SAN MATEO.

NOTE

1. MEASUREMENT OF BUILDING LINE IS TO THE FACE OF BRICK OR STONE.



ISSUED

No.	Description	Date

DATE: JULY 27, 2014  
SCALE: 1"=10'-0"  
DRAWN BY: BJC  
JOB: 10078

SHEET TITLE:

TOPOGRAPHIC  
SURVEY

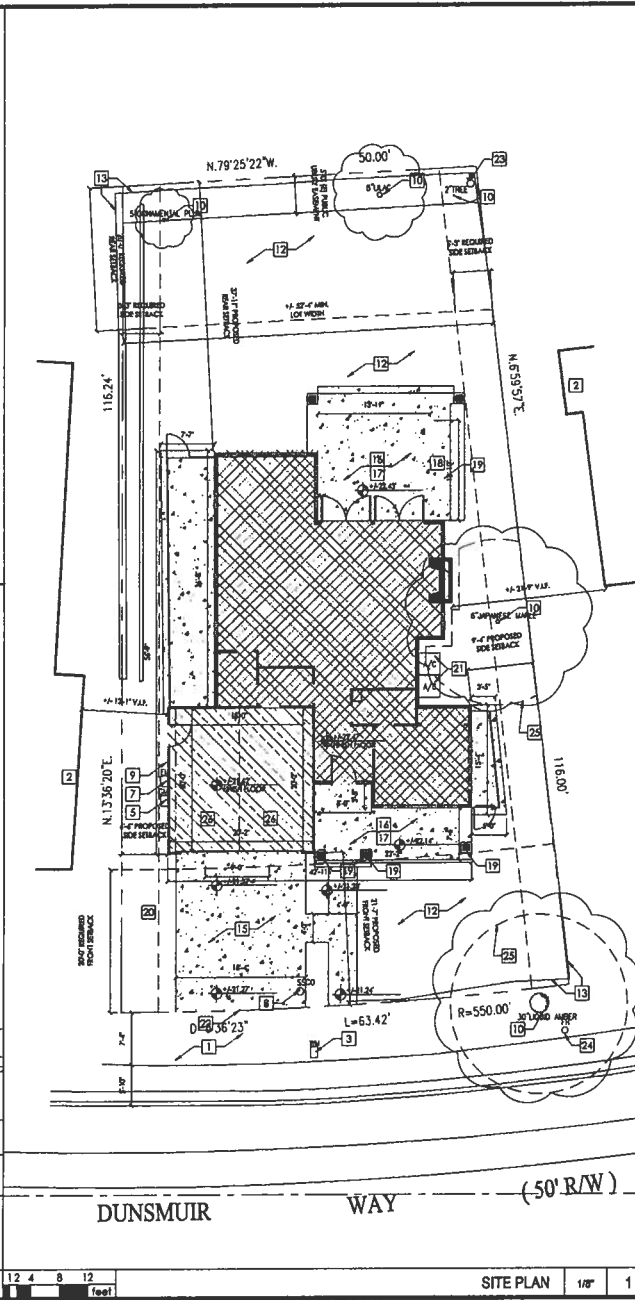
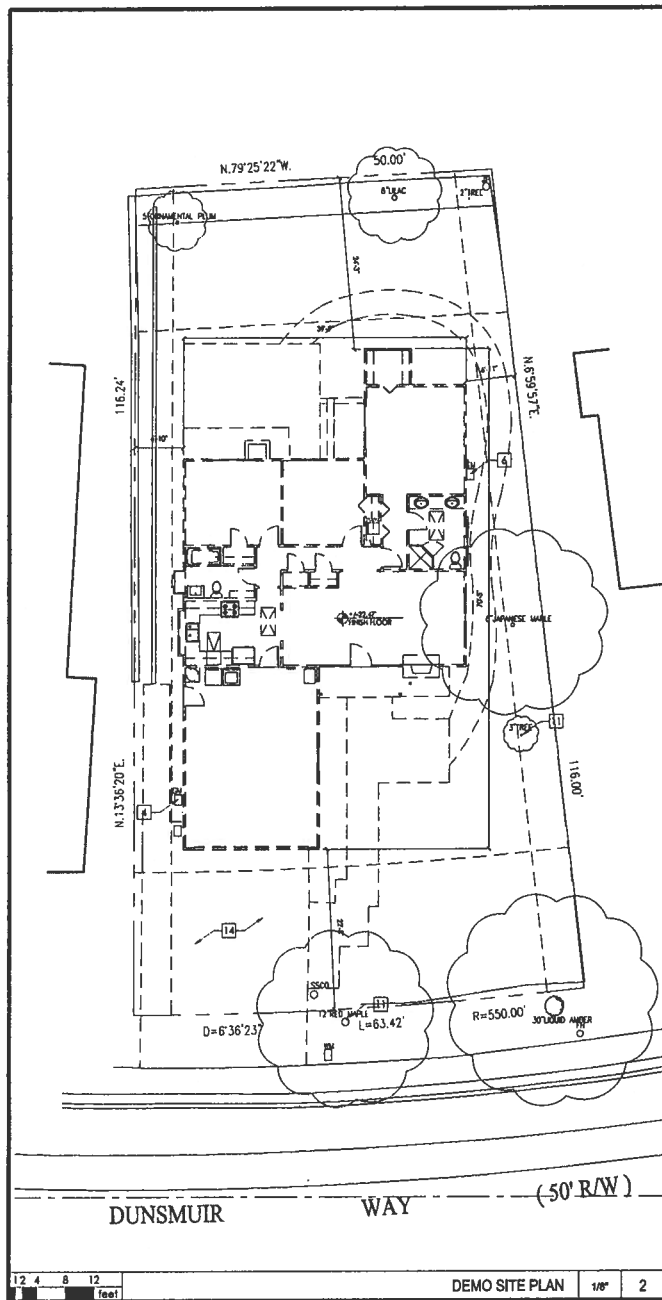
SHEET NO.

C.0

WEC



(B7)



- 8 = NUMBER TO KEY NOTE BELOW
- EXISTING PUBLIC RIGHT OF WAY
  - APPROXIMATE LOCATION OF NEIGHBORING STRUCTURE
  - (E) WATER METER—CONTRACTOR TO COORDINATE (N) METER WITH LOCAL WATER COMPANY IF REQUIRED BY INCREASED FUTURE LOAD
  - (E) GAS METER LOCATION
  - (N) GAS METER LOCATION
  - (E) ELECTRICAL METER LOCATION
  - (N) ELECTRICAL METER LOCATION—CONTRACTOR TO COORDINATE WITH PG&E FOR UPGRADE (200AMPS) TO (E) ELECTRICAL SERVICE
  - (E) 4" SEWER LATERAL—CONTRACTOR TO VERIFY LOCATION IN FIELD
  - UNDER GROUND CONNECTION PER CEC 250-52
  - (E) TREE(S) TO REMAIN- PROTECT AS REQUIRED DURING CONSTRUCTION - DO NOT LEAVE MATERIALS OR EQUIPMENT IN ROOT AREAS FOR EXTENDED PERIODS OF TIME.
  - (E) TREE(S) TO BE REMOVED UNDER SEPARATE PERMIT
  - (E) SOFTSCAPE TO REMAIN
  - (E) 6' H. REDWOOD FENCE AND GATES TO REMAIN, TYP.
  - (E) DRIVEWAY TO BE REMOVED
  - (N) DRIVEWAY, PAVERS OVER 8" BASE ROCK AND 2" SAND -- VERIFY PAVEMENT DESIGN WITH OWNER
  - (N) HARDSCAPE--SLOPE AWAY FROM HOUSE @ 2%
  - (N) 36" DEEP MIN. LEVEL LANDING PER CRC 311.3 W STEPS (MAX. 7.75" RISER)-- PROVIDE EQUAL RISERS IF MORE THAN 1 STEP
  - (N) OUTDOOR KITCHEN
  - (N) PORCH OR TRELLIS COLUMNS
  - (N) SOFTSCAPE--PROVIDE DRIP IRRIGATION
  - (N) A/C UNIT CONDENSER PADS-- PROVIDE ELECTRICAL TO THIS LOCATION AS REQUIRED, VERIFY SIZE AND QUANTITY WITH HVAC CONTRACTOR. A/C UNITS TO COMPLY WITH CITY'S NOISE ORDINANCE--CITY'S NOISE ORDINANCE PERMITS A MAXIMUM SOUND LEVEL OF 50 DECIBELS DURING NIGHTTIME HOURS AND 60 DECIBELS DURING DAYTIME HOURS.
  - (N) CURB CUT PER LOCAL CITY'S STANDARD DETAIL
  - (E) JOINT POLE
  - (E) FIRE HYDRANT
  - TREE PROTECTION FENCING FOR NON ORDINANCE SIZED TREE
  - (N) REQUIRED COVERED PARKING SPACE

Lot Area:	6,611.0
Allowable Floor Area	2,800.0
No Attic Space Over 5'-0"	
Proposed Basement Area	1,354.1
Proposed First Floor Area	1,476.4
Proposed Second Floor Area	1,128.4
Total Proposed Floor Area	4,163.1
Land Covered by Structures	33.9%
Landscaping	61.4%
Paved Surfaces	14.7%
Parking Spaces	2 COV
All Grades To Remain Natural	

#### SITE PLAN KEYNOTES

- PROPERTY LINE  
REQUIRED YARD SETBACK/EASEMENT
- NEW GARAGE AREA  
NEW LIVING AREA  
NEW HARDSCAPE
- SPOT ELEVATION, SEE CIVIL DRAWINGS FOR MORE INFO

- NOTES:
- (E) WATER SUPPLY TO BE REPLACED FROM METER IN.
  - (E) SEWER LATERAL TO BE REPLACED FROM PROPERTY LINE IN.

#### SITE PLAN LEGEND



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San Jose, CA 95113  
P: (408) 998-0983  
F: (408) 998-0982

MARTIN RESIDENCE  
NEW RESIDENCE

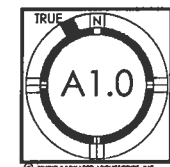
119 DUNSMUIR WAY, MENLO PARK, CA  
CHRISTOPHER AND DEB MARTIN



"FOR PLANNING APPROVAL ONLY--NOT FOR CONSTRUCTION"

REVISION NUMBER	DATE	DESCRIPTION
14028	01-26-2015	PERMIT USE APPLICATION SUBMITTAL
	03-09-2015	PERMIT USE APPLICATION RESUBMITTAL
	04-24-2015	PERMIT USE APPLICATION RESUBMITTAL

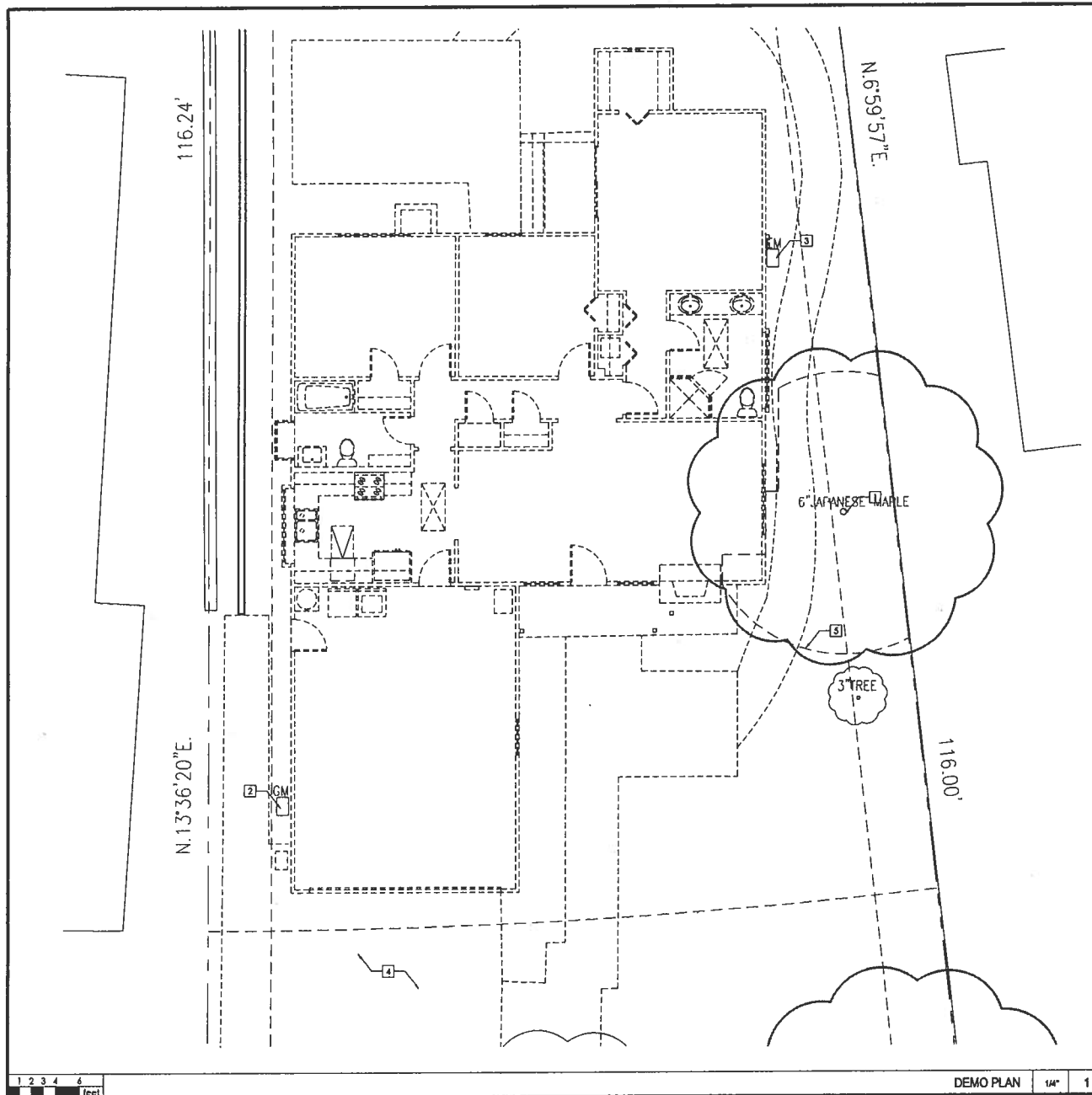
SITE PLAN  
&  
DEMO SITE PLAN



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B8



- = NUMBER TO KEY NOTE BELOW
- (E) TREE TO REMAIN—SEE A1.0 FOR ADDITIONAL INFORMATION
  - (E) GAS METER TO BE RELOCATED—SEE A1.0 FOR NEW LOCATION
  - (E) ELECTRICAL PANEL TO BE RELOCATED—CONTRACTOR TO COORDINATE WITH PG&E—SEE A1.0 FOR NEW LOCATION
  - (E) DRIVEWAY TO BE REMOVED
  - TREE PROTECTION FENCING

NOTES:  
1. SEE S/A0.1 FOR DEMOLITION GENERAL NOTES  
2. REFER TO BID INSTRUCTIONS FOR ITEMS TO BE RETAINED FOR SALVAGE

DEMOLITION KEYNOTES

----- EXISTING WALL OR ELEMENT TO BE DEMOLISHED

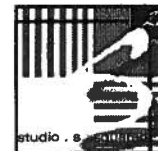
DEMOLITION

1/4"

1

DEMOLITION LEGEND

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MARTIN RESIDENCE  
NEW RESIDENCE

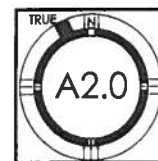
119 DUNSMUIR WAY, MENLO PARK, CA

CHRISTOPHER AND DEB MARTIN



PROJECT NO.	DATE	DESCRIPTION
14028	01.28.2015	PERMIT USE APPLICATION SUBMITTAL
	03.09.2015	PERMIT USE APPLICATION RESUBMITTAL
	04.24.2015	PERMIT USE APPLICATION RESUBMITTAL

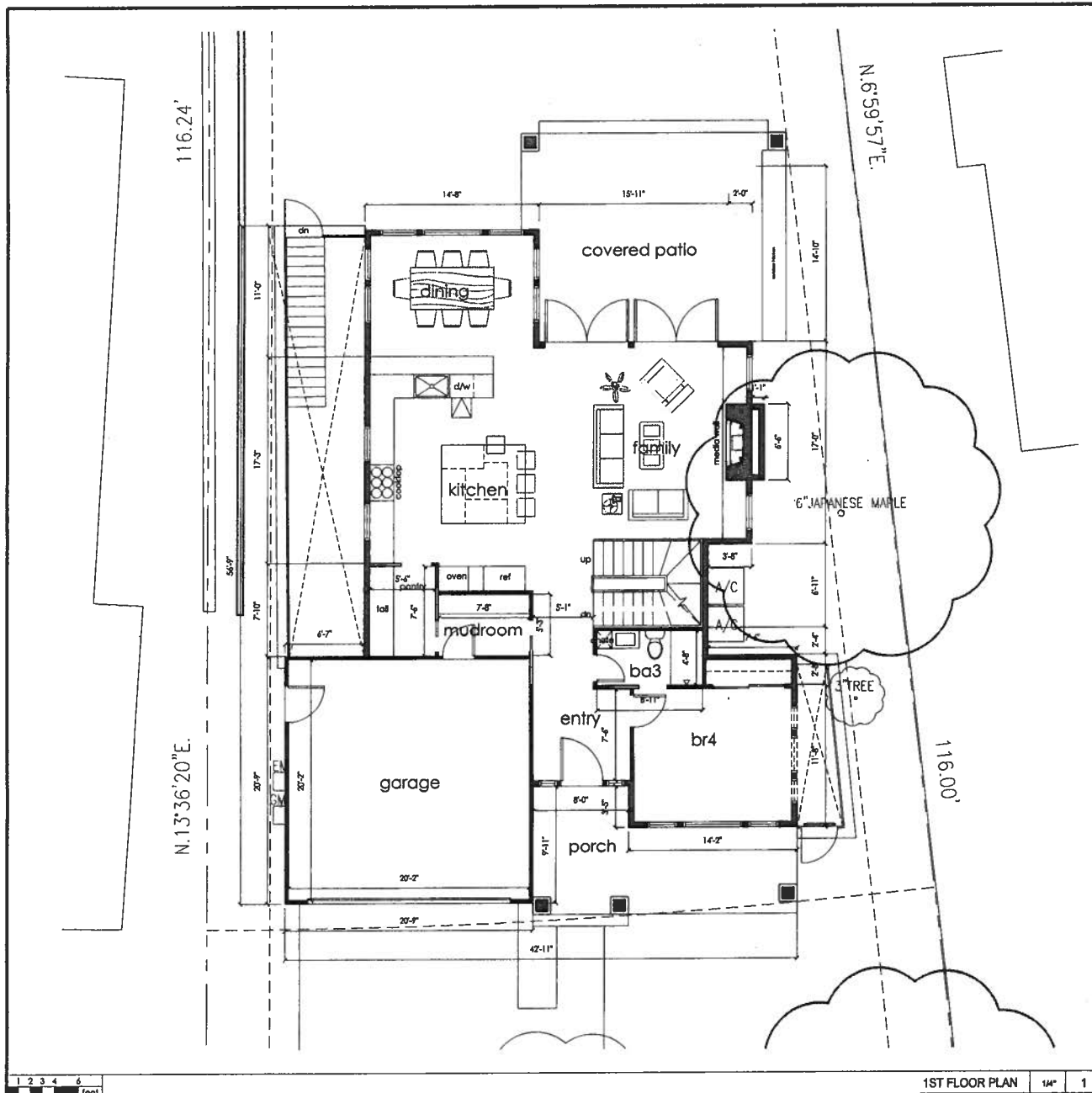
DEMOLITION



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B9



FLOOR PLAN KEYNOTES		
(N) WALL: EXTERIOR: 2x6 STUDS @ 16" O.C.; INTERIOR 2x4 STUDS @ 16" O.C.-SEE ELEVATIONS AND STRUCTURAL DRAWINGS FOR EXTERIOR WALL MATERIAL ASSEMBLIES. INSTALL 1 LAYER (MIN.) OF WEATHER RESISTIVE BARRIER (TYVEK HOUSE WRAP OR EQ.) OVER STUDS OR SHEATHING OF EXTERIOR WALLS PER CRC 703.2-INSTALL PER MANUF. INSTRUCTIONS. PROVIDE 5/8" TYPE 'X' GYPSUM BOARD EACH SIDE @ INTERIOR PARTITIONS. PROVIDE CEMENT BOARD OR TILE BACKER BOARD AT SHOWER/TUB LOCATIONS. ALL WALLS TO RECEIVE (N) PAINT FINISH. ALL CEILINGS AT TUB/SHOWERS TO BE M.R. BOARD		
(N)/EXISTING WALL W/ 1 HOUR SEPARATION-5/8" TYPE 'X' GYP ON GARAGE SIDE FROM FOUNDATION TO ROOF SHEATHING		

"FOR PLANNING APPROVAL ONLY-NOT FOR CONSTRUCTION"



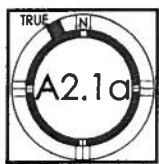
19 N. 2ND ST., Ste. 205  
San Jose, CA 95113  
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MARTIN RESIDENCE  
NEW RESIDENCE  
119 DUNSMUIR WAY, MENLO PARK, CA  
CHRISTOPHER AND DEB MARTIN



PROJECT NO.	DATE	DESCRIPTION
14-028	01.28.2015	PERMIT USE APPLICATION SUBMITTAL
	03.09.2015	PERMIT USE APPLICATION RESUBMITTAL
	04.24.2015	PERMIT USE APPLICATION RESUBMITTAL

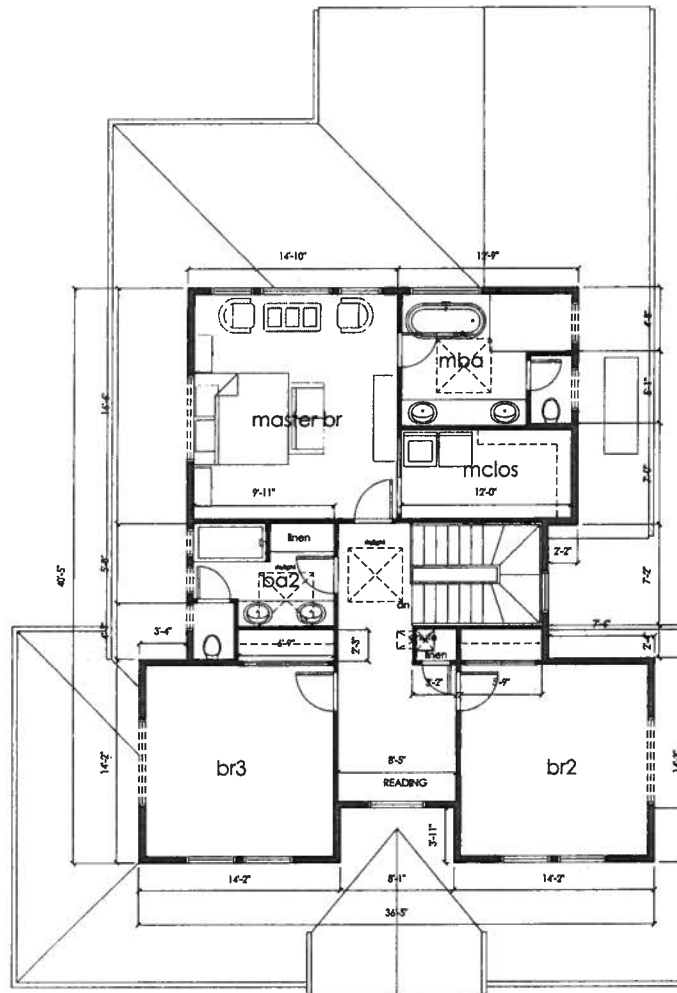
1ST  
FLOOR PLAN



STUDIO 9 ARCHITECTURE, INC.



(B10)



1 2 3 4 5 6  
feet

2ND FLOOR PLAN

1/4"

1

FLOOR PLAN LEGEND

FLOOR PLAN KEYNOTES

(N) WALL: EXTERIOR: 2x6 STUDS @ 16" O.C.; INTERIOR 2x4 STUDS @ 16" O.C.—SEE ELEVATIONS AND STRUCTURAL DRAWINGS FOR EXTERIOR WALL MATERIAL ASSEMBLIES. INSTALL 1 LAYER (MIN.) OF WEATHER RESISTIVE BARRIER (TYVEK HOUSE WRAP OR EQ.) OVER STUDS OR SHEATHING OF EXTERIOR WALLS PER CRC 703.2—INSTALL PER MANUF. INSTRUCTIONS. PROVIDE 5/8" TYPE "X" GYPSUM BOARD EACH SIDE @ INTERIOR PARTITIONS. PROVIDE CEMENT BOARD OR TILE BACKER BOARD AT SHOWER/TUB LOCATIONS. ALL WALLS TO RECEIVE (N) PAINT FINISH. ALL CEILINGS AT TUB/SHOWERS TO BE M.R. BOARD

(N)/EXISTING WALL W/ 1 HOUR SEPARATION—5/8" TYPE "X" GYP ON GARAGE SIDE FROM FOUNDATION TO ROOF SHEATHING

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San Jose, CA 95113  
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MARTIN RESIDENCE  
NEW RESIDENCE

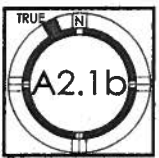
119 DUNSMUIR WAY, MENLO PARK, CA

CHRISTOPHER AND DEB MARTIN



DATE	DESCRIPTION	14-028
01-28-2011	PERMIT USE APPLICATION SUBMITTAL	
03-09-2011	PERMIT USE APPLICATION RESUBMITTAL	
04-24-2011	PERMIT USE APPLICATION RESUBMITTAL	

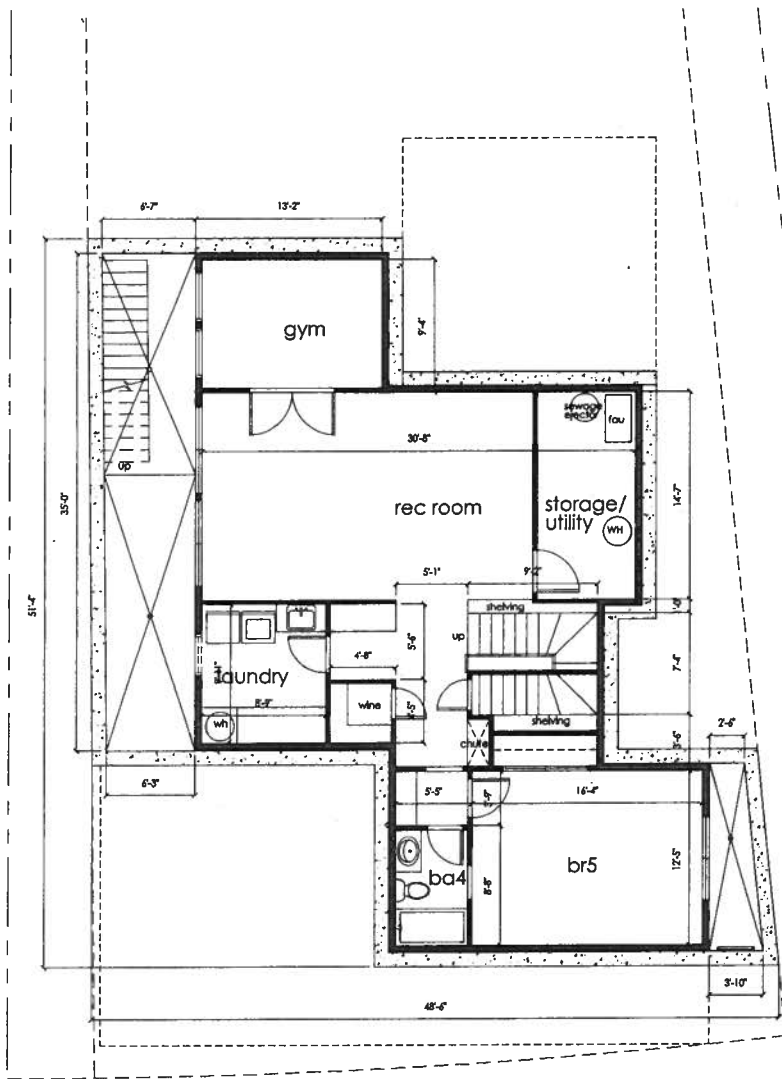
2ND  
FLOOR PLAN



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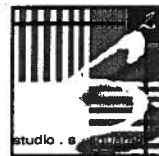


B11



FLOOR PLAN KEYNOTES			
<p>(N) WALL: EXTERIOR: 2x4 STUDS @ 16" O.C.; INTERIOR 2x4 STUDS @ 16" O.C.—SEE ELEVATIONS AND STRUCTURAL DRAWINGS FOR EXTERIOR WALL MATERIAL ASSEMBLIES. INSTALL 1 LAYER (MIN.) OF WEATHER RESISTIVE BARRIER (TYVEK HOUSE WRAP OR EQ.) OVER STUDS OR SHEATHING OF EXTERIOR WALLS PER CRC 703.2—INSTALL PER MANUF. INSTRUCTIONS. PROVIDE 5/8" TYPE "X" GYPSUM BOARD EACH SIDE @ INTERIOR PARTITIONS. PROVIDE CEMENT BOARD OR TILE BACKER BOARD AT SHOWER/TUB LOCATIONS. ALL WALLS TO RECEIVE (N) PAINT FINISH. ALL CEILINGS AT TUB/SHOWERS TO BE M.R. BOARD</p>			
<p>(N) EXISTING WALL W/ 1 HOUR SEPARATION—5/8" TYPE "X" GYP ON GARAGE SIDE FROM FOUNDATION TO ROOF SHEATHING</p>			

FLOOR PLAN LEGEND



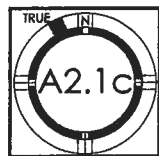
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MARTIN RESIDENCE  
NEW RESIDENCE  
119 DUNSMUIR WAY, MENLO PARK, CA  
CHRISTOPHER AND DEB MARTIN



REVISION	DATE	DESCRIPTION
1	03/09/2015	PERMIT USE APPLICATION SUBMITTAL
2	04/24/2015	PERMIT USE APPLICATION RESUBMITTAL

BASEMENT FLOOR PLAN



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B/2



1/4"	
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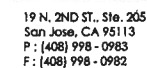
1. (N) ROOFING-SEE LEGEND BELOW FOR MATERIALS-CONFIRM COLOR SELECTION W/ OWNER PRIOR TO PLACING ORDER
2. INSTALL 1 LAYER 15# ROOF FELT UNDER ROOF MATERIAL PER CRC 905.2.7
3. PAINT ALL ROOF PENETRATIONS TO MATCH ROOFING COLOR.
4. PLUMBING VENTS TO BE MIN. 10' AWAY FROM, OR AT LEAST 5' ABOVE ANY OPERABLE WINDOW OR SKYLIGHT PER CPC 906.2
5. APPROXIMATE ROOF SLOPE 5:12 U.N.O.
6. PROVIDE (N) GSM ROOF JACKS, TYP. CAULK ALL EXPOSED NAIL HEADS WITH SEALANT.
7. PROVIDE (N) GUTTERS AND DOWNSPOUTS AT LOCATIONS SHOWN
8. CONNECT ALL (N) DOWNSPOUTS TO FLEXIBLE PLASTIC DRAINPIPE AND RUN TO A LOCATION IN BACKYARD DESIGNATED BY OWNER, MIN. 5' AWAY FROM HOUSE.



ASPHALT COMPOSITION SHINGLES, MIN. CLASS 'C'-MANUF:  
CERTAINTED; STYLE: PRESIDENTIAL TL OR EQUAL; COLOR: CLASSIC  
WEATHERED WOOD--VERIFY FINAL SELECTION WITH OWNER PRIOR TO  
PLACING ORDER. INSTALL PER MANUF. WARRANTY INSTRUCTIONS AND  
ICC-ES EVALUATION REPORT #ESR-1389

← DENOTES DIRECTION OF SLOPE—ROOF SLOPE APPROX., REFER TO ELEVATIONS FOR MAX HT AND VERTICAL CONTROL

----- LINE OF BLDG. BELOW



119 DUNSMUIR WAY, MENLO PARK, CA

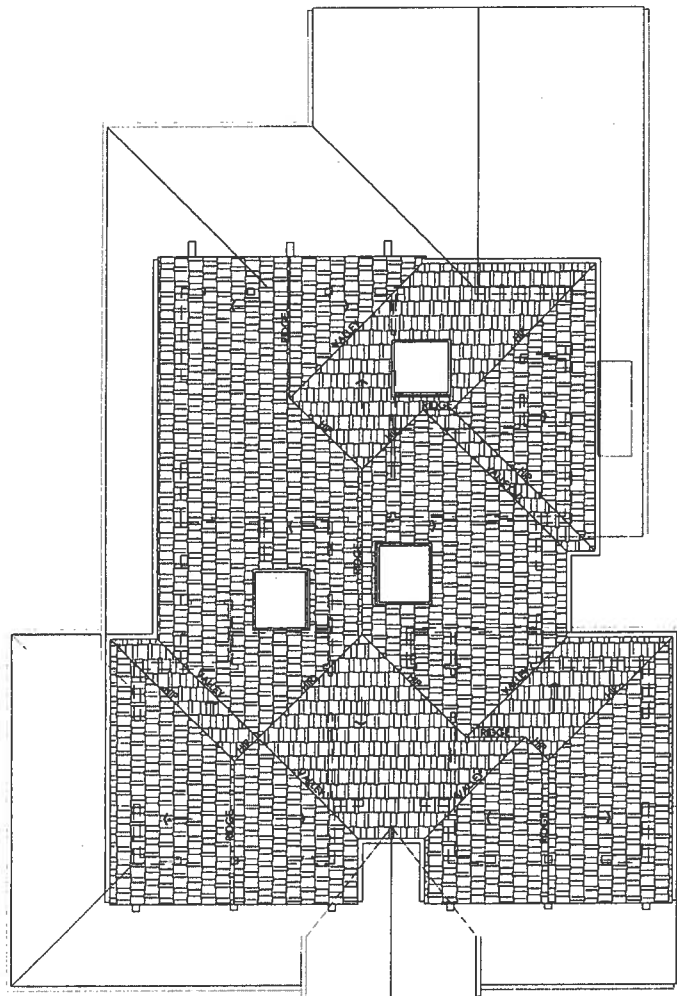


LOWER  
ROOF PLAN





(B13)



1. [N] ROOFING—SEE LEGEND BELOW FOR MATERIALS—CONFIRM COLOR SELECTION W/ OWNER PRIOR TO PLACING ORDER
2. INSTALL 1 LAYER 15# ROOF FELT UNDER ROOF MATERIAL PER CRC 905.2.7
3. PAINT ALL ROOF PENETRATIONS TO MATCH ROOFING COLOR.
4. PLUMBING VENTS TO BE MIN. 10' AWAY FROM OR AT LEAST 3' ABOVE ANY OPERABLE WINDOW OR SKYLIGHT PER CPC 906.2
5. APPROXIMATE ROOF SLOPE S:12 U.N.I.O.
6. PROVIDE [N] GSM ROOF JACKS, TYP. CAULK ALL EXPOSED NAIL HEADS WITH SILICONE SEALANT.
7. PROVIDE [N] GUTTERS AND DOWNSPOUTS AT LOCATIONS SHOWN
8. CONNECT ALL [N] DOWNSPOUTS TO FLEXIBLE PLASTIC DRAINPIPE AND RUN TO A LOCATION IN BACKYARD DESIGNATED BY OWNER, MIN. 5' AWAY FROM HOUSE.

ATTIC VENTILATION CALCULATIONS AND NOTES



ASPHALT COMPOSITION SHINGLES, MIN. CLASS "C"—MANUF. CERTIFIED; STYLE: PRESIDENTIAL TL OR EQUAL; COLOR: CLASSIC WEATHERED WOOD—VERIFY FINAL SELECTION WITH OWNER PRIOR TO PLACING ORDER. INSTALL PER MANUF. WARRANTY INSTRUCTIONS AND ICC-ES EVALUATION REPORT #ESR-1389

← DENOTES DIRECTION OF SLOPE—ROOF SLOPE APPROX., REFER TO ELEVATIONS FOR MAX HT AND VERTICAL CONTROL  
--- LINE OF BLDG. BELOW

UPPER ROOF PLAN

1/4"

1

ROOF PLAN LEGEND

"FOR PLANNING APPROVAL ONLY—NOT FOR CONSTRUCTION"



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San Jose, CA 95113  
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F : (408) 998 - 0982

MARTIN RESIDENCE  
NEW RESIDENCE

119 DUNSMUIR WAY, MENLO PARK, CA

CHRISTOPHER AND DEB MARTIN



PROJECT NO.	DATE	DESCRIPTION
14-028	01-28-2015	PERMIT USE APPLICATION SUBMITTAL
	03-07-2015	PERMIT USE APPLICATION RESUBMITTAL
	04-24-2015	PERMIT USE APPLICATION RESUBMITTAL

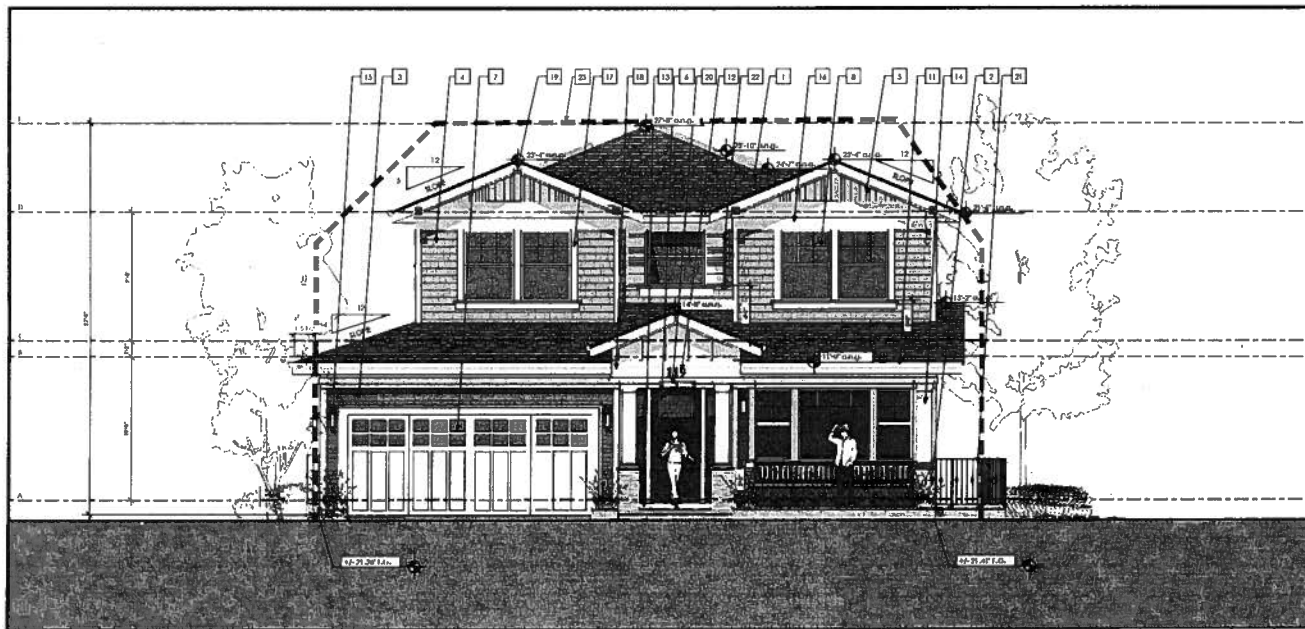
UPPER  
ROOF PLAN



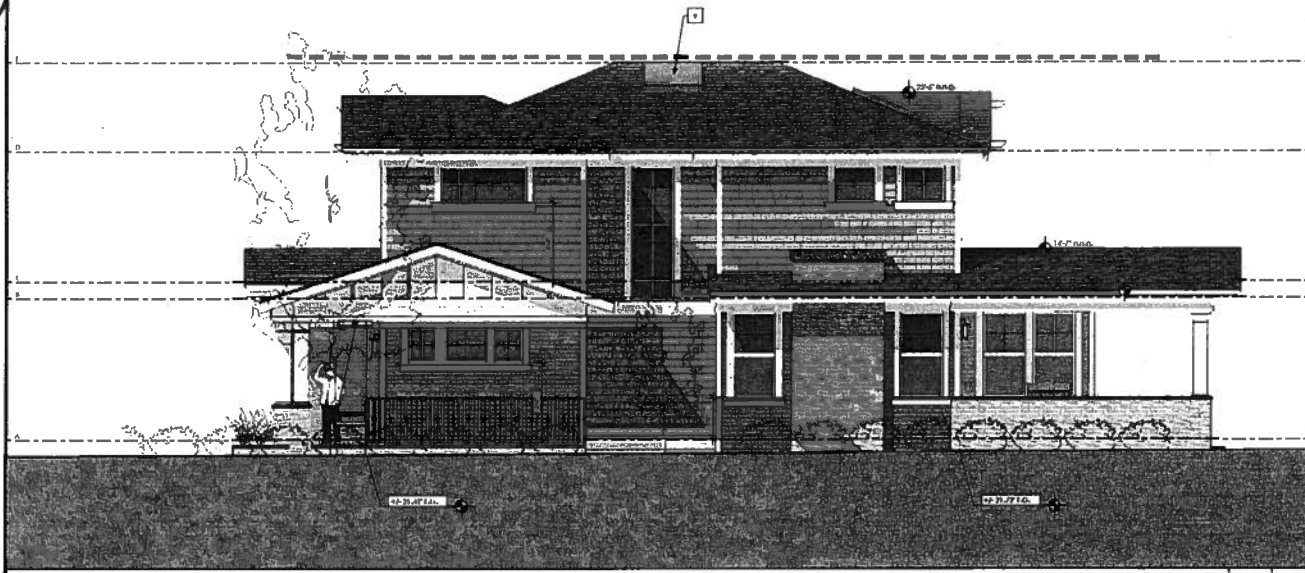
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B14



SOUTH ELEVATION (FRONT) 1/4" 1



EAST ELEVATION (RIGHT) 1/4" 2

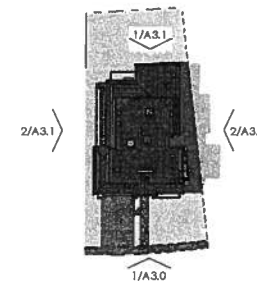
- # = NUMBER OF KEYNOTE BELOW
- 1 ASPHALT COMPOSITION SHINGLES, INSTALL PER MANUF. INSTRUCTIONS-MANUF. CERTAINTED; SEE ROOF PLAN FOR MORE INFO [www.certainteed.com](http://www.certainteed.com)
  - 2 LIGHTWEIGHT STONE VENEER LESS THAN 15 POUNDS PER SQUARE FOOT, INSTALL PER MANUF. INSTRUCTIONS-MANUF. ELDERADO STONE; STYLE: RUSTIC LEDGE; COLOR: CLEARWATER [www.elderadostone.com](http://www.elderadostone.com)
  - 3 CEMENT FIBER LAP SIDING W/ 4" EXPOSURE, INSTALL PER MANUF. INSTRUCTIONS-MANUF. JAMES HARDIE SIDING; STYLE: BEADED SMOOTH; COLOR: P1 [www.jameshardie.com](http://www.jameshardie.com)
  - 4 CEMENT FIBER SHINGLE SIDING +/- 7" EXPOSURE, INSTALL PER MANUF. INSTRUCTIONS-MANUF. JAMES HARDIE SIDING; STYLE: STRAIGHT EDGE PANEL; COLOR: P1 [www.jameshardie.com](http://www.jameshardie.com)
  - 5 CEMENT FIBER BOARD AND BATTEN SIDING HARD/PANEL OR EQUAL, PAINTED WHITE VERTICAL BATTENS TO BE 1x3 CEMENT FIBER TRIM @ 16" O.C.; COLOR: P2
  - 6 FRONT DOOR, INSTALL PER MANUF. INSTRUCTIONS-MANUF.: CALDWELLS SAN FRANCISCO'S DOOR COMPANY; STYLE: MODERN 1-LITE 4-PANEL CONTEMPORARY MAHOGANY WOOD DOOR [www.caldwells.com](http://www.caldwells.com)
  - 7 PAINTED WOOD GARAGE DOOR, INSTALL PER MANUF. INSTRUCTIONS-MANUF.: CLOPAY DOOR; STYLE: GRAND HARBOR COLLECTION-SERIES 1-DESIGN 13-SQ 24; COLOR: STANDARD WHITE [www.clopaydoor.com](http://www.clopaydoor.com)
  - 8 WINDOWS, INSTALL PER MANUF. INSTRUCTIONS-MANUF.: JELD-WEN WINDOWS & DOORS; STYLE: PREMIUM ATLANTIC ALUMINUM DOUBLE-RUNG WINDOW (SIMULATED DIVIDED LITES; GRIDS WILL BE ON THE INTERIOR AND EXTERIOR OF THE WINDOWS WITH A SPACER BAR BETWEEN THE PANE OF GLASS); COLOR: WHITE [www.jeld-wen.com](http://www.jeld-wen.com)
  - 9 SKYLIGHT-SEE WINDOW SCHEDULE FOR MORE INFO
  - 10 FRENCH DOORS, INSTALL PER MANUF. INSTRUCTIONS-MANUF.: JELD-WEN WINDOWS & DOORS; STYLE: AURORA CUSTOM FIBER GLASS GLASS PANEL EXTERIOR DOOR; COLOR: BRILLIANT WHITE [www.jeld-wen.com](http://www.jeld-wen.com)
  - 11 4x6 PAINTED METAL GUTTER OVER 2x10 PAINTED FASCIA
  - 12 4" ALUMINUM ADDRESS LETTERS "BANK GOTHIC HD" WITH 2" STANDOFF MOUNTING AND DARK BRONZE ANODIZED ALUMINUM FINISH-ADDRESS TO CONTRAST BACKGROUND AND BE ILLUMINATED AT NIGHT
  - 13 STAMPED CONCRETE STEPS-VERIFY COLOR AND PATTERN WITH OWNER
  - 14 ONE PIECE 12" SQUARE FIBER GLASS COLUMN, 5'-6" OVERALL HEIGHT, PAINT GRADE, 6" CAPITAL-INSTALL PER MANUF. INSTRUCTIONS [www.pacificcolumns.com](http://www.pacificcolumns.com)
  - 15 EXTERIOR LIGHT, INSTALL PER MANUF. INSTRUCTIONS-MANUF.: HINKLEY LIGHTING; STYLE: MANHATTAN 2325Q; COLOR: HAND - PAINTED OLDE BRONZE FINISH [www.hinkleylighting.com](http://www.hinkleylighting.com)
  - 16 1'-1" COMPOSITE CEMENT FIBER TRIM BY JW HARDIE; COLOR: P2
  - 17 5.5" COMPOSITE CEMENT FIBER WINDOW/DOOR AND WALL CORNER TRIM BY JW HARDIE; COLOR: P2
  - 18 +/- 1'-6" COMPOSITE 2-PIECE CEMENT FIBER TRIM BY JW HARDIE; COLOR: P2
  - 19 PAINT GRADE WOOD BRACKET: 5.5H x 3'-1"D x 6" W
  - 20 EXTERIOR LIGHT, INSTALL PER MANUF. INSTRUCTIONS-MANUF.: PROGRESS LIGHTING; STYLE: MAC P6023-31; COLOR: BLACK [www.progresslighting.com](http://www.progresslighting.com)
  - 21 WROUGHT IRON LIGHT WELL GUARDRAIL AND EGRESS GATE
  - 22 FIXED COMPOSITE SHUTTERS, MATCH WINDOW SIZE-MANUF.: TIMBERLANE; STYLE: ENDURAN LB-1 FIXED LOUVER; PAINT P2 [www.timberlane.com](http://www.timberlane.com) OR EQUAL
  - 23 DAYLIGHT PLANE AS DEFINED BY CITY OF MENLO PARK

PAINT SCHEDULE  
P1: BENJAMIN MOORE HC-108 "SANDY HOOK GRAY"  
P2: BENJAMIN MOORE 2123-70 "ICE MIST"

KEYNOTES - -

- A. (N) FIRST FLOOR BOTTOM PLATE @ +/- 22.47'
- B. (N) FIRST FLOOR TOP PLATE @ +/- 32.47'
- C. (N) SECOND FLOOR BOTTOM PLATE @ +/- 33.64'
- D. (N) SECOND FLOOR TOP PLATE @ +/- 42.64'
- E. (N) BUILDING HEIGHT @ +/- 48.69'

GRID LINE LEGEND - -



KEYPLAN 1/30' -



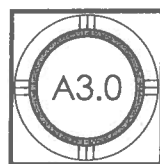
19 N. 2nd St., Ste. 205  
San Jose, CA 95113  
P : (408) 998 - 0983  
F : (408) 998 - 0982

MARTIN RESIDENCE  
NEW RESIDENCE  
119 DUNSMuir WAY, MENLO PARK CA  
CHRISTOPHER AND DEB MARTIN



NO.	REVISION	DATE	DESCRIPTION
1			ISSUED FOR PERMIT
2			FOR THE CITY OF MENLO PARK
3			FOR THE CITY OF MENLO PARK
4			FOR THE CITY OF MENLO PARK
5			FOR THE CITY OF MENLO PARK
6			FOR THE CITY OF MENLO PARK
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28			FOR THE CITY OF MENLO PARK
29			FOR THE CITY OF MENLO PARK
30			FOR THE CITY OF MENLO PARK

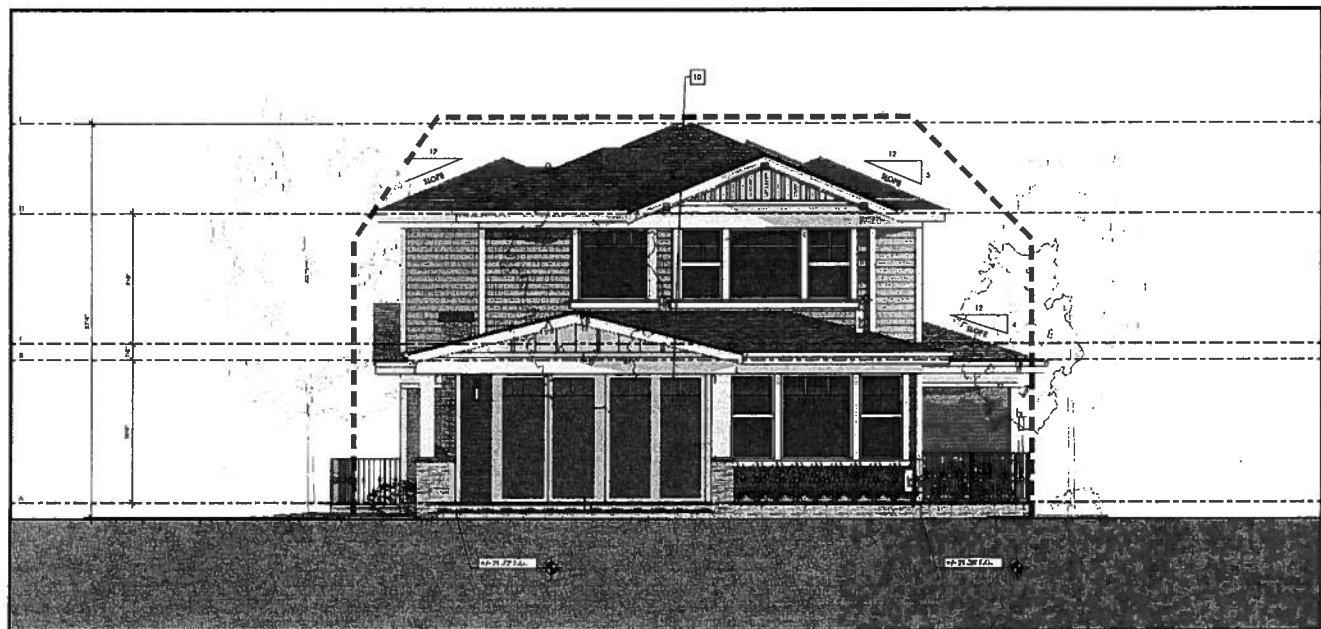
EXTERIOR  
ELEVATIONS



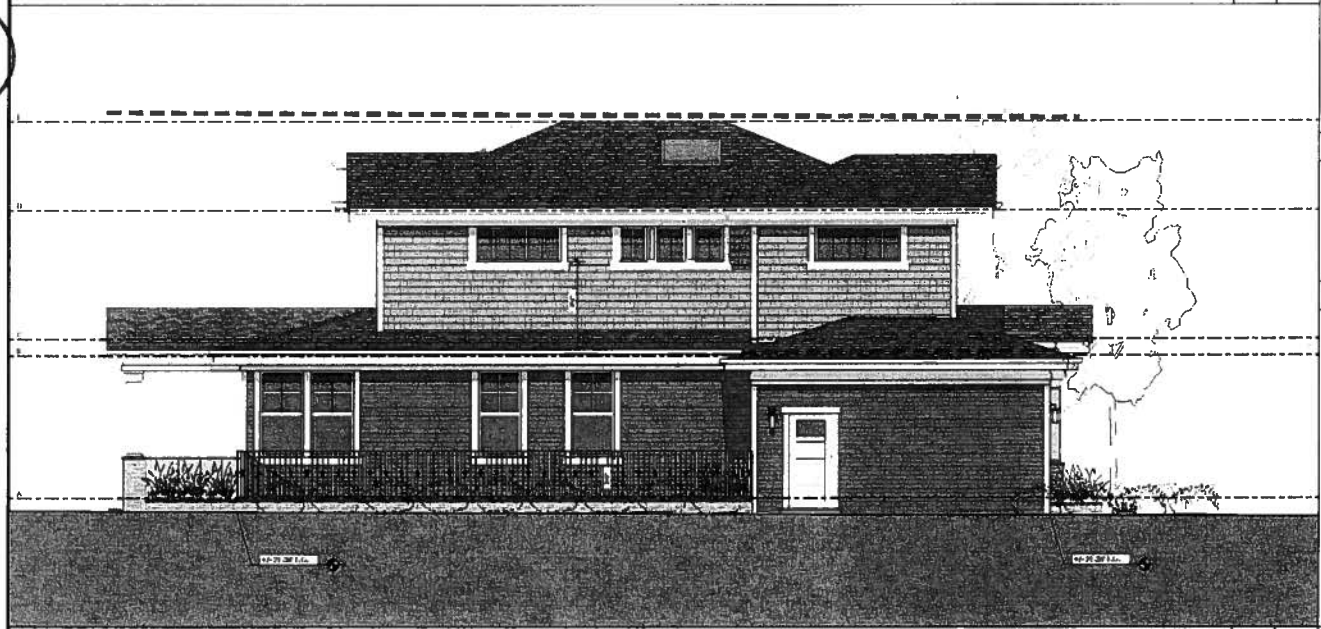
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(B15)



NORTH ELEVATION (REAR) 1/4" 1

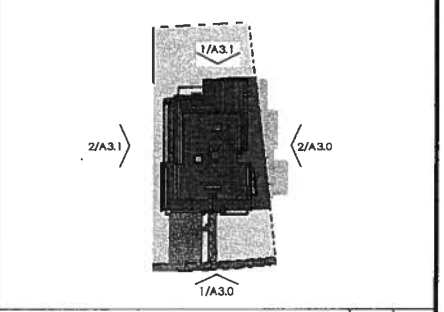


WEST ELEVATION (LEFT) 1/4" 2

- 1 = NUMBER OF KEYNOTE BELOW
- 1 ASPHALT COMPOSITION SHINGLES, INSTALL PER MANUF. INSTRUCTIONS-MANUF. CERTAINTED; SEE ROOF PLAN FOR MORE INFO [www.certainted.com](http://www.certainted.com)
  - 2 LIGHTWEIGHT STONE VENEER (LESS THAN 15 POUNDS PER SQUARE FOOT), INSTALL PER MANUF. INSTRUCTIONS-MANUF.: EL DORADO STONE; STYLE: RUSTIC LEDGE; COLOR: CLEARWATER [www.eldoradolstone.com](http://www.eldoradolstone.com)
  - 3 CEMENT FIBER LAP SIDING W/ 4" EXPOSURE, INSTALL PER MANUF. INSTRUCTIONS-MANUF.: JAMES HARDIE SIDING; STYLE: BEADED SMOOTH; COLOR: P1 [www.jameshardie.com](http://www.jameshardie.com)
  - 4 CEMENT FIBER SINGLE SIDING +/-7" EXPOSURE, INSTALL PER MANUF. INSTRUCTIONS-MANUF.: JAMES HARDIE SIDING; STYLE: STRAIGHT EDGE PANEL; COLOR: P1 [www.jameshardie.com](http://www.jameshardie.com)
  - 5 CEMENT FIBER BOARD AND BATTEN SIDING HARDPANEL OR EQUAL, PAINTED WHITE VERTICAL BATTENS TO BE 1x3 CEMENT FIBER TRIM @ 16" O.C.; COLOR: P2
  - 6 FRONT DOOR, INSTALL PER MANUF. INSTRUCTIONS-MANUF.: CALDWELLS SAN FRANCISCO DOOR COMPANY; STYLE: MODERN 1-LITE 4-PANEL CONTEMPORARY MAHOGANY WOOD DOOR [www.caldwells.com](http://www.caldwells.com)
  - 7 PAINTED WOOD GARAGE DOOR, INSTALL PER MANUF. INSTRUCTIONS-MANUF.: CLOPAY DOOR; STYLE: GRAND HARBOR COLLECTION-SERIES 1-DESIGN 13-SQ 24; COLOR: STANDARD WHITE [www.clopaydoor.com](http://www.clopaydoor.com)
  - 8 WINDOWS, INSTALL PER MANUF. INSTRUCTIONS-MANUF.: JELD-WEN WINDOWS & DOORS; STYLE: PREMIUM ATLANTIC ALUMINUM DOUBLE-HUNG WINDOW (SIMULATED DIVIDED LITES; GRIDS WILL BE ON THE INTERIOR AND EXTERIOR OF THE WINDOWS WITH A SPACER BAR BETWEEN THE PANE OF GLASS); COLOR: WHITE [www.jeld-wen.com](http://www.jeld-wen.com)
  - 9 SKYLIGHT-SEE WINDOW SCHEDULE FOR MORE INFO
  - 10 FRENCH DOORS, INSTALL PER MANUF. INSTRUCTIONS-MANUF.: JELD-WEN WINDOWS & DOORS; STYLE: A5001 AURORA CUSTOM FIBERGLASS GLASS PANEL EXTERIOR DOOR; COLOR: BRILLIANT WHITE [www.jeld-wen.com](http://www.jeld-wen.com)
  - 11 4x6 PAINTED METAL GUTTER OVER 2x10 PAINTED FASCIA
  - 12 6" ALUMINUM ADDRESS LETTERS "BANK GOTHIC MD" WITH 2" STANDOFF MOUNTING AND DARK BRONZE ANODIZED ALUMINUM FINISH-ADDRESS TO CONTRAST BACKGROUND AND BE ILLUMINATED AT NIGHT
  - 13 STAMPED CONCRETE STEPS-VERIFY COLOR AND PATTERN WITH OWNER
  - 14 ONE PIECE 12" SQUARE FIBER GLASS COLUMN, 5'-6" OVERALL HEIGHT, PAINT GRADE, 6" CAPITAL-INSTALL PER MANUF. INSTRUCTIONS [www.pacificcolumns.com](http://www.pacificcolumns.com)
  - 15 EXTERIOR LIGHT, INSTALL PER MANUF. INSTRUCTIONS-MANUF.: HINKLEY LIGHTING; STYLE: MANHATTAN 232501; COLOR: HAND - PAINTED OLDE BRONZE FINISH [www.hinkleylighting.com](http://www.hinkleylighting.com)
  - 16 1-1/2" COMPOSITE CEMENT FIBER TRIM BY JW HARDIE; COLOR: P2
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  - 21 WROUGHT IRON LIGHT WELL GUARDRAIL AND EGRESS GATE
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  - 23 DAYLIGHT PLANE AS DEFINED BY CITY OF MENLO PARK
- PAINT SCHEDULE:**  
P1: BENJAMIN MOORE HC-108 "SANDY HOOK GRAY"  
P2: BENJAMIN MOORE 2123-70 "ICE MIST"

KEYNOTES		-	-
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B.	(N) FIRST FLOOR TOP PLATE @ (+/- 32.47')		
C.	(N) SECOND FLOOR BOTTOM PLATE @ (+/- 33.64')		
D.	(N) SECOND FLOOR TOP PLATE @ (+/- 42.64')		
E.	(N) BUILDING HEIGHT @ (+/- 48.69')		

GRID LINE LEGEND		-	-
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KEYPLAN 1/30' -



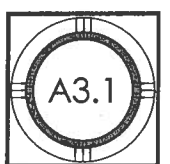
19 N. 2nd St., Ste. 205  
San Jose, CA 95113  
P : (408) 998 - 0983  
F : (408) 998 - 0982

MARTIN RESIDENCE  
NEW RESIDENCE  
117 DUNSAUR WAY, MENLO PARK, CA  
CHRISTOPHER AND DEB MARTIN



DATE	REVISION	DESCRIPTION
	1	ISSUED FOR PERMIT APPLICATION SUBMITTAL
	2	REVISED FOR PERMIT APPLICATION SUBMITTAL
	3	REVISED FOR PERMIT APPLICATION SUBMITTAL
	4	REVISED FOR PERMIT APPLICATION SUBMITTAL

EXTERIOR ELEVATIONS



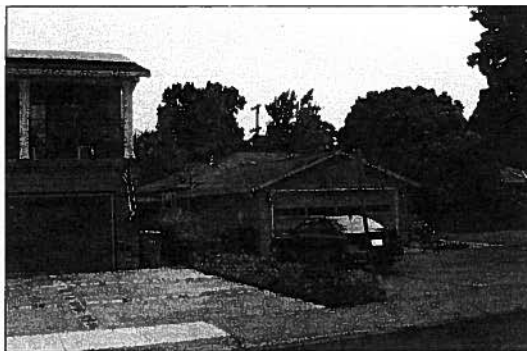
© 2014 117 DUNSAUR WAY, MENLO PARK, CA, INC.



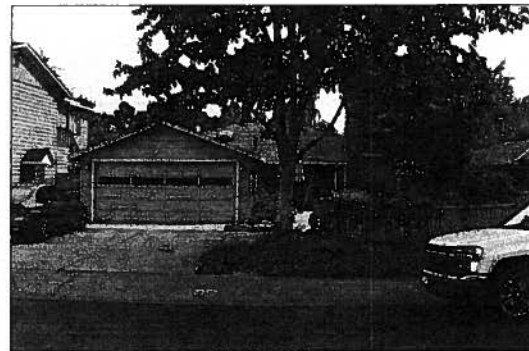
(B16)



FRONT DOOR - 7



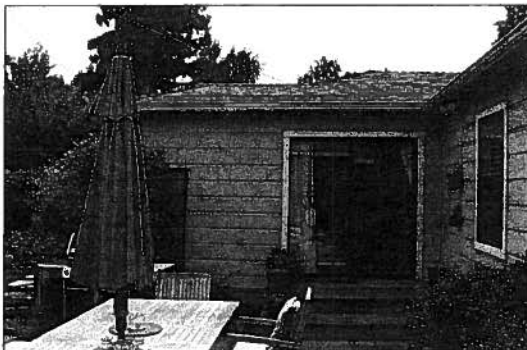
DRIVEWAY - 4



FRONT ELEVATION - 1



LEFT ELEVATION - 8



PATIO DOOR - 5



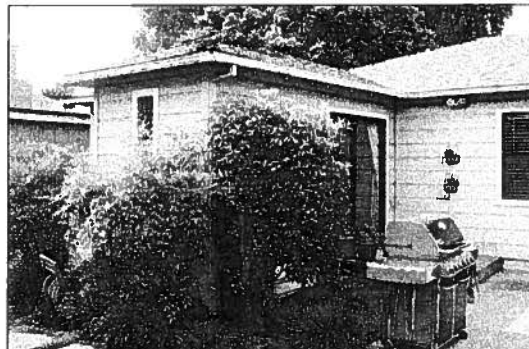
REAR DECK - 2



RIGHT ELEVATION - 9



LEFT EASEMENT - 6

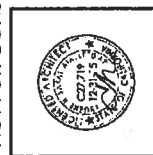


REAR YARD - 3



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F: (408) 998-0982

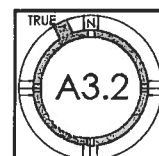
MARTIN RESIDENCE  
NEW RESIDENCE  
119 DUNSMUIR WAY, MENLO PARK, CA  
CHRISTOPHER AND DES MARTIN



DATE	DESCRIPTION
01-28-2013	PERMIT USE APPLICATION SUBMITTAL
03-09-2013	PERMIT USE APPLICATION SUBMITTAL
04-04-2013	PERMIT USE APPLICATION SUBMITTAL

"FOR PLANNING APPROVAL ONLY-NOT FOR CONSTRUCTION"

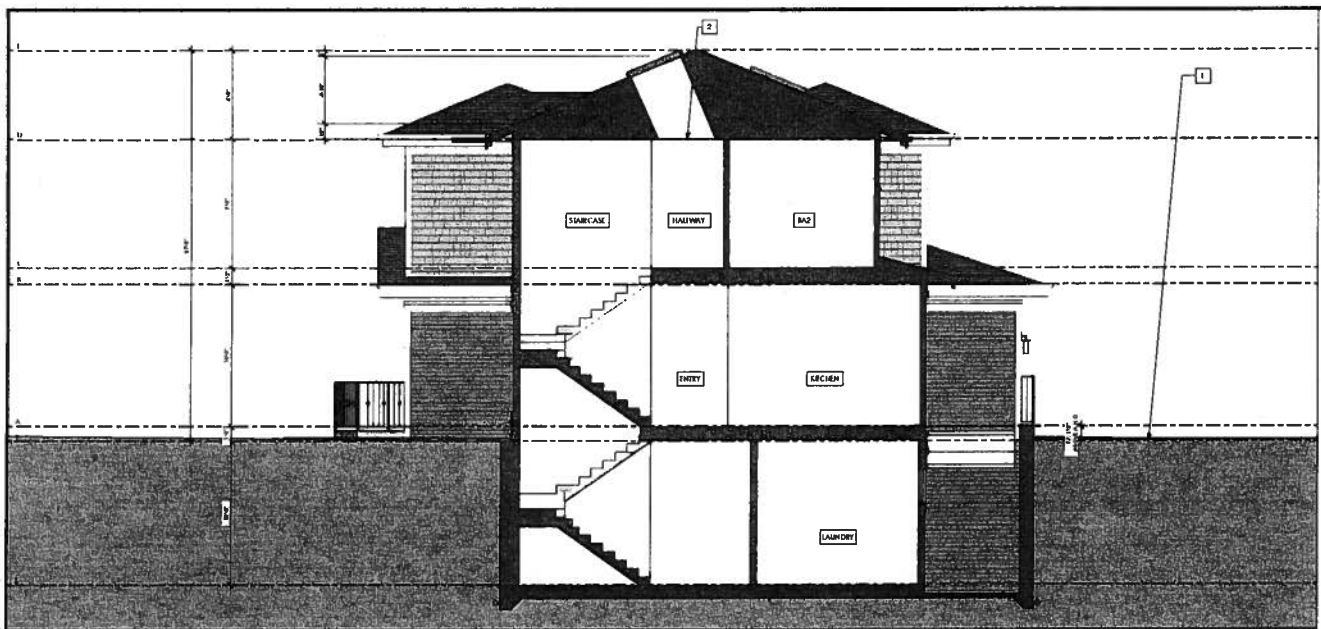
EXISTING  
PHOTOS



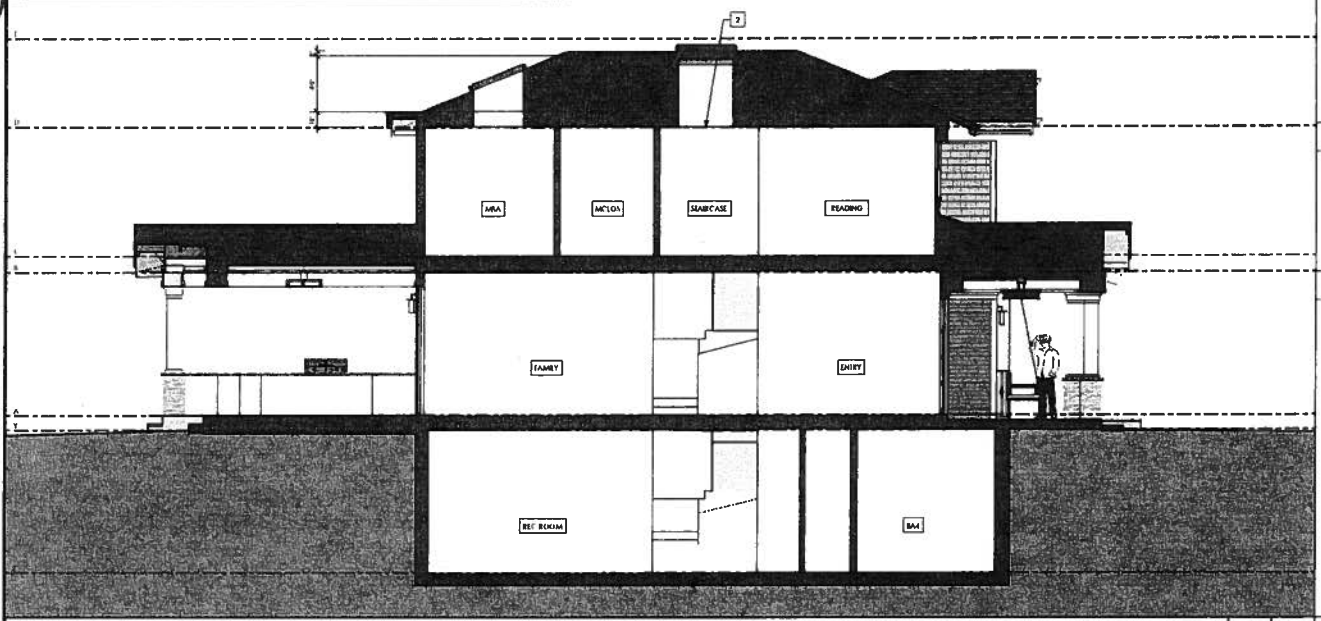
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B17



SECTION 1/4" 1



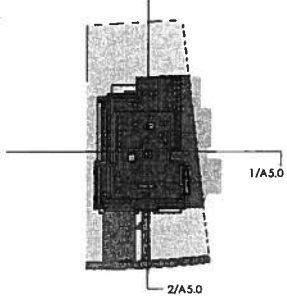
SECTION 1/4" 2

- 1 [F] = NUMBER OF KEYNOTE BELOW  
[E] GRADE TO REMAIN
- 2 SKYLIGHT-A TRANSLUCENT LENS FLUSH WITH THE CEILING WILL BE INSTALLED UNDER THE SKYLIGHTS TO REDUCE THE AMOUNT OF FLOOR AREA COUNTED AS 200% FLOOR AREA

KEYNOTES	-	-
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- A. (N) FIRST FLOOR BOTTOM PLATE @ (+/- 22.47')  
B. (N) FIRST FLOOR TOP PLATE @ (+/- 32.47')  
C. (N) SECOND FLOOR BOTTOM PLATE @ (+/- 33.64')  
D. (N) SECOND FLOOR TOP PLATE @ (+/- 42.64')  
E. (N) BUILDING HEIGHT @ (+/- 48.69')

GRID LINE LEGEND	-	-
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KEYPLAN 1/30' -



19 N. 2nd St., Ste. 205  
San Jose, CA 95113  
P : (408) 998 - 0983  
F : (408) 998 - 0982

MARTIN RESIDENCE  
NEW RESIDENCE  
119 DUNSMUIR WAY, MENLO PARK, CA  
CHRISTOPHER AND DEB MARTIN



DATE	DESCRIPTION
1/10/01	PRELIMINARY DESIGN
2/10/01	PRELIMINARY DESIGN
3/10/01	PRELIMINARY DESIGN
4/10/01	PRELIMINARY DESIGN
5/10/01	PRELIMINARY DESIGN
6/10/01	PRELIMINARY DESIGN
7/10/01	PRELIMINARY DESIGN
8/10/01	PRELIMINARY DESIGN
9/10/01	PRELIMINARY DESIGN
10/10/01	PRELIMINARY DESIGN
11/10/01	PRELIMINARY DESIGN
12/10/01	PRELIMINARY DESIGN

SECTIONS







**Studio S<sup>2</sup> Architecture, Inc.**

19 N. 2<sup>nd</sup> Street, Ste. 205  
San Jose, CA 95113  
ph: (408) 998-0983  
fax: (408) 998-0982  
esakai@studios2arch.com

June 5, 2015

**City of Menlo Park**  
Planning Department  
701 Laurel Street  
Menlo Park, CA 94025

RECEIVED

JUN 08 2015

CITY OF MENLO PARK  
BUILDING

Attn: Mr. Tom Smith, Planner

Re: 119 Dunsmuir Road (Chris and Deb Martin Residence)  
Studio S Squared job# 14028  
Use Permit Application—Letter of Description

Dear Mr. Smith:

Thank you for taking the time to review our intake application. Below is our written "Letter of Description" as requested.

- **PURPOSE:** Use permit for new home on a substandard lot in the R1-U zoning district.
- **SCOPE:** DEMOLISH AN EXISTING SINGLE STORY RESIDENCE AND BUILD A TWO STORY, 5 BR 4 BA SINGLE FAMILY RESIDENCE WITH 2,368.4 NEW LIVING S.F. ABOVE GRADE ON A 6,611 S.F. LOT WITH A NEW GARAGE OF 430.6 S.F. TOTALING 2,799.1 S.F. THE RESIDENCE ALSO INCLUDES A HABITABLE BASEMENT OF 1,354.1 S.F.
- **STYLE:** "Craftsman"-influenced wood framed home with a combination of cement fiber shingle and lap siding, painted wood or composite railings, brackets, and exterior trim, clad wood double paned windows. Colors to be light earth tones and greys.
- **BASIS FOR SITE LAYOUT:** comply with city ordinances. Preserve existing Japanese maple tree near proposed stairwell. Maximize backyard and indoor/outdoor connection. Provide ample room for generous basement lightwell. Offer a balanced, unassuming front elevation to the street.



- EXISTING/PROPOSED USES: Single family house/Single family house
- NEIGHBOR OUTREACH: The property owner has contacted the below listed neighbors and shared our plans:

Dear Neighbors,

As many of you already know, Deb and I are in the midst of designing a new home. When we bought our 1300 square foot home in Suburban Park back in 2002, it seemed more space than we would ever need. As our family has grown, so has our need for a bigger house.

Because we love our neighborhood so much, we have decided to rebuild rather than relocate. Our permit application has gone to the city for review and we'd like to hear your thoughts. Here is a link to review it online...

<http://www.menlopark.org/ArchiveCenter/ViewFile/Item/2269>

In addition, the city would like to see letters of support for our project. Please reply to this email with your name and address and your supportive thoughts. We are also happy to share our plans with you in person this week...just let us know when you are available.

We look forward to hearing from you.

Regards,

Chris, Deb, Alec and Keira Martin  
119 Dunsmuir Way

Letters of Support From Neighbors:

On Mar 14, 2015, at 9:04 PM, Mirjana MARJANOVIC  
<[miram@berkeley.edu](mailto:miram@berkeley.edu)> wrote:

Dear receiver,

We are writing this to express our support of the house remodel of our neighbors, Chris and Deb Martin. We are their neighbors at 132 Dunsmuir Way and think their house remodel is very tasteful and will add to the ambience and appeal of our neighborhood.



We love our neighborhood very much and love the family friendly aspect of it. Our kids and Martin's kids are very close in age, play together very well and we think they will all appreciate the new space and look this will bring to our families. Further this will add more to the ever growing feel of our neighborhood where newer generations not only come to enjoy what is already there but to add to it as well.

We are looking forward to experiencing and sharing Martin's new house on our street.

Regards

Mira and Rafat Alvi

From: **Neylan Bonnie** <neylan5@comcast.net>

Date: Thu, Mar 12, 2015 at 9:06 PM

Subject: Re: Home Rebuild Project 119 Dunsmuir Way - Request for Support

To: Deb Martin <debbusermartin@gmail.com>

Cc: Martin Christopher <cjkm1016@me.com>

I have lived in my home at 115 Dunsmuir Way since 1968 and have always felt that this is home; we raised 5 children here, I had my parents across the street for a few years and 4 of my 5 children lived here at one time; now two of my daughters are still in Suburban Park.

We have added on to our home many times and the main reason is the same as the one that Deb, Chris Alec and Keira that we enjoy our home, neighborhood and feel that Suburban Park is a unique place to raise our Families unlike anyplace else.

I have known and loved the Martins from the time they moved in and will enjoy the larger home for them to be able to have their Parents and Family be able to stay with them.

I look forward to the completion of their remodel and putting new flowers in again between us.

I am so Happy to see all the exciting remodels happening which means we all love it here.

Sincerely,  
Bonnie Neylan

On Mar 9, 2015, at 9:44 AM, Trudi Barnes <[teabarnes@gmail.com](mailto:teabarnes@gmail.com)> wrote:



We, David and Trudi Barnes residing at 116 Dunsmuir Way support this home remodel project. Our neighborhood and neighbors are something we are very proud of. We have lived here since 1985 and due to our growing family, in 1998, put a second story on our home. We get nothing but complements on our home.

This is an amazing place to raise families and anything we can do to keep this a place that fosters a sense of community and support for our young couples as well as those who have been here for years is something we wholeheartedly support.

Trudi  
650.207.3723

Peggy McGill, Suburban Park

To: The City of Menlo Park,

Re: Home Remodel Project at 119 Dunsmuir Way

My husband and I have lived and raised our three children in Menlo Park, at 127 Dunsmuir Way, since 1984. After reviewing Chris & Deb Martin's proposed house remodeling plans, we fully support their project. The size and design is in keeping with other construction projects currently within Suburban Park. This is a family friendly neighborhood and the Martin's remodel will only add value to our community.

We support their project as laid out in their submitted plans to the city.

Thank you for your assistance with our project. Please do not hesitate to call our office should you have any questions.

Sincerely,



**Eugene H. Sakai, AIA, LEED AP**  
President, Studio S<sup>2</sup> Architecture, Inc.

cc: Deb and Chris Martin





# PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION  
MEETING OF JUNE 29, 2015  
AGENDA ITEM D3

**LOCATION:** 1031 Berkeley Avenue      **APPLICANT:** Marshall Schneider

**EXISTING USE:** Single-Family Residence      **OWNER:** Matthew and Alison Poirier

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

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

	PROPOSED PROJECT		EXISTING DEVELOPMENT		ZONING ORDINANCE	
Lot area	6,937.8	sf	6,937.8	sf	7,000.0	sf min.
Lot width	50.0	ft.	50.0	ft.	65.0	ft. min.
Lot depth	142.0	ft.	142.0	ft.	100.0	ft. min.
Setbacks						
Front	20.2	ft.	20.2	ft.	20.0	ft. min.
Rear	42.8	ft.	51.0	ft.	20.0	ft. min.
Side (left)	5.8	ft.	5.8	ft.	5.0	ft. min.
Side (right)	5.3	ft.	5.3	ft.	5.0	ft. min.
Building coverage	2,413.0	sf	1,981.0	sf	2,428.2	sf max.
	34.8	%	28.6	%	35.0	% max.
FAL (Floor Area Limit)	2,797.0	sf	2,628.0	sf	2,800.0	sf max.
Square footage by floor	1,600.0	sf/1st	1,471.0	sf/1st		
	767.0	sf/2nd	647.0	sf/2nd		
	430.0	sf/garage	430.0	sf/garage		
	382.0	sf/porches	108.0	sf/porches		
	6.0	sf/fireplace	6.0	sf/fireplace		
			80.0	sf/shed		
Square footage of building	3,185.0	sf	2,742.0	sf		
Building height	21.3	ft.	21.3	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	0	Non-Heritage trees	8*	New Trees	0
	Heritage trees	0	Non-Heritage trees	1	Total Number	7
	proposed for removal		proposed for removal		of Trees	

\*Two non-heritage trees are located in the public right-of-way along Berkeley Avenue.



## **PROPOSAL**

The applicant is requesting a use permit revision for first- and second-story additions to an existing two-story single-family residence on a substandard lot with regard to lot width and lot area in the R-1-U (Single Family Urban Residential) zoning district. The Planning Commission approved a use permit for first- and second-story additions that exceeded 50 percent of the floor area of an existing single-story residence in January 1993.

## **ANALYSIS**

### Site Location

The subject property is located on the west side of Berkeley Avenue, roughly midway between Bay Road and Van Buren Road in the Flood Triangle neighborhood. The parcel is surrounded by a mix of predominantly single-story, single-family residences with attached garages, all of which are also zoned R-1-U. The nearby properties feature a mixture of architectural styles and scales, although single-story ranch designs are the most common.

The subject parcel is substandard, with a lot width of 50 feet where 65 feet is required and a lot area of 6,937.8 square feet where 7,000 square feet is required. Adjacent parcels are also substandard lots and would require use permit approvals for construction of certain large additions or new two-story residences.

### Project Description

In January 1993, the Planning Commission granted a use permit to a previous property owner to add up to 938 square feet to the first floor of the existing single-story home, and 646 square feet for a new second story. The approved additions were greater than 50 percent of the existing floor area and resulted in a two-story home on a substandard lot. Under the current version of Zoning Ordinance, as in 1993, a use permit is required for single-family residential projects requesting to add more than 50 percent of the existing floor area to a two-story home on a substandard lot.

At this time, the applicant is proposing rear first-story additions to the existing family room and master bedroom, a rear second-story addition to create an additional bedroom, and a new bay window and craftsman architectural details on the front facade of the residence. A shed located within a six-foot public utility easement along the rear of the property would be removed. The existing residence and proposed additions comply with current setback requirements and other development standards of the R-1-U zoning district.

The existing two-story residence contains approximately 2,118 square feet of living space and a 430 square-foot garage. On the first floor, the applicant is proposing to build 129 square feet of additional family room and master bedroom space, as well as a bay window architectural feature on the living room front facade. On the second story,



the applicant is proposing a 120 square-foot rear addition to create an additional bedroom. The existing three-bedroom residence would become a four-bedroom residence.

The attached two-car garage would not be expanded as part of the proposed project, but the water heater is proposed to be moved into a new mechanical area at the left rear corner of the garage. The resulting 20-foot, one-inch interior depth of the garage would exceed current dimensional requirements for a residential parking space. However, the parking situation at the site would remain legal, nonconforming with regard to the garage width, which is approximately one foot less than the required 20 feet.

The floor area of the proposed residence would be 2,797 square feet, below the maximum floor area limit (FAL) of 2,800 square feet. Building coverage would be 34.8 percent, below the two-story maximum of 35 percent. The maximum height of the residence would continue to be 21 feet, four inches, below the maximum permitted height of 28 feet. The proposed project falls 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).

The plan set contains minor errors with regard to the lot size and setbacks, but the errors do not materially affect the proposed project or generate conflicts with applicable Zoning Ordinance requirements. The plan set will be corrected to align with the project survey as part of the building permit application submittal (condition 4a).

### Design and Materials

The existing residence is a two-story structure with a mix of traditional and contemporary architectural styles. Key features of the existing structure include a prominent two-car garage with inset second-story window above, a front porch highlighted by decorative columns and elongated arches, and a combination of hipped and gabled rooflines.

The applicant states that the proposed front of the residence would be finished with craftsman details, including a new bay window with decorative brackets, rafter tails along the front and rear facades of the home, a new rear trellis, and a new paneled garage door with windows. The proposed exterior would be clad in cement siding to match the existing siding. All proposed additions would be concentrated at the rear of the structure, resulting in a front façade that maintains the existing character of the home. The more prominent front entry details would help deemphasize the existing garage that projects beyond the front of the residence. The unusual angles present in the design of the existing rear of the structure would be squared off and simplified, resulting in a reduced rear main building setback when compared with the existing rear setback.

The proposed windows would consist mainly of metal-clad wood double-hung windows, with metal-clad wood casement windows in the bedrooms for egress. These window



choices are generally consistent with the windows on the existing structure and the proposed architectural style. Staff believes that the scale, materials, and style of the proposed development are consistent with the previous use permit approval and other two-story residences in the broader neighborhood. The bay window and craftsman architectural treatments to the front facade, as well as the focus of all new square footage additions at the rear of structure, would maintain the existing scale and general appearance of the residence as currently viewed from the street.

### Trees and Landscaping

The site contains a total of eight trees, including two trees in the public right of way, none of which are considered heritage trees. All existing trees on the property are proposed to remain, with the exception of a three-inch Japanese maple at the rear right side of the lot. The proposed first- and second-story additions would be located outside the drip lines of the trees. The proposed site improvements are not anticipated to adversely affect the existing trees given their distance from the areas of construction.

### Correspondence

The applicants indicate they conversed with neighbors immediately adjacent to the subject property, and both have been accepting of the proposed project. Staff has not received any correspondence regarding the proposed project.

### Conclusion

Staff believes that the scale, materials, and style of the proposed residence are consistent with the previous use permit approval and are compatible with other two-story residences in the greater neighborhood. The more prominent front porch and bay window, the concentration of first- and second-story additions at the rear of structure, and other craftsman architectural accents would help to maintain and enhance the existing character of the home as viewed from the street. 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 Marshall Schneider, consisting of 14 plan sheets, dated received June 8, 2015, and approved by the Planning Commission on June 29, 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.



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 revise Sheets A0.1, A1.0, and A1.1, consistent with the boundary and topographic survey prepared by Roger E. Dodge, subject to review and approval of the Planning Division. The project information table on Sheet A0.1 shall be revised showing the accurate lot area of 6,937.8 square feet and maximum building coverage of 2,428.2 square feet; Sheet A1.0 shall be revised to show a front setback of 20 feet, two inches; and Sheet A1.1 shall be revised to show a front setback of 20 feet, two inches, a left side setback of five feet, nine inches, a right side setback of five feet, 3 inches, a rear setback of 41 feet, as well as a six-foot public utility easement running along the rear of the property.

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 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

**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\062915 - 1031 Berkeley Ave.doc





# **CITY OF MENLO PARK** **LOCATION MAP** **1031 BERKELEY AVENUE**

DRAWN: TAS CHECKED: THR DATE: 6/29/15 SCALE: 1" = 300' SHEET: 1

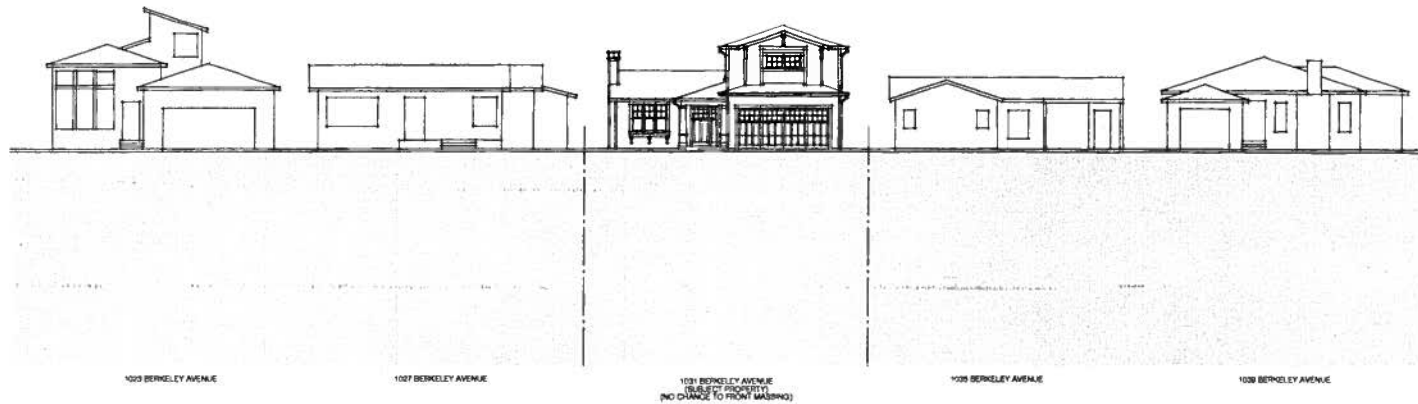




RECEIVED

JUN 08 2015

CITY OF MENLO PARK  
BUILDING



2  
A10 STREETScape

SCALE 1" = 10'

SDA

SCHNEIDER  
DESIGN  
ASSOCIATES

514 23rd AVENUE  
SAN FRANCISCO  
CALIFORNIA, 94121

APN: 062-052-070  
POIRIER RESIDENCE  
1031 BERKELEY AVENUE  
MENLO PARK, CA



ISSUED

PLANNING  
REVISIONS 06/08/15

COVER

SCALE 1" = 10'  
JOB NUMBER 201472

A0.1









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ASSOCIATES

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CALIFORNIA, 94121

APN: 062-052-070  
**POIRIER RESIDENCE**  
1031 BERKELEY AVENUE  
MENLO PARK, CA



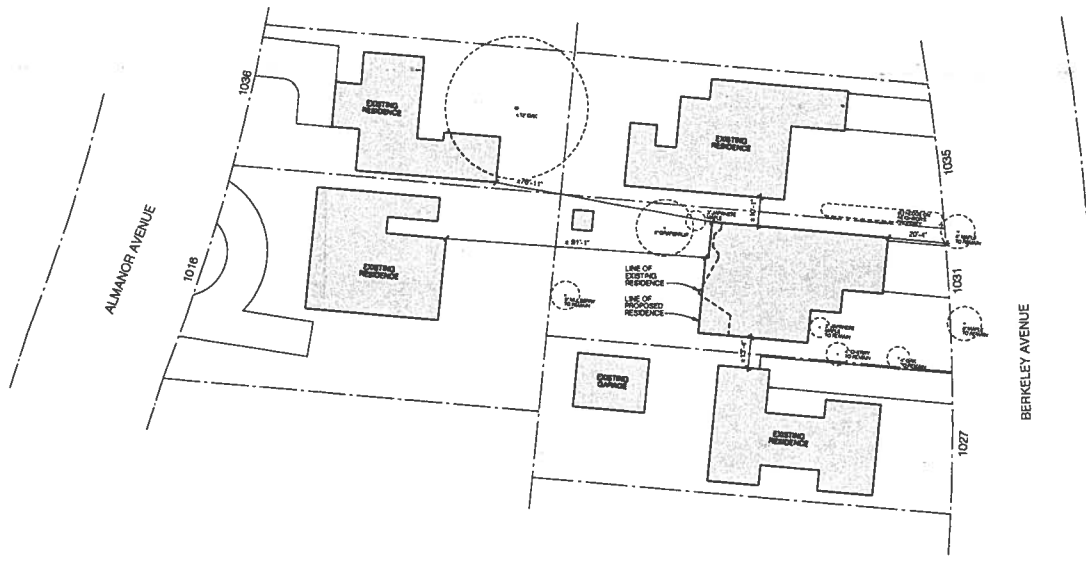
ISSUED:	
PERMIT SUBMITTAL	03 17 15
PLANNING SUBMITTAL	04 13 15
PLANNING REVISIONS	05 11 15

AREA PLAN & STREETSCAPE	
SCALE	1'-0" = 20'
JOB NUMBER	201422
A1.0	



2  
A1.0  
STREETSCAPE

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



1  
A1.0  
AREA PLAN

SCALE: 1" = 20'  
REF. NORTH





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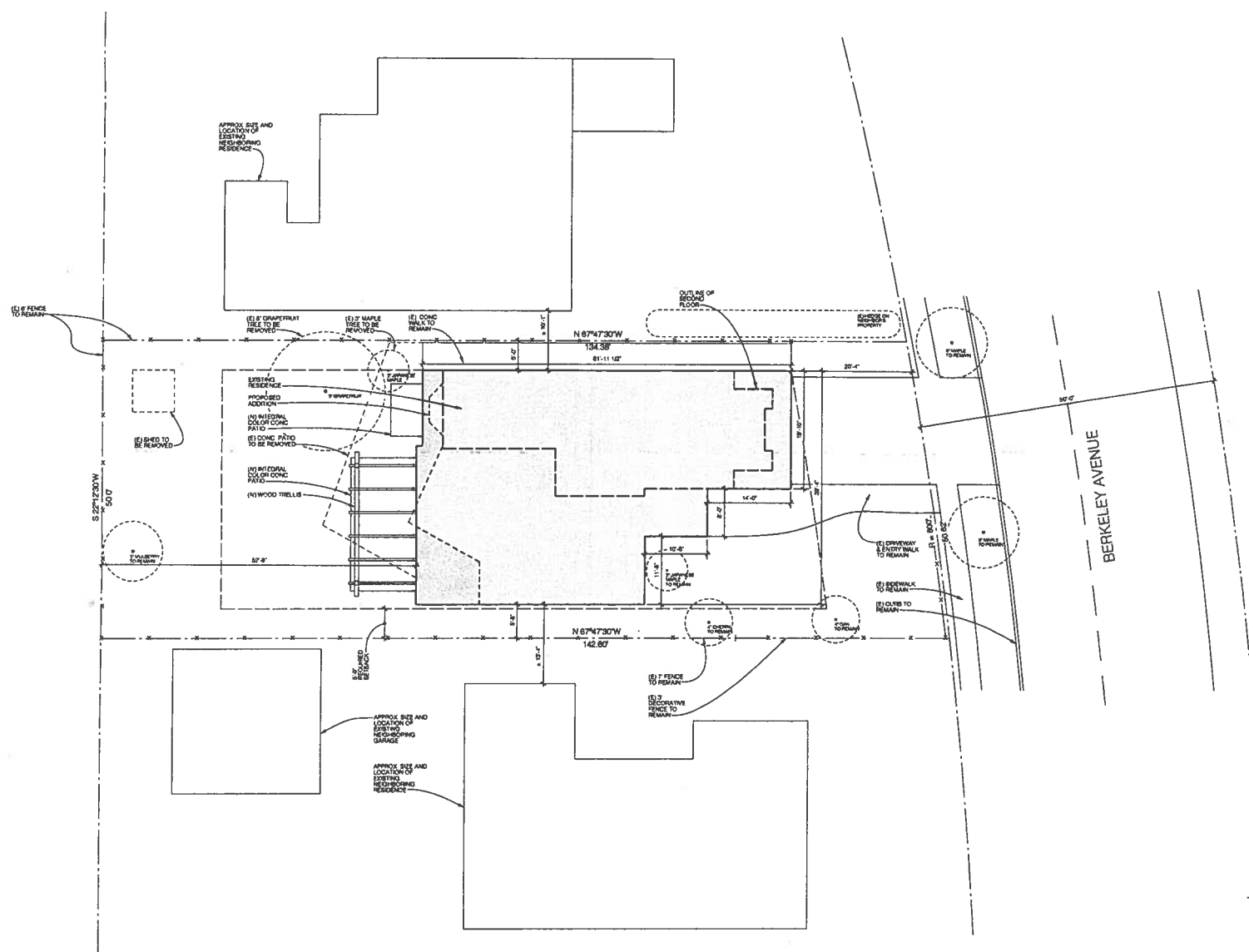
APN: 062-052-070  
**POIRIER RESIDENCE**  
1031 BERKELEY AVENUE  
MENLO PARK, CA



ISSUED:	
PERMIT SUBMITTAL	03 17 15
PLANNING SUBMITTAL	04 13 15
PLANNING REVISIONS	05 11 15

SITE PLAN  
SCALE 1/8" = 1'-0"  
JOB NUMBER 201422  
**A1.1**

(B4)



1 SITE PLAN  
A1.1





SDA

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CALIFORNIA, 94121

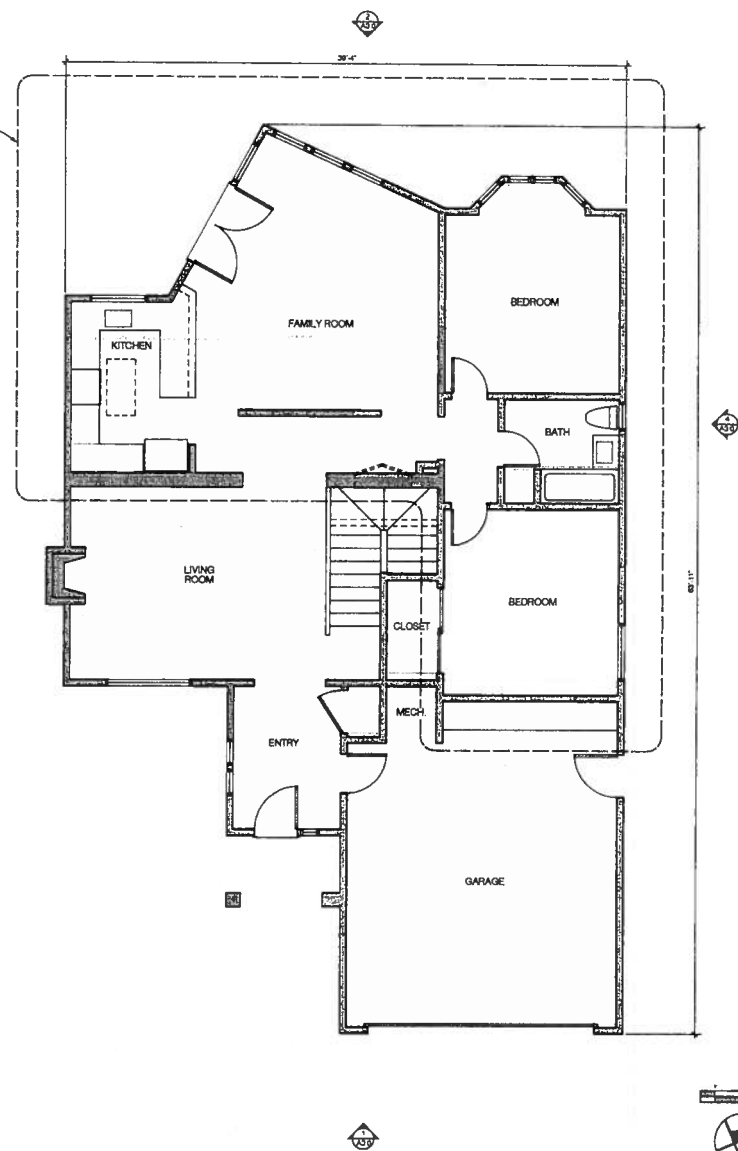
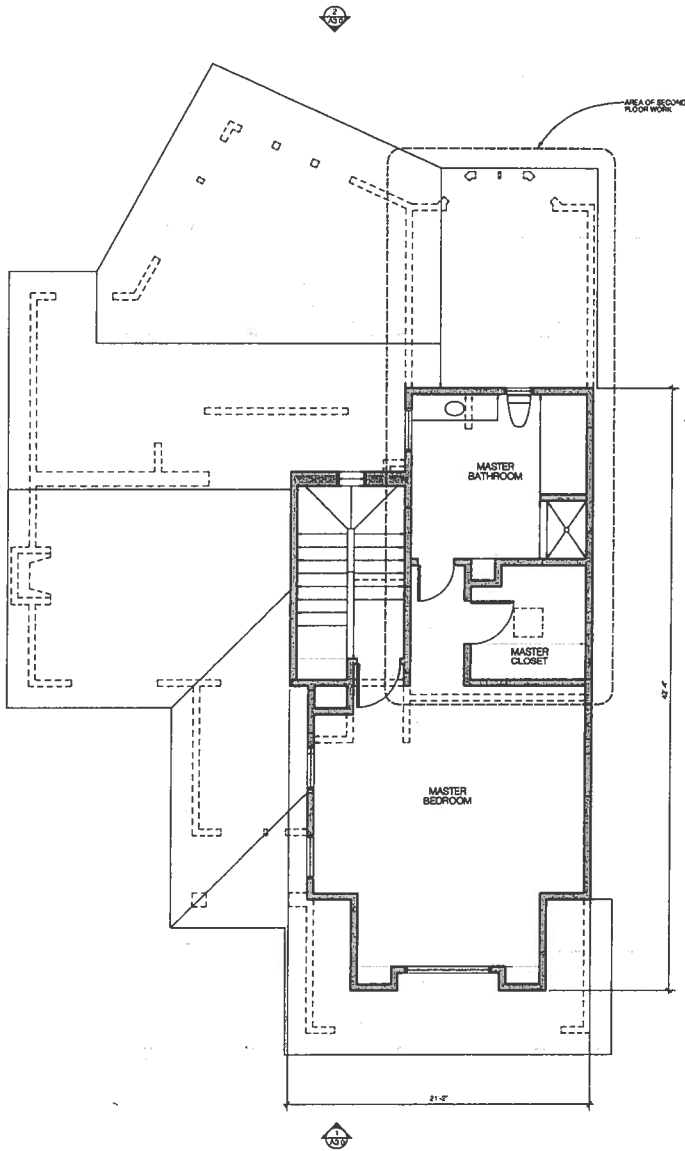
APN: 062-052-070  
**POIRIER RESIDENCE**  
1031 BERKELEY AVENUE  
MENLO PARK, CA



ISSUED:	
PERMIT SUBMITTAL	03 17 15
PLANNING SUBMITTAL	04 13 15
STAMPING REVISIONS	05 11 15

EXISTING FLOOR PLANS	
SCALE	1/4" = 1'-0"
JOB NUMBER	201422

A2.0



(B5)





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514 23rd AVENUE  
SAN FRANCISCO  
CALIFORNIA, 94121

APN:062-052-070  
**POIRIER RESIDENCE**  
1031 BERKELEY AVENUE  
MENLO PARK, CA



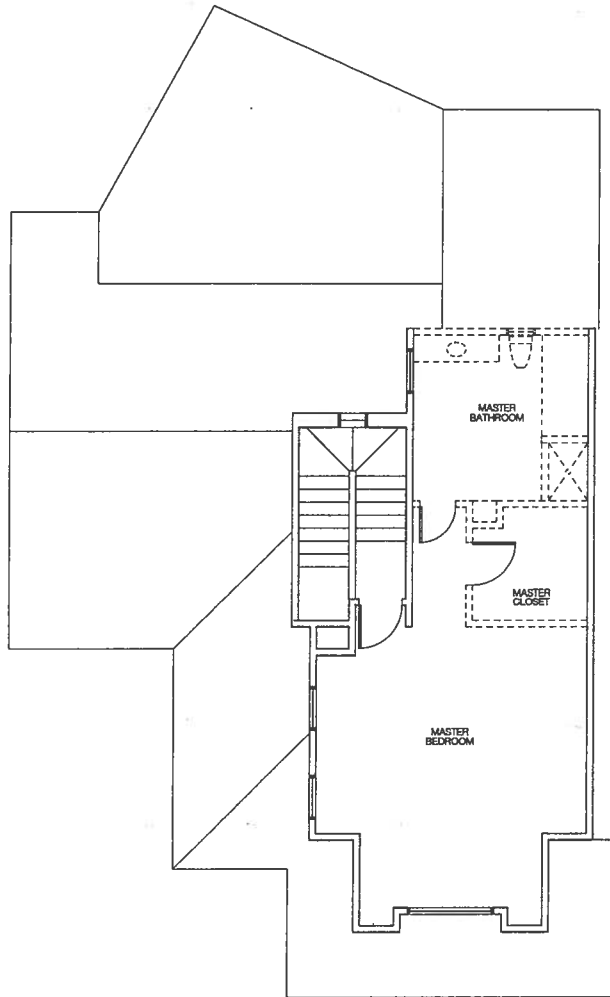
ISSUED:

PERMIT	03 17 15
SUBMITTAL	
PLANNING	04 13 15
SUBMITTAL	
REVISIONS	05 11 15

DEMOLITION PLANS

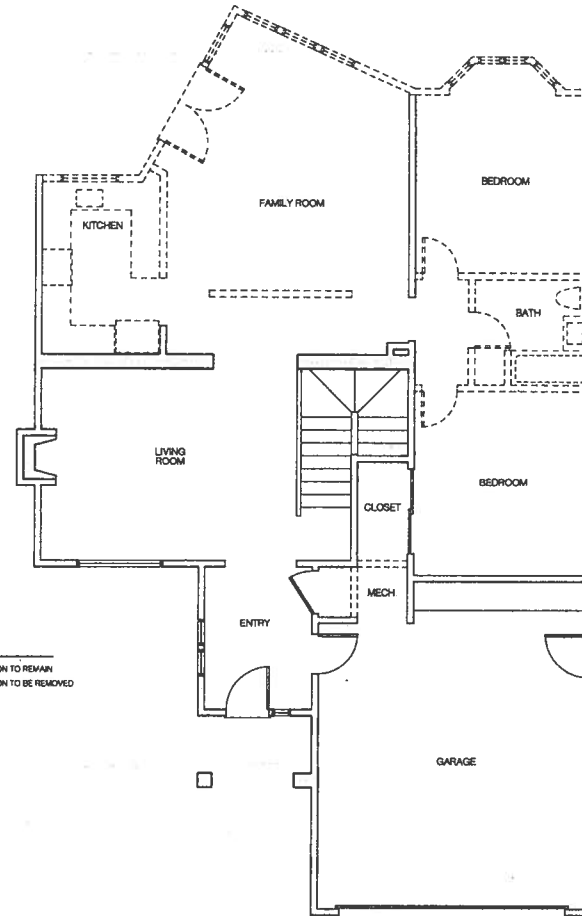
SCALE 1/4" = 1'-0"  
JOB NUMBER 201422

A2.1



WALL TYPE LEGEND:

—— (S) 24" CONSTRUCTION TO REMAIN  
- - - - (S) 24" CONSTRUCTION TO BE REMOVED



2 SECOND FLOOR DEMOLITION PLAN

SCALE 1/4" = 1'-0"

1 FIRST FLOOR DEMOLITION PLAN







SCHNEIDER  
DESIGN  
ASSOCIATES

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CALIFORNIA, 94121

APN: 062-052-070  
**POIRIER RESIDENCE**  
1031 BERKELEY AVENUE  
MENLO PARK, CA



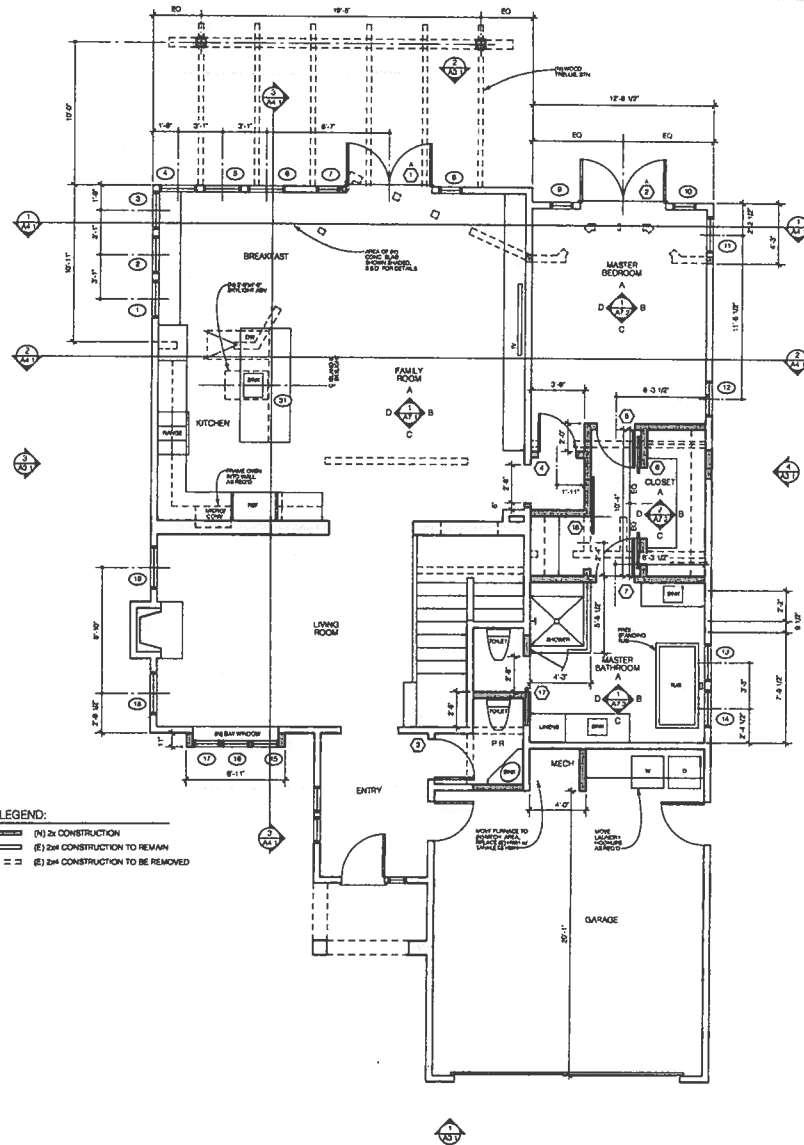
ISSUED:

PERMIT SUBMITTAL	03.17.15
PRICING	04.04.15
ISSUE	04.13.15
PLANNING SUBMITTAL	04.13.15
PLANNING REVISIONS	05.11.15

PROPOSED FLOOR  
PLANS

SCALE 1/4" = 1'-0"  
JOB NUMBER 201422

A2.2



WALL TYPE LEGEND:

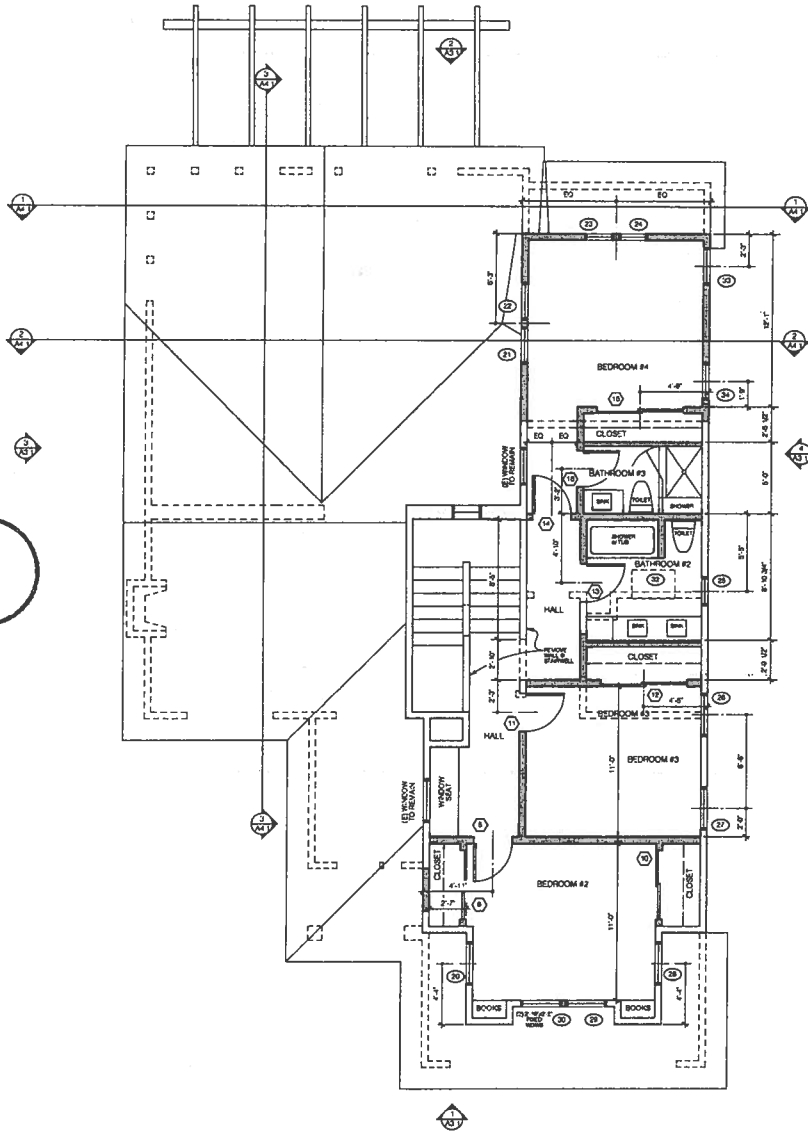
- (N) 2x CONSTRUCTION
- (E) 2xw CONSTRUCTION TO REMAIN
- (S) 2xw CONSTRUCTION TO BE REMOVED

SCALE 1/4" = 1'-0"

1 PROPOSED FIRST FLOOR PLAN



REF NORTH  
SCALE 1/4" = 1'-0"



2 PROPOSED SECOND FLOOR PLAN

(B7)





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DESIGN  
ASSOCIATES

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CALIFORNIA, 94121

APN: 062-052-070  
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1031 BERKELEY AVENUE  
MENLO PARK, CA



ISSUED:	
PERMIT SUBMITTAL	03.17.15
PRICING ISSUE	04.04.15
PLANNING REVISIONS	05.11.15

PROPOSED ROOF PLAN	
SCALE	1/4" = 1'-0"
JOB NUMBER	201422
A2.3	

ATTIC / RAFTER VENTILATION CALCULATIONS:

FAMILY ROOM ROOF

Total Area / Rafter Area 440 SF  
Total Required NFVA 440 / 150 = 2.93 SF

Total Ventilation Provided

EAVE (5 BAYS) @ 0.33 SF = 1.65 SF  
RIDGE (12 BAYS) @ 0.18 SF = 2.16 SF  
= 3.81 SF

MASTER BEDROOM ROOF

Total Area / Rafter Area 40 SF  
Total Required NFVA 40 / 150 = 0.27 SF

Total Ventilation Provided

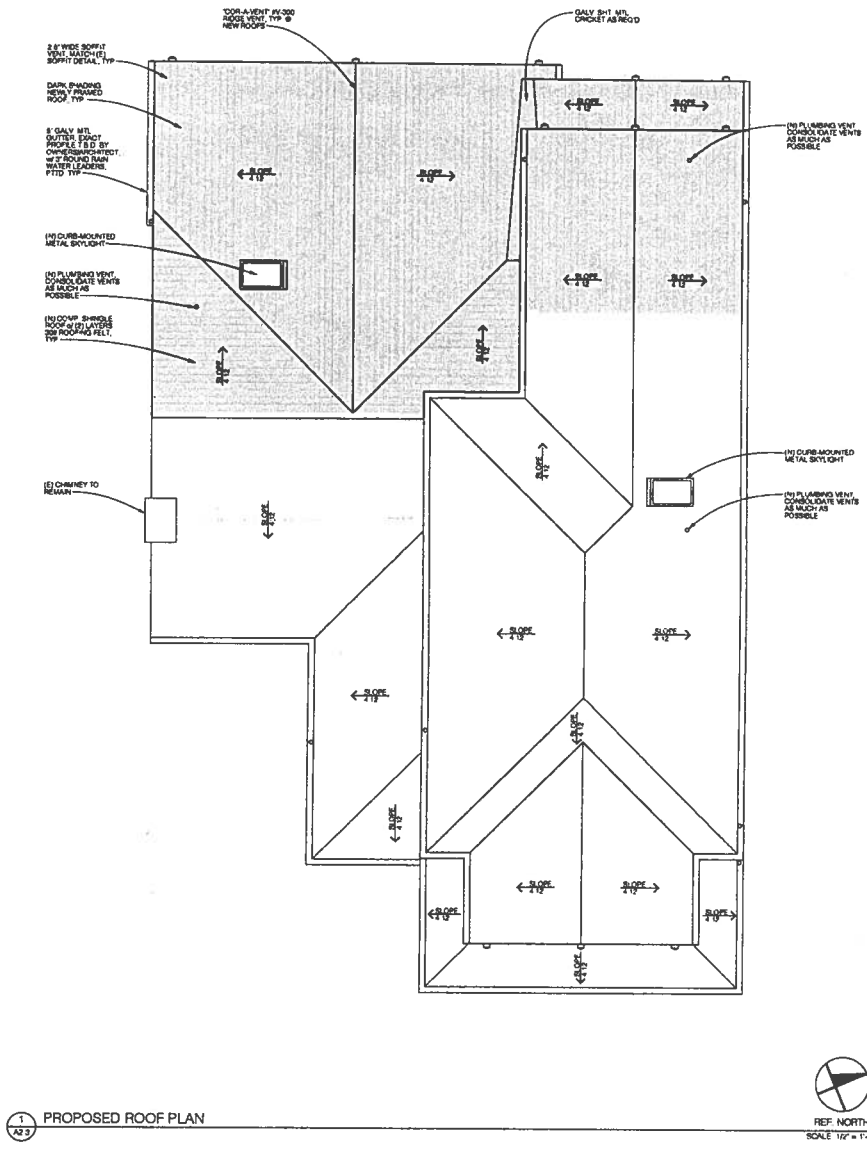
EAVE (11.5 BAYS) @ 0.33 SF = 3.80 SF  
RIDGE (1.5 BAYS) @ 0.18 SF = 0.27 SF  
= 4.07 SF

SECOND FLOOR ROOF

Total Area / Rafter Area 142 SF  
Total Required NFVA 142 / 150 = 0.95 SF

Total Ventilation Provided

EAVE (10 BAYS) @ 0.33 SF = 3.30 SF  
RIDGE (5 BAYS) @ 0.18 SF = 0.90 SF  
= 4.20 SF



1  
A2.3  
PROPOSED ROOF PLAN







SCHNEIDER  
DESIGN  
ASSOCIATES

514 23rd AVENUE  
SAN FRANCISCO  
CALIFORNIA, 94121

APN: 052-052-070  
POIRIER RESIDENCE  
1031 BERKELEY AVENUE  
MENLO PARK, CA



ISSUED:

PERMIT	03.17.15
SUBMITTAL	04.13.15
PLANNING	05.11.15
REVISIONS	

FLOOR AREA AND  
BUILDING COVERAGE  
DIAGRAMS

SCALE	1/4" = 1'-0"
JOB NUMBER	201472

A2.4

BUILDING COVERAGE CALCULATIONS

LETTER	SIZE	AREA
A	28'-7" x 38'-0"	1,083 SF
B	12'-2" x 8'-11"	753 SF
C	7'-0" x 10'-0"	180 SF
D	8'-0" x 10'-0"	83 SF
E	8'-11" x 8'-11"	8 SF
F	8'-0" x 10'-0"	180 SF
G	24'-0" x 11'-4"	274 SF
TOTAL		2,481 SF

FLOOR AREA CALCULATIONS

FIRST FLOOR

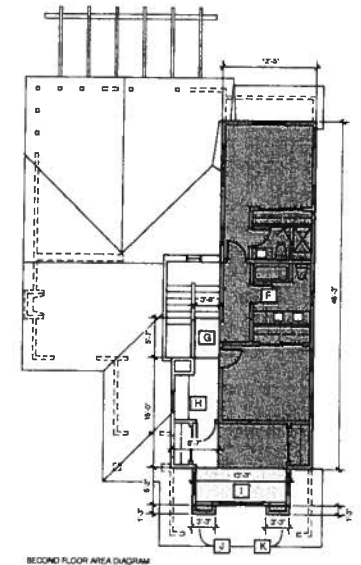
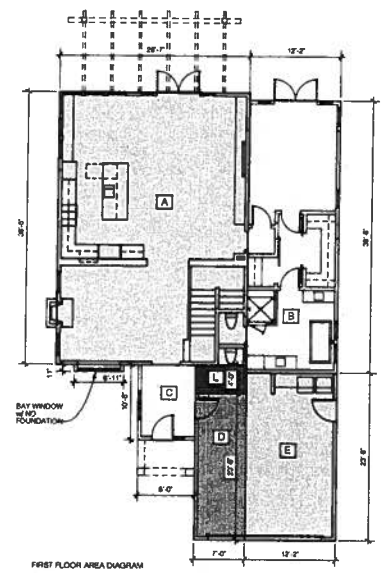
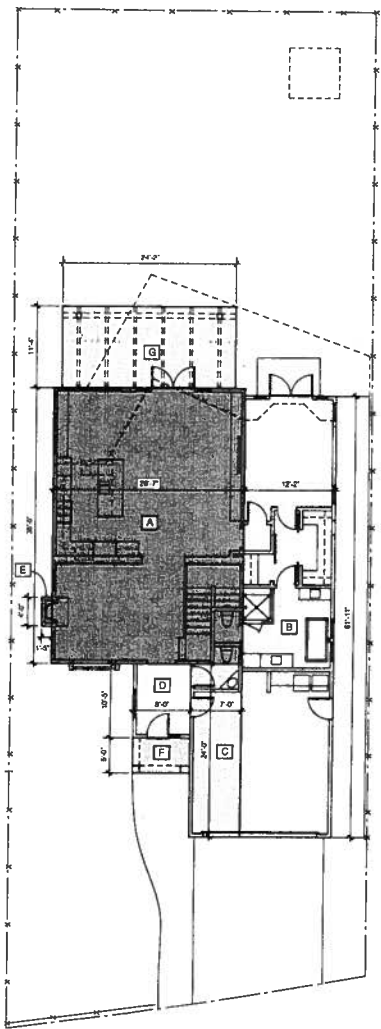
LETTER	SIZE	AREA
A	28'-7" x 38'-0"	1,083 SF
B	12'-2" x 8'-11"	753 SF
C	8'-0" x 10'-0"	83 SF
D	7'-0" x 10'-0"	180 SF
E	12'-2" x 22'-6"	268 SF
F	7'-0" x 4'-0"	28 SF
TOTAL		2,405 SF

GARAGE AREA = D+E

SECOND FLOOR

LETTER	SIZE	AREA
A	12'-0" x 10'-0"	120 SF
B	7'-0" x 11'-0"	77 SF
C	8'-7" x 10'-0"	87 SF
D	12'-2" x 8'-0"	98 SF
E	2'-0" x 1'-0"	2 SF
F	2'-0" x 1'-0"	2 SF
TOTAL		386 SF

TOTAL 2,791 SF







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ASSOCIATES

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CALIFORNIA, 94121

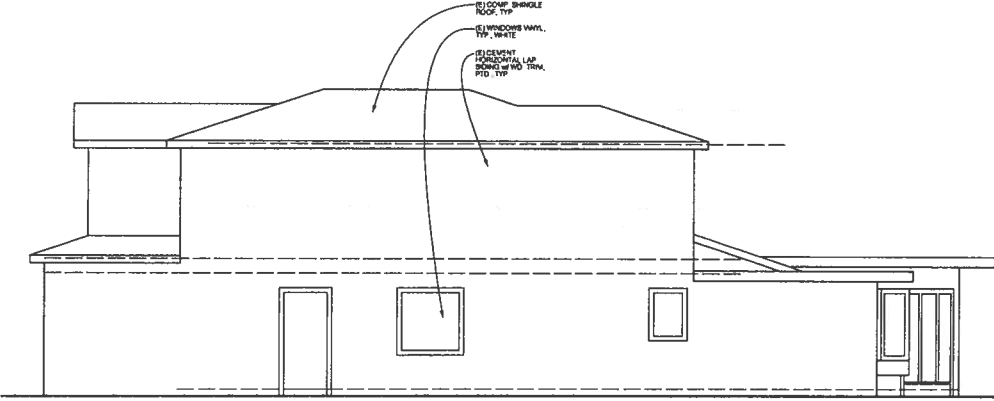
APN:  
**POIRIER RESIDENCE**  
1031 BERKELEY AVENUE  
MENLO PARK, CA



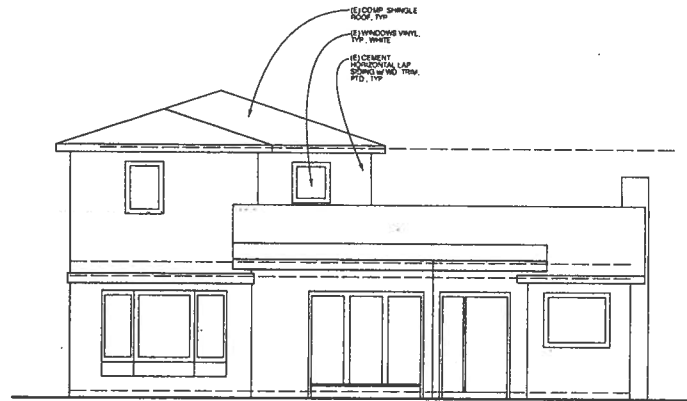
ISSUED:	
PERMIT SUBMITTAL	03.17.15
PLANNING SUBMITTAL	04.13.15
PLANNING REVISIONS	06.11.15

EXISTING EXTERIOR ELEVATIONS	
SCALE	1/4" = 1'-0"
JOB NUMBER	201432

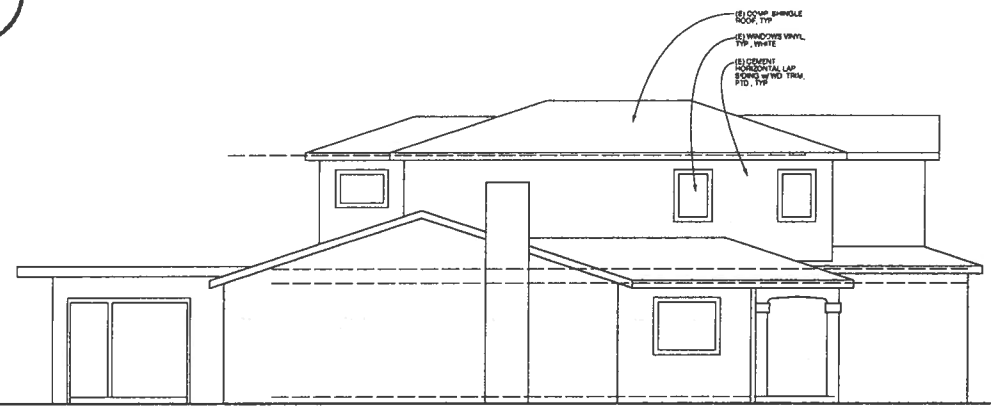
A3.0



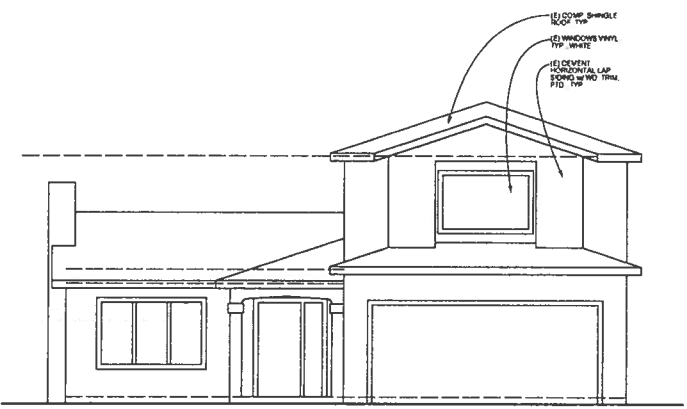
4 EXISTING NORTH (SIDE) ELEVATION  
SCALE 1/4" = 1'-0"



2 EXISTING WEST (REAR) ELEVATION  
SCALE 1/4" = 1'-0"



3 EXISTING SOUTH (SIDE) ELEVATION  
SCALE 1/4" = 1'-0"



1 EXISTING EAST (FRONT) ELEVATION  
SCALE 1/4" = 1'-0"

B10



SDA

SCHNEIDER  
DESIGN  
ASSOCIATES

514 23rd AVENUE  
SAN FRANCISCO  
CALIFORNIA, 94121

APN:  
**POIRIER RESIDENCE**  
1031 BERKELEY AVENUE  
MENLO PARK, CA



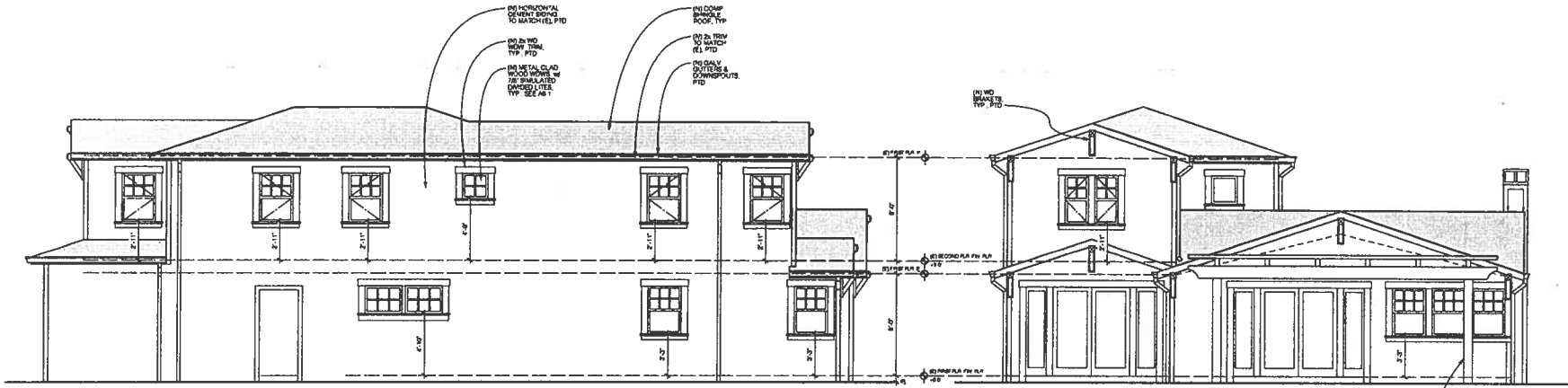
ISSUED:

PERMIT SUBMITTAL	03.17.15
PERMIT ISSUE	04.04.15
PLANNING REVISIONS	05.11.15

PROPOSED EXTERIOR ELEVATIONS

SCALE	1/4" = 1'-0"
JOB NUMBER	201472

A3.1

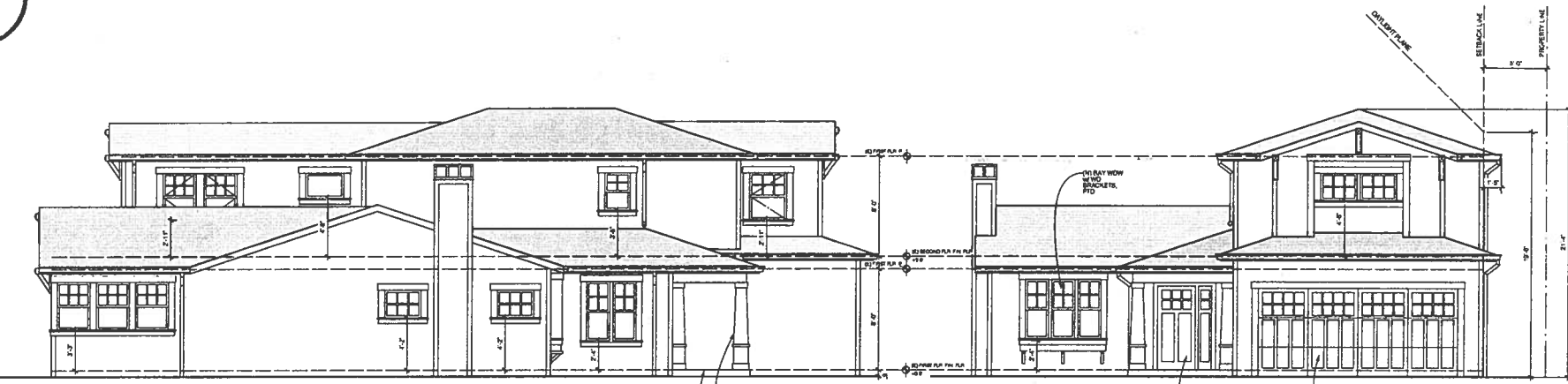


4 PROPOSED NORTH (SIDE) ELEVATION

2 PROPOSED WEST (REAR) ELEVATION

SCALE 1/4" = 1'-0"

SCALE 1/4" = 1'-0"



3 PROPOSED SOUTH (SIDE) ELEVATION

1 PROPOSED EAST (FRONT) ELEVATION

SCALE 1/4" = 1'-0"

SCALE 1/4" = 1'-0"

NOTE: ALL (N) WINDOWS AND DOORS TO HAVE SIMULATED DIVIDED LITES W/ GRILLS INSIDE & OUT & SPACER BARS BETWEEN THE GLASS, TYP.

111





SCHNEIDER  
DESIGN  
ASSOCIATES

514 23rd AVENUE  
SAN FRANCISCO  
CALIFORNIA, 94121

APN:  
**POIRIER RESIDENCE**  
1031 BERKELEY AVENUE  
MENLO PARK, CA



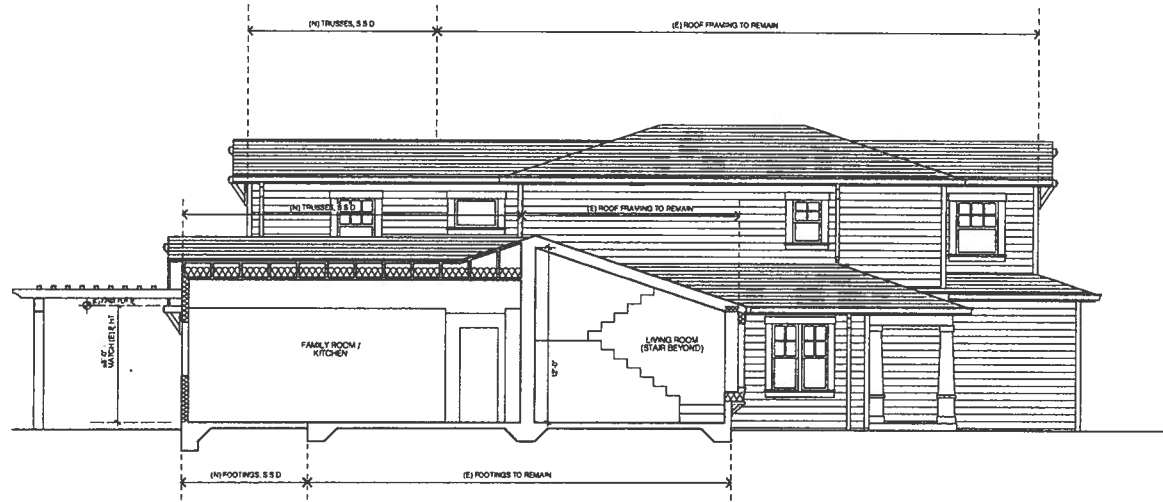
ISSUED:

PERMIT SUBMITTAL	03.17.15
PLANNING SUBMITTAL	04.13.15
PLANNING REVIEWS	05.11.15

PROPOSED  
BUILDING SECTIONS

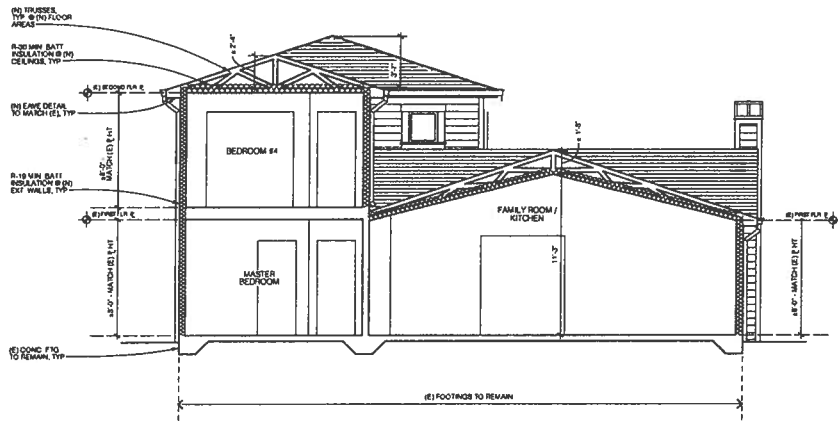
SCALE 1/4" = 1'-0"  
JOB NUMBER 201422

A4.1



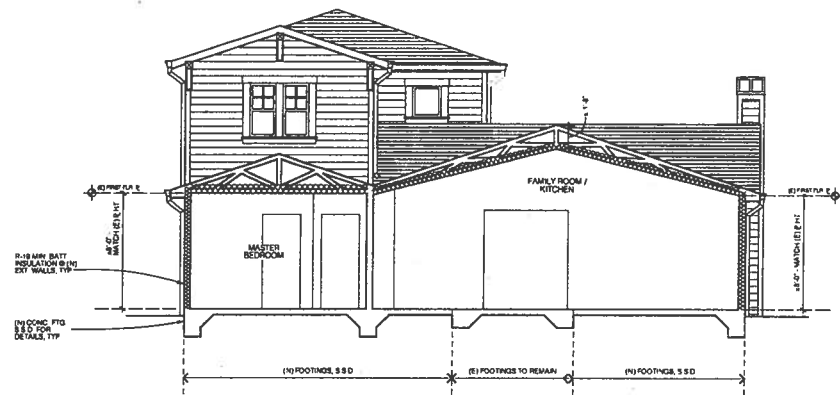
3 BUILDING SECTION  
A4.1

SCALE 1/4" = 1'-0"



2 BUILDING SECTION  
A4.1

SCALE 1/4" = 1'-0"



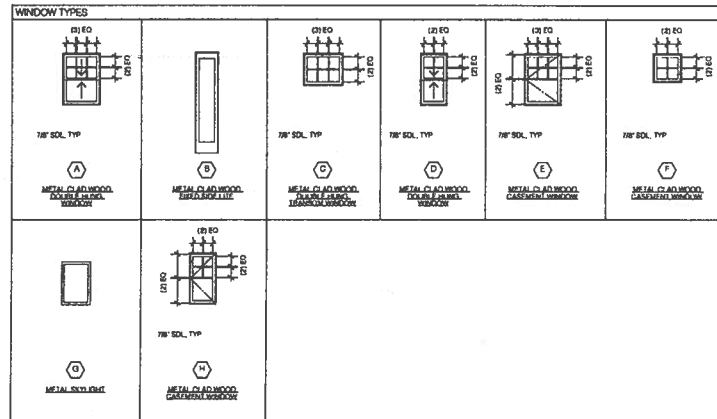
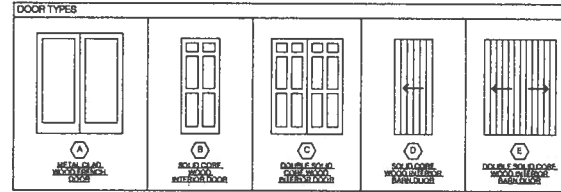
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A4.1

SCALE 1/4" = 1'-0"



DOOR SCHEDULE												
No.	Type	Window Frame Size (Width x Height)	Location	Matl	Finish	Glaz	Frame (Wt. & Ht.)	Notes	Door Reference	St	Remarks	
BATH HOUSE - FIRST FLOOR												
1	A	2'-0" x 6'-0"	BATHROOM #1	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
2	A	2'-0" x 6'-0"	MASTER BATHROOM	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (B) exterior doors	
3	A	2'-0" x 6'-0"	BATHROOM #2	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
4	A	2'-0" x 6'-0"	MASTER BATHROOM	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
5	B	2'-0" x 6'-0"	CLINIC	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
6	C	2'-0" x 6'-0"	BATHROOM #1	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
7	D	2'-0" x 6'-0"	MASTER BATHROOM	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
8	B	2'-0" x 6'-0"	BATHROOM #2	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
9	C	2'-0" x 6'-0"	BATHROOM #3	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
10	D	2'-0" x 6'-0"	BATHROOM #4	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
11	D	2'-0" x 6'-0"	BATHROOM #5	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
12	C	2'-0" x 6'-0"	BATHROOM #6	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
13	D	2'-0" x 6'-0"	BATHROOM #7	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
14	B	2'-0" x 6'-0"	BATHROOM #8	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
15	C	2'-0" x 6'-0"	BATHROOM #9	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
16	B	2'-0" x 6'-0"	BATHROOM #10	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
17	B	2'-0" x 6'-0"	MASTER BATHROOM	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
18	D	2'-0" x 6'-0"	CLINIC	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
WINDOW SCHEDULE NOTES												
Drawing: D = Double Glazed E = Low E & Double Glazed S = Single Glazed T = Both Glass Panes Tinted (Safety Glazing)												
Material: Wd = Wood Wd = Metal E = Glass F-Pd = Factory applied Panel Finish of Alum Cladding - Color = Black												
Color: Bl = Black Pd = Paint F-Pd = Factory applied Panel Finish of Alum Cladding - Color = Black Manufacturer: Mason, U.O.N.												
Notes: 1) Window color and hardware color to be determined by owners prior to window order												

WINDOW SCHEDULE												
No.	Type	Window Frame Size (Width x Height)	Location	Matl	Finish	Glaz	Frame (Wt. & Ht.)	Notes	Door Reference	St	Remarks	
BATH HOUSE - FIRST FLOOR												
1	A	2'-0" x 6'-0"	BATHROOM #1	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
2	A	2'-0" x 6'-0"	MASTER BATHROOM	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (B) exterior doors	
3	A	2'-0" x 6'-0"	BATHROOM #2	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
4	A	2'-0" x 6'-0"	MASTER BATHROOM	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
5	A	2'-0" x 6'-0"	CLINIC	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
6	C	2'-0" x 6'-0"	BATHROOM #1	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
7	D	2'-0" x 6'-0"	MASTER BATHROOM	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
8	B	2'-0" x 6'-0"	BATHROOM #2	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
9	C	2'-0" x 6'-0"	BATHROOM #3	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
10	D	2'-0" x 6'-0"	BATHROOM #4	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
11	D	2'-0" x 6'-0"	BATHROOM #5	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
12	C	2'-0" x 6'-0"	BATHROOM #6	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
13	D	2'-0" x 6'-0"	BATHROOM #7	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
14	B	2'-0" x 6'-0"	BATHROOM #8	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
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17	B	2'-0" x 6'-0"	MASTER BATHROOM	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
18	D	2'-0" x 6'-0"	CLINIC	Wd AC	Pd F-Pd	E	Wd AC Pd F-Pd	Y.B.D	Y.B.D	Y.B.D	Match (A) exterior doors	
WINDOW SCHEDULE NOTES												
Drawing: D = Double Glazed E = Low E & Double Glazed S = Single Glazed T = Both Glass Panes Tinted (Safety Glazing)												
Material: Wd = Wood Wd = Metal E = Glass F-Pd = Factory applied Panel Finish of Alum Cladding - Color = Black												
Color: Bl = Black Pd = Paint F-Pd = Factory applied Panel Finish of Alum Cladding - Color = Black Manufacturer: Mason, U.O.N.												
Notes: 1) Window color and hardware color to be determined by owners prior to window order												



SCHNEIDER  
DESIGN  
ASSOCIATES

514 23rd AVENUE  
SAN FRANCISCO  
CALIFORNIA, 94121

APN: 062-052-070  
POIRIER RESIDENCE  
1031 BERKELEY AVENUE  
MENLO PARK, CA



ISSUED:

PERMIT  
SUBMITTAL 03 17 15  
PRICING  
ISSUE 04 04 15  
PLANNING  
SUBMITTAL 04 13 15  
REVISIONS 05 11 15

DOOR & WINDOW  
SCHEDULES

SCALE  
1/4" = 1'-0"  
JOB NUMBER 201422

A6.1



MONUMENTS PER  
VOL. 37 PG. 14

ALMANOR AVE.

# IMPERVIOUS OR SEMI AREAS

- ① DRIVEWAY - 370 SQ. FT. (CONCRETE)
- ② APRON - 81 SQ. FT. (CONCRETE)
- ③ CONCRETE WALKWAY - 185 SQ. FT.
- ④ REAR DECK - 395 SQ. FT. (CONCRETE)
- ⑤ CONCRETE PAVERS - 134 SQ. FT.
- ⑥ PORCH AND WALK - 200 SQ. FT.
- ⑦ CONCRETE PAD - 180 SQ. FT. (CONCRETE)
- ⑧ HOUSE AREA 2,548 SQ. FT.

I HEREBY STATE THAT THIS PARCEL'S BOUNDARY WAS ESTABLISHED BY ME OR UNDER MY SUPERVISION AND IS BASED ON A FIELD SURVEY IN CONFORMANCE WITH THE LAND SURVEYOR'S ACT. ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACTED.

NOTE:  
NOT ALL UNDERGROUND UTILITY LINES MAY BE SHOWN ON THIS MAP. U.S.A. MUST BE CONTACTED TO DETERMINE LOCATIONS OF ALL UTILITY LINES PRIOR TO ANY DIGGING.

HOUSE

LOT 27, BOOK 37  
BOOK 17, PAGE 68

HOUSE  
F.F. 25.07

GARAGE

GARAGE

HOUSE

LOT 29

BERKELEY AVENUE  
50' R/W

BOUNDARY &

## TOPOGRAPHY

OF LANDS OF

### MATTHEW & ALISON POIRIER

1031 BERKELEY AVE. - MENLO PARK, CA. - 6-10-2015

ROGER E. DODGE, LS 3295  
DODGE ASSOC. SURVEYING  
20852 CHAPARRAL CIRCLE  
PENN VALLEY, CA 95848  
(530)432-5212, FAX (530)432-5443

ROGER E. DODGE  
LS 3295  
STATE OF CALIFORNIA

# SITE DATA

ELEVATION DATUM:  
CITY OF MENLO PARK BM NO. P875, CONVERTED TO  
NAVD 88 DATUM.  
BOUNDARY DATUM:  
PER RECORD OF SURVEY VOL. 37 PG. 14 AS SHOWN ON  
THIS MAP.  
SITE IDENTIFICATION:  
1031 BERKELEY AVE. A.P.N. 062-052-070; LOT 28,  
BLOCK 37, "NEWBRIDGE PARK MAP NO. 4" BOOK 17,  
PAGE 68; RECORDED BY DOCUMENT NO. 2013-044081.  
LOT AREA:  
6937.8 SQ. FT. MOR OR LESS (GROSS AND NET).  
BASIS OF BEARINGS:  
PER REC. OF SURVEY VOLUME 37, PG. 14.  
\* TOP 18" OF FENCE IS VENT / SEE THROUGH.  
FLOOD ZONE "X":  
NOT IN FLOOD PRONE AREA (SEE PANEL 306 OF 510)

# LEGEND

T/C = TOP OF CURB  
A.C. = ASPHALTIC CONCRETE  
F.F. = FINISHED FLOOR ELEVATION

END 3/4" I.P. 1 S 7597  
PER VOL. 37 PG. 14

LOT 31

LOT 32

23.91





Schneider Design Associates

RECEIVED

APR 13 2015

CITY OF MENLO PARK  
BUILDING

## MEMORANDUM

---

Poirier Residence  
1031 Berkeley Avenue  
Menlo Park, CA  
Project #: 201422

TO: Menlo Park Planning Department  
701 Laurel Street  
Menlo Park, CA 94025

FROM: Marshall Schneider

RE: Project Description

DATE: 4/13/2015

---

### SUBJECT:

1031 Berkeley is an existing (2) story home in a neighborhood of existing (2) story and (1) story homes. The current owners of 1031 wish to reconfigure the family room public space and add a new bedroom to the home to accommodate their family of (5). The proposal adds 130 square feet of Family Room/Great Room space to the rear of the first floor while making the space more easily accessible to the rear yard, increasing the livability of the home. The proposal also adds 120 square feet of space to the rear of the second floor to add a single bedroom to accommodate the family's (3) children.

The style of the home is to remain Craftsman in nature with architectural detail being added to the Entry to make the home feel more inviting. The proposal also includes a small bay window on the front to add interest and tie the style of the front of the home together. In the rear the new trellis and windows are in keeping with the Craftsman style and the awkward angles present in the existing design are being squared up and simplified. The projection of the home into the rear yard is actually decreasing, meaning the proposed rear setback is actually larger than the existing setback.

In an effort to keep the new addition in character with the scale of the neighborhood the addition is being made to the rear of the home. This allows the front elevation to retain its stepped character without introducing tall, (2) story walls to the front of the home. In the rear, where the addition is being made, the second story is held back from the line of structure on the first story to maintain the existing stepped aesthetic.

The owners of 1031 Berkeley have discussed the current addition plans with the neighbors on either side and both are accepting of the proposed project.

(c1)





# PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION  
MEETING OF JUNE 29, 2015  
AGENDA ITEM D4

<b>LOCATION:</b>	<b>475 Pope Street</b>	<b>APPLICANT:</b>	<b>German-American International School</b>
<b>EXISTING USE:</b>	<b>Private School</b>	<b>PROPERTY OWNER:</b>	<b>Ravenswood City School District</b>
<b>PROPOSED USE:</b>	<b>Private School</b>	<b>APPLICATION:</b>	<b>Use Permit Revision</b>
<b>ZONING:</b>	<b>P-F (Public Facilities)</b>		

## PROPOSAL

The applicant is requesting a use permit revision to allow after-school child care to occur until 6:00 p.m. on a site that recently received use permit, architectural control, and sign review approval for a private school use on an approximately 3.9-acre site in the P-F (Public Facilities) zoning district. No other changes are proposed to the educational program, school operations, or site improvements as previously approved.

## BACKGROUND

The German-American International School (GAIS) is a private school that offers international, bilingual education, and currently offers programs for students ranging from pre-school to eighth grade. Since 1991, GAIS has been operating at 275 Elliott Drive, the former O'Connor School site owned by the Menlo Park City School District. The Menlo Park City School District will be re-occupying the O'Connor School site with a new public elementary school (Laurel Upper School) to meet its own projected enrollment, which resulted in the need for GAIS to vacate that site in May 2015.

On May 18, 2015, the Planning Commission approved a use permit, architectural control, and sign review to allow GAIS to operate at the subject site. Per the approval, GAIS's operations would include an educational program for pre-school through 12th grade, with a student enrollment of up to 400 students to be phased in over a multi-year period. The approved site improvements included six new portable buildings, new play areas, storage sheds, and a new freestanding sign. Pursuant to this approval, GAIS



obtained building permits in early June 2015, and construction of the approved site improvements is currently underway.

## **ANALYSIS**

### Site Location

The subject site is located at 475 Pope Street, on the east side of Willow Road and at the western terminus of Elm Street, in the P-F (Public Facilities) zoning district. The subject site consists of approximately 3.9 acres, and is located on the southeastern portion of a larger 15.8-acre parcel that is shared with the Willow Oaks Elementary School, in the Willows neighborhood. Willow Oaks Elementary School occupies approximately the northern half of the larger parcel, and playing fields are located in the southwestern portion.

Uses surrounding the subject parcel include single-family residences to the north, single-family residences to the east, single-family residences and Willow Oaks Park to the south, and multi-family residences, a gas station, and medical offices to the west. The VA Medical Center is located to the northwest of the subject site, on the west side of Willow Road.

### Project Description

The applicant is requesting a use permit revision to allow after-school child care to occur until 6:00 p.m. on a site that recently received use permit, architectural control, and sign review approval for a private school use on an approximately 3.9-acre site in the P-F (Public Facilities) zoning district. The after-school child care component has been an integral part of the German-American International School's (GAIS) operation for over 20 years, but was omitted from the previous use permit request due to a clerical error. No other changes are proposed to the educational program, school operations, or site improvements as previously approved. The applicant's project description letter provides a detailed description of the proposed project, and is included in Attachment B.

According to the applicant, approximately 50 students participate in the after-school child care program, with another approximately 50 students in other after-school extracurricular activities. After-school child care is a typical component of private schools, and staff is not aware of any issues arising from GAIS's after-school child care program at the O'Connor School site.

The school's hours of operation would remain the same as previously approved, with its academic programs operating from 8:20 a.m. to 3:00 p.m., Monday through Friday, and extracurricular activities and the proposed child care program operating after school until 6:00 p.m. The school's schedule would be as follows:



### **GAIS Schedule**

<b>Grades</b>	<b>Start and End Times</b>
Pre-school	9:00 a.m. to 1:45 p.m.
Kindergarten	8:45 a.m. to 1:55 p.m.
Elementary	8:20 a.m. to 2:00 p.m. (to 3:00 p.m. on Mondays and Tuesdays)
Middle and High School	8:20 a.m. to 3:00 p.m.
After-School Extracurricular Activities and Child Care Program	Until 6:00 p.m.

School events and ancillary educational programs operated by GAIS's sublessors would remain unchanged from the recent approval. However, staff has removed certain construction-related conditions of approval, as these have been addressed by the issued building permits. A redlined version of the conditions of approval is included as Attachment C.

#### Correspondence

Staff has not received any correspondence regarding the proposed use permit revision.

#### Conclusion

Staff believes that the proposed inclusion of after-school child care would be consistent with the private school use, and would be compatible with existing surrounding uses. Staff recommends that the Planning Commission approve the proposed use permit revision.

### **ENVIRONMENTAL REVIEW**

The project is categorically exempt under Class 14 (Section 15314, "Minor Additions to Schools") of the current California Environmental Quality Act (CEQA) Guidelines. This categorical exemption allows minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25 percent or ten classrooms, whichever is less. The proposed use permit revision to allow after-school child care would serve existing students, and would not otherwise result in any changes to the student enrollment or school capacity as previously approved. Therefore, the proposed project is eligible for a categorical exemption under Class 14.

### **RECOMMENDATION**

1. Make a finding that the project is categorically exempt under Class 14 (Section 15314, "Minor Additions to Schools") 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 revision, subject to the following ***standard, construction-related*** conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by DES Architects + Engineers, consisting of 13 plan sheets, dated received on May 11, 2015, and approved by the Planning Commission on May 18, 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 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. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans for any off-site improvements. The plans shall be submitted for review and approval of the Engineering Division, and the improvements must be completed prior to the start of the 2015-2016 school year.
  - e. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.
4. Approve the use permit revision subject to the following ***project-specific*** conditions:
  - a. A stop sign shall be installed on eastbound Elm Street at the intersection of Pope Street, subject to review of the Transportation and Engineering Divisions, and the improvements must be completed prior to the start of the 2015-2016 school year.
5. Approve the use permit revision subject to the following ***ongoing, project-specific*** conditions:
  - a. All student instruction and regular school activities shall be allowed to operate within the parameters identified in the table below:



Operator	Days of Week	Months of Year	Hours of Operation	Maximum Student Enrollment
<i>German-American International School</i>	Monday through Friday	August to June	8:20 a.m. to 3:00 p.m., and extracurricular activities and child care program after school would run until 6:00 p.m.	400*
<i>German-American School of Palo Alto</i>	Saturdays	September to June	9:00 a.m. to 12:00 p.m.	110
	Monday through Friday	Mid-June to Mid-August	9:00 a.m. to 2:00 p.m.	90
			2:00 p.m. to 6:00 p.m.	20
<i>Palo Alto French Education Association</i>	Tuesdays and Thursdays	September to June	4:00 p.m. to 6:00 p.m.	40

\*Note: The maximum enrollment of 400 students shall follow the enrollment phasing schedule outlined below, provided that the applicant has demonstrated compliance with the daily trip cap and parking demand is effectively managed on the subject site, as specified in conditions 5e and 5f below, prior to embarking onto the subsequent enrollment phase.

	Enrollment Phasing					
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
<b>Total Students</b>	<b>280</b>	<b>315</b>	<b>330</b>	<b>355</b>	<b>385</b>	<b>400</b>

Any increase in student enrollment and/or changes to the hours of operation shall require approval of a use permit revision by the Planning Commission.

- b. Activities held during the hours of operation on a school day are permitted and are not considered special events regulated by this permit. The following school activities are allowed to occur outside of normal school hours and days, and shall end by 10:00 p.m.:

*Intentionally left blank*



Event	Frequency/ Day(s)	Hours	Anticipated Attendance
Open Classrooms	Annually in August	10:00 a.m. to 3:00 p.m.	50 people, staggered
Parents Evening (kindergarten to 4 <sup>th</sup> grades)	Annually in September	5:00 p.m. to 9:00 p.m.	80 people, staggered
Parents Evening (5 <sup>th</sup> to 8 <sup>th</sup> grades)	Annually in September	5:00 p.m. to 9:00 p.m.	80 people, staggered
Community Meeting	Annually in September	7:30 p.m. to 9:30 p.m.	60 people
PS Game Night	Annually in October	5:00 p.m. to 9:00 p.m.	30 people
St. Martin's Parade	Annually in November	5:30 p.m. to 9:00 p.m.	200 people
Open House	Annually in November	1:00 p.m. to 5:00 p.m.	50 people, staggered
Winter Fest	Annually in December	2:00 p.m. to 5:00 p.m.	200 people
Open House	Annually in January	1:00 p.m. to 5:00 p.m.	50 people, staggered
Pizza and Game Night	Annually in April	6:00 p.m. to 8:00 p.m.	30 people
Community Meeting	Annually in May	7:30 p.m. to 9:30 p.m.	60 people
Summer Fest	Annually in June	3:00 p.m. to 7:00 p.m.	200 people
Dance	Twice a year, in January and May	6:00 p.m. to 8:00 p.m.	60 people
Graduation	Annually in June, not anticipated until 2021	Evening	TBD

The applicant must obtain a Special Event permit for any major events that are not listed above.

- c. The applicant shall submit a copy of the student enrollment roster to the Planning Division for the purposes of verifying the student enrollment. The roster shall be submitted annually three months from the first day of the school year. The Planning Division shall return the roster to the school after completion of review. The City shall not make copies of the roster or disseminate any information from the roster to the public to the extent allowed by law.
- d. To the greatest extent possible, GAIS shall continue to promote and encourage families to carpool to school. GAIS shall implement the carpool program and monitor its progress.



- e. Normal operation of the school shall not exceed 920 daily trips. The applicant shall monitor the driveways accessing the site (i.e., primary driveway on Elm Street, and secondary driveway leading to GAIS campus from Willow Oaks Elementary School's rear parking lot) over three (3) weekdays (Tuesday, Wednesday, or Thursday) in October and March of each school year, excluding holiday periods. The daily trip count shall be the average of the three weekday counts. The data from the traffic counts shall be submitted to the City of Menlo Park Transportation Division in a report for review. The City may also choose to conduct its own monitoring if desired. If the monitoring shows that the trip cap is exceeded, then the applicant will have 60 days to prepare a revised Transportation Demand Management (TDM) program that incorporates additional TDM measures, and an additional 60 days to implement the revised TDM program in order to bring the site into compliance with the daily trip cap. A subsequent monitoring will be conducted by the City after 60 days. If the subsequent monitoring indicates that the site still exceeds the daily trip cap, then the applicant will not be allowed to increase student enrollment for the subsequent school year and may also need to reduce student enrollment accordingly to bring the site into compliance with the daily trip cap. Non-compliance may also result in review of the use permit by the Planning Commission. Any proposed changes to the daily trip cap and/or enrollment cap will require a revision to the use permit.
- f. Based on the limited parking supply, the applicant shall manage the parking demand so that the parking of school-related vehicles will not overflow into the surrounding neighborhood. Staff observations and resident complaints will be used to determine if parking is impacting the neighborhood. If an overflow of parking is found to occur in the neighborhood, then the applicant will have 30 days to implement measures to reduce the school's parking demand and prevent parking in the neighborhood. If overflow parking continues to occur in the neighborhood after the 30 days, the applicant will not be allowed to increase student enrollment and may also need to reduce student enrollment in order to reduce the parking demand. Non-compliance may also result in review of the use permit by the Planning Commission.
- g. The existing pedestrian path from Willow Road to Pope Street that traverses through the subject site's parking lot shall continue to remain open and unobstructed.
- h. During normal operation of the school, school-related vehicles are not permitted to park on any public street or the Willow Oaks Park parking lot. During school events, the applicant shall minimize any parking overflow into the surrounding neighborhood.



- i. All student drop-off and pick-up shall occur within the subject site's parking lot. No students shall be dropped off or picked up along any public streets or the Willow Oaks Park parking lot.
- j. No outdoor sound amplification shall be directed towards the adjacent residences.
- k. The Community Development Director shall review any complaints received by the City regarding operation of the German-American International School or its sublessors. The Community Development Director and her/his designee shall work with the applicant and the neighbors to try to resolve such complaints, when possible. The Community Development Director shall have the discretion to bring complaints to the Planning Commission for review.
- l. The applicant shall comply with the relevant provisions of the Joint Use Agreement between the City and the Ravenswood City School District regarding the use of the playing fields.

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

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

## **PUBLIC NOTICE & APPEAL PERIOD**

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

## **ATTACHMENTS**

- A. Location Map
- B. Project Description Letter
- C. Redlined Version of the Conditions of Approval

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

None

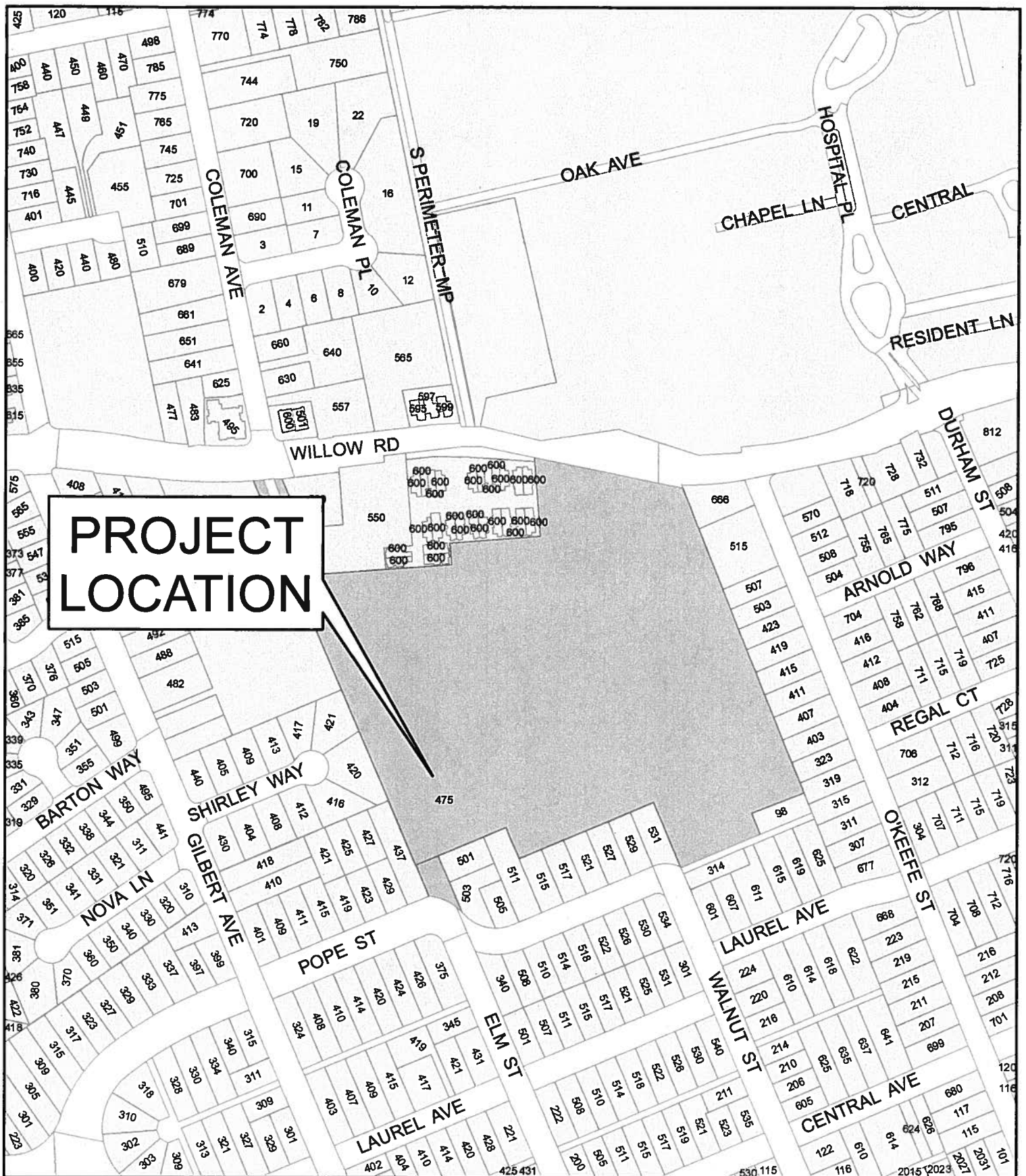
**Note:** Attached are reduced versions of maps and diagrams submitted by the applicant. The accuracy of the information in these drawings is the responsibility of the applicant,



and verification of the accuracy by City Staff is not always possible. The original full-scale maps and drawings are available for public viewing at the Community Development Department.

V:\STAFFRPT\PC\2015\062915 - 475 Pope Street (GAIS).doc





# CITY OF MENLO PARK

## LOCATION MAP

### 475 POPE STREET

AI



DRAWN: KTP CHECKED: KTP DATE: 05/18/15 SCALE: 1" = 300' SHEET: 1



RECEIVED

JUN 04 2015

CITY OF MENLO PARK  
BUILDING



German-American International School  
International Baccalaureate School of Silicon Valley



Thursday, June 4, 15

Jean Lin, Associate Planner  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

Re: 475 Pope Street, Menlo Park -- German-American International School --  
Project Description Letter for Use Permit Correction

Dear Ms. Lin,

The German-American International School (GAIS) is delighted to have received final Planning Commission approval of our Use Permit application on May 18, 2015 for relocation of our school from 275 Elliot Drive (the "O'Connor Site") to 475 Pope Street (the "Menlo Oaks Site") and we thank you for all of your hard work in reviewing and processing our application. As we have discussed, we wish to correct Condition No. 7 to explicitly allow after school child care as part of the extracurricular activities permitted on the campus until 6:00pm during the school year (August to June).

The project description letter enclosed with our Use Permit application proposes to continue the same hours of operation that were conducted at the O'Connor Site (see page 4 of our attached letter dated May 4, 2015). After school child care was a part of GAIS' operation at our former O'Connor Site campus (see page 1 of attached project description letter dated March 19, 2012). On average, roughly 50 students attend the afterschool child care program (in addition to another roughly 50 students that attend other after school extracurricular activities on campus). We had intended to include this after school child care component in our project description letter for our Use Permit application at the Menlo Oaks site; instead, we inadvertently stated that the child care would remain on the O'Connor Campus (see page 4 of our letter dated March 19, 2012). This was not only a clerical error but an impossibility as the O'Connor site is being taken back in its entirety by the Menlo Park City School District for a new public school.





**German-American International School**  
International Baccalaureate School of Silicon Valley



We are hopeful that Condition No. 7 can be corrected accordingly and as expeditiously as possible. Thank you for your attention and consideration of this matter. Please do not hesitate to contact me if you have any other questions or need more information.

Sincerely yours,

Dominic Liechti  
Managing Director

**RECEIVED**

JUN 04 2015

CITY OF MENLO PARK  
BUILDING



## ATTACHMENT C

Redlined Conditions of Approval  
Showing Changes from May 18, 2015 to  
Recommended Conditions for the Proposed Project

1. Make a finding that the project is categorically exempt under Class 14 (Section 15314, "Minor Additions to Schools") of the current CEQA Guidelines.
2. ~~Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:~~
  - a. ~~The general appearance of the structure is in keeping with the character of the neighborhood.~~
  - b. ~~The development will not be detrimental to the harmonious and orderly growth of the City.~~
  - c. ~~The development will not impair the desirability of investment or occupation in the neighborhood.~~
  - d. ~~The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.~~
  - e. ~~The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.~~
- 3.2. 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.
4. ~~Make a finding that the sign is appropriate and compatible with the use as a school, and is consistent with the Design Guidelines for Signs.~~
- 5.3. Approve the architectural control and use permit revision, subject to the following **standard, construction-related** conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by DES Architects + Engineers, consisting of 13 plan sheets, dated received on May 11, 2015, and approved by the Planning Commission on May 18, 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 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 of 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. [The applicant has demonstrated compliance with this condition.]~~

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. [The applicant has demonstrated compliance with this condition.]~~

f.d. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans for any off-site improvements. The plans shall be submitted for review and approval of the Engineering Division, and the improvements must be completed prior to the start of the 2015-2016 school year.

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

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

a. ~~Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans for a covered roof structure for the existing trash enclosure/dumpster area, subject to review of the Planning, Building, and Engineering Divisions. [The applicant has demonstrated compliance with this condition.]~~

b.a. A stop sign shall be installed on eastbound Elm Street at the intersection of Pope Street, subject to review of the Transportation and Engineering Divisions, and the improvements must be completed prior to the start of the 2015-2016 school year.



c. ~~Prior to building permit issuance, the applicant shall pay the transportation impact fee (TIF) per the direction of the Transportation Division in compliance with Chapter 13.26 of the Municipal Code. The current estimated transportation impact fee for all nine proposed classrooms is \$91,756.28, although the final fee shall be the fee in effect at the time of payment. The TIF can be paid in installments based on the timing of the construction of the classrooms, calculated at 3.44 peak hour trips per classroom. [The applicant has demonstrated compliance with this condition.]~~

7.5. Approve the use permit revision subject to the following **ongoing, project-specific** conditions:

a. All student instruction and regular school activities shall be allowed to operate within the parameters identified in the table below:

Operator	Days of Week	Months of Year	Hours of Operation	Maximum Student Enrollment
<i>German-American International School</i>	Monday through Friday	August to June	8:20 a.m. to 3:00 p.m., and extracurricular activities and <u>child care program</u> after school would run until 6:00 p.m.	400*
<i>German-American School of Palo Alto</i>	Saturdays	September to June	9:00 a.m. to 12:00 p.m.	110
	Monday through Friday	Mid-June to Mid-August	9:00 a.m. to 2:00 p.m.	90
			2:00 p.m. to 6:00 p.m.	20
<i>Palo Alto French Education Association</i>	Tuesdays and Thursdays	September to June	4:00 p.m. to 6:00 p.m.	40

\*Note: The maximum enrollment of 400 students shall follow the enrollment phasing schedule outlined below, provided that the applicant has demonstrated compliance with the daily trip cap and parking demand is effectively managed on the subject site, as specified in conditions 75e and 75f below, prior to embarking onto the subsequent enrollment phase.



	Enrollment Phasing					
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
<b>Total Students</b>	<b>280</b>	<b>315</b>	<b>330</b>	<b>355</b>	<b>385</b>	<b>400</b>

Any increase in student enrollment and/or changes to the hours of operation shall require approval of a use permit revision by the Planning Commission.

- b. Activities held during the hours of operation on a school day are permitted and are not considered special events regulated by this permit. The following school activities are allowed to occur outside of normal school hours and days, and shall end by 10:00 p.m.:

Event	Frequency/ Day(s)	Hours	Anticipated Attendance
Open Classrooms	Annually in August	10:00 a.m. to 3:00 p.m.	50 people, staggered
Parents Evening (kindergarten to 4 <sup>th</sup> grades)	Annually in September	5:00 p.m. to 9:00 p.m.	80 people, staggered
Parents Evening (5 <sup>th</sup> to 8 <sup>th</sup> grades)	Annually in September	5:00 p.m. to 9:00 p.m.	80 people, staggered
Community Meeting	Annually in September	7:30 p.m. to 9:30 p.m.	60 people
PS Game Night	Annually in October	5:00 p.m. to 9:00 p.m.	30 people
St. Martin's Parade	Annually in November	5:30 p.m. to 9:00 p.m.	200 people
Open House	Annually in November	1:00 p.m. to 5:00 p.m.	50 people, staggered
Winter Fest	Annually in December	2:00 p.m. to 5:00 p.m.	200 people
Open House	Annually in January	1:00 p.m. to 5:00 p.m.	50 people, staggered
Pizza and Game Night	Annually in April	6:00 p.m. to 8:00 p.m.	30 people
Community Meeting	Annually in May	7:30 p.m. to 9:30 p.m.	60 people
Summer Fest	Annually in June	3:00 p.m. to 7:00 p.m.	200 people
Dance	Twice a year, in January and May	6:00 p.m. to 8:00 p.m.	60 people
Graduation	Annually in June, not anticipated until 2021	Evening	TBD



The applicant must obtain a Special Event permit for any major events that are not listed above.

- c. The applicant shall submit a copy of the student enrollment roster to the Planning Division for the purposes of verifying the student enrollment. The roster shall be submitted annually three months from the first day of the school year. The Planning Division shall return the roster to the school after completion of review. The City shall not make copies of the roster or disseminate any information from the roster to the public to the extent allowed by law.
- d. To the greatest extent possible, GAIS shall continue to promote and encourage families to carpool to school. GAIS shall implement the carpool program and monitor its progress.
- e. Normal operation of the school shall not exceed 920 daily trips. The applicant shall monitor the driveways accessing the site (i.e., primary driveway on Elm Street, and secondary driveway leading to GAIS campus from Willow Oaks Elementary School's rear parking lot) over three (3) weekdays (Tuesday, Wednesday, or Thursday) in October and March of each school year, excluding holiday periods. The daily trip count shall be the average of the three weekday counts. The data from the traffic counts shall be submitted to the City of Menlo Park Transportation Division in a report for review. The City may also choose to conduct its own monitoring if desired. If the monitoring shows that the trip cap is exceeded, then the applicant will have 60 days to prepare a revised Transportation Demand Management (TDM) program that incorporates additional TDM measures, and an additional 60 days to implement the revised TDM program in order to bring the site into compliance with the daily trip cap. A subsequent monitoring will be conducted by the City after 60 days. If the subsequent monitoring indicates that the site still exceeds the daily trip cap, then the applicant will not be allowed to increase student enrollment for the subsequent school year and may also need to reduce student enrollment accordingly to bring the site into compliance with the daily trip cap. Non-compliance may also result in review of the use permit by the Planning Commission. Any proposed changes to the daily trip cap and/or enrollment cap will require a revision to the use permit.
- f. Based on the limited parking supply, the applicant shall manage the parking demand so that the parking of school-related vehicles will not overflow into the surrounding neighborhood. Staff observations and resident complaints will be used to determine if parking is impacting the neighborhood. If an overflow of parking is found to occur in the neighborhood, then the applicant will have 30 days to implement measures to reduce the school's parking demand and prevent parking in the neighborhood. If overflow parking continues to occur in the neighborhood after the 30 days, the applicant will not be allowed to increase student enrollment and may also need to reduce



student enrollment in order to reduce the parking demand. Non-compliance may also result in review of the use permit by the Planning Commission.

- g. The existing pedestrian path from Willow Road to Pope Street that traverses through the subject site's parking lot shall continue to remain open and unobstructed.
- h. During normal operation of the school, school-related vehicles are not permitted to park on any public street or the Willow Oaks Park parking lot. During school events, the applicant shall minimize any parking overflow into the surrounding neighborhood.
- i. All student drop-off and pick-up shall occur within the subject site's parking lot. No students shall be dropped off or picked up along any public streets or the Willow Oaks Park parking lot.
- j. No outdoor sound amplification shall be directed towards the adjacent residences.
- k. The Community Development Director shall review any complaints received by the City regarding operation of the German-American International School or its sublessors. The Community Development Director and her/his designee shall work with the applicant and the neighbors to try to resolve such complaints, when possible. The Community Development Director shall have the discretion to bring complaints to the Planning Commission for review.
- l. The applicant shall comply with the relevant provisions of the Joint Use Agreement between the City and the Ravenswood City School District regarding the use of the playing fields.





## STAFF REPORT

### Planning Commission

Meeting Date:

6/29/2015

Staff Report Number:

15-TBD-PC

Regular Business:

New Agenda and Staff Report Format

### Recommendation

Staff recommends that the Planning Commission review a brief update on pending changes to Commission/Council agenda and staff report formats. This item also provides an opportunity for Planning Commissioners to potentially provide comments on staff reports in general, for the consideration of staff as the other updates are undertaken.

### Background

The City has undertaken a project to ensure that the City's graphics, branding, and overall communications are clear and consistent. This project has included updates to the City logo and web site ([www.menlopark.org](http://www.menlopark.org)) in recent years. The next phase consists of updating the agenda and staff report formats for the City Council and all Commissions. These updates are currently scheduled to roll out with the July 2015 Council and Commission agendas.

### Analysis

This staff report is prepared in the new format draft, and the new agenda will be visually similar. The basic framework of staff reports will be similar to the current format, with various headers discussing different aspects of a project or plan. However, staff expects there will be some differences relative to the Planning Commission's current staff report format for projects, including:

1. The Recommendation section will come at the beginning of the report and will consist of a brief summary, with the associated detailed actions (such as findings and conditions of approval) included as an attachment. This will contrast with the current format, where the full recommended actions are included within the report itself, toward the end.
2. The Data Table will be an attachment, as opposed to the current format with the data table included on the front page.

Other changes will likely come up as staff works through the updates. In general, staff is using this process as an opportunity to consider improvements to the current format and content of staff reports. In recent years, staff has been looking for opportunities to reduce the volume and density of text, such as by putting information in tables/lists. For example, instead of writing a narrative description of tree removals for larger/more complex projects, staff prepares tables such as the following:

*The applicant is proposing to remove five heritage size trees:*



<b><i>Tree Number</i></b>	<b><i>Tree Type</i></b>	<b><i>Diameter</i></b>	<b><i>Location on Site</i></b>	<b><i>Condition</i></b>	<b><i>Basis for Removal Request</i></b>
#2	<i>Incense cedar</i>	<i>27 inches</i>	<i>Front middle</i>	<i>Poor</i>	<i>Health/Structure</i>
#5	<i>Mexican fan palm</i>	<i>22 inches</i>	<i>Back right-corner</i>	<i>Good</i>	<i>Construction</i>
#6	<i>Mexican fan palm</i>	<i>17 inches</i>	<i>Back right-corner</i>	<i>Good</i>	<i>Construction</i>
#9	<i>Coast live oak</i>	<i>42 inches</i>	<i>Middle-rear</i>	<i>Poor</i>	<i>Health/Possible hazardous</i>
#12	<i>Incense cedar</i>	<i>33 inches</i>	<i>Front-left side</i>	<i>Fair</i>	<i>Health/Structure</i>

Staff will continue to consider additional opportunities to relay information more quickly and clearly in staff reports.

This item also serves as an opportunity for Planning Commissioners to provide individual feedback on staff reports, for staff's consideration as the other updates are being made.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

None

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